

# 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

February 17, 2011

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Hudson called the meeting to order at 9:00 a.m. Board Members present were Directors Andersen, Dessayer, Hoffmeister, Horn, Simmons, Uilkema, Weir and Worth. Director Schroder arrived after roll call was taken. Director Manning was absent. Chair Hudson welcomed Director Weir as the Board Member representing the City of Pleasant Hill.

Staff: Ramacier, Chun, Glenn, Bowron, Burdick, Casenave, Churchill, Madrigal, Mitchell, Muzzini and Woody

Guests: Ralph Hoffmann (resident of Walnut Creek), Harvey Riggs (CAC member representing the City of San Ramon) and Pete Engel (Contra Costa Transportation Authority)

#### PUBLIC COMMUNICATION

Ralph Hoffman supported use of the Clipper card. He felt that having the CCCTA Board meetings televised and posted on our website would help with transparency and increase ridership.

#### CLOSED SESSION

##### **Conference with Labor Negotiator, Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1605**

At 9.05 a.m., Chair Hudson announced the Board would adjourn to closed session to confer with its labor negotiator, Pat Glenn, Esq., pursuant to Government Code Section 54957.6, pertaining to negotiations with the Amalgamated Transit Union, Local 1605.

#### OPEN SESSION

##### **Consideration of Ratification of Contract with the Amalgamated Transit Union, Local 1605**

At 9:40 a.m. the Board reconvened in open session. Chair Hudson advised the Board met with Legal Counsel to consider the ratification of the contract with the Amalgamated Transit Union, Local 1605.

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

**MOTION:** Director Dessayer made a motion to ratify the Memorandum of Understanding (MOU) with the Amalgamated Transit Union, Local 1605, which provides for (1) Extension of the terms and conditions of the 2007-2010 MOU for two years from February 1, 2011 through January 31, 2013; (2) A two-year wage freeze through January 31, 2013; and (3) A freeze in the Cafeteria Plan benefits for medical insurance premiums through December 31, 2013, with the understanding that either party may reopen negotiations regarding wage or benefits, except for the Cafeteria Plan benefit, after the conclusion of the first year of the MOU. Director Weir seconded the motion and it was approved.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth  
No: None  
Abstain: None  
Absent: Director Manning

### **CONSENT CALENDAR**

**MOTION:** Director Schroder moved approval of the Consent Calendar, consisting of Approval of Minutes of Regular Meeting of January 20, 2011. Director Andersen seconded the motion and it received the following vote of approval.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth  
No: None  
Abstain: None  
Absent: Director Manning

### **REPORT OF CHAIR**

Chair Hudson commented on the federal funding opportunity under the Garrett A. Morgan Technology and Transportation Education Program.

### **REPORT OF GENERAL MANAGER**

General Manager Rick Ramacier advised CCCTA is a part of the Phase III implementation schedule for the Clipper program. Phase III will begin once Phase II is complete. The timeline is not known for CCCTA's participation in this program, but he anticipates it may be at least one year.

### **Recognition of Employees of the 3<sup>rd</sup> Quarter, 2010**

Mr. Ramacier recognized the following Employees of the 3<sup>rd</sup> Quarter 2010.

- Administration: Miguel Duenas, Transit Supervisor
- Maintenance: Bruce Voltz, Mechanic V
- Transportation: Sam Lin and Ken Manning, Transit Operators

### **Recognition of 20-Year Employees**

Arlyn Johnson, Transit Supervisor, and Ronnette Brown, Transit Operator, were recognized for their 20 years of service.

### **Recognition of Departing Employee**

Mr. Ramacier recognized former Transit Operator Richard Church for his 24 years of service.

## **State Budget Update**

Mr. Ramacier stated that both the Senate and Assembly budget committees unanimously passed re-enactment of the gas tax law with bi-partisan support. That suggests the Legislature is on track to re-enact the gas-tax swap from last year with a two-thirds vote to put it in compliance with Proposition 26.

