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The County Connection

CUSTOMER SERVICE
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MEETING NOTICE & AGENDA ADMINISTRATION & FINANCE COMMITTEE

Walnut Creek City Offices
Main Street Conference Room, 3rd Floor
1666 North Main Street, Walnut Creek
Tuesday, September 7, 2010
8:30 a.m.

PLEASE NOTE ROOM CHANGE

The Committee may take action on any item on the agenda.

1. Adoption of Agenda (Action)
2. Public Communication
3. Summary Minutes of August 3, 2010 A&F Committee Meetings* (Review/Action)
4. Investment Policy-Quarterly Reporting Requirement* (Review/Action)
5. Restructuring the Advisory Committees* (Review/Action)
6. Diablo Valley College (DVC) Transit Hub Budget* (Review/Action)
7. Closed Session:
Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Designated Negotiator: Pat Glenn, Esq.
Amalgamated Transit Union, Local 1605
8. Legal Services Statement, June 2010** (Review/Action)
9. Review of Vendor Bills, August 2010** (Review)
10. Adjournment

*Enclosure

A&F Committee Members

**Enclosure for Committee Members

Al Dessayer, Karen Stepper, Robert Simmons and David Hudson

General Information

Public Comment: Each person wishing to address the A&F Committee is requested to advise the Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Chair. A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.CCCTA.org.

Accessible Public Meetings: Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by CCCTA at least 48 hours before the meeting convenes. Requests should be sent to Lathina Hill, Assistant to the General Manager, at 2477 Arnold Industrial Way, Concord, CA 94520 or Hill@CCCTA.org.

The agenda is posted on CCCTA's Website (www.CCCTA.org) and at the following location:

CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord


Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

Administration and Finance Committee
Summary Minutes
August 3, 2010

The meeting was called to order at 9:00 a.m. at the City of Walnut Creek offices.
Those in attendance were:

Director Al Dessayer
Director David Hudson
Director Bob Simmons
Staff: Director of Finance Kathy Casenave
Director of Planning & Marketing Anne Muzzini

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of July 6, 2010- Approved.
4. Revised TDA Reserve- Director of Finance Casenave reported that the actual TDA revenue for FY 2010 was slightly more (\$150,000) than estimated by the county auditor controller. A revised forecast was presented to the committee. Also reported was the increase in STA revenue that is being allocated through the CCTA Lifeline project process. This will be about \$360,000 more each year than previously forecast. The two combined increases in revenue are small but give the Authority more time before considering further service reductions. The Committee agreed that it is too soon to go back to the Board with a revised forecast because the economic situation is still fluid. No action.
5. Implementation of Translink (Clipper)- The MTC Translink project has been renamed Clipper. The Clipper ticket is a smart card using magnetic stripe technology that can be preloaded with value and used to pay fares on Bay Area transit systems. Currently the 5 largest transit systems have implemented Clipper and the Chair of MTC would like LAVTA, CCCTA, ECCTA & WCCTA to be next in line for implementation. Staff recommended that CCCTA sign a letter with the above operators requesting priority in the implementation. The committee was concerned that there has been no projection of the ongoing operation and maintenance costs of the project, which CCCTA will have to bear. However the committee decided that it would recommend to the Board that the letter be signed, with the understanding that projected costs would be disclosed before a final commitment had been made. Approved.
6. Updated CCCTA Organization Chart- General Manager Ramacier prepared a memo regarding departmental reorganization since the retirement of the Director of Administration. That position will remain vacant and the remaining directors will assume additional duties. No action.
7. Legal Services Statement, May 2010- Approved.
8. Review of Vendor Bills, July 2010- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, September 7 at 8:30 a.m. in Walnut Creek.


Katherine Casenave
Director of Finance

The County Connection

Inter Office Memo

TO: A & F Committee

DATE: August 30, 2010

FROM: Rick Ramacier
General Manager



SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending June 30, 2010.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

CCCTA
BANK CASH AND INVESTMENT ACCOUNTS
 (ROUNDED OFF TO NEAREST \$)

