

# The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

www.cccta.org

## **BOARD OF DIRECTORS MEETING AGENDA**

**Thursday, September 20, 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.)
  - d. Investment Policy\*  
Resolution No. 2013-009\*
  - e. Investment Policy—Quarterly Reporting Requirement\*
  - f. Revision of LINK Late Cancellation/No Show Policy\*

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\*Enclosure

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Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

5. Report of Chair
  - a. Election and Seating of CCCTA Officers
  
6. Report of Legal Counsel
  - a. Amending Conflict of Interest Code\*  
Resolution No. 2013-006\*  
(The Resolution adopts an amended CCCTA Conflict of Interest Code.)
  
7. 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.)
  
8. Report of Standing Committees
  - a. Marketing, Planning and Legislative Committee  
(Committee Chair: Director Weir)
    - (1) Bus Advertising Services—Contract Extension\*  
Resolution No. 2013-008\*  
(The Resolution authorizes extension of option to extend Professional Services Agreement with Lamar Transit Advertising for bus advertising services)
  - b. Operations & Scheduling Committee  
(Committee Chair: Director Horn)
    - (1) Heavy Duty Bus Purchase\*  
Resolution No. 2013-007\*  
(The Resolution authorizes issuing a Letter of Intent to and entering into an agreement with Gillig Corporation for purchase of diesel heavy-duty buses.)

9. 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.

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\*Enclosure

10. Closed Session

- a. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957  
Position: General Manager
- b. Conference with Labor Negotiator  
Pursuant to Government Code Section 54957.6  
Employee Organizations:
  - Amalgamated Transit Union, Local 1605
  - Machinists Automotive Trades District, Lodge No. 1173
  - Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

11. Open Session

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

12. 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](http://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](mailto: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, October 18, 9:00 a.m., CCCTA Board Room
Administration & Finance:	Tuesday, October 9, 9:00 a.m. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	Friday, November 9, 9:30 a.m., CCCTA Board Room
Marketing, Planning & Legislative:	Thursday, October 4, 3:30 p.m., CCCTA Conference Room
Operations & Scheduling:	Friday, October 5, 9:00 a.m., Walnut Creek City Offices

**The above meeting schedules are subject to change. Please check the CCCTA Website ([www.CCCTA.org](http://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](http://www.CCCTA.org)) and at the CCCTA Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

# The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

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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

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## 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 3<sup>rd</sup> and 4<sup>th</sup> Quarters, 2011*

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

#### Employees of the 3<sup>rd</sup> Quarter, 2011

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

#### Employees of the 4<sup>th</sup> 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:

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**SUBJECT: Prop 1B California Transit Security Funding**

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**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:

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Erling Horn, Chair, Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board

To: Board of Directors

Date: August 7, 2012

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

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**SUBJECT: Cycle 3 Lifeline Project Funding**

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**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 16<sup>th</sup> day of August 2012, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Erling Horn, 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



To: Board of Directors

Date: September 12, 2012

From: Kathy Casenave, Director of Finance

Reviewed by:

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### **SUBJECT: Investment Policy**

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#### **Summary of Issues:**

On August 27, 1997, CCCTA adopted a Statement of Investment Policy (Resolution No. 98-002) in accordance with California government Code Section 53646.

The Board reviewed and approved the Statement of Investment Policy on September 17, 1998 (Resolution No. 99-005). At the September 16, 1999 Board Meeting, the Board approved the changes to the Statement of Investment Policy. These changes were incorporated into the attached Policy, and Resolution No. 2000-003 was revised.

Since then the Board has reviewed the Investment Policy and no changes have been made. At the September 17, 2009 Board meeting the Board approved the Statement of Investment Policy to remain in effect until September 30, 2012.

A copy of the policy and the proposed resolution are attached.

State law no longer requires an annual review and there have been no legislative changes this year that would mandate revisions to the Statement of Investment Policy.

#### **Recommendation:**

Staff is recommending that the A&F bring the matter to the Board with the recommendation that the Investment Policy be approved until September 30, 2015.

#### **Options:**

- 1) **Approve recommendation**
- 2) **Decline recommendation**
- 3) **Other**

SUBJECT: Statement of Investment Policy

PURPOSE: This Statement provides guidelines for the prudent investment and cash management of the Authority's funds.

