



Western Contra Costa  
Transit Authority

## **NOTICE OF MEETING**

The Regular Meeting of the WCCTA Board of Directors  
will be held:

**DATE:** March 12, 2020 (Thursday)  
**TIME:** 6:30 PM  
**PLACE:** Pinole City Council Chambers  
2131 Pear Street, Pinole, CA

### **AGENDA**

**Americans With Disabilities Act:** In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a WCCTA Board Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the WestCAT Administrative Office at (510) 724-3331. Notification at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

**B. APPROVAL OF AGENDA**

**C. PUBLIC COMMUNICATIONS**

This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. Time limit is 3 minutes and is subject to modification by the Chair.

**1.0 CONSENT CALENDAR**

- 1.1 Approval of Minutes of Regular Board Meeting of February 13, 2020.\*
- 1.2 Approval of Expenditures of February, 2020.\*
- 1.3 Receive Contractors Monthly Management Report for January, 2020^^.  
**[Action Requested: Approve Item 1.1 and 1.2 and Receive Item 1.3]**

**2.0 ITEMS FOR BOARD ACTION / DISCUSSION**

- 2.1 Consideration and Adoption of Resolution 2020-02 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Allocation of Transportation Development Act/State Transit Assistance Funds/Net Bridge Toll Revenues/Feeder Bus Funds and Regional Measure 2 Operating Funds for Fiscal Year 2020/21. **[Action Requested: Formal Adoption of Resolution 2020-02].\***
- 2.2 Consideration and Adoption of Resolution 2020-03 Authorizing the Execution of Certifications and Assurances & Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP) for *Spare The Fare* – Free Rides on Spare the Air Days, \$234,279. **[Action Requested: Formal Adoption of Resolution 2020-03]. \***

- 2.3 Approval of Corrected WCCTA Administration and Operations Holiday Schedule for 2020. **[Action Requested: Formal Approval of Holiday Schedule].\***
- 2.4 Discussion of Finance and Administration Committee Recommendation on Key Elements of Contractor Work Scope in Request for Proposals for Public Transportation Services. **[Action Requested: Discussion and Direction to Staff].**
- 2.5 Discussion of Pending Hilltop Mall Redevelopment and Implications for Bus Access. **[Action Requested: Discussion and Direction to Staff].**

### **3.0 COMMITTEE REPORTS**

- 3.1 General Manager's Report. **[No Action: Information Only]**
- 3.2 WCCTAC Representative Report **[No Action: Information Only]**

### **4.0 CORRESPONDENCE**

- 4.1 Kaiser Permanente California Broker Compensation Disclosure Report for Reporting Period 01/2019 to 12/2019.+
- 4.2 Letter from WCCTA to Pinole Police Department regarding "Bears to Blankets Program Participation and Contribution".+

### **5.0 BOARD COMMUNICATION**

### **6.0 ADJOURNMENT**

\* Enclosures  
^^ To Be Distributed Separately

Documents provided to a majority of the Board of Directors after distribution of the packet, regarding any item on this agenda will be made available for public inspection at the Administration Counter at WCCTA located at 601 Walter Avenue, during normal business hours (Pursuant to SB 343 or California Government Code Section 54957.5 -effective July 1, 2008). If time allows, this information will also be uploaded and posted to the website prior to the meeting and made available at this link <https://www.westcat.org/Home/InsBoard>. The posting of SB 343 information on this website is in addition to the posting of the information at the legally required locations specified above.

**Next Board Meeting: April 9, 2020**

WCCTA BOARD MEETINGS ARE PRERECORDED FOR BROADCAST ON CHANNEL 26. The Community TV Channel 26 schedule is published on the City of Pinole's website at [www.ci.pinole.ca.us](http://www.ci.pinole.ca.us).

WESTERN CONTRA COSTA TRANSIT AUTHORITY

BOARD OF DIRECTORS

MEETING MINUTES

February 13, 2020

City Council Chambers, 2131 Pear Street, Pinole

REGULAR MEETING -6:30 P.M.

**A. CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE**

Chair Kelley called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

DIRECTORS PRESENT

Chair Chris Kelley, Maureen Powers, Aleida Chavez, Norma Martinez-Rubin

STAFF PRESENT

Charles Anderson, Yvonne Morrow, Rob Thompson, Mike Furnary

GUESTS PRESENT

Assistant General Manager of MV Transportation Pinole, Karen DeRosa, and David DeRosa, WCCTAC Executive Director, John Nemeth, WCCTAC Project Manager, Leah Greenblat, and Kimley-Horn and Associates, Inc., Adam Dankberg, P.E.