## **Federal Legislative Update**

Mr. Ramacier outlined President Obama's proposed transit budget for FY2012 as well as his proposal for a new six-year authorization bill. The House passed a resolution to continue FY2011 funding with a 22% proposed cut in transit funds. The cuts would be to programs on which CCCTA does not rely.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

#### Restructuring Advisory Committees

Director Dessayer advised the A&F Committee reviewed comments from both the Citizens Advisory Committee (CAC) and the Accessible Services Committee (ASC). Due to staff reductions and low attendance at their meetings, the A&F Committee recommends that the Board combine the two committees into one committee that meets every other month with a joint agenda and grandfather all members into the combined committee.

Anne Muzzini, Director of Planning & Marketing, advised the cost components for both committees include getting someone appointed from each jurisdiction, creating the agendas, preparing and mailing meeting packets, attending meetings, and preparing the minutes. Director Hoffmeister advised the recommendation came as a result of staff reductions and trying to find a more efficient way to use the committees.

Mr. Hoffman felt attendance was low because some members are not transit dependent. He suggested changing the rules to make all committee members transit dependent or frequent users of transit. He felt that reducing the number of meetings was helpful. Since the CAC and ASC have a different focus, he recommended the Board keep them separate and have them meet every two months.

Harvey Riggs said he is the current Chair of the CAC. He advised the CAC reviewed this proposal and expressed their belief that the two committees should be kept separate. They agreed to meet every other month. Regarding attendance, he pointed out that appointments to the committees come from the Board members. He noted that the CAC has been requested to assist CCCTA with budgetary and legislative issues, which they have done. These issues are more important than the cost associated with the CAC. He felt the Board should keep its eye on the prize. If the Board approves this recommendation, CCCTA will lose a lot of constituency. CCCTA needs all the constituents and the help and support it can get. Director Dessayer agreed that the Board needs to look at the big picture. He felt this is an opportunity to have staff spend more time on marketing.

**MOTION:** Director Dessayer made a motion to approve the recommendation of the A&F Committee which is to combine the CAC and ASC and to reduce the number of meetings to six per year. The motion was seconded by Director Worth.

Before a vote was taken, the following comments were made. Director Andersen noted that some committee members could not attend meetings during the day or evening. Ms. Muzzini responded that a meeting would be held with all members where they would decide the best time to meet. One alternative would be to meet in the late afternoon to accommodate members who work during the day or who cannot attend in the evening.

Director Hoffmeister inquired about the structure of the agenda and the number of representatives from each jurisdiction. Ms. Muzzini stated the plan is to have the first part of the agenda cover accessible services topics so committee members could leave the meeting before it is dark. Some of the ASC members use the LINK van to attend meetings and that service will continue. Current members of the CAC and ASC will be members of the combined committee for as long as their terms exist. When their terms expire or as vacancies occur, a jurisdiction will have one representative. If a jurisdiction has no representatives, it may appoint one member. During the transition period, some jurisdictions will have two representatives while other jurisdictions will have one or no representative. When the combined committee meets, it can determine who will be its chair.

Director Schroder described his experience when the City of Martinez combined three commissions into one. In the beginning, it was difficult because fifteen people had different interests. Over time, the new commission started to gel and members started working together on issues. Current members may be reappointed, if they so desire. The new commission decided to downsize by not filling vacant positions.

Chair Hudson asked that the Board revisit in 2013 the decision made today to see if it is something it wants to continue or to make changes. Director Simmons inquired about reappointing committee members when their terms expire. Mr. Ramacier advised the jurisdictions bring a recommendation to the CCCTA Board for approval. The jurisdictions may reappoint a representative when his/her term expires or appoint another individual prior to when a committee member's term expires.