OBJECTIVE: The Authority's cash management system is designed to monitor and forecast accurately expenditures and revenues, thus enabling the Authority to invest funds to the fullest extent possible. The Authority's primary objective is to safeguard the principal of the funds; the second objective is to meet the liquidity needs of the Authority; and the third objective is to achieve a return on the invested funds.

POLICY: This policy shall apply to all public funds held by the Authority. At all times, the Authority shall invest its funds in accordance with the rules and restrictions established by the laws of the State of California (Government Code Section 53600 *et. seq.*). The Authority shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Authority." (California Government Code Section 53600.3)

The General Manager of the Authority shall serve as the Authority's trustee for purposes of placing investments pursuant to this Policy. The Policy shall be reviewed every three years by the Authority's Board of Directors at a public meeting. [California Government Code Section 53646(a)]

1. Criteria for Selecting Investments. Criteria for selecting investments and the order of priority are:
  - a. Safety. The safety risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The Authority shall operate only in those investments that are allowable under Section 6 below.
  - b. Liquidity. An adequate percentage of the portfolio should be maintained in liquid, short-term investments, which can be converted to cash if necessary to meet disbursement requirements. A short-term investment is defined as any investment, which matures within a one-year period.
  - c. Yield. Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
2. Delivery of Securities. Securities shall be delivered by book entry, physical delivery, or by third-party custodial agreement. (California Government Code Section 53601)
3. Diversification. The portfolio should consist of a mix of authorized types of investments described in this Policy. As a general rule, long-term maturities should not represent a significant percentage of the total portfolio, as the principal risk involved can outweigh the potential for higher earnings. With the exception of investments in the California State Local Agency Investment Fund, no more than fifty percent (50%) of the Authority's portfolio shall be deposited or invested in a single security type or with a single financial institution.

4. Terms of Investments. No investment shall be made in a security with a term remaining to maturity in excess of five years. (California Government Code Section 53601)
5. Deposit of Funds. All money belonging to or in the custody of the Authority, including money paid to the Authority to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by California Government Code Section 53630); unless otherwise invested pursuant to Sections 6 and 7 of this Policy.

Pursuant to California Government Code Sections 53635, 53637 and 53638, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

Pursuant to California Government Code Section 53638, the maximum deposit shall not exceed the shareholder's equity in any depository bank; to the total net worth of any depository savings association; or the total or unimpaired capital and surplus of any credit union or industrial loan company.

6. Allowable Investment Instruments. With prior Board approval, the Authority may invest in any of the investment instruments authorized by the California Government Code, subject to any conditions set forth in the California Government Code. Without prior Board approval, the General Manager shall limit the investment instruments utilized to the following:
  - a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - b. Negotiable certificates of deposit issued by a nationally or state-chartered bank of a state or federal association (as defined by California Financial Code Section 5102) or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed thirty percent (30%) of the Authority's surplus funds to be invested. The maximum investment in a certificate of deposit shall not exceed the shareholder's equity in any depository bank; the total net worth of any depository savings association; or the total or unimpaired capital and surplus of any credit union or industrial loan company.
7. Local Agency Investment Fund. In addition to the investment instruments set forth in Section 6, the General Manager may invest Authority funds in the Local Agency Investment Fund pursuant to California Government Code Section 16429.1.
8. Prohibited Investments. The Authority shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. The Authority shall not invest any funds in any security that could result in zero interest accrual if held to maturity. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6.

REPORTING: At least quarterly, the General Manager shall submit an investment report to the Board of Directors within thirty (30) days of the end of the quarter. The report shall include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments, and money held by the Authority;
2. Description of any of the Authority's funds, investments, or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the Authority or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund, a current market value as of the date of the report and the source of this valuation;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. Statement that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

If the Authority places all of its investments in the Local Agency Investment Fund, Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association or county investment pool (or any combination of these three), the General Manager can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing Items 4 and 5 above. [California Government Code Section 53646(b)-(e)]

DATE OF ADOPTION: August 21, 1997

DATE OF REVISION: September 16, 1999  
September 17, 2009, pursuant to Resolution No. 2010-007

**RESOLUTION NO. 2013-009**

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

\* \* \*

**APPROVES THE STATEMENT OF INVESTMENT POLICY  
AND REAUTHORIZES THE DELEGATION OF INVESTMENT AUTHORITY  
TO THE GENERAL MANAGER**

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, pursuant to California Government Code Section 53646, the Authority is required to adopt a Statement of Investment Policy; and

WHEREAS, pursuant to Resolution No. 2010-007, dated September 17, 2009, the Authority reviewed and approved the Statement of Investment Policy; and

WHEREAS, the Board of Directors has completed a review of the Statement of Investment Policy.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority approves the Statement of Investment Policy in accordance with California Government Code Section 53646 and reauthorizes the delegation of investment authority to the General Manager until September 30, 2015.

