

# The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

www.cccta.org

## **BOARD OF DIRECTORS MEETING AGENDA**

**Thursday, December 20, 2012  
9:00 a.m.**

**CCCTA Paratransit Facility  
Gayle B. Uilkema Memorial 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. Dedication of the Gayle B. Uilkema Memorial Board Room (9:00 to 9:15 a.m.) and Reception (9:15 to 9:30 a.m.)
2. Call to Order/Pledge of Allegiance
3. Roll Call/Confirm Quorum
4. Public Communication
5. Consent Calendar
  - a. Approval of Minutes of Regular Meeting of November 15, 2012\*
  - b. CCCTA Investment Policy—Quarterly Reporting Requirement\*
  - c. Approval of FY13 and FY14 Transit Capital Priorities Project Submittal\* Resolution No. 2013-012\*

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\*Enclosure

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

6. Report of Chair
7. Report of General Manager
8. Report of Standing Committees
  - a. Marketing, Planning & Legislative Committee  
(Committee Chair: Director Schroder)
    - (1) Adaptive Service Plan—Consultant Selection\*  
Resolution No. 2013-013\*  
(The Resolution authorizes award of contract to Nelson \Nygaard Consulting Associates, Inc. for an Adaptive Service Analysis Plan.)
    - (2) Bishop Ranch Bus Wrap\*  
(The MP&L Committee recommends that the Board review the proposed paint scheme and give Sunset Development approval to wrap two buses provided the cost is covered and the design clearly identifies the buses as publically operated by CCCTA.)
    - (3) Bus Tracker Demonstration
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.
10. Adjournment

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\*Enclosure

## 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, January 17, 9:00 a.m., CCCTA Board Room                          |
| Administration & Finance:          | Friday, January 11, 9:00 a.m. 1676 N. California Blvd., S620, Walnut Creek |
| Advisory Committee:                | Friday, January 11, 9:30 a.m., CCCTA Board Room                            |
| Marketing, Planning & Legislative: | Thursday, January 3 2:00 p.m., CCCTA Conference Room                       |
| Operations & Scheduling:           | Friday, January 4, 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**

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Concord, CA 94520-5326

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Agenda Item No. 5.a.

## **CCCTA BOARD OF DIRECTORS MINUTES OF THE REGULAR MEETING November 15, 2012**

### **CALL TO ORDER/ROLL CALL/CONFIRM QUORUM**

Chair Horn called the meeting to order at 9:00 a.m. Board Members present were Directors Andersen, Dessayer, Manning, Simmons, Storer and Weir. Directors Hudson and Schroder arrived after the meeting convened. Directors Hoffmeister and Worth were absent. Chair Horn welcomed Director Storer to the Board.

Staff: Ramacier, Chun, Glenn, Abdelrahman, Allison, Barrientos, Bowron, Brander, Brown, Burdick, Casenave, Churchill, Domogma, Hill, Jefferson, G. Jimenez, Madrigal, March, Marshall, Mitchell, Mixon, Muzzini, Poaha, Stein and Wilson

Guests: Phil McGuire (Innovative Paradigms) and Cary Kennerley (Advisory Committee representing City of Martinez)

### **PUBLIC COMMUNICATION**

Transit Operator Judy Barrientos stated that the drivers feel they are not valued and are taken for granted. One reason is because the drivers, an average, receive \$1,500 less in annual payments for medical coverage than the administrative employees. She did not understand this because drivers have a stressful job and they are on the front line. Transit Operator Gabriel Jimenez said that medical coverage does affect the drivers. He asked that something be done about the medical payments because the drivers are representing CCCTA. Transit Operator Charles Marshall stated that, if the drivers don't represent CCCTA fairly and as good bus drivers, the public will not think well of CCCTA. He felt that the difference in medical payments is another reason why the Board does not think very much of the drivers. Chair Horn thanked them for their comments and stated his belief that the Board, staff and CCCTA's customers think highly of the drivers.

### **CONSENT CALENDAR**

**MOTION:** Director Dessayer moved approval of the Consent Calendar, consisting of the following item: (a) Approval of Minutes of Regular Meeting of October 18, 2012. Director Manning seconded the motion and it received the following vote of approval.

