

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Thursday, February 5, 2015

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, 2015*
4. Authorization to apply for Cap and Trade funds to support Martinez Shuttle*
Resolution No. 2015-019*
5. Closed Session:
Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957)
6. Review of Vendor Bills, January 2015**
7. Legal Services Statement, None
8. Adjournment

*Enclosure

**Enclosure for Committee Members

FY2014/2015 A&F Committee

Bob Simmons – Walnut Creek, Don Tatzin – Lafayette, 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.

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.

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 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, March 4, 9:00 .am., 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, February 5, 8:30 a.m., Pleasant Hill City Hall Small Community Room
Operations & Scheduling:	Wednesday, February 4, 8:00 a.m. Supervisor Andersen's Office 309 Diablo Road, Danville, CA

The above meeting schedules are subject to change. Please check the County Connection Website (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) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

Administration and Finance Committee
Summary Minutes
January 8, 2015

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 Don Tatzin
Director Gregg Manning

Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Planning and Marketing Anne Muzzini

Guests: Judy Barrientos
Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of December 3, 2014- Approved.
4. Authorization of General Manager to Apply for Transit Security Program Funds for 2015 to Support ITS Maintenance Cost- Director Muzzini reported that the Authority qualified for a FY 2015 Transit Security Grant (TSGP) for \$116,919 that staff is recommending be used for the ongoing maintenance expenses related to ITS systems. The committee approved the recommendation and will forward to the Board.
5. Shadelands Fare Reimbursement Agreement- Director Muzzini reported that Shadeland business owners had recently formed a public benefit improvement district (PBID) and a top priority was to fund a direct shuttle from Shadelands to BART. The PBID proposes to pay a fare subsidy for passengers on Route 7 in the amount of \$73,200 per year. The Chamber of Commerce of Walnut Creek has agreed to act as the financial management entity for the PBID and an agreement will be executed with the Chamber. Staff recommends that the committee approve the agreement. ATU President Barrientos expressed the opinion that these subsidies were a good deal for corporations but was concerned that fares not be raised for passengers who did not have free fares paid by employers. Mr. Hoffmann noted that Kaiser Hospital did not have an agreement with County Connection for its employees. The committee approved the recommendation and will forward to the Board.
6. PERS Actuarial Valuation for June 30, 2013; Rate for FY 2016- Director Casenave reported that the employer rate for PERS retirement for FY 2016 will be 8.997%, up from 7.105% in the current year. The projections from CalPERS for the FY 2016-FY 2018 years is higher than previous projections, but the FY 2019-FY 2021 projections are lower. Staff will incorporate the new projections in the 10 year forecast that will be adopted by the Board in June. Information only.
7. Review of Vendor Bills, December 2014- Reviewed.
8. Legal Services Statement, October and November 2014, General & Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meetings will be Thursday, February 5 and Wednesday, March 4 at 9:00 a.m.

To: Administration and Finance Committee

Date: January 28, 2015

From: Anne Muzzini, Director of Planning and Marketing

Reviewed by:

Subject: Cap and Trade Grant

Summary

The Cap and Trade funding program for transit is officially titled the Low Carbon Transit Operations Program (LCTOP). In recent weeks Caltrans has released funding amounts and guidelines for grant applications for the LCTOP program. County Connection is slated to get \$185,881 in 2014-15 funds. Eligible projects include capital and operating, however the funds must support service in a defined disadvantaged community or be shown to benefit one. Disadvantaged communities, or DAC's, are census tracts that have been ranked by the California Air Resources board. There is only one DAC in Central County and it is in eastern Martinez. Staff proposes to use the new source of funding to pay for the implementation of the Martinez Shuttle, a route that was defined in the Adaptive Service Plan.

What is the LCTOP?

The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on service disadvantaged communities. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities. SB862 continuously appropriates five percent of the annual auction proceeds in the Greenhouse Gas Reduction Fund for LCTOP.

Proposed Grant Application

Staff is proposing to apply for \$185,881 in Cap and Trade funding to offset operating cost for the Martinez Shuttle. This route was developed in the Adaptive Service Plan but was not implemented due to funding constraints and the lack of support for cutting Route #19 to pay for it. The LCTOP funds would offset most of the cost of the route - \$236,300 – with the remainder coming from local/TDA funds. The route is within ½ a mile of the defined DAC so it will meet the eligibility criteria. The Board resolution attached will enable staff to pursue Cap and Trade funding to implement the Martinez Shuttle.

RESOLUTION NO. 2015 - 022

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

* * *

**AUTHORIZE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR
THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

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;

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations;

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the Low Carbon Transit Operations Program (LCTOP);

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies);

WHEREAS, CCCTA desires to apply for LCTOP funds for the proposed Martinez Shuttle, as recommended in the Adaptive Service Plan adopted by the Board, in furtherance of CCCTA's public transportation purposes; and

WHEREAS, the Administration & Finance Committee has recommended that the Board authorize staff to apply for LCTOP funds and delegate authorization to execute necessary grant documents and any amendments thereto, to the General Manager, Director of Planning and Marketing, and the Director of Maintenance; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that staff is hereby authorized to seek LCTOP funding for the proposed Martinez Shuttle; and

BE IT FURTHER RESOLVED that in furtherance thereof, the General Manager, Director of Planning and Marketing, and Director of Maintenance be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

Regularly passed and adopted this 19th day of February 2015, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

A.G. Dessayer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board