

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

June 16, 2011

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Ramacier, Chun, Barrientos, Burdick, Casenave, Churchill, Gray, Madrigal, Mahavongtrakul, Mitchell and Muzzini

PUBLIC COMMUNICATION

Letter from Matthew Farnitano Regarding Improvements in CCCTA Service

Director Uilkema stated that she received the letter from Mr. Farnitano and she appreciated his interest in CCCTA's services. She asked that staff respond to his comments. Board Members commented on bus signage and it was suggested that staff consider posting signage on bus stop signs indicating there is no Saturday service. Rick Ramacier, General Manager, advised more information about a route and schedule is posted at bus stops that are more heavily used. He will bring more information regarding signage to the O&S Committee.

PUBLIC HEARING: CCCTA FY2012 OPERATING AND CAPITAL BUDGET

Vice Chair Worth opened the public hearing at 9:08 a.m. to receive public input regarding the CCCTA FY2012 operating and capital budget. Kathy Casenave, Director of Finance, advised the public hearing was properly noticed in the *Contra Costa Times* informing the public that a meeting on this subject would be held. She briefly outlined the proposed FY2012 budget. The operating and capital budget is \$44,886,328. The operating budget of \$32,544,296 is funded 68% with local funds, 15% from the farebox and special fare revenues, 15% with federal funds and 2% with other revenue. The operating budget will support approximately 217,000 revenue hours of fixed-route service and 86,000 revenue hours of LINK service. Vice Chair Worth asked for comments from the public. No comments were received, and the public hearing was closed at 9:10 a.m.

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CONSENT CALENDAR

Director Simmons asked that Item No. (e), Approval of Advisory Committee Transition Plan and Roles & Functions, be removed from the Consent Calendar for discussion by the Board. The following motion was made for the remaining items on the Consent Calendar.

MOTION: Director Horn moved approval of the following items on the Consent Calendar: (a) Approval of Minutes of Regular Meeting of May 19, 2011; (b) CCCTA Investment Policy—Quarterly Reporting Requirement; (c) Adoption of Gann Appropriations Spending Limitation for FY2012 and Resolution No. 2011-014; and (d) Third Party Administrator for Workers Compensation Claims and Resolution No. 2011-016. Director Manning seconded the motion and it received the following vote of approval.

Aye: Directors Andersen, Dessayer, Horn, Manning, Simmons, Uilkema, Weir and Worth

No: None

Abstain: None

Absent: Directors Hoffmeister, Hudson and Schroder

Approval of Advisory Committee Transition Plan and Roles & Functions

Director Simmons inquired about the number of CCCTA Advisory Committee members who would constitute a quorum at their meetings and the selection of one representative by a jurisdiction when two individuals serve from that jurisdiction. Board consensus was that a quorum would be constituted by the attendance of one Committee member and that a majority vote of the Committee members present at that meeting is required to adopt an action. During the transition period, jurisdictions have flexibility to decide which one of its two representatives will continue to serve on the Committee when the term expires for one representative.

MOTION: Director Simmons moved approval of the Transition Plan and Roles and Functions of the CCCTA Advisory Committee. The motion was seconded by Director Horn and it was approved as recorded by the following vote.

Aye: Directors Andersen, Dessayer, Horn, Manning, Simmons, Uilkema, Weir and Worth

No: None

Abstain: None

Absent: Directors Hoffmeister, Hudson and Schroder

REPORT OF CHAIR

Appointment of Nominating Committee for Election of CCCTA Officers

Vice Chair Worth advised Chair Hudson appointed the last three CCCTA Board Chairs, consisting of himself and Directors Uilkema and Manning, to serve on the Nominating Committee for Election of CCCTA Officers. The Committee will present its recommendations at the July Board meeting.

REPORT OF GENERAL MANAGER

Recognition of Employees with 20 Years of Service

Mr. Ramacier recognized Thasanai Mahavongtrakul and Oscar Palicte for their twenty years of service and presented those in attendance with a certificate of appreciation. Board Members expressed appreciation for their service.

Recognition of Departing Employee

Mr. Ramacier recognized Sharon Grant-Roscher for her twenty-one years of service.

State Budget Update

Mr. Ramacier provided a brief update on the state budget. He will apprise the Board of new developments when they occur.

(Director Hoffmeister arrived.)

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

FY2012 Proposed Budget and FY2011 Estimated Actual

Director Dessayer stated that the A&F Committee made some minor changes to the FY2012 budget as recommended by the Board in its preliminary review of the draft budget. Based on efforts to keep expenses down and new funding projections, CCCTA will have positive cash flow through FY2015.

MOTION: Director Dessayer moved approval of Resolution No. 2011-015 which adopts the final CCCTA FY2012 operating and capital budget. Director Manning seconded the motion and it passed with the following vote of approval.

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

Pacheco Transit Center

Director Dessayer stated that this is an informational item regarding the Pacheco Transit Center. He noted that there is community support for this project and CCTA and the City of Martinez expressed an interest in completing the project. The A&F Committee recommends that staff continue working with those two agencies for the purpose of having one of them designated as the lead agency for the project.