**B. APPROVAL OF AGENDA**

**MOTION: A motion was made by Director Powers, seconded by Director Martinez-Rubin to approve the agenda. The motion was carried by the following vote:**

**Ayes: 4 – Powers, Martinez-Rubin, Chavez, Kelley**

**C. PUBLIC COMMUNICATIONS**

*This is the time for members of the public to bring up with the Board of Directors matters of general interest that are not on the agenda. In accordance with provisions of the Brown Act, the Board will automatically refer to staff any matters that are brought before them at this time, and the matter may be placed on a future agenda. The time limit is 3 minutes and is subject to modification by the Chair.*

None.

**1) CONSENT CALENDAR**

**MOTION: A motion was made by Director Powers, seconded by Director Chavez to approve Consent Calendar Items 1.1 and 1.2, and receive Item 1.3. The motion was carried by the following vote:**

**Ayes: 4 – Powers, Chavez, Martinez-Rubin, Kelley**

**2) ITEMS FOR BOARD ACTION / DISCUSSION**

**2.1. Presentation and Discussion of Draft West Contra Costa Express Bus Implementation Plan:** Review and Provide Comments to WCCTAC Staff and Consultant Team for Incorporation into Final Plan

Chair Kelley introduced the item. WCCTAC Project Manager, Leah Greenblat, introduced herself and WCCTAC Executive Director, John Nemeth and provided opening comments. Adam Dankberg of Kimley-Horn and Associates, Inc. gave a presentation on the Draft West Contra Costa Express Bus Implementation Plan. Board Members asked questions and provided comments. Leah Greenblat and Adam Dankberg provided additional information.

Vice-Chair Martinez-Rubin requested that WCCTAC staff and the consultant team solicit input from groups who work with persons who may have been excluded from the public outreach due to possible lack of accessibility, such as persons with disabilities who are more and more out in the workforce.

General Manager Anderson provided additional comments, and Chair Kelley and Director Chavez asked questions. Adam Dankberg responded with additional information.

**2.2. Consideration of Resolution 2020-01 Supporting Creation of a Bus-Only Lane on the Bay Bridge):** Formal Adoption or Resolution 2020-01 or Direction to Staff

Chair Kelley introduced the item and Assistant General Manager Thompson provided a staff report. Board Members made comments and asked questions.

**MOTION: A motion was made by Director Chavez, and seconded by Director Powers to Adopt Resolution 2020-01. The motion was carried by the following vote:**

**Ayes:** 4- Chavez, Powers, Martinez-Rubin, Kelley

**2.3. Authorization for General Manager to Release Invitation for Bid for General Contracting Firm for WCCTA Bus Wash Replacement Project:** Formal Authorization to Release *IFB-2020-01* and to Issue and Advertise Notice to Bidders

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

**MOTION: A motion was made by Director Martinez-Rubin, and seconded by Director Chavez to authorize General Manager to Release IFB-2020-01 and to issue and advertise Notice to Bidders. The motion was carried by the following vote:**

**Ayes:** 4- Martinez-Rubin, Chavez, Powers, Kelley

**2.4. Authorization for General Manager to Issue Request for Proposals for Independent Financial Auditor Services for Two Year Period (FY20 & FY21) plus Pricing for Two (2) One Year Options:** Authorization for General Manager to Issue RFP, or Direction to Staff

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

General Manager Anderson specified that the one option available to us is to negotiate an extension of the existing auditor's agreement or put it out for competitive bid. Board Members asked questions and provided comments.

**MOTION: A motion was made by Director Powers, and seconded by Director Chavez to authorize General Manager to negotiate an extension of WCCTA's current service agreement with Carathimas and Associates for Independent Financial Auditor Services for Two Year Period (FY20 & FY21). The motion was carried by the following vote:**

**Ayes:** 4- Powers, Chavez, Martinez-Rubin, Kelley

**2.5. Presentation and Discussion of 2nd Quarter Financial and Operating Data Report: Information Only**

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

**2.6. Approval of WCCTA Publicly Available Pay Schedule for 2020: Formal Approval of WCCTA Pay Schedule (effective 1/1/2020)**

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

General Manager Anderson acknowledged one change on the item before the Board approves it. The DBE Liaison Officer job function is mistakenly associated with the Assistant General Manager position on the pay schedule, but that is actually the responsibility of the Transit Grants and Compliance Manager. Therefore, in approving this item, he asked that the Board approve it with that modification. The adjustment will be made to the schedule, prior to its posting.