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

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

## **REPORT OF CHAIR**

Chair Horn described his plans for the dedication of the CCCTA Board Room to former Director Uilkema in December and he solicited feedback from the Board. Director Simmons noted that the Board approved dedicating the Board Room in the memory of Gayle B. Uilkema. If the Board wants to dedicate the paratransit building, it would be a different subject than previously discussed and should be placed on the agenda. Director Dessayer supported placing a sign inside the Board Room but not on the outside of the building. He and Directors Andersen and Manning prefer not including names of the Board Members on that sign. Director Andersen wants to focus on the theme of honoring former Director Uilkema. She mentioned that other Directors have served tirelessly on the Board and suggested placing a framed document on the wall that would recognize all Board Members for their service.

## **REPORT OF GENERAL MANAGER**

### ***Recognition of Departing Employee***

General Manager Rick Ramacier recognized David Salberg, Transit Operator, who retired from CCCTA after 18 years of service.

### ***Report on California Transit Association 47<sup>th</sup> Annual Fall Conference & Expo***

Mr. Ramacier reported that he moderated a panel at the CTA Fall Conference regarding the MTC Transit Sustainability Project. Conference attendees also discussed the election results.

(Director Hudson arrived.)

## **REPORT OF STANDING COMMITTEES**

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

#### **CCCTA Paratransit Services**

Director Simmons stated that the O&S Committee determined that it needed to separate out the request for proposal (RFP) process from the larger area of paratransit services. He felt it was important now to give staff direction to proceed with an RFP along similar lines as the current agreement for paratransit services and to take a broader look early next year at new developments in the paratransit area. The O&S Committee discussed one approach that has cost savings but some negatives. A tailored hybrid approach looks interesting and there is a consolidated transportation services concept. While the O&S Committee would like to give all of these options a broader review, there is not enough time to do that and issue an RFP that will continue paratransit services on July 1, 2013.

Mr. Ramacier stated that this item is in response to the Board's request to discuss the board topic of paratransit service that would include the potential for greater coordination and reliance on human service transportation, such as expansion of a volunteer-based program with van

donations, and looking at a different potential service model for contracting out paratransit service. The ultimate goal is to improve paratransit service while maintaining or lowering costs. The current contract with First Transit will expire at the end of June 2013. CCCTA's next RFP to continue its paratransit service represents an opportunity to consider potential changes in approach. Any changes to service delivery will have a transition period that will require time and care for users to adjust. He provided an overview of the traditional and alternative service models used by paratransit service providers and described results of alternative service models used by some transit operators.

(Director Schroder arrived.)

Director Hudson stated that the overarching discussion from the O&S Committee was regarding the policy question if CCCTA moves away from the traditional service model. He asked that the Board keep this policy question in mind for direction as they proceed with this process. Director Dessayer expressed support for trying something new and asked that the RFP be flexible so a change could be made after a period of time. Director Weir said that it is important to keep in mind how the Board would, in the long term, meet the needs of individuals who no longer have transportation. He felt that they may need to explore several possible options and scenarios. Since the RFP process is a separate, task, he asked that the Board allow staff to move forward with it. Chair Horn expressed reservations about using a service model where the subcontractors cannot meet the service standards. Director Simmons stated that the O&S Committee would take a very close look at the entire matter and will continue with the RFP process as directed by the Board.

Mr. Ramacier introduced Phil McGuire of Innovative Paradigms who is the consultant retained to do the Contra Costa Mobility Management Study. Mr. McGuire stated that his firm is a division of Paratransit, Inc. in Sacramento, and he briefly outlined his background in the paratransit field. He reviewed requirements of the Americans with Disabilities Act (ADA), the concept and use of consolidated transportation services agencies (CTSAs), and the advantages and limitations of various concepts regarding paratransit service delivery options. He pointed out that the broad umbrella of mobility management may include concepts regarding the ADA eligibility process and the use of human service agencies for their own clients. While some communities are experiencing a dramatic increase in demand for ADA paratransit services, the increase is not uniform across the country. One mitigating factor may be a mobility management program that is structured to the unique needs of a particular community. In communities where there have been excellent results outside the traditional paratransit model, it is typically because there is a sophisticated human service community and a willingness of transit agency staff to support them with technical skills for compliance with federal requirements. He described one new CTSA where trustful relationships were established to enable the organization to be effective and represent those who need the service. In less than two years, this CTA implemented a travel-training program, a volunteer driver-training program and an agency trips program. He also described situations where members of nonprofit organizations serve as companions for individuals who are ADA eligible but cannot use the paratransit service without assistance.

