

## **Guidelines for Appointment of Ex-Officio Bus Transit Representative to the Contra Costa Transportation Authority**

***GOAL: To bring equity, accountability, and predictability to the process of appointing Ex-Officio (Board Representation) to the Contra Costa Transportation Authority (CCTA) and to define the role the transit representative plays in supporting countywide transit issues.***

Background: The Bus Transit Coordinating Committee (BTCC) is composed of staff of the four bus transit operators in Contra Costa County: Alameda-Contra Costa Transit District (AC Transit), Central Contra Costa Transit Authority (County Connection), East Contra Costa Transit Authority (Tri Delta Transit) and West Contra Costa Transit Authority (WestCAT). The bus operators are represented by an ex-officio representative chosen from among the transit operator governing bodies, who serves as the transit representative to the Contra Costa Transportation Authority. The primary role of the BTCC is defined in the Measure J expenditure plan to oversee and make recommendations for the programming and expenditures of Measure J transit and express bus funds. In addition, the BTCC provides a forum to consider countywide bus issues and inform the ex-officio bus transit representative of those issues for informing the CCTA Board.

The BTCC will also have two non-voting Ex-Officio representatives: one representing the Bay Area Rapid Transit (BART) and one representing the Water Emergency Transportation Authority (WETA). Each of these positions may also have an alternate appointment.

**Election of Chair and Vice Chair:** On an annual basis, the BTCC shall nominate and appoint a Chair and Vice Chair in January. The appointment is to be consistent with the appointment of the Ex-Officio Bus Transit primary representative appointed to the Authority Board on an annual basis, which rotates amongst the Bus Transit Operators as noted in the Method of Appointment section. The Vice Chair appointment should be consistent with the appointment of the Ex-Officio Bus Transit alternate representative appointed to the Authority Board under the same rotation, which would be from the next transit operator in the appointment process.

**Meetings:** The BTCC shall regularly meet four times per year, or at least once per quarter.

Additional meetings of the BTCC shall be called when a need arises, and as agreed to by the BTCC members and CCTA.

**CCTA Staff:** CCTA staff will provide staff support to the BTCC. Regular meetings of the BTCC will be hosted by the Authority at the Authority office. After each meeting, CCTA staff will communicate any issues, concerns, recommendations, and actions to the Ex-Officio Bus Transit Operator representative and alternate of the CCTA Board. In addition, CCTA staff will be available to meet with the transit representative and alternate as necessary to ensure representative is in a position to affectively represent countywide transit issues to the CCTA Board.

## Ex-Officio Bus Transit Representative:

- 1. Term of Appointment:** The term of the ex-officio representative of the CCTA Board will be two one-year terms, beginning with the first meeting in February of 2011. If a representative or alternate is unable to fulfill their entire term, the appointing bus operator shall appoint a new representative to complete the term.
- 2. Method of Appointment:** The appointment shall rotate through the four transit operators in the following order beginning in 2011:
  - a. Tri Delta Transit
  - b. WestCAT
  - c. AC Transit
  - d. County Connection

The representative shall be either an elected or non-elected official who is seated on the transit agency Board of Directors. Each Board shall select the representative from its agency when that agency's rotation is due.

- 3. Alternates:** In addition to a representative, an alternate shall be chosen from the transit operator next in line for ex-officio representation. This alternate shall attend CCTA meetings when the primary member is unable to attend. The alternate shall receive all CCTA and BTCC agenda packets and official correspondence.
- 4. Attendance:** The primary representative will notify his/her staff if he/she is unable to attend a scheduled meeting of the CCTA. This staff will notify the staff of the alternate representative, who will then notify the alternate that his/her attendance is needed at the CCTA. Primary representatives who are absent for three meetings annually of the CCTA without notifying their staff of their inability to attend will be replaced by the alternate representative, who shall fulfill the remainder of the primary representative's term.
- 5. Responsibilities:**
  - a. The Ex-Officio Representative: The ex-officio representative shall be a strong advocate for countywide transit and fulfill this role on behalf of all the Contra Costa bus operators, keeping in mind the countywide nature of the BTCC.

(1) Examples of the areas in which the ex-officio representative shall be a strong voice for countywide transit include:

- Participation in the State Transportation Improvement Program (STIP) process and advocating for a fair share of funding for transit.
- Advocate for regional policies and funding allocations which benefit

all county bus operators.

- Advocating for transit-friendly development and the inclusion of features which support transit in major highway and street construction (such as turnouts, queue jump lanes, etc.).
- Support of park-and-ride lots accessible to transit where they could provide nodes for express bus and local feeder service.
- Support for improved paratransit and transit funding and services throughout Contra Costa County through the programming of Measure J and other funds which may become available to the Authority.
- Supporting and advocating for special transit projects.
- Maintain communication with BTCC staff and member Boards in order to form consensus and a regional position on all major policy issues that come before the BTCC and/or CCTA Board.
- Keep the CCTA Board apprised of regional issues and policies that could affect Contra Costa bus operators and county transit riders.

(2) If the ex-officio representative advocates for issues that benefit only the representative's agency to the detriment of other county operators, the representative could be replaced at the recommendation of the BTCC to the Authority Board.