Director Hoffmeister asked if the combined committee could be downsized all at one time. Director Worth supported the A&F Committee's recommendation from a financial standpoint because it would maximize resources. She felt the role of an advisory committee is to encompass all the diverse community groups and things that CCCTA does. She suggested having a transition period of one to two years and having a date when all jurisdictions would have one representative on the combined committee. Mr. Ramacier suggested the Board adopt the A&F Committee's recommendation in concept today and direct staff and the A&F Committee to develop a transition plan for the Board's consideration at a later date. The CAC and ASC will be consulted regarding what they want in a transition plan before a recommendation is made to the Board. Director Hoffmeister supported a transition plan with a target period of two years. She and Director Horn commented on the outreach done by their jurisdictions and the difficulty they have finding individuals to serve on the committees. Director Horn asked that current CAC and ASC members not be fired.

AMENDED MOTION: Director Dessayer amended his original motion to approve the recommendation of the A&F Committee in concept, which is to combine the CAC and ASC and to reduce the number of meetings to six per year, and to direct staff and the A&F Committee to develop a transition plan for the Board's consideration. The amended motion was accepted by Director Worth and the following vote of approval was cast.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth  
No: None  
Abstain: None  
Absent: Director Manning

### **Marketing, Planning & Legislative Committee**

#### Draft 2011 Federal Legislative Program

Director Simmons stated the recommendation from the MP&L Committee is to approve the draft 2011 Federal Legislative Program. Based on comments from Mr. Ramacier earlier today regarding President Obama's proposals for transit, he asked if the MP&L Committee needs to look at the Program again. Mr. Ramacier said this Program calls for certain broad principals and it will be given to Legislative representatives and their staff.

Director Uilkema asked that the Program be written in a clear and concise way to communicate that CCCTA is a small agency that is trying to maximize its resources and serve transit-dependent residents in areas that have no other service. Director Worth felt it was important to make the case for suburban transit that is viable and important. She suggested adding elements about reducing congestion and commute times and facilitating economic development. Director Hoffmeister suggested highlighting CCCTA's accomplishments in going green. She felt it is important to convey to our legislators that CCCTA has taken steps to raise fares and reduce service which would help justify an increase in transit funding. Chair Hudson favored including in the Program an item about increasing or retaining jobs. He asked the Board to forward any additional comments to staff.

(Director Weir left the meeting.)

Mr. Hoffman stated that the Program is on the expenditure side and he would like to see something on the revenue side, either a miles traveled tax or a gas tax, that would help increase ridership. He pointed out that CCCTA's riders are its best lobbyists.

MOTION: Director Hoffmeister made a motion to approve the recommended draft 2011 Legislative Program and to direct the MP&L Committee Chair and staff to refine it with the comments provided. The motion was seconded by Director Worth and it passed.

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

### **Operations & Scheduling Committee**

#### Paratransit Van Replacement Mobility Data Terminals (MDTs) for LINK Vans

Director Horn introduced these two items and said the O&S Committee recommends that they be combined into one item because they are closely related. Scott Mitchell, Director of Maintenance, advised the recommendation is to replace 42 LINK vans purchased in 2002. Vans are usually on a five-year replacement cycle. Some of the vans have over 300,000 miles and need to be replaced. The new vans will be funded with a federal grant and local funds. Replacement of the vans was extended until all the matching funds were available. Ms. Muzzini provided additional information regarding funds that will be used to purchase the vans. She also stated that the mobility data terminals (MDTs) will allow staff to do real-time dispatching. The cost for the MDT software and hardware can be included in the funds for the van replacement project.

(Director Weir returned to the meeting.)

Responding to questions from the Board, Mr. Mitchell advised the replacement vans will be El Dorado 22-foot vans that are similar to what CCCTA now has. The vans are being purchased from a joint procurement contract that SamTrans has with Creative Bus Sales, Inc. Under this contract, CCCTA may purchase 42 vans with an option to purchase ten additional vans. An audit will be made to select the best retired vans, and the Board will decide if they want to make these vans available for community groups. Director Uilkema advised the O&S Committee is looking carefully at the inventory to make sure that any vans that go back into the community are serviceable and the best quality.

