

The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

www.cccta.org

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, August 16, 2012
9:00 a.m.**

**CCCTA Paratransit Facility Board Room
2477 Arnold Industrial Way
Concord, California**

The CCCTA Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
 - a. Approval of Minutes of Regular Meeting of July 19, 2012*
 - b. Proposition 1B California Transit Security Funding*
Resolution No. 2013-004*
(The Resolution authorizes requesting an allocation of FY2012 Proposition 1B California Transit Security Grant Program funds.)
 - c. Cycle 3 Lifeline Project Funding*
Resolution No. 2013-005*
(The Resolution supports Cycle 3 Lifeline Project funding.)

*Enclosure

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

5. Report of Chair
 - a. Election of CCCTA Officers

6. Report of General Manager

- a. Update on State Legislation
- b. Ralph M. Brown Act
(As stated in the CCCTA Bylaws, the Board will consider reaffirming its full commitment to requirements of the Ralph M. Brown Act.)

7. Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.

8. Closed Session

- a. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Position: General Manager

9. Open Session

- a. Report on Action(s) Taken During the Closed Session

10. Adjournment

General Information

Public Comment: Each person wishing to address the CCCTA Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk.

Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.CCCTA.org.

Accessible Public Meetings: Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by CCCTA at least 48 hours before the meeting convenes. Requests should be sent to the Board Clerk, Janet Madrigal, at 2477 Arnold Industrial Way, Concord, CA 94520 or madrigal@cccta.org.

Shuttle Service: With 24-hour notice, a CCCTA LINK shuttle can be available at the North Concord BART station for individuals who want to attend the Board meetings. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, September 20, 9:00 a.m., CCCTA Board Room
Administration & Finance:	Tuesday, September 4, 9:00 a.m. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	Friday, September 14, 9:30 a.m., CCCTA Board Room
Marketing, Planning & Legislative:	Wednesday, September 5, 3:30 p.m., CCCTA Conference Room
Operations & Scheduling:	Friday, September 7, 9:00 a.m., Walnut Creek City Offices

The above meeting schedules are subject to change. Please check the CCCTA Website (www.CCCTA.org) or contact CCCTA staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

This agenda is posted on CCCTA's Website (www.CCCTA.org) and at the CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord, California

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Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

July 19, 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, Hudson, Schroder, Simmons, Weir and Alternate Member Mitchoff (representing Contra Costa County). Director Hoffmeister arrived after the meeting convened. Directors Manning and Storer was absent.

Staff: Ramacier, Chun, Ashby, Bowron, Burdick, Casenave, Carrero, Churchill, Daniels, Foley, Hamilton, Hill, Jackson, Madrigal, Miry, Mitchell, Neves, Osias, Rogers and Woody

PUBLIC COMMUNICATION: There was no communication from the public.

CONSENT CALENDAR

MOTION: Director Horn moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of June 21, 2012; and (b) Approval of Equal Employment Opportunity/Affirmative Action Update for 2012 and Revised EEO/AA Program Policy and Resolution No. 2013-001. Director Hudson seconded the motion and it received the following vote of approval.

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

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

REPORT OF CHAIR

Report from Nominating Committee for Election of CCCTA Officers

Chair Worth announced the Nominating Committee for Election of CCCTA Officers met and recommends the following slate of Officers: Director Horn as Chair, Director Simmons as Vice Chair and Director Dessayer as Secretary. The nominations will remain open for one month. She noted that the Town of Danville was queued up to rotate in as Secretary this year. Because the Danville representative changed this month and the CCCTA policy requires an incoming Chair to serve on all three standing committees prior to becoming Chair, Director Dessayer agreed to serve as the Secretary for this rotation. Thus, the Town of Moraga moved up one position in the rotation and the Town of Danville representative will rotate in as Secretary next year.

REPORT OF GENERAL MANAGER

Recognition of Employees of the 3rd and 4th Quarters, 2011

General Manager Rick Ramacier recognized the following employees for their achievements.

Employees of the 3rd Quarter, 2011

- Administration: Trisha Rogers, Executive Secretary
- Maintenance: Gardner Daniels, Mechanic V
- Transportation: Paul Carrero and Sayed Miry, Transit Operators

Employees of the 4th Quarter, 2011

- Administration: Juanita Proctor-Williams, Human Resources Assistant
- Maintenance: Erwin Osias, Mechanic III
- Transportation: Lynn Koldewey and Felipe Woody, Transit Operators

Recognition of Employees with 30 Years of Service

Mr. Ramacier recognized the following employees for their 30 years of service.

