

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/22/2026

Staff Report No. 26-284

TO: AC Transit Board of Directors
FROM: Pamela J. Caronongan, Board Administrative Officer/District Secretary
SUBJECT: Receive Report and Presentation from The Wathen Group

BRIEFING ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Receive presentation from Board President Diane Shaw and The Wathen Group regarding draft report entitled Recommendations for the AC Transit Board of Directors to increase board effectiveness and cohesion.

Further recommend doing the following:

1. Adopt Board Members Guiding Principles and Board Pre-Meeting Check-In Practices.
2. Develop Board Item Framework and Ensure Complete and Accurate Board Item Preparation.
3. Commit to Ongoing Board Performance Review.

The recommendations stipulated above were drawn from board member and officer interviews, the review of current board meeting practices, policies and supporting documentation, and industry best practices.

Presenter:
Diane Shaw, Board President - AC Transit

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support

The service provided by The Wathen Group aims to ensure that the Board of Directors operates at the highest standard of public-sector governance. The recommendations contained within the draft report would provide a foundation for the Board of Directors which can serve as a bridge to the post-November 2026 election board as well as a means of improving ongoing practices and decision-making.

BACKGROUND/RATIONALE:

With the goal of continuous improvement in mind, the Board of Directors sought consulting services that would help:

1. Analyze AC Transit's current procedures, policies, governance structures, operations, and overall culture,
2. Identify opportunities for celebrating and enhancing its current strengths,

3. Identifying areas of improvement,
4. Formulating recommendations to guide both the Board of Directors and staff to implement processes designed to increase board effectiveness and cohesion.

ADVANTAGES/DISADVANTAGES:

The draft report provides a framework for the Board of Director, with the following priority recommendations highlighted:

TWG notes that there are opportunities to increase board efficiency and effectiveness, which would streamline processes, provide clarity of roles, build trust between staff and board members, and achieve focus on both internal cohesion and external reputation. Addressing these points will enhance the board's primary strategic and fiduciary responsibilities to AC Transit and the entire district it serves.

ALTERNATIVES ANALYSIS:

None.

PRIOR RELEVANT BOARD ACTION/POLICIES:

None.

ATTACHMENTS:

1. Draft - Recommendations for the AC Transit Board of Directors to Increase Board Effectiveness and Cohesion (April 2026)

Prepared by:

Diane Shaw, Board President - AC Transit

In Collaboration with:

Pamela J. Caronongan, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Pamela J. Caronongan, Board Administrative Officer/District Secretary