8/18/2010 14:19

investment.xls

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK		PER BOOK
				MAR 2010	JUNE 2010	
FIXED ROUTE						
First Republic Bank		CHECKING	A/P General Account-Fixed Route	\$ 84,219	\$ 645,752	\$ 194,333
First Republic Bank		CHECKING	PAYROLL	\$ 47,331	\$ 50,699	\$ 26,694
First Republic Bank	1015001	CHECKING	CAPITAL PURCHASES	\$ 440,873	\$ 1,159,112	\$ 584,753
First Republic Bank	32431003958	CHECKING	WORKER'S COMP-CORVEL	\$ 42,689	\$ 83,071	\$ 12,414
First Republic Bank		CHECKING	PASS SALES	\$ 36,938	\$ 12,707	\$ 12,707
First Republic Bank		Money Market	Prop-1B Safety & Security	\$ 119,496	\$ 119,620	\$ 119,648
First Republic Bank		CHECKING	PAYPAL-PASS SALES	\$ 371	\$ 1,388	\$ 1,388
			TOTAL	\$ 771,917	\$ 2,072,350	\$ 951,937
PARATRANSIT						
First Republic Bank	1049584	CHECKING	CAPITAL PURCHASES	\$ 3,516	\$ 3,516	\$ 3,516
First Republic Bank		CHECKING	A/P General Account-Paratransit	\$ 99,365	\$ 209,773	\$ (186,152)
			TOTAL	\$ 102,881	\$ 213,289	\$ (182,636)
LAIF POOL						
LAI F ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 1,655,855	\$ 1,667,929	\$ 1,667,929
LAI F ACCOUNT		INT-INVEST	Fixed Route Bus Purchase	\$ 6,121	\$ 39,750	\$ 39,750
LAI F ACCOUNT		INT-INVEST	Pacheco Transit Center	\$ 802,519	\$ 766,734	\$ 766,734
LAI F ACCOUNT		INT-INVEST	DVC TransCenter	\$ 1,174,038	\$ 1,175,651	\$ 1,175,651
LAI F ACCOUNT		INT-INVEST	RETIREE MEDICAL	\$ 345,105	\$ -	\$ -
LAI F ACCOUNT	4007002	INT-INVEST	SAFE HARBOR LEASE RESERVE	\$ 1,417,068	\$ 1,419,015	\$ 1,419,015
			TOTAL	\$ 5,400,706	\$ 5,069,079	\$ 5,069,079
CCCTA EMPLOYEE						
First Republic Bank	6175-783885	INT CHECK	EMPLOYEE FITNESS FUND	\$ 12,698	\$ 13,457	\$ 13,712
			TOTAL	\$ 12,698	\$ 13,457	\$ 13,712
			GRAND TOTAL	\$ 6,288,201	\$ 7,368,175	\$ 5,852,092

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its pool's expenditure requirements (cash flow) for the next six months.

Aud Nemi
 General Manager

8/18/2010 jay

The County Connection

Inter Office Memo

To: Administration and Finance Committee
From: Anne Muzzini, Director of Planning and Marketing

Date: August 25, 2010

Reviewed By: *Rate*

SUBJECT: Restructuring Advisory Committees

SUMMARY OF ISSUES:

County Connection has two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee. The both meet once a month and have members that are appointed from each jurisdiction.

The staff recommendation to restructure the advisory committees is based on the need to reduce staff workload since several positions have been eliminated, and the fact that public input is sought anytime significant service or fare changes are made.

Legally CCCTA is required to have a public participation process however there is no specific requirement related to regular meetings. Some agencies have no advisory committees (Tri Delta) and some have a committee that meets before the Board meeting to review the items of the agenda (SamTrans). According to our attorney's office, we have lots of flexibility in regards to the structure for our public input process.

Restructuring the advisory committees so that there is only one committee that meets every other month would ensure that there were meaningful topics to discuss. In addition this structure would better balance the need for input with the available staff time.

RECOMMENDATIONS:

Staff recommends that the CAC and the ASC be combined into one committee that meets every other month. At first members of both committees would be grandfathered into the new advisory committee, and in time the new structure would mirror current membership with one appointment per jurisdiction. Members would be surveyed to determine the best meeting time.

FINANCIAL IMPLICATIONS:

None.

OPTIONS:

1. Approve staff request
2. Decline to approve staff request
3. Other action as determined by the Committee

The County Connection

Inter Office Memo

To: A&F Committee
 From: *J. Scott Mitchell*
 J. Scott Mitchell
 Director of Maintenance

Date: September 7, 2010

Reviewed By: *Ante*

SUBJECT: Diablo Valley College (DVC) Transit Hub Budget

BACKGROUND:

At the June 17, 2010 Board Meeting, the Board of Directors authorized the General Manager to amend a contract, providing additional dollars to DKS, the designer of the DVC Transit Hub. This amendment to DKS brought concern from the Board on the fiscal handling of the overall project.

SUMMARY OF ISSUES:

As the DVC Transit Hub Project comes to a close, there has developed a need for the release of additional funds. The factors that brought this about come from a compilation of many unanticipated areas. These unexpected developments resulted in change orders and caused both an increase of expenses and a loss of time.

Three of the main reasons for change orders were not from the contractor, but due to requests from DVC, The City of Pleasant Hill, and an issue with the underground water table. These change order expenses have already been paid.

What we are facing now is a list of expenses that we do not have authorization to pay and subsequently properly close out this project. We have construction costs from past and present work that we currently do not have authorization to pay for. We have a promise to DVC for the repair of the perimeter of parking lot 8. In addition, a Manager's Contingency is a prerequisite for any final items.

I am recommending to the Committee to make one final adjustment to the DVC project of \$200,000.00. Though we do not anticipate the expenditure of all of these funds and we will be diligent in our oversight, it is the authorization of these additional funds that will ensure that the project is fully funded to its completion and head off any possible litigation.

FINANCIAL IMPLICATIONS: The Authority has grant funds available for this project. Funds are available from Grant 04-0103-01 and Prop 1B in the amount of \$200,000.00.

RECOMMENDATIONS: Staff recommends that the A&F Committee authorizes the General Manager to disperse funds not to exceed \$200,000.00 for the completion of the DVC Transit Hub Project.

ACTION REQUESTED: Staff recommends that the A&F Committee recommend that the Board of Directors authorize the General Manager to disperse additional funds up to \$200,000.00 for the completion of the DVC Transit Hub Project.

ATTACHMENTS: None.