

The County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 www.cccta.org

BOARD OF DIRECTORS

MEETING AGENDA

Thursday, October 21, 2010

9:00 a.m.

CCCTA Paratransit Facility Board Room
2477 Arnold Industrial Way
Concord, California

The CCCTA Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
 - a. Approval of Minutes of Regular Meeting of September 16, 2010*
5. Report of Chair
6. Report of General Manager
 - a. Recognition of Employees of the 2nd Quarter 2010
 - b. Recognition of Departing Employee
 - c. Ratify Acceptance of Teamsters' Proposal to Forego Wage Increase Scheduled to Take Effect as of October 1, 2010*
 - d. Report on APTA 2010 Annual Meeting

*Enclosure

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

7. Report of Standing Committees

a. Administration & Finance Committee
(Committee Chair: Director Dessayer)

- (1) Restructuring Advisory Committees*
(The A&F Committee recommends that members of the CAC and ASC be grandfathered into a new advisory committee.)

b. Marketing, Planning & Legislative Committee
(Committee Chair: Director Simmons)

- (1) CCCTA Website Introduction
(A demonstration will be provided of the CCCTA website.)

8. Advisory Committee Reports

- a. Citizens Advisory Committee
b. Accessible Services Committee

9. Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.

10. Adjournment

*Enclosure

General Information

Public Comment: Each person wishing to address the CCCTA Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk.

Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board votes on the motion to adopt.

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 the Board Clerk, Janet Madrigal, at 2477 Arnold Industrial Way, Concord, CA 94520 or madrigal@cccta.org.

Shuttle Service: With 24-hour notice, a CCCTA LINK shuttle can be available at the North Concord BART station for individuals who want to attend the Board meetings. To arrange for the shuttle service, please call Mary Walker at 925/680-2068, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, November 18, 9:00 a.m., CCCTA Board Room
Accessible Services:	Friday, December 3, 9:00 a.m., CCCTA Board Room
Administration & Finance:	Friday, November 5, 9:30 a.m., Pleasant Hill City Offices
Citizens Advisory:	Tuesday, November 2, 6:30 p.m., Location to be determined
Marketing, Planning & Legislative:	Thursday, November 4, 8:30 a.m., Walnut Creek City Offices
Operations & Scheduling:	Friday, November 5, 9:00 a.m., Supervisor Uilkema's Lafayette Office

Please contact CCCTA at 925/676-1976 to verify date, time and location prior to attending a meeting. The agenda is posted on CCCTA's Website (www.CCCTA.org) and at the CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord, California

The County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 www.cccta.org

Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

September 16, 2010

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Hudson called the meeting to order at 9:00 a.m. Board Members present were Directors Dessayer, Horn, Manning, Mitchoff, Schroder and Simmons. Director Hoffmeister arrived after the meeting convened. Directors Stepper, Uilkema and Worth were absent.

Staff: Ramacier, Chun, Glenn, Burdick, Casenave, Jones, Knutson, Madrigal, Martinez and Mitchell

PUBLIC COMMUNICATION

Director Horn announced CCCTA is considering potential changes to Route 25 and the elimination of Route 98X. He will provide further comments during Board Communication.

CONSENT CALENDAR

MOTION: Director Manning moved approval of the Consent Calendar, consisting of (a) Approval of Minutes of Regular Meeting of August 19, 2010; (b) Approval of Amended Minutes of Regular Meeting of June 17, 2010; (c) CCCTA Investment Policy—Quarterly Reporting Requirement; and (d) Acceptance of Quitclaim Deed from the Central Contra Costa Sanitary District for Sewer Line Easement over 2477 Arnold Industrial Way, Concord, California and Resolution No. 2011-006. Director Mitchoff seconded the motion and it was approved.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons

No: None

Abstain: None

Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

REPORT OF CHAIR

Seating of New CCCTA Officers

Chair Hudson assumed the position of Chair. He advised Committee assignments were designated to ensure that three Directors serve on all three Board Committees prior to becoming a CCCTA Officer.

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

REPORT OF LEGAL COUNSEL

Amended Conflict of Interest Code

Madeline Chun, Legal Counsel, advised the Board is required to review the Conflict of Interest Code under California law every two years. The proposed amendment reflects the different employee classifications that are now in effect.

MOTION: Director Dessayer moved approval of Resolution No. 2011-003, which adapts an amended Conflict of Interest Code. The motion was seconded by Director Manning and it passed.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons
No: None
Abstain: None
Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

REPORT OF GENERAL MANAGER

General Manager Rick Ramacier advised staff was notified by Teamsters Union, Local 856, AFL-CIO, which represent the Transit Supervisors, that they are anticipating taking a vote to accept another one-year wage freeze. The wage increase is due October 1, 2010; their contract expires in 2011.

Saturday, September 25th, is the date for the DVC Transit Center grand opening at 10:30 a.m. He referred the Board to a handout at the meeting showing the location of the dedication ceremony.

Recognition of Employees with 20 Years of Service

Mr. Ramacier recognized the following employees for their twenty years of service and presented those in attendance with certificates of appreciation.