- Sharon Ashby, Training Coordinator
- Mike Foley, Senior Manager Maintenance
- Derrick Hamilton, Mechanic IV
- Gregg LaComb, Mechanic V
- Tia Neves, Mechanic III

Chair Worth expressed appreciation to all the employees for their contributions to CCCTA. She expressed how much the Board values their partnership and the public appreciates their work and care. She thanked them for their long-term sustained commitment to CCCTA and the public we serve. Director Dessayer commended and thanked Maintenance Department employees for their safety record in maintaining the vehicles and their long-term commitment. Director Weir thanked the employees for their service to individuals who are transit dependent. Referring to advancements in technology, Director Horn commended the employees for their ability to work as a team to maintain CCCTA's exceptional safety record. Directors Hudson, Simmons and Mitchoff suggested additional ways to recognize the employees for their achievements.

(Director Hoffmeister arrived.)

Recommendation for Further Recognition of Gayle B. Uilkema in Conjunction with Future CCCTA Board Meetings

Mr. Ramacier advised the family of Gayle B. Uilkema considered suggestions made last month by the Board to recognize her service and dedication to CCCTA, and they expressed a desire to have the CCCTA Board Room dedicated in her memory. He will work with Director Horn to schedule a dedication ceremony at a future Board meeting when her family members can attend.

Update on Federal and State Legislation

Mr. Ramacier stated that the California Transit Association (CTA) has been seeking legislation to increase the limits on axle weights for buses. He described the progression of that bill and the final compromise whereby a study will be done by CTA and the League of California Cities. The current weight limits were written in 1974 and they are lower than the federal limits. Since that date, transit buses have been upgraded to add wheelchair lifts, safety equipment and CNG modifications; and some vehicles no longer meet the state axle weight limits. He will provide additional information to the Board regarding this issue and will contact the local public works directors to let them know what is happening with transit relative to the axle weight limits. Chair Worth asked staff to send a letter to Senator Mark DeSaulnier to thank him for his role in this bill.

On the federal side, a two-year authorization bill was passed with funding levels adequate to cover what CCCTA plans to do. There has been a collapse of some programs that will make it easier for staff to apply for funding. The formula funds that CCCTA uses for procurement of buses were increased as expected. This is an extraordinary piece of legislation that passed with bipartisan support and increased funding across the board for transportation.

Attendance at the APTA 2012 Annual Meeting, September 30-October 3, 2012, in Seattle, Washington

Mr. Ramacier advised the APTA 2012 Annual Meeting will be held in Seattle, Washington. CCCTA budgeted for one Board Member to attend and past practice has been that the Chair, or his designee, attends this event. He asked Board Members to let staff know if they are interested in attending.

REPORT OF STANDING COMMITTEES

Administration and Finance Committee

Advisory Committee Update

Director Dessayer advised the A&F Committee reviewed the activities of the Advisory Committee and recommends that a report from the Advisory Committee be placed on the Board agenda on a quarterly basis in addition to any other time they want to address the Board. Chair Worth felt it would be helpful for the Board to have discussions with the Advisory Committee and to schedule a joint meeting with them in the future.

MOTION: Director Dessayer made a motion that the Board agenda include Advisory Committee reports on a quarterly basis or more frequently as desired by the Advisory Committee. The motion was seconded by Director Hoffmeister and it received the following vote of approval.

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

Operations and Scheduling Committee

ACE Train Service Extension

Director Hudson stated that there was a request from the San Joaquin Regional Rail Commission to extend Route 92X for two additional trips to meet the ACE train. The Committee supported this request and was interested in adding a third trip at 7:30 p.m. should funds become available.

MOTION: Director Hudson moved adoption of Resolution No. 2013-002 which authorizes an amendment to the agreement with the San Joaquin Regional Rail Commission for Route 92X. The motion was seconded by Director Simmons and it passed.

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

REPORT FROM THE ADVISORY COMMITTEE: There was no report.

BOARD COMMUNICATION

Director Mitchoff advised Director Andersen was sworn in as a County Supervisor and will represent the County on the CCCTA Board. Director Mitchoff will continue to serve as the Alternate Member for the County.

Citing reimbursement changes in the administration of the Ralph M. Brown Act, Director Weir suggested placing an item on a future Board agenda to consider adopting a policy statement that CCCTA will continue to operate under the guidance of this Act. Chair Worth asked staff to provide additional information regarding recent actions taken by the state relative to this Act.

