

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, November 17, 2016
9:00 a.m.**

**CCCTA Paratransit Facility
Gayle B. Uilkema Memorial Board Room
2477 Arnold Industrial Way
Concord, California**

The County Connection 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 October 20, 2016*
5. Report of Chair
6. Report of General Manager
 - a. Recognition of Employees with 20 Years of Service
 - b. Appointment of CCTA Bus Transit Board Ex-Officio Member and Alternate*
 - c. Update on Implementation of the Walnut Creek Electric Trolley Buses
7. Report of Standing Committee
 - a. Administration and Finance Committee
(Committee Chair: Director Al Dessayer)
 - 1) Recommendation to Approve an Agreement between County Connection and The Center for Transportation and the Environment (CTE)*
(The A & F Committee will recommend that the Board approve Resolution No. 2017-006, authorizing the General Manager to enter an agreement with The Center for Transportation and the Environment not to exceed the amount of \$390, 000 over the life of the 3 year agreement for consulting services related to implementation of battery elective buses funded thorough the FTA Low-No grant.)

8. 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.

9. Adjournment

*Enclosure

**It will be available at the Board meeting.

General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection 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.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 Board Clerk, 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 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, November 17 , 9:00 a.m., County Connection Board Room
- Administration & Finance: Wednesday, December 7, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek, CA
- Advisory Committee: TBA, County Connection Board Room
- Marketing, Planning & Legislative: Tuesday, November 1, 9:00 a.m., 1676 N. California Blvd., Suite 620, Walnut Creek, CA,
- Operations & Scheduling: Friday, November 4, 8:00a.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

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Concord, CA 94520-5326

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Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

October 20, 2016

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Hoffmeister called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Dessayer, Diaz, Hudson, Noack, Schroder and Storer and Tatzin. Directors Simmons and Worth were absent.

Staff: Ramacier, Chun, Barnes, Cheung, Churchill, Enis, Hill, Horta, Johnson, Lane-Dixon, Martinez, Mitchell, Rettig and Robinson

Public Comment: None

CONSENT CALENDAR

MOTION: Director Tatzin moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of September 15, 2016; and (b) County Connection Investment Policy- Quarterly Reporting Requirement; (c) Resolution No. 2017-005, Authorizing the filing of applications with the Federal Transit Administration for federal transportation assistance. Director Noack seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Diaz, Hoffmeister, Hudson, Noack, Schroder, Storer and Tatzin
No: None
Abstain: None
Absent: Directors Simmons and Worth

REPORT OF CHAIR: None

REPORT OF GENERAL MANAGER:

Employees of the 2nd Quarter, 2016

Administration: Preston Enis

Maintenance: Andrew Loza

Transportation: Joey Johnson and Antionette Lane-Dixon

Recognition of Retired Employee

Transportation: Jim Shaw

Update on Extraordinary Session on Transportation

General Manager Rick Ramacier explained that Senate Bill 824 is a clean up of the Cap and Trade legislation and includes all of the amendments CTA and CCCTA had proposed, but nothing else new to report due to no decision on where the funds will come from. As new developments come about he will continue to inform the Board.

Status of The California Air Resources Board (CARB) progress on updating requirements for public bus agencies to further reduce tailpipe emissions to near zero

General Manager Rick Ramacier informed the Board that he was going to attend a meeting next week to have discussions about zero emission buses and the cost in maintenance and electric cost associated with this. County Connection will definitely want to avoid service cuts and continue to keep track of all policy changes. He will continue to keep the Board informed as this matter develops.

Broad time frame for the Introduction of 4 All Electric Buses, partially financed by the Federal Low or No Emissions Program

General Manager Rick Ramacier informed the Board that County Connection has been approved for a Low-No Grant program that allows the purchase of up to 4 All Electric Buses. We anticipate in the coming months bringing a series of studies that will help us decide where and how often these buses should operate.

Update on Walnut Creek All Electric Trolley Ribbon Cutting Ceremony

General Manager Rick Ramacier informed the Board that the Walnut Creek All Electric Trolley Ribbon Cutting Ceremony will be held on November 5, 2016 from 10am-11:30am at The Leshner Center for the Arts and all are welcome to attend.

BOARD COMMUNICATION: None

Closed Session:

At 9:19 a.m., the Board went into a closed session regarding:

Public Employee Performance Evaluation; Conference with Labor Negotiator (Director Dessayer) (pursuant to Government Code Section 54957, 54957.6)

Position: General Manager

Open Session:

At 10:14 a.m., the Board came back to open session,

MOTION: Director Dessayer moved approval of Resolution No. 2017-004, approving an increase of \$5,500 in the General Manager's annual gross salary for a total annual gross salary of \$187,500 and an increase in CCCTA's contribution to the General Manager's 457 Plan in the amount of \$1,200 per year. Director Noack seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Diaz, Hoffmeister, Hudson, Noack, Schroder, Storer and Tatzin

No: None

Abstain: None

Absent: Directors Simmons and Worth

ADJOURNMENT: Chair Hoffmeister adjourned the regular Board meeting at 10:15 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

INTER OFFICE MEMO

To: Board of Directors

Date: November 8, 2016

From: Rick Ramacier
General Manager

Subject: Bus Transit Ex-Officio to
the Contra Costa Transit
Authority

BACKGROUND

The four Contra Costa County bus operators (AC Transit, County Connection, Tri-Delta Transit, and WestCAT), share a non-voting seat on the Contra Costa Transportation Authority (CCTA) Board of Directors. The seat rotates among the four operators in alphabetical order. The term is for one year. Prior to an agency holding the seat for a given year, that same agency holds the alternate seat for the previous year.

