

# The County Connection

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Agenda Item No. 4.a.

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

June 21, 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 Dessayer, Horn, Manning, Schroder, Simmons, Weir and Alternate Member Mitchoff (representing Contra Costa County). Directors Andersen and Hoffmeister arrived after the meeting convened. Director Hudson was absent.

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

Guest: Don Swain (First Transit, Inc.)

**PUBLIC COMMUNICATION:** There was no communication from the public.

#### PUBLIC HEARING: CCCTA FY2013 OPERATING AND CAPITAL BUDGET

At 9:03 a.m., Chair Worth opened the public hearing regarding the CCCCTA FY2013 Operating and Capital Budget. She stated that the public hearing is being held for the purpose of discussing and receiving citizen input on the budget. Kathy Casenave, Director of Finance, advised the public hearing was properly noticed in the *Contra Costa Times*. The proposed FY2013 Operating and Capital Budget is \$39,145,176. The operating budget is \$32,679,423, which is funded 73% with local funds, 15% from the farebox and special fare revenue, 10% with federal funds, and 2% with other revenue. The operating budget will support approximately 209,000 revenue hours of fixed-route service and 83,000 revenue hours of LINK service. Compared to the FY2012 budget, this budget provides about the same level of service with a small increase in salaries and a larger increase in diesel fuel. Any surplus TDA funds in the FY2012 budget will be placed in the TDA reserve account and they will be available for use in future years. Chair Worth asked if there were any comments from the public regarding the FY2013 Operating and Capital Budget. No comments were received and the public hearing was closed at 9:07 a.m.

(Directors Andersen and Hoffmeister arrived during the public hearing.)

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## **CONSENT CALENDAR**

**MOTION:** Director Horn moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of May 17, 2012; (b) Adoption of Gann Appropriations Spending Limitation for FY2013 and Resolution No. 2012-024; and (c) CCCTA Investment Policy Quarterly Reporting Requirement. Director Manning seconded the motion and it received the following vote of approval.

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

## **REPORT OF CHAIR**

### ***Appointment of Nominating Committee for Election of CCCTA Officers***

Chair Worth announced the Nominating Committee for Election of CCCTA Officers would consist of herself as the current Chair and Directors Hudson and Manning as the two prior Chairs still serving on the Board.

## **REPORT OF GENERAL MANAGER**

### ***Recognition of Gayle B. Uilkema as One of CCCTA's Founding Members and a Board Member Since March 24, 1980***

Rick Ramacier, General Manager, recognized and thanked staff at First Transit, Inc. and Don Swain, Regional Vice President, who oversees the CCCTA contract for LINK service. With only twenty-four hours' notice, First Transit, Inc. provided bus service for people who wanted to attend the funeral service for Director Uilkema. Chair Worth also expressed appreciation to everyone who was involved in providing transit assistance for the funeral service. Director Horn thanked staff at CCCTA and First Transit for their ability to act quickly to provide bus service as a means of alleviating traffic congestion at this location in Lafayette.

Mr. Ramacier solicited ideas from the Board regarding how CCCTA could recognize Director Uilkema. Director Mitchoff suggested naming the Board Room in her honor. Director Simmons suggested converting some of the perimeter landscaped areas into more productive uses, such as planting fruit trees, to commemorate her interest in gardening. Director Weir was interested in providing a scholarship in her memory for a student studying public transportation or public administration. Directors Hoffmeister and Mitchoff commented that it might be possible to offer a scholarship through an existing nonprofit group or foundation. Mr. Ramacier said he would research all suggestions received and come back to the Board with a recommendation.

### ***Report on Meeting with U.S. Congressman Mike Thompson***

Mr. Ramacier reported on the meeting that he and Chair Worth had with U.S. Congressman Mike Thompson last week at CCCTA. They discussed reauthorization of the transportation bill and toured the maintenance facility. Chair Worth stated that it was a very productive meeting.

### ***Update on Federal and State Legislation***

Mr. Ramacier advised there is no legislative update on the federal side. On the state side, the bill regarding bus axle weights remains in a holding pattern. Its main thrust is a bill that would study what the axle weights should be in California. A state budget was passed by the Legislature that does not impact transit.

