

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Monday, February 6, 2017
9:00 a.m.

**Candace Andersen's Office,
3338 Mt. Diablo Blvd. Lafayette, CA 94549**

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 4, 2017*
4. Fare Comparison*
5. Cap and Trade Grant (LCTOP) – FY 2016-17*
6. Authorization for the General Manager to Direct WAVE Inc. to Proceed with Inductive Charging Infrastructure Engineering for Support of the Electric Bus Project*
7. Report of the Finance Director
 - a. Employment Practices Liability Insurance Update (Verbal Report)
8. Review of Vendor Bills, January 2017**
9. Legal Services Statement, November 2016-General, November 2016-Labor**
10. Next Scheduled Meeting – March 1, 2017
11. Adjournment

*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.

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, March 16, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, March 1, 9:00 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, March 2, 8:30 a.m., 1676 N. California Blvd., S620, Walnut Creek
Operations & Scheduling:	Friday, March 3, 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 4, 2017

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Don Tatzin
 Director Sue Noack
 Director Candace Anderson

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of December 7, 2016- Approved.
4. Proposition 1B Transit Security Funding FY 2016-17 – General Manager Ramacier reported the Proposition 1B provides funding for the California Transit Security Grant Program (TSGP). Funds programmed for County Connection's use amount to \$93,535 for FY 2016-17. 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. Staff is proposing to apply for a grant amount of \$93,535 in FY 2016-17 TSGP funds to defray the ongoing maintenance expenses related to the ITS systems. This is also the final year of Prop 1B from Cal OES. The committee approved the recommendation and will forward to the Board.
5. PERS Actuarial Valuation for June 30, 2015; Rate for FY 2017-18- Director Cheung reported that the employer rate for PERS retirement for FY 2018 will be 7.471% and unfunded liability payment of \$47,020. County Connection's funded status is currently 95.8%, which is down from 99.9% in the previous year due to investment return of 2.4% for FY 2015. The projections from CalPERS for future years reflects an increase in the unfunded liability payment due to the last couple of years returns of 2.4% for FY 2015 and 0.6% for FY 2016, compared to the actuarially assumed annual rate of return of 7.5%. The unfunded liability payments will be \$47K in FY 2018, \$197K in FY 2019, \$356K in FY 2020, \$525K in FY 2021, \$703K in FY 2022, and \$830K in FY 2023. Finally, Director Cheung noted that CalPERS Board at its December 20th meeting approved the reduction of the discount rate from 7.5% to 7.0% and will begin phasing it in beginning in FY 2019 over an eight year period. The financial impact of this change is still not known but CalPERS estimates an increase to employer contribution rates between 1% - 3% for miscellaneous plans. Staff will incorporate the unfunded liability payments and increasing contribution rates in the new projections in the 10 year forecast that will be adopted by the Board in June. The Committee requested staff provide prefunding options to reduce the liability. Information only.
6. Review of Vendor Bills, December 2016- Reviewed.
7. Legal Services Statement, October 2016, General & Labor- Approved.
8. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Monday, February 6th; Wednesday, March 1st; Monday, April 10th; and Monday, May 1st at 9:00 a.m. at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

To: Administration & Finance Committee

Date: 01/23/2017

From: Ruby Horta, Manager of Planning

Reviewed by:

SUBJECT: Fare Comparison

Background:

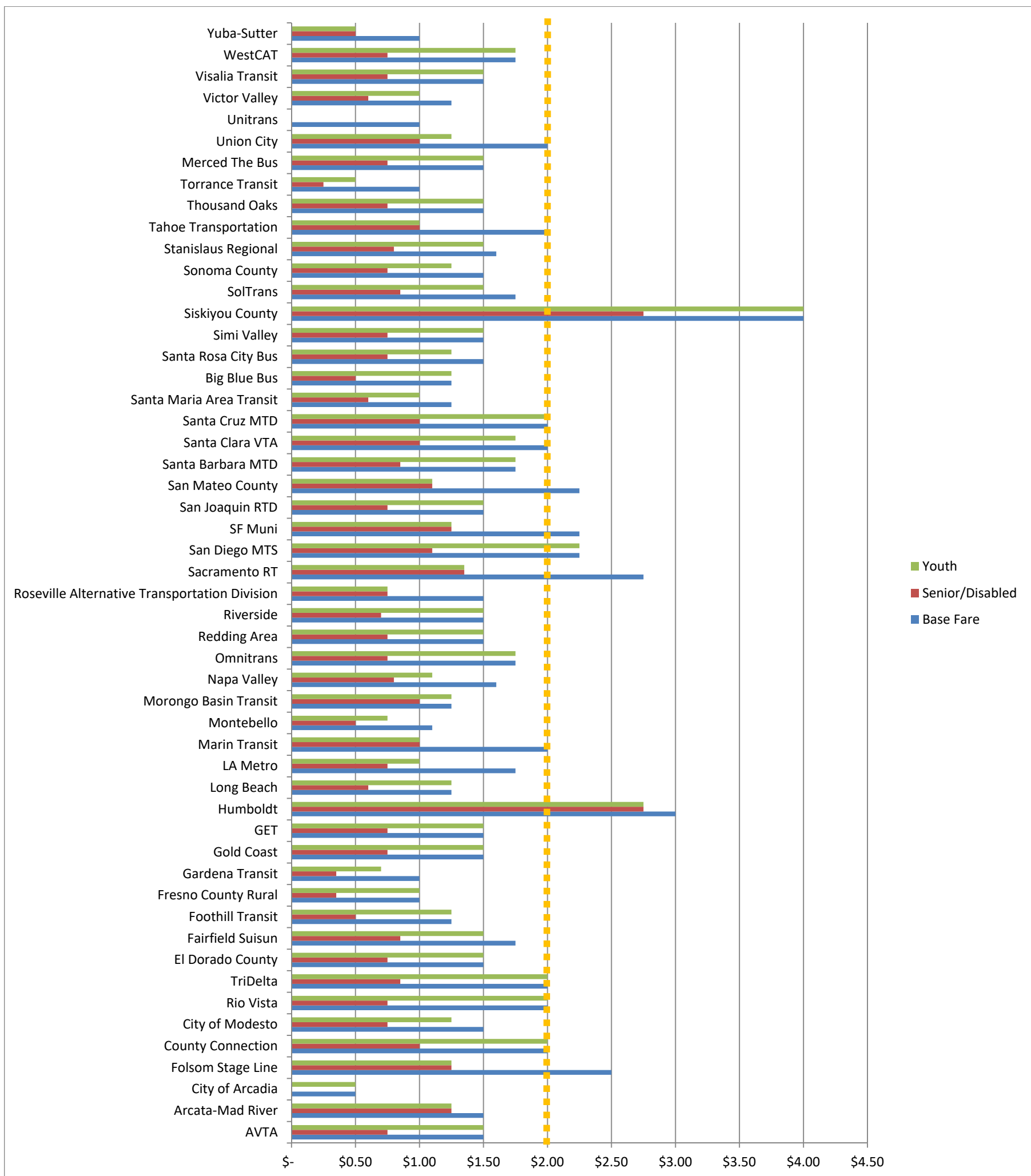
At the January 6, 2017 O&S meeting, committee members reviewed the “Strategy for Improving Fixed Route Productivity” memo presented by the Director of Planning and Marketing. In addition to exploring ideas for improved productivity within the existing financial constraints, committee members inquired about how County Connection’s fares compared with those of other agencies across the State.

Summary:

Information was gathered from the California Transit Association’s website, in order to obtain the most comprehensive list of transit agencies. However, not all of the fare data was current and individual agency websites were utilized to verify and update fare information. Some agencies were excluded due to complex fare schedules. For example, some agencies utilize distance or zone-based pricing and would be ineffective to compare those fares to regular base fares. The comparison provided in the attached document is the most accurate analysis based on the current research.

A total of 52 agencies, including County Connection, are included in the fare analysis. County Connection’s \$2 base fare was used as the basis for analysis. Of the 52 agencies, 8, or about 15%, charge a base fare equal to County Connection’s. Another 7 agencies charge a base fare greater than \$2. Siskiyou County tops the list at \$4. The remaining 38, or 73%, of the agencies have base fares less than \$2.

Base Fare \$2	Base Fare \$2+
County Connection	Folsom Stage Line - \$2.50
Rio Vista	Humboldt - \$3.00
TriDelta	Sacramento RT - \$2.75
Marin Transit	San Diego MTS - \$2.25
Santa Clara VTA	SF Muni - \$2.25
Santa Cruz MTD	San Mateo County - \$2.25
Tahoe Transportation	Siskiyou County - \$4.00
Union City	



To: Administration & Finance Committee

Date: 01/23/2017

From: Ruby Horta, Manager of Planning

Reviewed by:

SUBJECT: Cap and Trade Grant (LCTOP) – FY 2016-17

Background:

The Cap and Trade funding program for transit is officially titled the Low Carbon Transit Operations Program (LCTOP). The initial round of funding was available in FY 2014-15 and the funds were utilized to operate the Martinez Shuttle – Route 3. In FY 2014-15 County Connection received a total of \$185,881 in LCTOP funds and used \$50,419 in local funds to cover the estimated cost of operating the Martinez Shuttle. A year later, in FY 2015-16 County Connection received \$123,087 in revenue-based funds and \$492,491 in population-based funds was available for a total of \$615,578. Per LCTOP Guidelines, “at least 50% of the total funds received shall be expended on projects or services that benefit the DAC (Disadvantaged Communities)”. Since the funding exceeded the cost of operating the Martinez Shuttle (\$308,009), staff allocated the additional funds (\$307,569) to the Walnut Creek Electric Trolley project.