MOTION: Director Horn moved adoption of Resolution No. 2011-010 which authorizes the General Manager to negotiate and execute agreements for the purchase of 42 replacement paratransit vans and to upgrade the data communication system for paratransit service, and related actions, for a project budget of \$4,175,778. The motion received a second from Director Uilkema and the following vote of approval.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth  
No: None  
Abstain: None  
Absent: Director Manning

#### Intelligent Transportation System (ITS) for Fixed Route

Director Horn stated that the O&S Committee recommends this project, which will upgrade the voice and data communication system for fixed route. Ms. Muzzini advised CCCTA is having reliability issues with the current radio system and replacing it is very important. Funding is available for this capital expenditure. The Intelligent Transportation System (ITS) will replace the radio system, provide real-time vehicle location for Dispatch, and include a passenger information system that will predict when a bus will arrive at a stop.

Responding to a question from Director Uilkema regarding use of the ITS for emergency response, Ms. Muzzini advised CCCTA will have a more reliable radio system and a parallel communication system with the drivers using a cellular network connection and radio frequency that provides a back-up system that CCCTA does not have now. Mr. Mitchell advised staff started working on this project in 2002 when 67 buses were purchased. With the purchase of the 40 buses last year and the retrofit of the remaining 27 buses, 100% of the fleet is equipped with the hardware. The current radio system runs on an alpha server using VMS software. The manufacturer went out of business ten years ago, making it difficult to keep the system up and running. The new system has two voice channels on the radio and two data channels with cellular. If the voice or data channels fail, the other channels will provide communication with the vehicles.

Director Dessayer stated that the annual expenditure for the ITS is not included in CCCTA's budget and the entire item has not been reviewed by the A&F Committee. He asked that this item go to the A&F Committee so they can make sure that it can be funded in the future. Director Andersen said that one of her goals is to increase ridership. She supports the project because the real-time vehicle location application is a valuable tool for riders who want to see which route to use and if the bus is on time. From a marketing standpoint, this opens up a whole new avenue of who we can target and how we can target them. Long-term, the ITS will provide a tremendous benefit. Director Hoffmeister also supported the project, noting that many riders have cell phones that they will use to access real-time data. She asked if the annual cost includes the licensing fee as well as maintenance. Mr. Mitchell advised staff is compiling data on the annual costs and will bring that information to the A&F Committee.

MOTION: Director Horn moved adoption of Resolution No. 2011-011 which authorizes the General Manager to negotiate and execute an agreement with Clever Devices for the purchase and installation of Clever Devices software, and related actions, for the Intelligent Transportation System for a project budget of \$900,000 with approval and final review of the project budget by the A&F Committee. The motion was seconded by Director Uilkema and it was approved by the following vote.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth  
No: None  
Abstain: None  
Absent: Director Manning

**ADVISORY COMMITTEE REPORTS**

**Citizens Advisory Committee**

Appointment of Jan Kunz to the CAC as a Representative from the City of Concord

MOTION: Director Hoffmeister moved the appointment of Jan Kunz to the CAC representing the City of Concord. Director Uilkema seconded the motion and it was approved.

Aye: Directors Andersen, Dessayer, Hoffmeister, Horn, Hudson, Schroder, Simmons, Uilkema, Weir and Worth

No: None

Abstain: None

Absent: Director Manning

**Accessible Services Committee:** There was no report.

**BOARD COMMUNICATION**

Chair Hudson assigned Director Weir to the A&F Committee. Director Horn advised Route 25 was changed to go down Pleasant Hill Road, ridership is increasing slightly, and the service goes to the Farmer's Market in Lafayette.

**ADJOURNMENT**

Chair Hudson adjourned the regular meeting at 10:58 a.m.

Minutes prepared by

Janet Madrigal  
Janet Madrigal, Clerk to the Board

March 11, 2011  
Date