- Sharon Grant, Transportation Coordinator
- Glenn Jones, Senior Facility Worker
- Jorge Martinez, Transit Operator

Report on CTA 45th Annual Fall Conference & Expo

Mr. Ramacier reported on major topics discussed at the California Transit Association's 45th Annual Fall Conference & Expo, two of which were the economic situation and potential election results on transit. One session focused on a transit operator in Orange County that is looking at new ways to structure Paratransit service. Another session discussed Proposition 22 that would protect local government and transit funding if approved by the voters in November.

REPORT OF STANDING COMMITTEES

Administration and Finance Committee

Restructuring the Advisory Committees

Director Dessayer introduced this topic by stating that CCCTA has two advisory committees, the CAC and ASC. Due to the amount of staff time required to coordinate their meetings, the A&F Committee is recommending that the two committees be combined into one committee that meets every other month and grandfather the current members into the new committee. This will release some of the time of CCCTA's shrinking administrative staff so they can pursue other productive work.

MOTION: Director Dessayer made a motion to send to the CAC and ASC for their input the recommendation of the A&F Committee, which is to combine the CAC and the ASC into one committee that meets every other month, grandfather members of both committees into the new advisory committee and, in time, transition the membership to reflect one appointment per jurisdiction, and schedule for the October Board meeting final action on the proposed restructure. The motion was seconded by Director Mitchoff, and it was approved.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons
No: None
Abstain: None
Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

Diablo Valley College (DVC) Transit Hub Budget

Director Dessayer advised the A&F Committee thoroughly reviewed this item. Director Mitchoff said she recognized the issues brought to the attention of the A&F Committee and she thanked them for their time. She felt it was best to move forward with the Committee's recommendation.

MOTION: Director Dessayer made a motion to approve the recommendation of the A&F Committee, which is to authorize the General Manager to dispense funds not to exceed \$250,000 for the completion of the DVC Transit Hub Project. Director Mitchoff seconded the motion and it received a vote of approval.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons
No: None
Abstain: None
Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

Operations and Scheduling Committee

Access Control System

Director Horn stated this item would convert building key locks to electronic card locks. The project is fully funded by grants from Homeland Security and TDA. Scott Mitchell, Director of Maintenance, advised the access control system would allow better monitoring of who is in the buildings and it could restrict access to certain areas.

MOTION: Director Horn moved approval of Resolution No. 2011-004 that authorizes award of contract to Siemens Industry, Inc. to provide an access control system. The motion was seconded by Director Simmons, and it was approved.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons
No: None
Abstain: None
Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

Leased Tires and Related Services Contract

Director Horn advised CCCTA traditionally enters into a contract for leased tires and related services on a five-year basis. Mr. Mitchell described the benefits of contracting this type of service. One company submitted a bid this year and staff conducted a price analysis, which was found to be fair and reasonable. Staff is considering the purchase of a nitrogen generator, and CCCTA may be using nitrogen rather than air later this year.

MOTION: Director Horn moved approval of Resolution No. 2011-005, which authorizes award of contract to the Goodyear Tire and Rubber Company for leased tires and related services. The motion was seconded by Director Dessayer and it was approved.

Aye: Directors Dessayer, Horn, Hudson, Manning, Mitchoff, Schroder and Simmons
No: None
Abstain: None
Absent: Directors Hoffmeister, Stepper, Uilkema and Worth

ADVISORY COMMITTEE REPORTS

Citizens Advisory Committee: There was no report.

Accessible Services Committee: There was no report.

BOARD COMMUNICATION

Director Horn advised CCCTA is contemplating some changes on Route 25 and the elimination of Route 98X. Public hearings are scheduled for Route 25 on September 30, 2010 from 4:00 p.m. to 6:00 p.m. at the Lafayette Chamber of Commerce offices and for Route 98X on September 28, 2010 from 4:00 p.m. to 6:00 p.m. at the Martinez City Hall.

Director Simmons advised the Walnut Creek City Manager agreed to have the A&F Committee continue to meet at the Walnut Creek city offices.

CLOSED SESSION

At 9:17 a.m. Chair Hudson announced the Board would adjourn to closed session to confer with the Labor Negotiator regarding future negotiations with the Amalgamated Transit Union (ATU), Local 1605, pursuant to Government Code Section 54957.6. The Board reconvened in open session at 9:47 a.m.

(Director Hoffmeister arrived during the closed session.)

OPEN SESSION

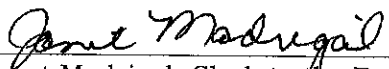
Report of Action(s) Taken During the Closed Session

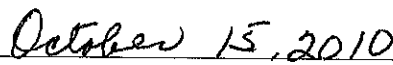
Chair Hudson reported that the Board met in closed session with its Labor Negotiator, pursuant to Government Code Section 54957.6, and provided instructions regarding labor negotiations with the ATU.

ADJOURNMENT

Chair Hudson adjourned the regular meeting at 9:49 a.m.