**MOTION: A motion was made by Director Powers, and seconded by Director Chavez to approve WCCTA Publicly Available Pay Schedule (effective 1/1/2020) with the modification as recommended by General Manager Anderson. The motion was carried by the following vote:**

**Ayes:** 4- Powers, Chavez, Martinez-Rubin, Kelley

**2.7. Selection of Alternate Ex-Officio Representative to Contra Costa Transportation Authority (Representing the Bus Transit Coordination Council) for a One Year Term from February 1, 2020, through January 31, 2021: Selection of Alternate Ex-Officio Representative, Subject to Final Approval by CCTA Board**

Chair Kelley introduced the item and General Manager Anderson provided a staff report.

**MOTION: A motion was made by Director Martinez-Rubin, and seconded by Director Powers to nominate WCCTA Director Chavez as Alternate Ex-Officio Representative to Contra Costa Transportation Authority for a one-year term from February 1, 2020, through January 31, 2021, barring any conflict of interest with Director Chavez's employer, and subject to final approval by CCTA Board. The motion was carried by the following vote:**

**Ayes:** 4- Martinez-Rubin, Powers, Chavez, Kelley

**MOTION: A second motion was made by Director Martinez-Rubin, and seconded by Director Powers to nominate WCCTA Director Powers as the back-up to the Alternate Ex-Officio Representative to Contra Costa Transportation Authority. The motion was carried by the following vote:**

**Ayes:** 4- Martinez-Rubin, Powers, Chavez, Kelley

**3) COMMITTEE REPORTS**

**2.1. General Manager's Report**

1. March 3, 2020, is Election Day and the new Measure J is on the ballot in Contra Costa County.
2. May 9, 2020, is scheduled as the WCCTA Board of Directors Strategic Planning Workshop.

**2.2. WCCTAC Report**

Director Powers provided the WCCTAC report.

**4) CORRESPONDENCE**

None.

**5) BOARD COMMUNICATION**

Chair Kelley made an announcement that on February 12, 2020, the Capitol Corridor Joint Powers Authority approved the City of Hercules's Intermodal Transit Center as a candidate train station, which is a very important step for the City and will assist them in obtaining funding to support it.

**6) ADJOURNMENT**

At 7:57 p.m., Chair Kelley adjourned the regular meeting of the WCCTA Board of Directors of February 13, 2020.

\_\_\_\_\_  
**Chris Kelley, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Charles Anderson, Secretary**

\_\_\_\_\_  
**Date**

**A/P DISBURSEMENTS FEBRUARY 2020**

**AGENDA**

WCCTA - WestCAT  
Purchase Journal

**ITEM #** 1.2

Filter Criteria includes: 1) Unposted Transactions only; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
1/1/20	50800-10 Purchased Transportation, Ope	105900	Jan service	578,792.65	
	50800-41 Purchased Transp, Veh Maint		Jan maintenance	75,017.00	
	50600-10 Insurance, Operations		Jan liability ins.	17,010.54	
	20100 Accounts Payable		MV Transportation		670,820.19
1/15/20	50500-10 Utilities, Operations	1/2020	Jan Electric 12/17/19-1/15/20	8.67	
	50500-60 Utilities, Admin		Jan Electric 12/17/19-1/15/20	4.33	
	20100 Accounts Payable		PG & E		13.00
2/3/20	11105 Oper, Maint & Admin Facility	2/20-1	Buswash (\$56,452.74 PTMISEA & \$53,859.76 TDA)	110,312.50	
	20100 Accounts Payable		Ross & White		110,312.50
				<u>781,145.69</u>	<u>781,145.69</u>

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/9/20	50300-10 Outside Services, Operations 20100 Accounts Payable	115	Consulting services Electra McFadden-Jeter	4,000.00	4,000.00
2/18/20	50300-60 Outside Services, Admin 20100 Accounts Payable	2001	2nd QTR accounting services Patricia A. Raedy	6,900.00	6,900.00
3/1/20	50215-60 Fringe Benefits, Admin 20100 Accounts Payable	3/20	March dental ins Health Care Dental	886.51	886.51
3/1/20	50215-60 Fringe Benefits, Admin 20200 Accrued Payroll Liabilities 20100 Accounts Payable	3/20	March LTD March supplemental life ins BCC	667.54 288.77	956.31
				12,742.82	12,742.82



WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/2/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	4648681-23	Vehicle parts (pads)  New Pig Corp.	216.53	216.53
1/9/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	3200090003	Vehicle parts  Dentoni's Welding Works Inc.	336.49	336.49
1/9/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	FOW303505	Vehicle parts  Hilltop Ford	98.27	98.27
1/13/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	90160213	Vehicle parts  GENFARE	125.43	125.43
1/14/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-11023	Repair lunchroom sink and W-bathroom Kurt's Plumbing & Heating	1,625.00	1,625.00
1/15/20	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	2721324200115M	Monitoring fee-fire 2/1-5/1/20  Monitoring fee-fire 2/1-5/1/20  Bay Alarm Company	432.76  216.38	649.14
1/15/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	57098	Vehicle parts  Diesel Marine Electric	693.74	693.74
1/20/20	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 20100 Accounts Payable	M-2426931631	Office supplies  Employee awards  Staples	217.42  110.39	327.81
1/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	342152	Vehicle parts  Napa Auto Parts Antioch	7,416.53	7,416.53
1/29/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	82001278	Vehicle parts  The Aftermarket Parts Company, LLC	116.74	116.74
1/30/20	50402-10 Tires & Tubes 20100 Accounts Payable	M-128700	Jan tires  J & O's Commercial Tire Center	12,705.55	12,705.55
1/30/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-4041386073	Jan uniform  Cintas Corporation	1,107.25	1,107.25
1/30/20	50499-41 Other Mat & Supplies, Veh Ma 10202	M-40666431	Vehicle parts  Vehicle parts	6,660.35  438.70	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	A/R Accrual - MV & Insuranc 20100 Accounts Payable		Gillig LLC		7,099.05
1/31/20	50300-10 Outside Services, Operations 50300-60 Outside Services, Admin 20100 Accounts Payable	1/20	Jan service	102.67	
			Jan service	51.33	
			Western Exterminator Co.		154.00
1/31/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	126052	Vehicle parts	1,874.14	
			Chuck's Brake & Wheel		1,874.14
1/31/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	CASA162556	Vehicle parts	119.80	
			Fastenal Company		119.80
1/31/20	10202 A/R Accrual - MV & Insuranc  10202 A/R Accrual - MV & Insuranc	M-14-2020-Jan	Nov admin fee units #117 DOA 2/6/18, #408 DOA 2/9/19, #112 DOA 3/13/19, #? DOA 8/1/19 and Jan admin fee units # 117 DOA 2/6/18, #408 DOA 3/13/19, #? DOA 08/01/19, and #408 DOA 9/19/19	12,273.59	
	20100 Accounts Payable		California Transit Systems		18,296.58
1/31/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-D780262	Vehicle parts	8,077.23	
			Kenworth Pacific Holding		8,077.23
2/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	2/20	February cell phone reimbursement	40.00	
			February cell phone reimbursement	20.00	
			Charles Anderson		60.00
2/1/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	95586957	Feb fiber optic network	1,066.67	
			Feb fiber optic network	533.33	
			Comcast Business		1,600.00
2/4/20	50499-41 Other Mat & Supplies, Veh Ma 20100 Accounts Payable	M-7713754	Vehicle parts	546.86	
			Kimball Midwest		546.86
2/4/20	50499-42 Other Mat&Suppl, Non-Veh 50499-10 Other Mat & Supplies, Oper 20100 Accounts Payable	M_INO2469293	Janitorial supplies	115.48	
			First aid supplies	157.93	
			CCP Industries Inc.		273.41
2/7/20	50902-60 Travel Expense, Admin 20100 Accounts Payable	2/20	Jan and Feb meetings	239.20	
			Robert Thompson		239.20