Mr. Ramacier asked the Board for direction regarding using the services of Mr. McGuire to pursue some of the options included in his report. Director Simmons supported this request as it would enhance the Board's understanding of the various options. Director Hudson stated that the Board has an obligation to make reasonable inquiries about the options. If cost savings are identified, he wants to know what they would be and how they would be used. He does not want to eliminate a program that is very successful but wants to supplement it. Chair Horn supported consideration of expanding the van donation program.

## REPORT FROM THE ADVISORY COMMITTEE

### ***Appointment of Cary Kennerley to the Advisory Committee as a Representative from the City of Martinez***

**MOTION:** Director Schroder moved the appointment of Cary Kennerley to the Advisory Committee as a representative from the City of Martinez. Director Weir seconded the motion and it received the following vote of approval.

**Aye:** Directors Andersen, Dessayer, Horn, Hudson, Manning, Schroder, Simmons, Storer and Weir

**No:** None

**Abstain:** None

**Absent:** Directors Hoffmeister and Worth

Mr. Kennerley described his experience in the construction industry. He felt this position would be an opportunity for him to help the community during his retirement.

## BOARD COMMUNICATION

Director Hudson stated that he would like to be considered to represent CCCTA at the APTA Legislative Conference next year as there may be an opportunity to make some inroads for the five cities in the Tri-Valley. Director Simmons announced the City Council approved the Walnut Creek Transit Village that has three new bus bays, which are in the first phase of the construction aspect that may start in the Fall 2013.

## CLOSED SESSION

*Conference with Labor Negotiator, Pursuant to Government Code Section 54957.6  
Employee Organizations: Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators  
Automotive Machinists, Lodge No. 1173, Maintenance Employees  
Teamsters Union, Local 856, AFL-CIO, Transit Supervisors*

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

At 10:38 a.m. Chair Horn announced the Board would take a seven-minute break and then adjourn to closed session to confer with its Labor Negotiator regarding labor negotiations with the Employee Organizations, pursuant to Government Code Section 54957.6. The Board would also discuss the performance evaluation of the General Manager, pursuant to Government Code Section 54957.

## OPEN SESSION

***Consideration of Ratification of a New Contract with the Automotive Machinists, Lodge No. 1173, Maintenance Employees***

The Board reconvened in open session at 11:25 a.m. Chair Horn stated that the Board considered ratification of a new contract with the Automotive Machinists, Lodge No. 1173, for the maintenance employees. Legal Counsel Madeline Chun summarized the action to be considered by the Board, as follows: that the Board approve a three-year contract with annual 2% wage

increases that will take effect on February 1<sup>st</sup> of each year upon satisfaction of certain conditions with respect to revenues and costs that have been negotiated and with the further understanding that, as to the first wage increase, it is effective as of November 1, 2012 which is when the Machinists approved the new contract. All other terms of the new contract remain the same as the current contract. The term of the new contract is from February 1, 2013 through January 31, 2016.

**MOTION:** Chair Horn moved approval of ratification of a new contract with the Automotive Machinists, Lodge No. 1173, for a three-year term effective on February 1, 2013 with the negotiated terms and conditions summarized above. The motion was seconded by Director Andersen and it was approved.

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

***Consideration of Resolution No. 2013-011***

Referring to Resolution No. 2013-011 that was distributed at the meeting, Ms. Chun advised it would approve a fourth amendment to the Employment Agreement between CCCTA and Rick P. Ramacier which extends the contract until September 30, 2016.

**MOTION:** Director Dessayer moved adoption of Resolution No. 2013-011 that will approve a fourth amendment to the Employment Agreement between CCCTA and Rick P. Ramacier which extends the contract until September 30, 2016 and provides for extensions thereafter. Director Andersen seconded the motion and it received the following vote of approval.

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

Director Simmons stated that he fully supports the motion but disagrees with the automatic extension of the contract. He prefers having the contract signed each time it is extended.