### ***Recognition of Departing Employees***

Mr. Ramacier recognized Transit Operators Perry Mofred and Douglas Rose for their service.

## **REPORT OF STANDING COMMITTEES**

### ***Administration and Finance Committee***

#### **FY2013 Proposed Budget and FY2012 Estimated Actual**

Director Dessayer stated that there are no major revisions to the FY2013 proposed budget that the Board has not discussed previously, and the A&F Committee recommends adopting it. He described how the TDA reserve will fluctuate during the next ten years. Director Weir asked if there is a policy regarding a target relationship between the reserve amount and the budget. He felt it would be helpful to give the public an overview of CCCTA's financial situation, including guidelines regarding the reserve account. Director Dessayer responded that the Board set a goal in 2005 to put 40% to 50% of any excess funds into the reserve account and to use the remaining funds for restoring service.

Chair Worth supported having a narrative for the public that would identify sources of operating and capital funds and projected expenditures. Director Hoffmeister also wanted to make clear and transparent financial information available to the public. She suggested using "restricted funds" when describing capital funds that cannot be used for operating expenses. She pointed out that CCCTA's financial situation is much improved since 2005 due to prudent actions taken by the Board. Mr. Ramacier advised CCCTA is due to receive federal grants in FY2014 for the procurement of 60 replacement buses.

Ms. Casenave stated that there is a 1.9% increase in the FY2013 budget and 3% annual increases in FY2014 and outlying years for projected increased demand for paratransit service due to the aging population. Director Weir said that it is important to look at significant long-term trends, some of which indicate there will be increased demand for paratransit services because people will want to remain in their homes and live independently. Another trend is to use volunteers for paratransit services, such as the Spirit van program; and it is important to note the extent to which that transportation capability is dependent on volunteers. Mr. Ramacier pointed out that the reserve amount will only cover a few months of operation. If the demand for paratransit service increases significantly, the reserve amount will be exhausted quickly. He felt the Board needs to be mindful of unpredictable factors that can affect its financial situation.

**MOTION:** Director Dessayer moved approval of Resolution No. 2012-025 that adopts the final FY2013 Operating and Capital Budget in the amount of \$39,145,176. The motion was seconded by Director Manning and it received the following vote of approval.

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

#### Adjustment to Non-Represented Employees Compensation

Director Dessayer stated that this item is for an adjustment to the compensation of non-represented employees. There has not been an adjustment in their salaries for the past three years. The amount of the salary increase is included in the FY2013 budget. The A&F Committee recommends a 2% increase for non-represented employees and a merit pool of \$37,600 for management employees. The management merit pool represents a 2% overall salary increase that is administered at the discretion of the General Manager.

**MOTION:** Director Dessayer moved approval of Resolution No. 2012-026, which authorizes FY2012-13 annual adjustment to administrative staff salaries and establishes a management merit pool. Director Manning seconded the motion and it passed.

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

#### Approval of Resolution No. 2012-029 Declaring an Effective Date for a Compensation Adjustment for the General Manager for FY2012-13

Director Dessayer stated that the resolution is a marker for a compensation adjustment, if any, effective on July 1, 2012 for the General Manager. He is compiling information from the Board Members for the annual performance review of the General Manager.

**MOTION:** Director Dessayer moved approval of Resolution No. 2012-029, which declares an effective date for a compensation adjustment for the General Manager for FY2012-13. The motion received a second from Director Hoffmeister and it was approved.

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

#### ***Marketing, Planning and Legislative Committee***

##### Transit Access Improvement Study—Consultant Selection

Anne Muzzini, Director of Planning and Marketing, stated that CCCTA received a discretionary planning grant from Caltrans for \$113,000 to develop transit access improvements at 50 bus stops. Staff received eight proposals from planning firms and recommends the selection of TJKM Transportation Consultants to perform the study. The project will analyze all the bus stops in the CCCTA system and, based upon demographics and need, select 50 stops for further development

of projects, such as pathway improvements, stop amenity improvements, and connectivity issues related to sidewalks. At the end of the project, CCCTA will have a definitive list of 50 bus stop improvements that can be used in working with the jurisdictions to put the improvements in place. She described the selection process and stated that TJKM Transportation Consultants received the highest score based on its approach and a very experienced, professional team.