Scott Mitchell, Director of Maintenance, provided background information and the current status of this project. Multiple agencies are involved on the project, including Caltrans and CCTA. The project is evolving, and changes were required in the original scope of work for Nolte & Associates, the architectural and engineering firm that is preparing the storm water report and a set of approved plans. When changes were made, Nolte & Associates came to CCCTA for additional funding to do the work. Nolte & Associates has requested another \$65,000 to complete the planning documents. Since CCCTA has reached the end of the Board's authorization to expend funds on this project, staff is not requesting additional funds at this time.

Mr. Ramacier advised there is strong interest in doing this project, as expressed by staff at CCTA and the City of Martinez. They recognize that the project is getting complicated largely because of involvement and changes made by Caltrans. If one of these agencies becomes the lead agency, an agreement between that agency and CCCTA will be developed and the grant funds secured by CCCTA will be transferred to that agency. Vice Chair Worth asked that any transfer of lead agency responsibility provides CCCTA with a central voice with ensuring that the project meets our needs. She noted this is an informational item and the Board supports the recommendation of the A&F Committee.

Operations & Scheduling Committee

Fluid Applied Roofing Contract

Director Horn said this construction project is for a fluid applied roofing contract. Four bids were received, and the lowest responsible and responsive bid was from D. C. Taylor Company. Color chips were distributed and the Board commented on the colors and properties of the coating material. Mr. Mitchell advised the material has insulating properties and it is an environmental coating. Director Horn advised the coating material is designed with an acrylic resin that chalks over time because of the reaction of the UV rays. When it chalks, it is removable by rain. Over time, the coating is thinner but the roof has a clean appearance after it rains. By definition, the runoff is not a hazardous waste substance.

MOTION: Director Horn made a motion to approve Resolution No. 2011-017 which authorizes award of contract for the fluid applied roofing project to D. C. Taylor Company. The motion was seconded by Director Dessayer, and it was approved.

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

Bus Shelter Status Report

Director Horn stated that this is an informational item from the O&S Committee. Anne Muzzini, Director of Planning and Marketing, advised this item relates to prior Board discussions regarding bus shelters. CCCTA has two kinds of shelters—advertising and nonadvertising. The jurisdictions make decisions about the type of shelter, and they have agreements with CBS Outdoor for advertising. The jurisdictions determine where they want to place the shelters and issue the encroachment permits. CBS Outdoor pays for the shelters and sells advertising per approval by the jurisdictions. Most of the nonadvertising shelters are the bunker style or aluminum construction. Staff applied for a Caltrans grant to improve bus stop accessibility, and there may be funding available from other sources for that purpose. Staff created a list of the top twenty-five bus stops in the system that are not located at BART stations or major transfer locations. The purpose is to determine what staff can do now without additional funding to improve these bus stops. In some cases, staff will be working with the jurisdictions or CBS Outdoor to upgrade or replace existing shelters or to install additional shelters

Director Hoffmeister noted that some of the bunker style shelters are in good condition and have been kept for a particular reason, such as community support. The City of Concord supports shelters and benches that discourage graffiti and people sleeping on the benches. Some of the CBS Outdoor shelters do not protect riders from the rain. Responding to a question from Director Weir regarding safety and liability considerations in the evaluation of bus stops, Madeline Chun, Legal Counsel, briefly explained the concept of design immunity whereby a public agency would evaluate and make a reasonable assessment and decision as to available alternatives and create a record for the decision based upon safety and other evaluation factors.

Mr. Ramacier advised CCCTA defers to the local jurisdictions for determining the locations of shelters. Those jurisdictions that have contracted with CBS Outdoor receive more shelters and they negotiate with the advertiser where the shelters are located. Other jurisdictions have not gained new shelters unless an organization has provided them. The list included in the staff report proposes where shelters might be considered for placement based on a ridership perspective if staff pursued a program on top of what CCCTA is already doing. There is no recommendation today to do that. If staff pursues a list of this type in the future, safety will be one of the considerations. Director Hoffmeister pointed out that there are some bus stops that have maintenance issues, such as unused poles and lack of continuous sidewalks and curb cuts.

Director Uilkema commented that the discussion started with the APTA Annual Meeting & Expo and CCCTA's image as an agency. In the past, various shelters were available for viewing at the APTA Expo that may be affordable and help improve CCCTA's image. She suggested that the jurisdictions consider requiring upgrades to bus stops and shelters when designs are reviewed for construction of new buildings and major renovations. Ms. Muzzini advised staff reviews plans submitted by the jurisdictions and makes recommendations for passenger waiting areas and shelters when they will benefit riders in the community.

REPORT FROM THE ADVISORY COMMITTEE

There was no report.

BOARD COMMUNICATION

There was no further communication from the Board.

ADJOURNMENT

Vice Chair Worth adjourned the regular meeting at 9:50 a.m.

Minutes prepared by

Janet Madrigal
Janet Madrigal, Clerk to the Board

July 14, 2011
Date