

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 16, 2012

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, Horn, Hudson, Manning, Simmons and Weir. Director Schroder arrived after the meeting convened. Directors Dessayer, Hoffmeister and Uilkema were absent.

Staff: Ramacier, Chun, Allison, Barrientos, Bowron, Burdick, Casenave, Chan, Churchill, Crayton, Currie, Evans, Hill, Jefferson, G. Jimenez, J. Jimenez, Madrigal, Martinez-Morris, Mitchell, Moran, Muzzini, Polk, Pope, Robinson, Thompson and Woody

PUBLIC COMMUNICATION

CCCTA Transit Operator Judy Barrientos commented on the use of the cameras on the buses. She said that she understands the cameras are there to protect the Operators, the passengers and CCCTA but she does not understand how they are being used to discipline the Operators. She asked that staff communicate a policy or procedure for the cameras so Operators will be aware of how they are used. Her concern is how the Operators are protected and respected. She felt that the Operators are not being treated fairly when they do not know what the procedures are. Chair Worth thanked Ms. Barrientos for her comments and asked staff to provide a report to the O&S Committee regarding procedures for collecting information from the cameras and how that information is used.

(Director Schroder arrived.)

CONSENT CALENDAR

MOTION: Director Horn moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of January 19, 2012 and (b) Adoption of a Revised Disadvantaged Business Enterprise Program and Resolution No. 2012-018. Director Manning seconded the motion and it received the following vote of approval.

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

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

REPORT OF CHAIR: There was no report from the Chair.

REPORT OF GENERAL MANAGER

Recognition of Departing Employee

General Manager Rick Ramacier recognized Terrance Pope, Transit Operator, for his six years of service. Chair Worth thanked Mr. Pope for his service.

Federal Transportation Reauthorization Status

Mr. Ramacier reported on the current status of the federal reauthorization of the transportation bill. The House bill, HR-7, would eliminate the Mass Transit Account within the Highway Trust Fund. This Account is funded with a small portion of the federal gas tax. In lieu of that Account, it would provide a one-time appropriation of \$40 billion for a five-year period, but the funding source has not been identified. This amount is slightly less than the funding in the Senate bill or what is expected if the present levels of funding are maintained. The federal match requirement of 20% would be cut to 10% if a transit operator contracts out. It appears to redirect funds from urban areas to suburban and rural areas. A pending amendment would restore the Mass Transit Account in the bill. This is a five-year bill in the amount of \$250 billion. Most transit operators oppose the bill, and it has not been passed by the House.

The Senate bill is a two-year bill of \$109 billion. Funding sources would be relatively equal to current levels and the Mass Transit Account remains. The bill would increase rural funding through a program known as 5311. MTC just updated their policy such that CCCTA would be eligible for about \$30,000 a year for those funds. The bill gives operators with 100 buses or less in service to spend a percentage of their federal funds on operations, which could be useful for CCCTA. The Senate bill would convert the Surface Transportation Program into a Metro Mobility Program and give greater control of those funds to the Metropolitan Planning Organizations.

Update on Clipper

Mr. Ramacier advised staff is processing applications and distributing Clipper cards to seniors and individuals with disabilities who apply at the CCCTA offices during normal business hours. This is an effort to assist BART with the distribution of Clipper cards. Director Weir thanked staff for taking on this responsibility so that seniors will have better access to the discount card.

REPORT OF STANDING COMMITTEES

Administration and Finance Committee

Audit Engagement

Director Andersen stated that the A&F Committee is seeking direction from the Board regarding the procurement of auditing services for the FY2012 audit. Two Committee members favored

retaining the current auditor, Brown Armstrong CPAs, and renegotiating their contract. One Committee member favored the Request for Proposal (RFP) process because the same auditor has been retained for several years. Director Schroder suggested one option would be to retain the same audit firm but have different auditors within the firm perform the annual audits.

Kathy Casenave, Director of Finance, stated that Brown Armstrong, CPAs has been CCCTA's auditor for fifteen years and they know our operation and have experience doing audits for other transit operators. The firm completed the audit for FY2011 and their current contract has expired. Work on the FY2012 audit will probably begin prior to the end of CCCTA's fiscal year on June 30, 2012. As in the past, a contract would be issued for three years with two additional one-year options.

Director Weir suggested putting this project out for proposals to foster transparency and openness. Directors Hudson and Manning supported a new RFP process to give CCCTA an opportunity to review and select the best qualified firm. Director Andersen noted that the economy has changed during the past five years and the cost for auditing services may be lower due to greater competition. Chair Worth pointed out that the same audit firm may be selected at the conclusion of the RFP process.

MOTION: Director Horn made a motion to issue a Request for Proposals for Financial Audit Services. The motion was seconded by Director Manning and it was approved.

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

Marketing, Planning and Legislative Committee

Title VI Update

Director Manning introduced this item and then asked Laramie Bowron, Manager of Planning, to provide further details. Mr. Bowron stated that the population in CCCTA's service area is quantified by looking at the census tracts that touch our service area. While the total population in Contra Costa County increased from 2000 to 2010, the population in CCCTA's service area decreased by 3.6% due to changes in the configuration of the census tracts and the number of tracts that are touched. The minority population in our service area increased by 14%, and the number of individuals living below the poverty line increased by about 1%. By comparing where these populations are located and where service is provided, our service area has kept up with these changing demographics.

Director Manning noted that CCCTA is providing 48.5% of its service hours to minority census areas but we must also serve all the jurisdictions as required by the CCCTA Joint Exercise of Powers Agreement. Some of those jurisdictions do not have a large minority population. This report shows that we are doing what is required under Title VI. Responding to a question from Chair Worth, Mary Burdick, Manager of Marketing, described the process used when an individual calls the Customer Service Department and needs assistance with translation services. She also advised the CCCTA website includes a translation device.

MOTION: Director Manning moved approval of Resolution No. 2012-019, which authorizes the adoption of an updated Title VI Report. Director Horn seconded the motion and it received a vote of approval.

Aye: Directors Anderson, Horn, Hudson, Manning, Schroder, Simmons, Weir and Worth

No: None

Abstain: None

Absent: Directors Dessayer, Hoffmeister and Uilkema

REPORT FROM THE ADVISORY COMMITTEE:

MOTION: Director Weir made a motion to appoint Chris Learned to the Advisory Committee as a representative from the City of Pleasant Hill. Director Horn seconded the motion and it was approved.

Aye: Directors Anderson, Horn, Hudson, Manning, Schroder, Simmons, Weir and Worth

No: None

Abstain: None

Absent: Directors Dessayer, Hoffmeister and Uilkema

BOARD COMMUNICATION: There was no additional Board communication.

ADJOURNMENT: Chair Worth adjourned the regular Board meeting at 9:53 a.m.

Minutes prepared by

Janet Madrigal, Clerk to the Board

Date