

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

November 17, 2011

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Worth called the meeting to order at 9:00 a.m. Board Members present were Directors Andersen, Dessayer, Horn, Hudson, Manning, Simmons, Uilkema and Weir. Director Schroder arrived after the meeting convened. Director Hoffmeister was absent. Resolutions No. 2012-012, 2012-013 and 2012-014 were distributed at the meeting.

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

Guest: David Kamlin (former CCCTA employee)

PUBLIC COMMUNICATION

David Kamlin felt that it would be very useful to provide a mobile version of the CCCTA website and to post a list of bus stops for each route. Chair Worth thanked him for his suggestions and expressed support for a mobile version of the website.

CONSENT CALENDAR

MOTION: Director Simmons moved approval of the Consent Calendar, consisting of the following item: (a) Approval of Minutes of Regular Meeting of October 20, 2011. Director Uilkema seconded the motion and it received a vote of approval.

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

No: None

Abstain: None

Absent: Directors Hoffmeister and Schroder

REPORT OF CHAIR: There was no report.

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REPORT OF GENERAL MANAGER

Recognition of Departing Employee

General Manager Rick Ramacier recognized David Kamlin who resigned from CCCTA after five years of service as a Transit Operator.

Status Report on Joint CCCTA/LAVTA Meeting

Mr. Ramacier reported on his meetings with the LAVTA Executive Director. The focus has been the MTC Transit Sustainability Project. Further meetings will be held to discuss ways the two agencies can collaborate on joint projects.

Added Service to Route 4 for the Walnut Creek Half Marathon

Mr. Ramacier advised this item came up after the O&S agenda was posted. There will be a half marathon in Walnut Creek on December 10, 2011 and City staff would like to provide an additional six hours of service on Route 4, the free trolley. They would like to provide the service as an adjunct to the Route 4 service, similar to what is provided during the holiday season. This additional service will be paid by the City of Walnut Creek.

MOTION: Director Uilkema moved approval of providing an additional six hours of service to Route 4 on December 10, 2011 for the half marathon in the City of Walnut Creek that will be paid by the City of Walnut Creek. Director Manning provided the second to the motion and it passed with the following vote of approval.

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

REPORT OF STANDING COMMITTEES

Administration and Finance Committee

Maintenance and Inventory Replacement Project

Director Dessayer stated that this item will replace an outdated maintenance and inventory management system. The current software program has met the needs of the Maintenance Department but needs to be upgraded or replaced by another system. The A&F Committee recommends upgrading the current program because it is the more cost effective alternative.

Scott Mitchell, Director of Maintenance, advised the maintenance and inventory management software system keeps track of the entire inventory and performs all the matrix functions, such as tracking mileage, fuel and oil consumption, repair history, and labor costs per vehicle. DragonPoint Systems has been providing technical support and is willing to upgrade the current software program. The cost to upgrade and replace this system will not exceed \$240,000. Director Andersen pointed out that the cost for a different software package would be more expensive and there would be additional costs for staff training. Mr. Mitchell also noted that

annual support costs for another software package would be more expensive. The upgraded program will be written in Visual Studio Net which allows the use of a Windows 7 platform. When the upgrade is complete, CCCTA will own the source code to the program, which will allow the flexibility of having IT staff, DragonPoint Systems or another software consulting company support it. The agreement with DragonPoint Systems will require that the upgraded software system is completed and accepted by CCCTA. Based on staff analysis of proposals received in the past to replace the current software program, this approach to upgrade the system is more cost effective.

Madeline Chun, Legal Counsel, advised Resolution No. 2012-012 authorizes amendment of the capital budget in the amount of \$300,000 to add this project, noting that this includes a project contingency. The agreement with DragonPoint Systems will be negotiated at a price not to exceed \$240,000. Mr. Ramacier advised that staff was going to use TDA funds previously set aside for this project in the capital budget when staff secured a \$300,000 State of Good Repair grant from FTA that can be used for the project.

MOTION: Director Dessayer moved approval of Resolution No. 2012-012, which authorizes the Maintenance and Inventory Replacement Project and execution of an agreement with DragonPoint Systems to replace the maintenance and inventory management software program. The motion was seconded by Director Simmons and it was approved.