Director Hudson advised the Contra Costa Transportation Authority is interested in becoming involved with the siting of schools and their plans for bicycle lockers and transit facilities.

CLOSED SESSION

Public Employee Performance Evaluation, Pursuant to Government Code Section 54957, Position: General Manager

At 10:00 a.m. Chair Worth announced the Board would take a five-minute break and then adjourn to closed session to discuss the performance evaluation for the General Manager, pursuant to Government Code Section 54957,

(Directors Hudson and Mitchoff left during the closed session.)

OPEN SESSION

Consideration of Adjustment to the General Manager's Compensation

The Board reconvened in open session at 10:47 a.m. Chair Worth stated that the Board met in closed session to discuss the performance evaluation of the General Manager, pursuant to Government Code Section 54957. She thanked Director Dessayer for his role in helping the Board prepare the evaluation. Board Members commended Mr. Ramacier for his performance.

MOTION: Director Dessayer moved approval of Resolution No. 2013-003, approving the third amendment to the Employment Agreement between CCCTA and Rick Ramacier, with the statement that his compensation will be increased by \$3,200 for an annual gross salary of \$163,200, which represents a 2% increase. The motion was seconded by Director Hoffmeister and it received a vote of approval.

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

ADJOURNMENT

Chair Worth adjourned the regular Board meeting at 10:50 a.m.

Minutes prepared by

Janet Madrigal, Clerk to the Board

Date

To: Administration and Finance Committee

Date: August 7, 2012

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

SUBJECT: Prop 1B California Transit Security Funding

Summary of Issues:

CCCTA has received \$116,919 a year from California Emergency Management Agency (CalEMA) in Prop 1B Transit Security (TSGP) funds since 2008.

- 2008 - approved and spent for on-board cameras
- 2009 - approved for perimeter security (gates)
- 2010 - approved and spent for ITS routers
- 2011 - approved for on-board cameras
- 2012 - in progress for on-board cameras

In 2012 staff has proposed to continue to upgrade the on-board cameras on the older buses with the funds. It is relatively easy to upgrade the on-board cameras and the upgrade to new equipment has greatly enhanced its usefulness.

Recommendation:

The Administration and Finance Committee recommends that the Board of Directors support the use of TSGP funds to upgrade on-board cameras and that they approve resolution 2013-004.

Financial Implications:

Additional funds for security projects

RESOLUTION NO. 2013-004

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

* * *

**AUTHORIZATION TO REQUEST AN ALLOCATION OF
FISCAL YEAR 2012 PROPOSITION 1B CALIFORNIA TRANSIT
SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the California Transit Security Grant Program (CTSGP) is a funding program that is part of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, which was approved by California voters on November 7, 2006; and

WHEREAS, funds from the CTSGP are to be made available to project sponsors in California for capital security and safety transit projects; and

WHEREAS, the State Controller develops an annual list with the amounts that each eligible project sponsor is programmed to receive; and

WHEREAS, in Fiscal Year (FY) 2012, the Central Contra Costa Transit Authority is programmed to receive \$116,919; and

WHEREAS, staff recommends that the Board authorize the General Manager, or his designee, to submit an allocation request to the California Emergency Management Agency (CalEMA) and any other documents required to receive a total of \$116,919 in FY12 CTSGP funds for on board security cameras.

NOW THEREFORE, BE IT RESOLVED by the CCCTA Board of Directors that the General Manager, or his designee, is authorized to submit an allocation request to CalEMA and any other documents required to receive a total of \$116,919 in FY 12 CTSGP funds for on board security cameras; and

BE IT FURTHER RESOLVED that the General Manager, or his designee, is authorized to execute and file any assurances, certification, or furnish any additional information as CalEMA may require in connection with the filing of this allocation request.

Regularly passed and adopted this 16th day of August 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Amy R. Worth, Chair, Board of Directors

ATTEST:

Janet Madrigal, Clerk to the Board

To: Board of Directors

Date: August 7, 2012

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

SUBJECT: Cycle 3 Lifeline Project Funding

Summary of Issues:

MTC has established a Lifeline Transportation Program to assist in funding projects that improve the mobility for low-income residents and address gaps or barriers identified through a community-based transportation (CBT) plan. CBT's have been developed for Downtown Martinez and the Monument Corridor in Concord. The Lifeline program is funded from three sources; Prop 1B (State bonds), STA (State Transit Assistance), and JARC (Job Access Reverse Commute - Federal) funds.