**ADJOURNMENT:** Chair Horn adjourned the regular Board meeting at 11:35 a.m.

Minutes prepared by

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Janet Madrigal, Clerk to the Board

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Date



Inter Office Memo

**TO:** Board of Directors

**DATE:** November 28, 2012

**FROM:** Rick Ramacier *RR*  
General Manager

**SUBJECT:** CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending September 30, 2012.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

# CCCTA

## BANK CASH AND INVESTMENT ACCOUNTS (ROUNDED OFF TO NEAREST \$)

| FINANCIAL INST        | ACCT #        | TYPE         | PURPOSE                           | PER BANK            |                     | PER BOOK            |
|-----------------------|---------------|--------------|-----------------------------------|---------------------|---------------------|---------------------|
|                       |               |              |                                   | JUNE 2012           | SEPTEMBER 2012      |                     |
| <b>FIXED ROUTE</b>    |               |              |                                   |                     |                     |                     |
| First Republic Bank   | 1106171       | CHECKING     | A/P General Account-Fixed Route   | \$ 1,217,983        | \$ 1,754,137        | \$ 1,416,269        |
| First Republic Bank   | 1106198       | CHECKING     | PAYROLL                           | \$ 384,218          | \$ 94,367           | \$ 108,185          |
| First Republic Bank   | 1015001       | CHECKING     | CAPITAL PURCHASES                 | \$ 50,466           | \$ 338,439          | \$ 338,440          |
| First Republic Bank   | 32431003958   | CHECKING     | WORKER'S COMP-CORVEL              | \$ 5,380            | \$ 39,237           | \$ 19,886           |
| First Republic Bank   | 1106228       | CHECKING     | PASS SALES                        | \$ 144,380          | \$ 1,079            | \$ 128,367          |
| First Republic Bank   | 800-0035-2386 | Money Market | Prop-2B Safety & Security#2(2386) | \$ 117,313          | \$ 117,320          | \$ 117,320          |
| First Republic Bank   | 800-0066-1158 | Money Market | Prop-2B Safety & Security#3(1158) | \$ 117,132          | \$ 6,940            | \$ 6,965            |
| PAYPAL                | 27SAXUUFL9732 | CHECKING     | PAYPAL-PASS SALES                 | \$ 4,765            | \$ 2,832            | \$ 2,831            |
|                       |               |              | <b>TOTAL</b>                      | <b>\$ 2,041,636</b> | <b>\$ 2,354,351</b> | <b>\$ 2,138,263</b> |
| <b>PARATRANSIT</b>    |               |              |                                   |                     |                     |                     |
| First Republic Bank   | 1049584       | CHECKING     | CAPITAL PURCHASES                 | \$ 3,519            | \$ 3,519            | \$ 3,519            |
| First Republic Bank   | 1106244       | CHECKING     | A/P General Account-Paratransit   | \$ 243,896          | \$ 111,351          | \$ 108,824          |
|                       |               |              | <b>TOTAL</b>                      | <b>\$ 247,415</b>   | <b>\$ 114,870</b>   | <b>\$ 112,343</b>   |
| <b>LAIF FUND</b>      |               |              |                                   |                     |                     |                     |
| LAIF ACCOUNT          | 4007001       | INT-INVEST   | OPERATING FUNDS                   | \$ 2,423,168        | \$ 46,979           | \$ 46,979           |
| LAIF ACCOUNT          |               | INT-INVEST   | Fixed Route Bus Purchase          | \$ 342,858          | \$ 343,162          | \$ 343,162          |
| LAIF ACCOUNT          |               | INT-INVEST   | Pacheco Transit Center            | \$ 723,740          | \$ 703,318          | \$ 703,318          |
| LAIF ACCOUNT          |               | INT-INVEST   | Rolling stock-2012                | \$ 1,463,184        | \$ 1,463,327        | \$ 1,463,323        |
| LAIF ACCOUNT          |               | INT-INVEST   | Rolling Stock-1011 PTMISEA        | \$ 1,100,547        | \$ 1,101,522        | \$ 1,101,522        |
| LAIF ACCOUNT          |               | INT-INVEST   | Martinez Stop Project             | \$ 67,401           | \$ 67,461           | \$ 67,461           |
| LAIF ACCOUNT          |               | INT-INVEST   | SAFE HARBOR LEASE RESERVE         | \$ 1,432,009        | \$ 1,433,278        | \$ 1,433,278        |
|                       |               |              | <b>TOTAL</b>                      | <b>\$ 7,552,907</b> | <b>\$ 5,159,047</b> | <b>\$ 5,159,043</b> |
| <b>CCCTA EMPLOYEE</b> |               |              |                                   |                     |                     |                     |
| First Republic Bank   | 1402153       | INT CHECK    | EMPLOYEE FITNESS FUND             | \$ 8,839            | \$ 8,539            | \$ 8,539            |
|                       |               |              | <b>TOTAL</b>                      | <b>\$ 8,839</b>     | <b>\$ 8,539</b>     | <b>\$ 8,539</b>     |
| <b>GRAND TOTAL</b>    |               |              |                                   | <b>\$ 9,850,797</b> | <b>\$ 7,636,807</b> | <b>\$ 7,418,188</b> |
| 11/27/2012 16:41      |               |              |                                   |                     |                     |                     |