WCCTA - WestCAT  
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/7/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	INV0004	Jan cleaning  GCI JANITORIAL SERVICES	2,301.00	2,301.00
2/10/20	50300-41 Outside Service, Vehicle Main 20100 Accounts Payable	69103	Vehicle repair unit #804 (no MV)  Complete Coach Works	1,660.50	1,660.50
2/12/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	38302	Feb inspection  Afforda-Test	100.00	100.00
2/13/20	50501-10 Telephone, Operations 50501-60 Telephone, Admin 20100 Accounts Payable	2/20	Phone service 1/12-2/13/20  Phone service 1/12-2/13/20  AT&T	120.30  60.15	180.45
2/18/20	50902-60 Travel Expense, Admin 20100 Accounts Payable	2/20	Jan and Feb meetings  Andramica Mcfadden	33.47	33.47
2/18/20	50401-10 Fuel & Lubricants 20100 Accounts Payable	M-20-071642	FCAB50, motor oil, and DEF  Flyers Energy, LLC (RCP)	7,252.08	7,252.08
2/19/20	50499-60 Other Mat & Supplies, Admin 50908-10 Marketing & Advertising, Ope 50499-42 Other Mat&Suppl, Non-Veh 20100 Accounts Payable	2/20	Office supplies  Stuff-A-Bus, Employee rewards, and Christmas party Bus stop repair materials  Petty Cash, WCCTA/Erenia Rivera	19.65  243.68 42.49	305.82
2/19/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	M-71617	Key duplicated and deadlatch  Armor Locksmith Services	47.91	47.91
2/21/20	50902-60 Travel Expense, Admin 20100 Accounts Payable	2/20	Women's Leadership Program (Erenia) WTS SF Bay Area	750.00	750.00
2/29/20	50300-42 Outside Service, Non-Veh Mai 20100 Accounts Payable	2/20	Feb bus shelter maint  Don Hinkle	418.00	418.00
				76,807.98	76,807.98

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT/STATE TRANSIT ASSISTANCE FUNDS/NET BRIDGE TOLL REVENUES/FEEDER BUS FUNDS, REGIONAL MEASURE 2 OPERATING FUNDS FOR FISCAL YEAR 2019/2020.**

**WHEREAS**, the Transportation Development Act (TDA), (Public Utilities Code 99200 et seq.) provides for the disbursement of funds from the Local Transportation Fund of the County of Contra Costa for use by eligible applicants for the purpose of providing public transportation; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Adm. Code 6600 et seq.) a prospective applicant wishing to receive an allocation from the Local Transportation Fund (LTF) shall file its claim with the Metropolitan Transportation Commission; and

**WHEREAS**, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code 99310 et seq., and

**WHEREAS**, the STA fund makes funds available pursuant to Public Utilities Code Section 99313.6 for allocation to eligible applicants to support approved transit projects; and

**WHEREAS**, Streets and Highways Code Section 30892, et. seq. make bridge tolls available for allocation by MTC to eligible applicants, and,

**WHEREAS**, MTC Resolution No. 2004 adopted MTC's bridge toll allocation policy which established three different bridge toll reserve accounts, including Net Bridge Toll Revenues; and,

**WHEREAS**, pursuant to the provisions of Streets and Highways Code Section 30892, eligible applicants for Net Bridge Toll Revenues include public entities operating public transportation systems in the MTC region; and,

**WHEREAS**, TDA funds from the Local Transportation Fund of Contra Costa County/STA funds/Net Bridge Toll Funds will be required by applicant in Fiscal Year 2019/2020 for providing public transportation; and

**WHEREAS**, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

**WHEREAS**, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

**WHEREAS**, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

**WHEREAS**, the Operating Support for the continuing support of operations of Routes JPX , JX, and San Francisco Transbay service is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

**WHEREAS**, the Regional Measure 2 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which Western Contra Costa Transit Authority is requesting that MTC allocate Regional Measure 2 funds; and

**WHEREAS**, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by Western Contra Costa Transit Authority of assurances required for the allocation of funds by MTC; and

**WHEREAS**, the Western Contra Costa Transit Authority is an eligible applicant for TDA and/or STA funds and Net Bridge Toll funds, pursuant to PUC section(s) 99260(a) & 99262 & Streets and Highways code Section 30892 et. seq., and RM2 operating funds pursuant to California Streets and Highways Code Section 30914(c) or (d); as attested by the opinion of counsel dated March 6, 2020; and be it further

**RESOLVED**, that Western Contra Costa Transit Authority, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

**RESOLVED**, that Western Contra Costa Transit Authority certifies that the project is consistent with the Regional Transportation Plan (RTP), and be it further

**RESOLVED**, that Western Contra Costa Transit Authority approves the updated Operating Assistance Proposal, attached to this resolution; and be it further

**RESOLVED**, that Western Contra Costa Transit Authority approves the certification of assurances, attached to this resolution; and be it further

**RESOLVED**, that Western Contra Costa Transit Authority is authorized to submit an application for Regional Measure 2 funds for Operating Support for the continuation of operations of Routes JPX, JX, and the San Francisco Transbay service in accordance with California Streets and Highways Code 30914(d); and be it further