On behalf of MTC the Contra Costa Transportation Authority (CCTA) conducted a competitive call for projects and allocated the county STA and JARC funds. CCTA was successful obtaining \$720,000 in STA to be used to preserve frequency and coverage on routes #14, 11, 16, 18, 19, 314, and 316 as these routes serve the Monument corridor and downtown Martinez.

CCTA was unsuccessful obtaining JARC funds which had been obtained in Cycle 2. This cycle there were more applications and none of the funds were given to the transit operators. Projects funded include: City of Concord Monument Neighborhood shuttle, Contra Costa County EHS department for both a KEYs Auto Loan Program, and a taxi referral program. CCTA also allocated \$200,000 in STA funds to BART for their Owl Express service thus decreasing the STA available for CCTA and ECCTA.

Prop 1 B Lifeline funds were allocated directly by MTC to transit operators for capital projects and CCTA's share was equal to \$484, 534.

Recommendation:

The Administration and Budget Committee recommends that the Board approve the use of Cycle 3 Lifeline funds to a) support service preservation on lifeline routes in the amount of \$720,000 in STA, and b) provide match for rolling stock replacement in the amount of \$484,534 in Prop 1B.

Financial Implications:

Additional funds for operating and capital

RESOLUTION NO. 2013-005

**BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

* * *

SUPPORT FOR CYCLE 3 LIFELINE PROJECT FUNDING

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

WHEREAS, MTC has adopted principles, pursuant to MTC Resolution No. 4033, to guide implementation of the Lifeline Transportation Program for the three year period from Fiscal Year 2010-11 through Fiscal Year 2012-13, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

WHEREAS, the Contra Costa Transportation Authority has been designated by MTC to assist with the Lifeline Transportation Program in Contra Costa county on behalf of MTC; and

WHEREAS, the Contra Costa Transportation Authority conducted a competitive call for projects for the Lifeline Transportation Program in Contra Costa county; and

WHEREAS, Central Contra Costa Transit Authority submitted a project(s) in response to the competitive call for projects; and

WHEREAS, the Contra Costa Transportation Authority has confirmed that Central Contra Costa Transit Authority's proposed project(s), described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, is consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4033; and

WHEREAS, the Contra Costa Transportation Authority, after review, recommends Central Contra Costa Transit Authority's proposed project(s), described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, be funded in part under the Lifeline Transportation Program; and

WHEREAS, Central Contra Costa Transit Authority agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4033; and

WHEREAS, Central Contra Costa Transit Authority certifies that the project(s) and purpose(s) for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

WHEREAS, there is no legal impediment to Central Contra Costa Transit Authority making the funding request; and

WHEREAS, there is no pending or threatened litigation which might in any way adversely affect the ability of Central Contra Costa Transit Authority to deliver the proposed project(s) for which funds are being requested, now therefore be it

RESOLVED, that Central Contra Costa Transit Authority requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which Central Contra Costa Transit Authority is eligible, for the projects described in Attachment A of this Resolution; and be it further

RESOLVED, that staff of Central Contra Costa Transit Authority shall forward a copy of this Resolution, and such other information as may be required, to MTC, the Contra Costa Transportation Authority, and such other agencies as may be appropriate.

Regularly passed and adopted at a regular meeting of the Board of Directors of the Central Contra Costa Transit Authority this 16th day of August 2012, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Amy /r, Worth, Chair, Board of Directors

ATTEST: _____
Janet Madrigal, Clerk to the Board

ATTACHMENT A
Lifeline Transportation Program Cycle 3 Projects

Project Name	Project Description	Lifeline Transportation Program Funding Amounts					Local Match Amount	Total Project Cost
		1B	STA	JARC	STP	Total Lifeline Funding		
Service Preservation – Route 14/11/314/19/16/18/316	Preserve frequency and coverage on CCCTA routes #14, 11, 16, 18, 19, 314 and 31 6 which serving the Monument Corridor and downtown Martinez. These routes connect residents in two communities of concern to medical services, jobs, and employment. The Contra Costa Regional Medical Center, Kaiser Clinics, the VA Clinic, County Offices, Diablo Valley College, and four BART stations can be accessed using these routes.	\$	\$720,000	\$	\$	\$720,000	\$9,399,194	\$10,119,194
Rolling Stock Replacement	Match for federal funds (5307) to replace (10 fixed route buses and (8) paratransit buses that have reached the end of their useful life.	\$484,534	\$	\$	\$	\$484,534	\$7,151,466	\$7,636,000
Total		\$484,534	\$720,000	\$	\$	\$1,204,534	\$16,550,660	\$17,755,194