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

Marketing, Planning and Legislative Committee

Measure J Transportation for Livable Communities, Call for Projects

Director Weir introduced this item and then asked Laramie Bowron, Manager of Planning, to provide further information. Mr. Bowron advised CCCTA recently applied for a project under Measure J Transportation for Livable Communities (TLC), which is a planning grant to study flexible transportation options within the TRANSPAC service area. The study will look at what measures could be implemented to improve cost efficiency and productivity in certain regions. Chair Worth pointed out that this is Measure J TLC for Contra Costa County that is allocated by CCTA. It includes the TLC element that provides funds that can be used to enhance transit service, such as linking riders with transit. She expressed support for this study as it would identify ways of making transit easier, more available and more flexible for people to use.

(Director Schroder arrived.)

TDA Triennial Performance Audit Final Report

Mr. Bowron advised a triennial performance audit is required for the receipt of Transportation Development Act (TDA) funds. An audit was conducted and there were no findings or recommendations by the auditor, Mundle & Associates, Inc. However, the MP&L Committee recommended that staff look into the number of accidents per 100,000 miles because it

increased slightly over the past year. Staff attempted to compare CCCTA's data with data from other transit providers but found consistent data was not available.

Director Dessayer pointed out that this TDA Triennial Performance Audit is based on CCCTA's standards and the Board reviews these standards annually. He felt this report has no value and is a waste. Mr. Ramacier pointed out that the requirement for a triennial performance audit was included with the passage of the TDA law in California.

Operations and Scheduling Committee

Retired Van Donations

Director Horn advised applications for five additional surplus vans were received, and the O&S Committee is recommending approval of Resolution No. 2012-014. Chair Worth thanked staff and Board Members for reaching out to the community again so the surplus vans could be put to good use.

MOTION: Director Horn moved approval of Resolution No. 2012-014, which authorizes a revised policy for donation of surplus vans and related actions. The motion was seconded by Director Hudson and it received the following vote of approval.

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

REPORT FROM THE ADVISORY COMMITTEE: There was no report.

BOARD COMMUNICATION

Director Uilkema described two new regional communication systems that will provide potential opportunities for CCCTA to develop closer ties with emergency response teams in the event of a major catastrophic event. Staff advised a status report will be provided to the O&S Committee.

Director Hudson reported on an effort to change the CCTA Bylaws to allow nonelected individuals to be selected as ex-officio members. This is important because CCCTA's alternate ex-officio member will be selected in the next few months. He also reported that SB582 will be coming back to the Governor next year. He felt this bill would be a way to secure additional transit funding.

CLOSED SESSION

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6, Long-Term Bargaining Strategies with Represented and Nonrepresented Employees, ATU Local 1605, AFL-CIO, Bus Operators; Teamsters Local 856, AFL-CIO, Transit Supervisors; and Administrative Employees

At 10:03 a.m., Chair Worth adjourned the meeting to a closed session, pursuant to Government Code Section 5457.6, to confer with the CCCTA Labor Negotiator regarding long-term bargaining

strategies with represented and nonrepresented employees—ATU Local 1605 AFL-CIO Bus Operators; Teamsters Local 856 AFL-CIO, Transit Supervisors; and Administrative employees.

OPEN SESSION

Consideration of Resolution No. 2012-013 Approving 2012 Contribution Rates for the Cafeteria Plan for Active Administrative Employees

The Board met in open session at 10:18 a.m. Chair Worth reported that the Board met with its Labor Negotiator, pursuant to Government Code Section 54957.6 regarding long-term bargaining strategies with represented and nonrepresented employees—ATU Local 1605, AFL-CIO, Bus Operators; Teamsters Local 856 AFL-CIO, Transit Supervisors, and Administrative employees. The action before the Board is consideration of Resolution No. 2012-013 approving the 2012 contribution rates for the Cafeteria Plan for active Administrative employees.

MOTION: Director Dessayer moved approval of Resolution No. 2012-013, which approves and establishes the 2012 contribution rate for the Cafeteria Plan for the active Administrative employees. The motion was seconded by Director Manning and it received the following vote of approval.

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

ADJOURNMENT

Chair Worth adjourned the regular meeting at 10:22 a.m.

Minutes prepared by

Janet Madrigal
Janet Madrigal, Clerk to the Board

December 8, 2011
Date