**RESOLVED**, that Western Contra Costa Transit Authority certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. Seq. and the applicable regulations thereunder; and be it further

**RESOLVED**, that Western Contra Costa Transit Authority shall, if any revenues or profits from any non-governmental use of the project that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

**RESOLVED**, that Western Contra Costa Transit Authority authorizes its General Manager (or his/her designee) to execute and submit an allocation request for operating support for FY 2019/2020 to MTC for Regional Measure 2 funds in the for the project, purposes and amounts included in the project application attached to this resolution; and be it further

**RESOLVED**, that the General Manager, or his designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate; and be it further

**RESOLVED**, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Western Contra Costa Transit Authority application referenced herein; and be it further

**RESOLVED**, that the General Manager or his/her designee is authorized to execute and file an appropriate TDA/STA/Net Bridge Toll/RM2 application together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA, STA Net Bridge Toll Revenues and RM2 Operating funds in Fiscal Year 2019/2020; and be it further

**RESOLVED**, that Western Contra Costa Transit Authority indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of Western Contra Costa Transit Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages; and be it further

**RESOLVED**, that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocations of funds as specified herein.

**AYES:**

**NOES:**

**ABSTAIN:**

\_\_\_\_\_  
Chris Kelley, Chairperson  
WCCTA Board of Directors

03-12-2020  
\_\_\_\_\_  
Date

**RESOLUTION # 2020-03**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):**

**Spare the Fare – Free Rides on Weekday Spare the Air Days  
\$234,279**

**WHEREAS**, the Western Contra Costa Transit Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Western Contra Costa Transit Authority wishes to delegate authorization to execute these documents and any amendments thereto to Charles Anderson, General Manager

**WHEREAS**, the Western Contra Costa Transit Authority wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Western Contra Costa Transit Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Charles Anderson, General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Western Contra Costa Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY19-2020 LCTOP funds:

AGENDA  
ITEM # 2.2



**List project(s), including the following information:**

Project Name: Spare the Fare – Free Rides on Spare the Air Days

Amount of LCTOP funds requested: \$234,279

Short description of project: Funding will support a program offering free rides on weekday Spare the Air days (Monday – Friday) starting in January 2021 --- projected 15 Spare the Air Days. The program is designed to provide both financial and environmental incentive to encourage new transit ridership, reducing single occupancy vehicle travel and GHG.

Benefit to a Priority Populations: By providing multiple opportunities to try our service for free, it will increase the likelihood that a travel/commute pattern will develop which includes public transit as a means of getting to work in Contra Costa County, as well as Alameda and San Francisco Counties. The entire service area benefits from the reduction of GHG realized by decreasing the number of single occupancy vehicles on days where air quality is identified as unhealthy.

Contributing Sponsors (if applicable): Metropolitan Transportation Commission

AYES:

NOES:

ABSTAIN:

BY: \_\_\_\_\_  
WCCTA Chair  
Chris Kelley

DATE: March 12, 2020

<b>AGENDA ITEM 2.3</b>
------------------------

**TO:** Board of Directors  
**FROM:** Charles Anderson  
 General Manger

**DATE:** **March 12, 2020**

**SUBJECT:** Revised 2020 WestCAT Administration and Operations Holiday Schedule

**WestCAT Administrative Holidays**  
**(Office Closed)**

**WestCAT Operations Holidays**  
**(Holiday Service Schedule)**

<b>1/1/2020 Wednesday</b> <b>New Year's Day</b>	JL/JR	Sunday Service
<b>1/20/20 Monday</b> <b>Martin Luther King, Jr. Day</b>	JL/JR, DAR, Local (11, 19) LYNX JX, JPX, 30Z, C3	Saturday Service Limited Holiday Svc. No Service
<b>2/17/20 Monday</b> <b>President's Day</b>	JL/JR, DAR, Local (11, 19)	Saturday Service
<b>5/25/20 Monday</b> <b>Memorial Day</b>	JL/JR	Sunday Service
<b>7/3/20 Friday</b> <b>Independence Day (observed)</b>	JL/JR	Sunday Service
<b>9/7/20 Monday</b> <b>Labor Day</b>	JL/JR	Sunday Service
<b>10/12/20 Monday</b> <b>Columbus Day</b>	ALL MODES	Regular Service
<b>11/11/20 Wednesday</b> <b>Veterans Day</b>	LYNX, & JX JL/JR, DAR, Local (11, 19) 30Z, JPX, C3	Regular Service Saturday Service No Service
<b>11/26/20 Thursday</b> <b>Thanksgiving Day</b>	JL/JR	Sunday Service

