

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
August 5, 2020

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provision of the Governor's Executive Orders N-25-20 and N-29-20. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Sue Noack
 Director Don Tatzin

Staff: General Manager Rick Ramacier
 Chief Operating Officer Scott Mitchell
 Assistant General Manager Bill Churchill
 Chief Financial Officer Erick Cheung
 Director of Planning, Marketing & Innovation Ruby Horta
 Director of Recruitment & EE Development Kristina Martinez
 Manager of Planning Melody Reeb

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of July 1, 2020- Approved by each member of the A&F Committee.
4. Update to CCCTA Injury & Illness Prevention Program (IIPP) – Director Martinez stated the Department of Industrial Relations (DIR) released statewide guidance which requires employers to take steps to protect employees from diseases such as COVID-19. In early July 2020, the DIR issued additional guidance by industry, including Public and Private Passenger Carriers, Transit, and Intercity Passenger Rail. The purpose of this guidance is to support agencies in evaluating their current IIPP's, ensuring steps are taken to prevent the spread of COVID-19 and to provide a safe environment for both employees and customers, specific to public transit. Staff has updated the CCCTA IIPP to include a COVID-19 Exposure Prevention and Control Program. The prevention program also includes standard operating procedures (SOPs) which detail processes such as an employee testing positive for COVID-19, cleaning and sanitizing, field reliefs, and non-employee access to facilities. These SOP's have been developed to further increase workplace safety and prevent the spread of COVID-19. Commissioner Tatzin asked staff regarding compliance of the IIPP, AGM Churchill stated that we take the IIPP seriously and are following the guidance. Staff is requesting that CCCTA's IIPP be recommended for adoption by the Board by resolution. The A&F Committee approved by each member the recommendation to adopt CCCTA's IIPP by resolution to the Board on consent.
5. On-Call General Engineering Consulting Services Contract Award– COO Mitchell stated that County Connection has utilized on-call engineering services contract with Diablo Engineering. Staff issued a RFP earlier this year and received two qualified proposals. Based on the proposals, staff is recommending that the A&F Committee recommend to the Board of Directors to authorize the GM to enter into a contract with Diablo Engineering. The agreement conforms with State and Federal requirements and no guaranteed minimum level of compensation. We have several potential engineering projects which include replacement of underground fuel tanks and expanding the electric bus charging stations. Each member of the A&F Committee approved the contract with Diablo Engineering for on call services to the Board for consent.
6. FY 20-21 SB1 State of Good Repair Funds – Director Horta reported Senate Bill 1 (SB1) provides approximately \$107 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations. Based on the State Controller's Office (SCO) allocation estimate, County Connection is eligible to receive \$125,558. Eligible projects for SGR funding include security equipment and systems, as well as preventative maintenance. Our goal is to use SGR funds to support the ongoing maintenance of our onboard technology. Staff recommends applying for a grant amount of \$125,558 in FY 2020-21 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems. Each member of the A&F Committee recommends approval of the Resolution 2021-001 to apply for the grant of \$125,558 in SGR funds to pay for ongoing maintenance expenses to

the Board for consent.

7. Clipper MOU Amendment No. 2 – Planning Manager Reebbs stated the Next-Generation Clipper system is currently in development, and the amendment addresses the allocation of costs related to the initial “accelerated” phase of the new system, which is being deployed over the next couple years. This includes a mobile app scheduled to be released at the end of this year, as well as new onboard equipment scheduled to be installed starting late next year. The amendment also addresses costs related to the extension of the current system contract. County Connection staff participated in a Working Group with MTC and other transit operator staff to develop the proposed cost allocation formulas. They largely mimic the existing formulas that are in place, which aim to align actual cost drivers, such as usage of the system, with allocation amounts. The amendment and cost sharing agreements were approved by the Clipper Executive Board at its June meeting and is now being circulated to the parties for approval. All transit operators are required to approve this MOU in order to continue participation in the Clipper program. Per Resolution No. 3866, “MTC is required to evaluate an operator’s compliance with coordination improvements prior to an operator receiving allocations for State Transit Assistance (STA) funds.” Failure to approve the MOU amendment would risk County Connection’s eligibility for STA funds558 in SGR funds to pay for ongoing maintenance expenses to the Board of Directors on consent. County Connection’s shared is estimated to be an additional \$15,000 which was included in the adopted FY 2020-21 Budget. Director Tatzin asked for additional information on Clipper fees and the General Manager Ramacier stated that MTC staff will be present at the next Board meeting to follow-up. Each member of the A&F Committee approved to execute Amendment No. 2 to the Amended and Restated Clipper Memorandum of Understanding to the Board.
8. Reclassification of Two Administrative Positions– Director Rettig stated the current Manager of Accessible Services is being changed to Director of ADA Paratransit and Specialized Services and the current Manager of Training is becoming Director of Safety and Training. The rationale for the Accessible Services change is because the position has changed significantly since the incumbent was hired. The role has become a leader and advocate for the organization on many fronts. This position participates in regional and county transportation planning as it relates to paratransit and specialized services. It also provides leadership and acts as the Authority liaison to a host of regional and local entities charged with developing planning, funding, policies, and coordination for developing innovative ADA Paratransit services, rides for seniors and other specialized transportation concepts. The change from Manager to Director of Safety and Training is due to increased job responsibilities required by the FTA and State regulations. The FTA’s new safety program requires a higher-level position with a direct reporting relationship to the General Manager. This position is currently vacant. This item was approved by each member of the A&F Committee.
9. Review of Vendor Bills, July 2020- Reviewed.
10. Legal Services Statement, April 2020 General & Labor and May 2020 General – Approved by each member of the A&F Committee.
11. Next Scheduled Meeting – The next meeting is set for scheduled for 8:30 am on Wednesday, September 9th via teleconference.
12. Adjournment- The meeting was adjourned

Erick Cheung, Chief Financial Officer