Minutes prepared by


Janet Madrigal, Clerk to the Board


Date

ADMINISTRATIVE OFFICES
2477 Arnold Industrial Way
Concord, CA 94520-5326
(925) 676-1976
Fax (925) 687-7306

The County Connection

CUSTOMER SERVICE
TRANSPORTATION CENTER
At Walnut Creek BART
220 Ygnacio Valley Rd
Walnut Creek, CA 94596-3739
(925) 676-7500
Fax (925) 932-1478

October 7, 2010

Yvette Moran
Shop Steward
Teamsters Local 856
4023 Sheffield Way
Antioch, CA 94509

Dear Ms. Moran:

On behalf of everyone at the Central Contra Costa Transit Authority (CCCTA), I want to thank you for your generous offer to forgo the increase in wages the Transit Supervisors are due on September 30, 2010 thereby freezing wages for one another year. Over the years, CCCTA has appreciated our good working relationship and the sense of teamwork between us and Local 856. You and your workgroup are one of the key reasons that CCCTA is able to provide the services that it does.

As you noted in your letter to Rick Ramacier dated September 16, 2010, CCCTA remains under severe financial hardship with State of California taking away up to 18% of our annual funding and due to losses of other sales revenues. That is why we have executed another one year wage freeze with our non-represented administrative employees. And, we anticipate negotiating another one year freeze with our mechanics and maintenance workers represented the International Association of Machinists (IAM) local 1173. Finally, we fully anticipate that our transit operators represented by the Amalgamated Transit Union (ATU) Local 1605 will be agreeing to take similar actions when we renegotiate their contract which is due to expire in January of 2011.

Finally, we know that if our severe financial challenges continue beyond this year, that we can count on you to work with us further in a similar fashion. Likewise, when good times return, your willingness to help us through these difficult times will not be forgotten.

Sincerely,



Dave Hudson
CCCTA Board Chair

cc. Don Lawson, Teamsters Local 856
Rick Ramacier, General Manager
Bill Churchill, Director of Transportation

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

Teamsters Local Union No. 856

September 16, 2010

Rick Ramacier
Contra Costa Transit Authority
2477 Arnold Industrial Way
Concord, CA 94520

Re: October 01, 2010 Wage Freeze

Dear Mr. Ramacier,

Teamsters Local 856 Transit Supervisors Union has once again discussed the continued, economic slow down and cuts in state funding for public transportation. We understand that CCCTA as well as its employees continue to experience financial hardships as a result of these cuts throughout the State of California.

Teamsters Local 856 Transit Supervisors have once again agreed to assist in the economic viability of the Transit Authority by foregoing the next negotiated wage increase as stated in the M.O.U., starting on, October 01, 2010.

We will continue working together with CCCTA, doing our part to resolve these financial issues affecting all employees here at CCCTA. We anticipate at sometime in the future there will be a financial turn around for the agency. Likewise, we would appreciate your assistance and not to forget those **Groups** that have given so willingly they're much needed wage increases for the past two years.

Sincerely,



Yvette Moran
Teamsters Local 856
Shop Steward

CC Transit Supervisors
Don Lawson
Teamsters Local 856

Inter Office Memo

To: Board of Directors
From: Anne Muzzini, Director of Planning and Marketing

Date: October 15, 2010

Reviewed By: *[Signature]*

[Signature]

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.

The A&F Committee recommended that the CAC and the ASC be combined into one committee that meets every other month. The Board sought input from the CAC and ASC members at their recent meetings. Both committees were concerned about combining and feel their roles are very different. Both committees suggested that they remain separate but reduce the number of meetings to six per year.

RECOMMENDATIONS:

The A&F Committee recommends that 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.

FINANCIAL IMPLICATIONS:

None.

OPTIONS:

1. Approve A&F Committee Recommendation
2. Decline to approve
3. Other action as determined by the Board

The County Connection

Inter Office Memo

To: Board of Directors

Date: October 13, 2010

From: Mary Burdick, Sr. Manager of Marketing

Reviewed By: *AMB*

SUBJECT: CCCTA Website Introduction

SUMMARY OF ISSUES:

In late Spring the marketing and planning staff began work on redesigning the CCCTA web site. The objective was to create a dynamic site that is more user friendly, will allow greater access to staff for adding, deleting and editing content, and allows the ability to incorporate a trip planner, and links to facebook and twitter accounts.

New Features

- Fresh look and feel
- Change from a static to a dynamic site
- GTFS driven schedules for easy downloads
- Monthly use statistics readily available
- Feature Items - rolling feature items allow CCCTA to post short messages which cycle through. Messages can be turned off and on, allowing seasonal promotions (Pavilion service) or regularly occurring messages to be updated as needed
- News Feature - up to four news or upcoming items are cleanly organized with links to detailed releases
- Service Advisories - detours, road closures, or service disruptions can be posted quickly
- Employee Login - allows operators to view extra work assignments, employees to learn of upcoming internal events, view employee newsletters, or any all-employee information needing to be distributed
- Subject tool bar with drop down menu for easier navigation

RECOMMENDATIONS:

The MP&L Committee would like to display the new web site to the Board of Directors.

OPTIONS:

NA

ACTION REQUESTED:

No action is required, but the MP&L Committee welcomes Board comment.