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures( cash flow) for the next six months.

  
 Rick Ramacier  
 General Manager

To: Board of Directors

Date: December 13, 2012

From: Laramie Bowron, Manager of Planning

Reviewed by:

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**SUBJECT: FY13 & FY14 TRANSIT CAPITAL PRIORITIES PROJECT SUBMITTAL**

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**Summary of Issues:**

In October the Metropolitan Transportation Commission (MTC) issued a call for projects as part of the Transit Capital Priorities (TCP) development process for FY 2012-13 and FY 2013-14. These projects are eligible for FTA 5307 funds that are typically used annually for rolling-stock replacement.

CCCTA submitted the following projects to be included in the TCP:

| <b>FY13</b>                                   |                |              |              |
|---|----------------|--------------|--------------|
| <b>Project Title</b>                          | <b>Federal</b> | <b>Local</b> | <b>Total</b> |
| Replace (7) 30' Buses                         | \$2,839,879    | \$681,121    | \$3,521,000  |
| Replace (6) 22' Paratransit Vans              | \$572,700      | \$117,300    | \$690,000    |
| Replace (4) Paratransit Minivans              | \$180,236      | \$35,764     | \$216,000    |
| Purchase and Install 40 Electric Cooling Fans | \$200,000      | \$200,000    | \$400,000    |
| <b>FY14</b>                                   |                |              |              |
| <b>Project Title</b>                          | <b>Federal</b> | <b>Local</b> | <b>Total</b> |
| Replace (18) 40' Over-the-Road Coaches        | \$9,187,740    | \$2,224,260  | \$11,412,000 |
| Replace (15) 40' Transit Buses                | \$6,578,760    | \$1,581,240  | \$8,160,000  |

MTC requires that operators seek Board approval prior to programming projects.

**Recommendation:**

The Administration and Finance Committee recommends that the Board of Directors support the projects and approve resolution 2013-012.

**Options:**

- 1) Authorize projects and resolution
- 2) Differ supporting projects
- 3) Other action

**RESOLUTION NO. 2013-012**

**Central Contra Costa Transit Authority**

**Board of Directors**

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**Authorizing the filing of an Application for FTA Formula Program and Surface Transportation Programs Funding for the Replacement of Seven 30' Buses, Eighteen 40' Buses, Fifteen 40' Buses, Six 22' Paratransit Vans, Four Paratransit Minivans, and the Purchase and Installation of 40 Electric Cooling Fans and Committing the Necessary Local Match for the Projects and Stating the Assurance of the Central Contra Costa Transit Authority to Complete the Projects**

**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**, Moving Ahead for Progress in the 21st Century (MAP-21, Public Law Public Law 112-141) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

**WHEREAS**, pursuant to MAP-21, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307, Section 5309 Fixed Guideway (FG), Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

**WHEREAS**, the Central Contra Costa Transit Authority is an eligible project sponsor for FTA Formula Program or STP funds; and

**WHEREAS**, the Central Contra Costa Transit Authority wishes to submit a grant application to MTC for funds from the FY2012-13 or FY2013-14 FTA Formula Program or STP funds, for the following projects; and

| <b>Project Title</b>                          |
|---|
| Replace 7 30' Buses                           |
| Replace 6 22' Paratransit Vans                |
| Replace 4 Paratransit Minivans                |
| Purchase and Install 40 Electric Cooling Fans |
| Replace 18 40' Buses                          |
| Replace 15 40' Buses                          |

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds of at least of 20% for FTA Formula Program funds, and 11.47% for STP funds; and
- 2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by September 30 of the year that the project is programmed for in the TIP, or the project may be removed from the program.

