

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-7500    countyconnection.com

## ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, February 5, 2014  
9:00 a.m.  
Hanson Bridgett  
1676 North California Blvd., Suite 620  
Walnut Creek, California

The committee 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 committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of January 8, 2014\*
4. Closed Session:
  - Conference with Legal Counsel – Anticipated Litigation
  - Government Code Section 54956.9
  - Initiation of litigation (one potential case)
5. Proposed Engagement of Internal Control Auditor
6. FY2013-14 MTC Transit Performance Initiative Grant\*
7. Prop 1B Transit Security Funding 2014\*
8. Review of Vendor Bills, January 2014\*\*
9. Legal Services Statement, November 2013-Labor\*\*
10. Adjournment

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\*Enclosure

\*\*Enclosure for Committee Members

FY2013/2014 A&F Committee

Al Dessayer – Moraga, Don Tatzin – Lafayette, Robert Storer – Danville, Gregg Manning - Clayton

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

## General Information

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

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

**Consent Items:** All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee 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.countyconnection.com](http://www.countyconnection.com).

**Accessible Public Meetings:** Upon request, County Connection 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 County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@countyconnection.com](mailto:hill@countyconnection.com).

**Shuttle Service:** With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. 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, February 20, 9:00 a.m., County Connection Board Room
Administration & Finance:	Tuesday, March 4, 4:00 p.m. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, March 6, 8:30 a.m., 3338 Mt. Diablo Blvd., Lafayette
Operations & Scheduling:	Friday, March 7, 8:30 a.m., Walnut Creek City Offices

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.**

**This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

Administration and Finance Committee  
Summary Minutes  
January 8, 2014

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee Members: Director, Board Al Dessayer  
Director Robert Storer  
Director Don Tatzin  
Director Gregg Manning

Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Transportation Bill Churchill  
Legal Counsel Shayna van Hoften

Guest: Ralph Hoffmann

1. Approval of Agenda- Approved
2. Public Communication- Mr. Hoffmann stated that there are some routes that could be tweaked to be more convenient to passengers.
3. Approval of Minutes of January 8, 2014- Approved
4. Closed Session: Conference with Legal Counsel – Anticipated Litigation, Government Code Section 54956.9, Initiation of one potential claim  
The Committee met in closed session and reported in open session that direction was given to staff but no decision had been made.
5. Analysis of Fixed Route Fares from July-September 2013- Director Casenave reviewed the various categories of fares and noted that the BART Plus fares were substantially less than the prior year due to the migration of the larger transit operators to Clipper.
6. Review of Vendor Bills, December 2013- Reviewed.
7. Legal Services Statement, October /November-General, October-Labor- Approved.
8. Adjournment. The meeting was adjourned and the next meetings were set for Feb 5 and March 4.

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Kathy Casenave, Director of Finance

To: Administration and Finance Committee

Date: January 27, 2014

From: Laramie Bowron, Manager of Planning

Reviewed by:

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**Subject: FY2013-14 MTC Transit Performance Initiative Grant**

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**Background:**

In October 2012, the Metropolitan Transportation Commission (MTC) committed \$60 million in regional Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) funds to the Transit Performance Initiative (TPI) Incentive Program.

The TPI is a four-year funding program that provides a financial reward to agencies that improve ridership and productivity. In April 2013, MTC adopted a distribution formula that distributes the initial year's \$15 million based on current ridership and the remaining \$45 million based on the following formula:

- 85% of the annual allocation to the largest seven transit operators and 15% to the remaining transit operators.
- Of the 15% for small operators:
  - 25% is based on annual passenger increase;
  - 25% is based on annual passenger per hour increase; and
  - 50% based on total annual passengers.

Based on the formula above County Connection has been allocated \$103,901 for the first year and \$217,642 for the second year for a total available programming amount of \$321,543. Projects funded from this program are to be focused on improving ridership and productivity.

For this call for projects staff has identified two projects to seek funding for:

- 511 Real-time interface project - \$100,000
- Implementation of Access Improvement Projects - \$200,000

**Recommendation:**

Staff recommends that the Committee approve use of the FY2014 TPI funds in the amount of \$300,000 to complete the projects listed above. The attached resolution is required by MTC as part of the grant process and will be included in the Board packet if approved by the committee.

**Financial Implications:**

An 11.47% match is required amounting to \$38,868. The local match would be funded with TDA funds.

**To:** Administration and Finance Committee

**Date:** 1/15/2014

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

**Reviewed by:**

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**SUBJECT: Prop 1 B Transit Security Funding 2014**

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**Background:**

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, otherwise known as Proposition 1B provides funding for the California Transit Security Grant Program (TSGP). Funds from this source are made available to project sponsors in California for capital security and safety projects. Funds programmed for County Connection's use amount to \$116,919 each year. In the past funds have been used for perimeter security (lighting), ITS routers on the bus, on-board cameras, and maintenance of the ITS system.

Coming up with capital projects that can be categorized as security projects each year is a challenge. Last year we approached the California Office of Emergency Services (CalOES), the agency responsible for approving the funds, to ask that ongoing maintenance of our ITS system be approved as a security expense. They did approve our use of ongoing maintenance of our radio, onboard computer, CAD/AVL, and BusTime systems as an allowable TSGP expense because the funds are going to maintain a capital system that is directly related to security.

**Recommendation:**

Staff recommends that the Committee approve use of the FY2014 TSGP funds in the amount of \$116,919 to defray the ongoing maintenance expenses related to the ITS systems. The attached resolution is required by CalOES as part of the grant process and will be included in the Board packet if approved by the committee.

**Financial Implications:**

Using FY2014 TSGP funds to pay for ongoing ITS maintenance expenses will directly offset operating expenses. The funds previously were only used to support one-time capital expenses.