Mr. Ramacier advised the Caltrans grant represents seed money to identify and improve 50 bus stops, which would increase ridership, so the financial gain to the public is more fare revenue. Director Horn pointed out that the study would result in a plan that could be used to make improvements when funds are available. Referring to the bus stops at the BART stations and in Walnut Creek for the free trolley, Director Simmons asked that the consultant identify them separately as distinct entities for branding purposes. Director Weir supported the branding concept and stated that this study might provide an opportunity to get some leverage for that purpose. Chair Worth suggested reaching out to the special education teachers at the schools to address access and safety issues for students. Madeline Chun, Legal Counsel, noted this could be a beneficial study in terms of evaluating safety and accessibility issues and putting together a record that establishes how CCCTA identifies and determines where bus stops will be located.

**MOTION:** Director Weir moved approval of Resolution No. 2012-027 that authorizes award of contract for consulting services to TJKM Transportation Consultants for a Transit Access Improvement Study. The motion was seconded by Director Manning and it received the following vote of approval.

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

### ***Operations and Scheduling Committee***

#### **LINK Paratransit Contract Extension**

Director Horn stated this item authorizes a one-year extension on the LINK paratransit service contract with First Transit, Inc. Mr. Ramacier advised this is the final one-year extension for the five-year contract. He is working on some ideas for a new contract next year. He described the paratransit business model used by First Transit, Inc. and a relatively new model pioneered primarily by American Logistics. A few transit agencies have been using that company. Performance results are unknown at this time but cost savings on overall paratransit budgets are reported by some agencies. An opportunity may be available to use this type of business model for trips where passengers are transferred to/from CCCTA and TriDelta. This contract extension with First Transit, Inc. would allow CCCTA to exercise that opportunity. Any proposed contract changes would go through the O&S Committee and then to the Board.

Director Simmons supported a new transfer procedure because it would save money and enhance service when a vehicle travels directly to the destination without stopping midway for a transfer. Director Hoffmeister also supported the concept because it would be seamless and enhance the service experience. She was interested in doing a one-year pilot program for a seamless transfer procedure so CCCTA would have some data for comparison purposes. Director Weir said that a small number of paratransit passengers would use this transfer procedure, whereas, the Board is also interested in considering a change in the basic model. He wants to move forward

expeditiously in examining the feasibility of the alternative basic method for paratransit. Chair Worth stated that CCCTA is anxious to provide the best service possible at a level that will sustain it, knowing that costs are significant and the revenue stream and demographics are on a collision course. She supported a plan that would improve service and suggested the Board have a broader discussion that would include current information on demographics, legal obligations, financial constraints, economic elements such as fares, and changes in the industry. She asked staff to prepare a comprehensive paratransit workshop to be included as part of the regular Board agenda for August or September.

Ms. Chun advised the resolution contains the basic principle that the contract will be extended for one year with the recognition that there will be an ongoing evaluation of alternative delivery methods and those findings will come back to the Board. There are provisions within the existing contract with First Transit, Inc. that permit changes to be made at the discretion of CCCTA. Once those changes are identified, they will come back to the Board as an amendment to the contract.

**MOTION:** Director Horn moved adoption of Resolution No. 2012-028, which authorizes an extension of the professional services agreement for ADA paratransit service, BART ADA service and Gael Rail Shuttle with First Transit, Inc. for FY2013. Director Simmons seconded the motion, and it was approved.

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

**REPORT FROM THE ADVISORY COMMITTEE:** There was no report.

#### **BOARD COMMUNICATION**

Director Weir asked that an item be placed on a future Board agenda regarding the CCCTA Advisory Committee. Director Mitchoff congratulated Director Andersen for her election to the Board of Supervisors. She anticipates she will continue to be the Alternate Member on the CCCTA Board and Director Andersen will be the Board Member representing the County.

#### **ADJOURNMENT OF MEETING IN MEMORY OF GAYLE B. UILKEMA**

Board Members expressed their memories of Director Uilkema related to her devotion and contributions to CCCTA. Chair Worth adjourned the regular Board meeting at 10:35 a.m. in memory of Gayle B Uilkema.

Minutes prepared by

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Janet Madrigal, Clerk to the Board

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Date