*Resolved, that the Central Contra Costa Transit Authority is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and be it further*

*Resolved, that the Central Contra Costa Transit Authority is authorized to submit an application for FTA Formula Program and STP funds for the Replacement of Seven 30' Buses, Eighteen 40' Buses, Fifteen 40' Buses, Six 22' Paratransit Vans, Four Paratransit Minivans, and the Purchase and Installation of 40 Electric Cooling Fans; and be it further*

*Resolved, that there is no legal impediment to the Central Contra Costa Transit Authority making applications for FTA Formula Program and STP funds; and be it further*

*Resolved, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the Central Contra Costa Transit Authority to deliver such project; and be it further*

**NOW, THEREFORE, BE IT RESOLVED** by the Central Contra Costa Transit Authority Board of Directors that the Central Contra Costa Transit Authority is authorized to execute and file an application for funding under the FTA Formula Program and/or Surface Transportation Program in the amount of \$19,559,315 for the Replacement of Seven 30' Buses, Eighteen 40' Buses, Fifteen 40' Buses, Six 22' Paratransit Vans, Four Paratransit Minivans, and the Purchase and Installation of 40 Electric Cooling Fans; and

**BE IT FURTHER RESOLVED** that the Central Contra Costa Transit Authority Board of Directors by adopting this resolution does hereby state that:

- 1) The Central Contra Costa Transit Authority will provide \$4,839,685 in local matching funds; and
- 2) The Central Contra Costa Transit Authority's projects will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 3) The program funds are expected to be obligated by September 30 of the year the project is programmed for in the TIP; and

**BE IT FURTHER RESOLVED**, that the Central Contra Costa Transit Authority agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the Transportation Improvement Program (TIP); and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

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

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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Janet Madrigal, Clerk to the Board

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Erling Horn, Chair, Board of Directors

To: Board of Directors

Date: December 11, 2012

From: Anne Muzzini, Director of Planning

Reviewed by:

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**SUBJECT:** Adaptive Service Plan - Consultant Selection

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**Background:**

Earlier this year, CCCTA applied for Measure J funds identified for Transportation for Livable Communities (TLC). These funds were distributed through the sub-regional areas and \$90,000 was approved by TRANSPAC for the Adaptive Service Plan project. The total project cost was estimated at \$115,000. Because the funding was part of the TRANSPAC allocation of TLC money the Adaptive Service Plan will be focused in the TRANSPAC area which includes the Cities of Walnut Creek, Concord, Clayton, Martinez and Pleasant Hill.

The goal of the Adaptive Service Plan is to develop transit service that is tailored to fit neighborhoods where fixed route service isn't working. CCCTA is being responsive to increased pressure from MTC to address productivity and increased pressure from the public to maximize the effectiveness and the appropriateness of the transit service provided. There are neighborhoods in the TRANSPAC area where 40-foot buses are operating that are not productive and there are neighborhoods that have had transit service removed because ridership does not support typical fixed route service.

It is important for CCCTA to be flexible and responsive to the needs of the community and at the same time provide service that is cost effective. The Adaptive Service Plan will identify neighborhoods that could be more effectively served with non-traditional transit. Current fixed route and paratransit ridership information and area demographics will be used to select neighborhoods that have potential to serve as demonstration areas for new modes.

Service alternatives will be developed that are tailored to the particular needs of the residents. Instead of a 40-foot fixed route bus, door-to-door service using small buses may be more appropriate. Strategic and targeted transit service that meets the unique needs of the neighborhood will be developed. CCCTA operated shuttles and flex routes will be considered as well as private service alternatives and technology focused options. The end product will be an implementation plan for alternative transit service within two neighborhoods.