<b>11/27/20 Friday</b> <b>Day after Thanksgiving Day</b>	JR/JL, DAR, Local (11, 19) LYNX, JX, JPX, 30Z, C3	Saturday Service No Service
<b>12/24/20 Thursday</b> <b>Christmas Eve (Floating Holiday)</b>	DAR, Local Fixed Route C3, JPX, 30Z, JX LYNX JR/JL	Modified Service <i>7pm close (approx.)</i> Limited Service Regular Service
<b>12/25/20 Friday</b> <b>Christmas Day</b>	JR/JL	Sunday Service
	<b>12/31/20 Thursday</b> <b>New Year's Eve</b> DAR, Local Fixed Route C3, JPX, 30Z, JX LYNX JR/JL	Modified Service <i>7pm close (approx.)</i> Limited Service Regular Service

***\*1/1/2021 Friday***  
***New Year's Day***

*JR/JL*

*Sunday Service*



Attention: 5500 Central Team  
3840 Murphy Canyon Road  
San Diego, CA 92123

**FOR INFORMATION ONLY**

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WESTERN CONTRA COSTA TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
601 WALTER AVE  
PINOLE, CA 94564-2659

January 31, 2020

004681 1/3

Re: California Broker Compensation Disclosure Report for WESTERN CONTRA COSTA TRANSIT AUTHORITY

Reporting Period: 01/2019 - 12/2019

California law now requires health plans and insurers to annually disclose broker compensation information to the governing boards of public agency employer groups. Enclosed is your first Broker Compensation Disclosure Report. Information reported includes broker compensation related to your public agency's Kaiser Permanente health plan contract and its group policies, if any, with Kaiser Permanente Insurance Company (KPIC).

**This report is considered informational, and you are not required to take any action. You may choose to keep this report as part of your files, but you are not required by the legislation to do so.**

California law AB 2589 was enacted in 2008 and went into effect January 1, 2009. The law requires that health plans and insurers annually disclose to the governing boards of public agencies any fees or commissions paid to agents, brokers, or other individuals as part of the group's contract. The report must include the following information:

- The agent, broker, or individual's name and address
- Any amount paid to the agent, broker, or individual (including non-monetary compensation)

In addition, the report also provides the following information:

- Total premium received by Kaiser Permanente within your plan contract year
- Member and subscriber counts (as of the last month of the contract period)

Reporting is required annually, so you can expect to receive the Broker Compensation Disclosure Report for your group each year within approximately 60 days of the end of the contract year. If you have questions about the information, please contact us at [5500-Central-Team@kp.org](mailto:5500-Central-Team@kp.org).

We value our business relationship with you. Our practices for broker compensation disclosure reporting under AB 2589 reflect our shared commitment to full compliance with the law. Thank you for your continued support.

Sincerely,  
Kaiser Permanente  
[5500-Central-Team@kp.org](mailto:5500-Central-Team@kp.org)

**AGENDA**  
**ITEM #** \_\_\_\_\_





**CALIFORNIA BROKER COMPENSATION DISCLOSURE REPORT FOR PUBLIC AGENCIES**

Health Plans and Insurance companies are required to provide the following information pursuant to California Insurance Code Section 10604.5 which requires that broker compensation be disclosed to the governing board of any public agency which is covered under a group health insurance policy.

This report is considered informational and you do not need to take any action.

**Information Concerning Insurance Coverage, Fees, and Commissions**

Region: CA  
Name of Insurance Carrier: Kaiser Foundation Health Plan Inc  
Plan Sponsor's Name: WESTERN CONTRA COSTA TRANSIT AUTHORITY

**Information Concerning Insurance Contract Coverage**

Insurance Carrier: Kaiser Foundation Health Plan Inc  
Group Contract or Identification Number: 671357  
Approximate number of persons covered at end of policy contract year: 17  
Contract Year from 01/2019 - 12/2019  
Premium Received by Kaiser Foundation Health Plan Inc during your group's contract year:  
\$117,225.28

**Information Concerning Insurance Contract Fees and Commissions**

Total Amount of Commissions Paid: \$3,670.51  
Total Amount of Fees Paid: \$0.00

1) Name and address of the agent, broker, or other person to whom commissions or fees were paid:

Keith Hale  
2430 CAMINO RAMON STE 114  
SAN RAMON, CA 94583-4214

Amount of sales and base commissions paid to Keith Hale: \$3,670.51  
Fees and other compensation paid to Keith Hale: \$0.00  
Bonus Amount: \$0.00  
Bonus Purpose:  
Value of Non-Monetary Compensation: \$0.00  
Type/Purpose of Non-Monetary Compensation:

2) Name and address of the agent, broker, or other person to whom commissions or fees were paid:

None

Amount of sales and base commissions paid to None \$0.00  
Fees and other compensation paid to None: \$0.00  
Bonus Amount: \$0.00  
Bonus Purpose: None  
Value of Non-Monetary Compensation: \$0.00  
Type/Purpose of Non-Monetary Compensation: None

004681 2/3



# Q&A

AB2589  
California Broker Compensation  
Disclosure Reporting for Public Agencies

California AB2589 requires health plans and insurers to disclose broker compensation information to public agency employer groups. This Q&A will answer some of your questions about the law.

**Q: What is AB2589?**

**A:** AB2589 is California legislation that requires health plans and insurers to annually disclose broker compensation information to the governing boards of public agency employer groups. The law specifically requires that the health plan and insurer disclose to the governing board of the public agency that has a group contract with Kaiser Permanente; the name and address of, and amount paid to, any agent, broker, or individual to whom the plan paid fees or commissions related to the public agency's group contract.

**Q: Why am I receiving this report?**

**A:** You are receiving the report because you were identified as the governing board representative for a public agency (or the representative of a public agency without a governing board) that holds a health insurance contract with Kaiser Permanente. If you are the designated contract signer for a public agency, you will also receive a copy of the report. California Broker Compensation Disclosure Reports will be sent to the governing boards and contract signers of Kaiser Permanente's California public agency employer groups, regardless of the size of the group.

**Q: What types of employers are considered public agencies?**

**A:** Public agencies are defined in the California Government Code (§6500) as follows:

*"Public Agency" includes, but is not limited to, the federal government or any federal department or agency, this state, another state or any state department or agency, a county, county board of education, county superintendent of schools, city, public corporation, public district, regional transportation commission of this state or another state, or any joint powers authority formed pursuant to this article by any of these agencies.*

**Q: What types of compensation are included in this report?**

**A:** In addition to monetary fees or commissions related to the public agency's group contract, Kaiser Permanente must report the value of any other gifts or prizes awarded to the agent, broker, or individual if those items were based on placement or retention of business related to that group.

Examples of non-monetary compensation include sporting event or concert tickets, trips, gift cards, and any other non-cash items of tangible value.

**Q: Why is this report sent directly to my public agency's governing board?**

**A:** The law requires that the reports be distributed annually to the governing board of any public agency contracted for coverage with Kaiser Permanente. Since the law specifically states the Broker Compensation Disclosure Report should be addressed to the governing board, we are unable to address the primary copy of the report to another resource. However, we do provide the contract signer a copy of the report as a courtesy.

*Continue on next page*



FOR INFORMATION ONLY



Western Contra Costa  
Transit Authority

March 3, 2020

City of Pinole Police Department  
Community Outreach  
Bears & Blankets Program

Dear Community Partners:

Thank you for allowing us the pleasure of donating to the Pinole Police Department's "Bears and Blankets" program! We at WestCAT strive to be active participants in the communities in which we serve, and we are always looking for new and worthwhile ways to reach out and be of service. It is important for us to be good partners and good neighbors. Besides, we just love being able to assist people. After all, we are in a "people-oriented" business ourselves.

We have officially adopted the "Bears & Blankets" program as one of many programs that our staff here at WestCAT have chosen to donate to on an ongoing basis. As of today, we are pleased to be able to give a cash and gift card donation in the amount of \$230.00 to the Pinole Police Department for this program, along with donations of blankets and stuffed animals that have already been collected over the last few months from employees of both WestCAT and our operator MV Transportation.

We look forward to continuing this donation drive throughout the year, as well as looking for other ways in which WestCAT can partner with the police department on other community outreach efforts.

*Sincerely,*

*Yvonne M. Morrow*

Western Contra Costa Transit Authority  
Manager of Marketing and Administrative Services  
(510) 724-3331 ext. 117 / yvonne@westcat.org

P.S.

Please find a copy of the flyer that we have been circulating throughout our office asking for donations.

AGENDA  
ITEM # \_\_\_\_\_