

# County Connection

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

## ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Thursday, November 17, 2016  
8:30 a.m.

3rd Floor Conference Room "Fishbowl"  
County Connection Offices  
2477 Arnold Industrial Way  
Concord, CA

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 October 5, 2016\*
4. Closed Session:
  - a) Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Thelma Everett
5. Open Session: Report of Action taken in Closed Session
6. Consideration to Approve an Agreement between County Connection and The Center for Transportation and the Environment (CTE)\*  
(The A & F Committee may forward to the Board for approval of Resolution No. 2017-006.)
7. Review of Vendor Bills, October 2016\*\*
8. Legal Services Statement, August 2016-General, August 2016-Labor\*\*
9. Next Scheduled Meeting – December 7, 2016
10. Adjournment

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\*Enclosure

\*\*Enclosure for Committee Members

\*\*\*To be mailed under separate cover

FY2016/2017 A&F Committee

Don Tatzin – Lafayette, Al Dessayer - Moraga, Sue Noack – Pleasant Hill, Candace Andersen – Contra Costa County

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, December 15, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, December 7, 9:00 a.m., 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Tuesday, December 6, 8:30 a.m., 1676 N. California Blvd., S620, Walnut Creek
Operations & Scheduling:	Friday, December 2, 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](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  
October 5, 2016

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 Al Dessayer  
Director Don Tatzin  
Director Candace Anderson

Staff: General Manager Rick Ramacier  
Director of Finance Erick Cheung

Public: Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffman spoke on the location of the meetings held by County Connection. The current meeting location is similar to Contra Costa Transportation Authority which provides easy access to public transit which encourages the public to attend and provide feedback.
3. Approval of Minutes of August 31, 2016- Approved.
4. County Connection Investment Policy-Quarterly Reporting Requirement- Director Cheung reported that the portfolio as of June 30, 2016 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. Income Statements for the Twelve Months Ended June 30, 2016 - Director Cheung noted that actual expenses for the twelve months were 8% under the year to date budget. The expense categories with the most significant variances were wages due to agreed upon salary increases, \$488K; services were under budget due to less service repairs and legal fees, (\$436K), and materials and supplies were under budget due to the costs of diesel fuel, (\$1.1 million). Also, the contingency of \$1.3 million does not appear to be needed. Director Cheung also noted the lower fare box revenue compared to budget, (\$192K) and STA revenue being lower due to the price of diesel fuel, (\$493K). Commissioners Dessayer and Tatzin commented on the fare box ratio being lower than the past at 15.7% but the Passengers per Revenue Hour was higher at 16.2%. This appears to show that the reduction of fares on certain routes does increase ridership. Information only.
6. Review of Vendor Bills, September 2016- Reviewed.
7. Legal Services Statement, July 2016, General & Labor- Approved.
8. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, December 7<sup>th</sup> at 9:00 a.m at 3338 Mt. Diablo Blvd, Lafayette CA. 94549.

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Erick Cheung, Director of Finance

**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.