Implementation of service that is neither fixed route nor paratransit will present new challenges to the agency and it is important to flesh out the issues involved and to figure out how to tackle them. This Plan will identify the steps that CCCTA needs to take to be a more responsive and flexible organization focused on tailoring service to its market.

**Summary of Issues:**

In response to our request, seven consultants submitted proposals. A panel of reviewers was assembled from CCCTA and TRANSPAC staff. A short-list of three firms was developed and these firms were interviewed. A scoring method was used that weighted experience, cost and approach. The weights are shown below.

|                              |     |
|------------------------------|-----|
| Firm Experience              | 30% |
| Qualifications               | 40% |
| Approach to Scope of Service | 20% |
| Cost Proposal                | 10% |

Based on the quality of the Nelson Nygaard proposal and the experience of the team the review committee recommended that they be awarded the contract.

**Recommendation:**

The MP&L Committee recommends that the Board approve Resolution #2013.013 authorizing the General Manager to execute an agreement with Nelson Nygaard for the Adaptive Service Plan in an amount not to exceed \$115,000.

**Financial Implications:**

Measure J TLC funds will be used to pay for \$90,000 of the project and the remaining \$25,000 will come out of the planning budget.



**RESOLUTION NO. 2013-013**

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

**\* \* \***

**AUTHORIZING AWARD OF CONTRACT FOR CONSULTING SERVICES  
TO NELSON\NYGAARD CONSULTING ASSOCIATES, INC.  
FOR AN ADAPTIVE SERVICE ANALYSIS PLAN  
IN AN AMOUNT NOT TO EXCEED \$115,000**

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 released a Request for Proposals for professional services to prepare an Adaptive Service Analysis Plan; and

WHEREAS, seven proposals were submitted and determined to be responsive to CCCTA's requirements; and

WHEREAS, the proposals were evaluated based upon the criteria specified in the RFP, with Nelson\Nygaard Consulting Associates, Inc. rated the highest based upon firm experience, team experience, approach to the project and cost proposal; and

WHEREAS, the Marketing Planning and Legislative Committee concurs in the staff recommendation for award of contract to Nelson\Nygaard Consulting Associates, Inc. to perform the desired services; and

WHEREAS, adequate funding is available for this project as a grant was obtained from Contra Costa Transportation Authority from Measure J Transportation for Livable Communities (TLC) funds in the TRANSPAC area and with match from Transportation Development Act (TDA) funds.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the General Manager to enter into a professional services agreement with Nelson\Nygaard Consulting Associates, Inc. in a form approved by Legal Counsel, in an amount not to exceed \$115,000, for the development of an Adaptive Service Analysis Plan.

Regularly passed and adopted this 20th day of December, 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: December 13, 2012

From: Anne Muzzini, Director of Planning

Reviewed by:

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**SUBJECT:** Bishop Ranch Bus Wrap

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**Background:**

CCCTA has an agreement with Sunset Development and Chevron whereby they pays approximately \$500,000 a year to offset free passes to employees and a share of the operating cost of routes #96X and #97X. The operating cost offset is equal to 25% with the remainder being supported with Measure J and TDA funds. The buses that are used to operate the routes were painted to identify Bishop Ranch service ten years ago. There are currently 14 buses painted with the Bishop Ranch paint scheme though it only takes 8 buses to make “pull-out”. The buses are due to be replaced in two years.

Sunset Development has a desire to update their image with new graphics. Staff has been discussing ways to update the look of the Bishop Ranch buses prior to their replacement in 2014.

**Summary of Issues:**

The easiest and least expensive way to update the look of the buses is to “wrap” them as opposed to repainting them and this is what they proposed to do. It is understood that Sunset will bear any cost related to wrapping the buses. They would like to start with wrapping two buses as a demonstration.

Because the 14 buses are owned by CCCTA, we retain the right to decide whether or not to allow Sunset to make a change in how the buses look. The pictures attached show the current scheme and their proposed new look.

**Recommendation:**

The MP&L Committee recommends that the Board review the proposed paint scheme and give Sunset Development approval to wrap two buses provided the cost is covered and the design clearly identifies the buses as publicly operated by CCCTA.

**Financial Impact:**

There will be no financial impact on CCCTA.

Current Paint Scheme



# Proposed Wrap