Regularly passed and adopted this 20th day of September 2012 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Erling Horn, Chair, Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board

**To:** Board of Directors

**Date:** 9/11/2012

**From:** Anne Muzzini, Director of Planning & Marketing

**Reviewed by:**

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**SUBJECT: Revision of LINK Late Cancellation/No Show Policy**

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**Background:**

The LINK system has a late cancel/no-show policy that was adopted by the Board and sets out penalties for multiple no-shows or late cancellations. The Federal Transit Administration Triennial Review done in July of 2012 found that the policy does not adequately spell out that a “pattern or practice” of no shows or late cancels is what triggers penalties.

The U.S.DOT regulations implementing ADA address the issue of no-show policies in ADA complementary paratransit programs. Specifically, 49 CFR 37.125(h) states that:

*The entity may establish an administrative process to suspend, for a reasonable period of time, the provision of complementary paratransit service to ADA paratransit eligible individuals who establish a pattern or practice of missing scheduled trips.*

The no-show policy being used by East Bay Paratransit was reviewed with Mr. Prangly, the triennial auditor, to determine what would be acceptable language. Based on his acceptance of their policy only minor changes are necessary. The proposed modifications are shown in the strike out version attached.

**Recommendation:**

The O&S Committee recommends that the Board approve the proposed changes to the no-show/late cancellation policy to include language specifying that a pattern or practice of no-shows is required.

**Financial Implications:**

There are no financial implications that would result from the change recommended.

SUBJECT: LINK Late Cancellation/No-Show Policy

POLICY: An individual who demonstrates a pattern or practice of repeated no shows or late cancellations without sufficient notice is in violation of the Late Cancellation/No Show-Policy. The basic penalty results in loss of service after two late cancels or no shows within one month. ~~cancels or is a no-show for two or more trips per month without sufficient notice has committed a violation of the Late Cancellation/No Show Policy (“violation”).~~—An individual who violates the Late Cancellation/No-Show Policy will be subject to a loss of service for one month for the first violation, two months for the second violation, and three months for the third violation in a calendar year. Sufficient notice is defined as one hour prior to pick-up time in determining no-shows and twenty-four hours prior to pick-up time in determining cancellations. An individual is considered a no-show if the County Connection is not notified one hour before the scheduled pick-up time or if the driver waits five minutes after the pick-up time and the individual is not ready for boarding. Of course, exception will be made for illness or other emergencies (including cancellation of a doctor's appointment by the doctor).

Individuals who have subscription service, and violate the Late Cancellation/No-Show Policy, will be subject to a loss of their subscription service. Individuals who lose their subscription service due to a violation of this policy will not have their subscription service reinstated and will not be eligible for future subscription service.

Individuals who are subject to a loss of service due to violation of the Late Cancellation/No-Show Policy will be notified in writing of the proposed suspension and the basis for the suspension, and the individuals will have the opportunity to be heard and to present information and arguments. The County Connection will issue a written notice of the decision, including the reasons for the decision. The individual may appeal the decision within sixty (60) days of the decision to suspend service. The individual will have the opportunity to be heard and to present information and arguments before an individual or panel not involved in the initial decision to suspend service. The County Connection will issue a written notice of the decision, including the reasons for it.

DATE OF ADOPTION: February 17, 2000

## Memorandum

**TO:** Board of Directors  
**FROM:** Madeline Chun, Legal Counsel  
**DATE:** September 5, 2012  
**RE:** **Amending Conflict of Interest Code**

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### ACTION

It is recommended that the Board of Directors adopt the attached revised Conflict of Interest Code and Appendices.

### SIGNIFICANCE

California Government Code Section 87306.5 requires every local agency to review its Conflict of Interest Code in each even-numbered year and to amend the Code if necessitated by changed circumstances. The Fair Political Practices Commission (FPPC) has recently developed and recommends a standard format for Conflict of Interest Codes. Legal Counsel recommends updating the Authority's Code to reflect the FPPC standard language, which results in a shorter statement, and updating the list of positions that must file annual disclosure statements.