The State Controller’s Office has not issued the apportionments for the FY 2016-17; however, they are expected in the coming weeks. County Connection will pursue all funds available to operate the Martinez Shuttle – Route 3. In the event that funding available exceeds the cost of operating the Martinez Shuttle, staff recommends directing additional funds to the next electric bus project.

Cap & Trade Allocations			
	FY 14-15	FY 15-16	FY 16-17
Revenue Based	\$ 40,496	\$ 123,087	TBD
Population-Based	\$ 145,385	\$ 492,491	\$226,000
Subtotal	\$ 185,881	\$ 615,578	TBD
Local Funds	\$ 50,419	\$ -	\$ -
Total Revenues	\$ 236,300	\$ 615,578	TBD
Projects Funded			
Martinez Shuttle	\$ 236,300	\$ 308,009	TBD
Electric Trolley/Bus	\$ -	\$ 307,569	TBD
Total Expenses	\$ 236,300	\$ 615,578	TBD

Recommendation:

Staff is proposing to apply for all funding available to County Connection under the LCTOP program to fund the operation of the Martinez Shuttle – Route 3 and, if additional funds are disbursed by Caltrans, the electric bus project. Staff recommends that if Caltrans has not provided final funding available in time for the February Board meeting, the Chair be authorized to execute resolutions for the LCTOP grants with the correct amounts, once issued.

Financial Implications:

Using FY 2016-17 LCTOP funds to offset the cost of operating the Martinez Shuttle – Route 3 and the purchase of electric buses.

RESOLUTION NO. 2017-009

**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 Martinez Shuttle, and the Low/No Electric Bus project 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 Martinez Shuttle and the Low/No Electric Bus project; 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 16th day of February 2017, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Laura Hoffmeister, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

RESOLUTION NO. 2017-010

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

* * *

**AUTHORIZE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM
(LCTOP) PROJECTS:**

(MARTINEZ SHUTTLE, TBD AND LOW/NO ELECTRIC BUS PROJECT TBD)

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 CCCTA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the CCCTA wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Martinez Shuttle and the Low/No – Electric Bus

Amount of LCTOP funds requested: TBD

Short description of project: Martinez Shuttle service connects residents in the DAC in Martinez with shopping and health and human services. The Low/No – Electric Bus project will replace 4 diesel buses with 4 electric buses.
Contributing Sponsors (if applicable): N/A

AGENCY BOARD DESIGNEE:

BY: _____
Anne Muzzini, Director of Planning and Marketing

To: A&F Committee

Date: January 30, 2017

From: J. Scott Mitchell
Director of Maintenance

Reviewed by:

SUBJECT: Authorization for the General Manager to Direct WAVE Inc. to Proceed with Inductive Charging Infrastructure Engineering for Support of the Electric Bus Project

BACKGROUND: County Connection applied for and has been awarded an FTA Low or No Emission Program (Low-No Program) Grant for the purchase of four (4) additional electric buses for fixed route service.

SUMMARY OF ISSUES: The electric buses being designed and built by Gillig with the BAE drivetrain are similar in design to the four (4) electric trolleys being operated on the route 4 in Walnut Creek. These buses will need to utilize the same 50 kw inductive charger built by WAVE Inc. to extend the vehicle range.

WAVE Inc. is an American company and meets all Federal Transit Administration (FTA) Buy America guidelines.

WAVE Inc. will work with County Connection to understand the infrastructure requirements for the initial primary in-ground charger. WAVE Inc. and County Connection will establish a schedule for infrastructure development (i.e., utility hookup, permitting, etc.) needed to meet the deployment schedule for the Gillig buses.

FINANCIAL: Cost not to exceed \$630,000.

RECOMMENDATIONS: Staff recommends that the A&F Committee recommend that the Board of Directors at its February 16, 2017, meeting, adopt a resolution authorizing the General Manager to release a purchase order to WAVE Inc. for the purchase of the WAVE system.