County Connection is set to hold the Ex-Officio seat from February 1, 2017 through January 31, 2019. Currently, board member Bob Simmons is assigned to fill that position. However, he will no longer be on the Walnut Creek city council at that time. CCTA bylaws require that all board members; including Ex-Officio members, otherwise be elected officials. So, County Connection needs to replace board member Simmons with another board member who will also be an elected official during 2017 and 2018.

In addition, the new County Connection CCTA bus transit Ex-Officio will assume the rest of board member Simmons's term as the current CCTA bus transit Ex-Officio alternate.

The Ex-Officio member does not vote, but attends the meetings of the full CCTA Board. The Ex-Officio does not sit on any of the CCTA board standing committees.

The Ex-Officio is to represent all four bus agencies on the CCTA Board.

ACTION

The Board needs to appoint someone to fill the bus transit Ex-Officio alternate seat effective December 1, 2016 and consider having that person become the actual bus transit Ex-Officio seat effective February 1, 2017.

TO: A & F Committee and Board of Directors

DATE: November 8, 2016

FROM: Rick Ramacier
General Manager

SUBJECT: Authorization to sign an agreement with the Center for Transportation & the Environment (CTE) for management and consulting services in support of County Connection's Federal Transit Administration (FTA) Low or No Emission Grant Program (Low-No).

Background

With CTE's assistance, County Connection applied for and received a Low-No grant from the FTA this past August. As part of these FTA programs, project management and consulting services are available as a grant expense from CTE. To that end, up to \$390,000 of FTA Low-No funding has been awarded to County Connection for these purposes. The Low-No grant will help County Connection replace four diesel powered buses that have reached the end of their useful life with four battery electric buses.

CTE will offer County Connection expertise in all facets of a battery electric bus project, including working with crucial exterior partners, staff training, vehicle deployment to maximize bus efficiency and effectiveness, among other things.

The Low-No Program

The Fixing America's Transportation Surface Act (FAST) contains \$55 million annually in competitive funding to assist transit systems in purchasing and implementing zero or near zero emission (at the tailpipe) buses. Often transit systems use this program to augment funding from traditional FTA formula sources to bridge the gap between the cost of a traditional diesel powered bus and a zero emission based bus (ZEB). This promotes the replacement of diesel buses with ZEB buses upon the end of the useful life of a diesel bus.

FTA has contracted with CTE to offer Low-No grantees technical assistance with projects funded by the program. Because Low-No is meant to spur advances in relatively new technologies, the whole granting and procurement approach is different from processes used under normal FTA rules. For example, in the County Connection Low-No application that was awarded, vendors, suppliers, etc. were named (Gillig, BAE, WAVE). And, part of the Low-No grant application review by FTA includes a review of the proposed vendors with respect to their ability to deliver a successful product, etc.

CTE

CTE is a non-profit organization out of Atlanta, GA, with an office in Berkeley, CA. They are the leading organization in the area of managing, analyzing, planning, and advising transit systems on procuring and implementing zero emission bus projects. Over the past 20 years, they have been heavily involved in projects across the country with many different types of transit organizations. Among others, this includes AC Transit and Long Beach Transit. Currently, they are working with Solano Transit (SolTrans),

and the Livermore-Amador Valley Transit Authority (LAVTA). CTE has expertise in the area of project planning, project managing, grant writing, vehicle routing/deployment, and staff training. They also have effective working relationships with FTA, the power utilities, various vendors, as well as other useful resources. All this will be offered to County Connection as part of this project.

County Connection & CTE Agreement

The proposed agreement is for CTE to offer its menu of services to County Connection in support of the Low-No project. This project is to replace four diesel buses with four battery electric buses. These four buses will be built and work exactly as the four recently procured electric trolleys sans the trolley skin. Thus, the same vendors (Gillig, BAE, and WAVE) will be the suppliers.

With the grant award happening this past August, we are at the beginning stages of this project. The timeframe for the agreement with CTE is three years into late 2019. The buses are anticipated to be delivered and put into service in late 2017 or possibly early 2018. CTE is attached to the project through 2019 to supply ongoing staff training, performance analysis & evaluation and related recommendations, and performance tracking and reporting.

Prior to those activities, CTE will assist in technology evaluation, project management and planning, an evaluation of which routes would be the most effective and efficient for four battery electric buses to run on within our system, and to assist us in working with the utilities and FTA.

A draft agreement is under review by our legal counsel at Hanson & Bridgett.

Financial Impact

The agreement with CTE will be written to not exceed \$390,000. The Low-No grant includes the \$390,000 budgeted for the agreement. Using this funding for another expense within the project would require FTA approval which would be far from certain.

Action Requested

A&F Committee

Staff respectfully requests that the A&F Committee forward Resolution No. 2017-006 to the full board for adoption at its meeting on Thursday, November 17, 2016. This Resolution would authorize the General Manager to execute an agreement with CTE for an amount not to exceed \$390,000 for management and consulting services related to the County Connection Low-No battery electric bus project.

Board of Directors

Should the A&F Committee take the action referenced above, the Board of Directors is asked to adopt Resolution No. 2017-006, authorizing the General Manager to execute an agreement as described in this memo and as to form per County Connection legal counsel.