The list of designated positions required to file annual Statements of Economic Interest has been modified to add the position of Manager of Planning. This position was created after the last review of the Code. Also, in accordance with FPPC regulations, the list includes a placeholder for new positions. Persons in new positions, who make or participate in making decisions that may foreseeably have a material effect on any financial interest, are required to file disclosure statements.

Similar to the current treatment of consultants, new positions are generally required to file the broadest disclosure statements, unless it is determined that their scope of responsibility is limited, and that a more tailored disclosure statement is appropriate. Currently, the Authority's Code states that either the General Manager or Board of Directors determines what level of disclosure is required of consultants. In the revised Code, it is proposed that the Board delegate to the General Manager this responsibility for consultants and new positions in the revised Code, consistent with what is customary practice at other agencies.

### ATTACHMENTS

For the Board's reference, the following documents are attached:

1. The proposed Conflict of Interest Code, including the revised Appendices of Designated Positions and Disclosure Categories; and
2. Resolution No. 2013-006 amending the Conflict of Interest Code.



## **CONFLICT OF INTEREST CODE**

### **CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

Adopted on February 19, 1981 pursuant to Resolution No. 1981-001

Amended on July 16, 1988 pursuant to Resolution No. 1988-043

Amended on September 15, 1994 pursuant to Resolution No. 1995-008

Amended on September 19, 1996 pursuant to Resolution No. 1997-001

Amended on September 17, 1998 pursuant to Resolution No. 1999-02

Amended on September 21, 2000 pursuant to Resolution No. 2001-007

Amended on September 19, 2002 pursuant to Resolution No. 2003-007

Amended on September 16, 2004 pursuant to Resolution No. 2005-003

Amended on September 21, 2006 pursuant to Resolution No. 2007-009

Amended on August 21, 2008 pursuant to Resolution No. 2009-004

Amended on September 16, 2010 pursuant to Resolution No. 2011-003

Amended on September 16, 2012 pursuant to Resolution No. 2013-006

**CONFLICT OF INTEREST CODE FOR THE  
CENTRAL CONTRA COSTA TRANSIT AUTHORITY (CCCTA)**

The Political Reform Act of 1974, Government Code Sections 81000, et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments by the Fair Political Practices Commission in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Central Contra Costa Transit Authority (CCCTA).

Individuals holding designated positions shall file their statements of economic interests with CCCTA, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) CCCTA will retain a copy of each statement and forward the originals to the Contra Costa County Board of Supervisors, which shall be the filing officer.

## APPENDIX A

### DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category(ies)</u>
Director of Planning and Marketing	1
Director of Transportation	1
Director of Maintenance	1
Senior Manager of Marketing	1
Senior Manager of Human Resources	1
Manager of Purchasing and Grants	1
Manager of Planning	1
Legal Counsel	1
Consultants/New Positions	1*

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant or a new position, is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in this section. Such determination shall include a statement of the consultant's or a new position's duties, and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Section 81008.) Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

The positions listed below are NOT covered by the Conflict of Interest Code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

- Members of the CCCTA Board of Directors
- Alternate Members of the CCCTA Board of Directors
- General Manager
- Director of Finance

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

#### Category 1

All investments and sources of income.

All interests in real property located in whole or in part within or not more than two (2) miles outside of the boundaries of the CCCTA service area.

#### Category 2

Investments in business entities or income from sources which, within the past two (2) years, have contracted with the CCCTA in an area of responsibility lying under the designated employee's control or jurisdiction to provide services, supplies, materials, machinery, or equipment.

Interests in real property located in whole or in part within, or not more than two (2) miles outside of, the boundaries of the CCCTA service area.

#### Category 3

Investments in business entities for income from sources which, within the past two (2) years, have contracted with the CCCTA in an area of responsibility lying under the designated employee's control or jurisdiction to provide services, supplies, materials, machinery, or equipment.

RESOLUTION NO. 2013-006

BOARD OF DIRECTORS  
CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA

\* \* \*

ADOPTING AMENDED CONFLICT OF INTEREST CODE

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, California Government Code Section 87306.5 requires that the Authority review its Conflict of Interest Code every other year, and revise it if necessary; and

WHEREAS, Legal Counsel and the General Manager have reviewed the current Conflict of Interest Code and have determined that the Code should be updated to reflect current job titles and responsibilities as well as to reflect current standard format, terms and disclosure categories recommended by the Fair Political Practices Commission (FPPC); and

WHEREAS, Legal Counsel and staff recommend adopting the attached Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Central Contra Costa Transit Authority Board of Directors that the revised Conflict of Interest Code hereby is adopted; and

BE IT FURTHER RESOLVED that the Board Clerk is directed to transmit a copy of the revised Code to the Board of Supervisors of Contra Costa County.

Regularly passed and adopted this 20<sup>th</sup> day of September 2012, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Erling Horn, Chair, Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board

To: Board of Directors

Date: Sept. 12, 2012

From: Mary Burdick, Sr. Manager of Marketing

Reviewed by:

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### **SUBJECT: Bus Advertising Services-Contract Extension**

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#### **Summary of Issues:**

The contract with Lamar Transit Advertising to provide bus advertising services allows for two one-year contract extensions. If exercised this will be the first of two option years. The current contract expires on December 31, 2012 if an extension is not authorized. Action is requested now so that if need be, a new request for proposal can be issued and a contract awarded by December. The current contract includes ad services and revenues for County Connection, Tri Delta Transit and WestCAT, with County Connection staff assuming the administrative lead.

CCCTA staff has discussed exercising the first option year with both Tri Delta and WestCAT, who recommend extension for another year. Based on Lamar's continued commitment to the consortium of operators, staff recommends that the General Manager be authorized to exercise the first of two option years.

#### **Revenue Share Revision**

Based on contract performance during the three year contract period, Lamar recommends an increase in the minimum annual guarantee for WestCAT in the two option years to represent a more equitable share of the revenue. This increase will not have a negative impact on CCCTA or Tri Delta.

#### **Financial Implication**

County Connection will receive a minimum annual guarantee of \$535,000 in the next year. The current minimum annual guarantee for calendar year 2012 is \$525,000.

#### **Options:**

- 1) Approve exercising the first option year.
- 2) Do not approve exercising the option and go out to bid.
- 3) Other action as directed.

#### **MP&L Recommendation:**

The MP&L Committee recommends that the General Manager be authorized to exercise the first of two option years.

**Revenue Allocation**

#2010-MA-01

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<b>Lamar</b>	<b>Year 1</b>	<b>Rev. Share</b>
CCCTA	\$450,000	55%
Tri Delta	\$50,000	55%
WestCAT	\$12,000	55%
<b>Total</b>	<b>\$512,000</b>	

	<b>Year 2</b>	<b>Rev. Share</b>
CCCTA	\$515,000	55%
Tri Delta	\$120,000	55%
WestCAT	\$12,000	55%
<b>Total</b>	<b>\$647,000</b>	

	<b>Year 3</b>	<b>Rev. Share</b>
CCCTA	\$525,000	55%
Tri Delta	\$120,000	55%
WestCAT	\$12,000	55%
<b>Total</b>	<b>\$657,000</b>	

	<b>Option 1</b>	<b>Rev. Share</b>
CCCTA	\$535,000	55%
Tri Delta	\$120,000	55%
WestCAT	\$25,000	55%
<b>Total</b>	<b>\$680,000</b>	

	<b>Option 2</b>	<b>Rev. Share</b>
CCCTA	\$545,000	55%
Tri Delta	\$120,000	55%
WestCAT	\$25,000	55%
<b>Total</b>	<b>\$690,000</b>	

RESOLUTION NO. 2013-008

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BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA

\* \* \*

AUTHORIZING EXERCISE OF OPTION TO EXTEND  
PROFESSIONAL SERVICES AGREEMENT  
WITH LAMAR TRANSIT ADVERTISING FOR BUS ADVERTISING SERVICES

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

**WHEREAS**, by Resolution 2010-MA-01 the Central Contra Costa Transit Authority Board of Directors awarded a contract to Lamar Transit Services for the provision of interior and exterior bus advertising services, commencing on January 1, 2010 and expiring December 31, 2012, with two possible one year extensions; and

**WHEREAS**, the contract for Bus Advertising Service is a jointly negotiated contract with the Eastern Contra Costa Transit Authority (Tri Delta Transit) and the Western Contra Costa Transit Authority (WESTCAT), that is administered by the Central Contra Costa Transit Authority; and

**WHEREAS**, staff has found the performance of Lamar Transit Advertising Inc. to be satisfactory and professional; and

**WHEREAS**, based on three years of performance, Lamar Transit Inc. wishes to increase the Minimum Annual Guarantee to WESTCAT from \$12,000 to \$25,000 in Option Years one and two, which will not affect the Minimum Annual Guarantees for the Authority or TriDelta Transit; and

**WHEREAS**, staff recommends that it would be in the best interests of CCCTA and the partner agencies to continue to partner with Lamar Transit Advertising Inc. for the provision of bus advertising services; and

**WHEREAS**, the minimum annual payment for Year One of Two for the Authority is \$535,000; and



**WHEREAS**, the Marketing, Planning, & Legislative Committee concurs with the staff recommendation to exercise the option to extend the contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Central Contra Costa Transit Authority Board of Directors authorizes a one-year extension of the agreement with Lamar Transit Advertising Inc.

Regularly passed and adopted this 20th day of September 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Erling Horn, Chair, Board of Directors

ATTEST:

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Janet Madrigal, Clerk to the Board

**To:** Board of Directors

**Date:** September 11, 2012

**From:** J. Scott Mitchell  
Director of Maintenance

**Reviewed By:**

**SUBJECT: Heavy Duty Bus Purchase**

**SUMMARY OF ISSUES:**

CCCTA needs to replace ten (10) 40-foot heavy duty transit buses. The Authority has a Federal Grant available at this time to replace these vehicles. This project is in the CCCTA Capital Replacement Plan and has been approved by MTC for funding.

Project Budget

Federal 5307 CA-90-Y985:	\$5,627,420
Prop 1B - PTMISEA:	\$1,463,184
Life Line:	<u>\$484,534</u>
Total funds available for this project:	\$7,575,138

These vehicles have already been competitively bid on SamTrans Request for Proposal #09-SAMTR-M-001, which CCCTA is named in as a consortium participant.

**RECOMMENDATIONS:**

The O&S Committee recommends that the Board of Directors authorize the General Manager to exercise CCCTA's option on ten (10) heavy duty diesel buses and enter into a contract with the Gillig Corporation to purchase these vehicles under the pricing terms and conditions of SamTrans Request for Proposal #09- SAMTR-M-001.

**ACTION REQUESTED:**

The O&S Committee recommends that the Board of Directors at its September 20, 2012 meeting, adopt a resolution authorizing the General Manager to exercise CCCTA's option on ten (10) heavy duty diesel buses and enter into a contract with the Gillig Corporation to purchase these vehicles under the pricing terms and conditions of SamTrans Request for Proposal #09-SAMTR-M-001. Total cost of the vehicles, spare parts, tax, and delivery not to exceed \$7,575,138.

**RESOLUTION NO. 2013-007**

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
AUTHORIZING THE GENERAL MANAGER TO ISSUE A LETTER OF INTENT TO AND  
ENTERING INTO AN AGREEMENT WITH GILLIG FOR PURCHASE OF  
DIESEL HEAVY DUTY BUSES**

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, CCCTA has participated in the joint procurement of buses managed and administered by San Mateo County Transit hereinafter referred to as Samtrans; and

WHEREAS, CCCTA is scheduled to replace ten diesel heavy duty buses, and \$7,575,138 in funding has been identified and prioritized at the regional level for the purchase; and

WHEREAS, CCCTA wishes to use the pricing obtained through the Samtrans procurement for Gillig heavy duty diesel and diesel hybrid buses; and

WHEREAS, CCCTA wishes to get on the "build schedule" with Gillig as soon as possible in consideration of the nine to twelve month time lag from the placement of the order to build.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority, that the General Manager, or his designee, is hereby authorized to:

- 1) Issue a letter of intent to Gillig for the purchase of ten diesel heavy duty buses, in an amount not to exceed \$7,575,138.
- 2) Enter into an agreement with Gillig for the purchase of buses pursuant to the Samtrans procurement and consistent with the letter of intent.

Regularly passed and adopted this 20th day of September, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Amy Worth, Chair, Board of Directors

ATTEST: \_\_\_\_\_  
Janet Madrigal, Clerk to the Board