

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, September 20, 2018
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 July 19, 2018*
 - b) CCCTA Investment Policy-Quarterly Reporting Requirement*
 - c) Increasing Cafeteria Amounts for Non Represented Employees*
Resolution No. 2019-03*
 - d) Route 5 Contract Amendment*
Resolution No.2019-04*
 - e) SB1 State of Good Repair Funds Grant Application*
Resolution No. 2019-05*
 - f) Amendment to the CCCTA Records Retention Policy*
Resolution No. 2019-06*
5. Report of Chair
 - a) Seating of CCCTA Officers
 - b) 2018-2019 Committee Assignments
6. Report of General Manager
 - a) Recognition of Employees with 20 Years of Service
 - b) Report on 2018 State Legislative Session
7. Report of Standing Committee

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

- a) Administration & Finance Committee
(Committee Chair: Al Dessayer)
 - 1) Amendment of 5-year IT Replacement Plan*
Resolution No. 2019-07*
(The A & F Committee recommend approval of the 5-year IT spending plan be amended to include Real-Time GPS and Dynamic Dispatching.)
 - 2) Upgrade of Fixed Route On-board Cellular/WiFi Routers*
Resolution No. 2019-08*
(The A & F Committee recommend the approval of County Connection's purchase of new Cellular/WiFi.)
 - 3) Paratransit Van Replacement*
Resolution No. 2019-09*
(The A & F Committee adopt a resolution authorizing the General Manager to purchase forty-two (42) 22-foot Paratransit vans and three (3) minivans from Creative Bus Sales. Total cost of the vehicles including tax and delivery not to exceed \$5,409,000.)
 - b) Marketing, Planning & Legislative Committee
(Committee Chair: Kevin Wilk)
 - 1) Summary of Public Comments-Service and Fare Proposals*
(Staff will present a summary of public comments received regarding the service and fare proposals.)
 - 2) IDEA Grants in Concord & Walnut Creek*
(The MP&L Committee and staff recommends that County Connection's be an active participant in transportation projects, particularly as new technology is implemented throughout County Connection's service area. County Connection recognizes the need to ensure compatibility with existing systems and will collaborate with member jurisdictions as these projects are being developed.)
 - c) Operations & Scheduling Committee
(Committee Chair: Robert Storer)
 - 1) BART Early Morning Service Plan*
(The O & S Committee will recommend that the Board authorize the General Manager to enter into a contract with BART to provide the early morning Bus Bridge service starting February 2019.)
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. Closed Session:
Public Employee Performance Evaluation; Conference with Labor Negotiator
Pursuant to Government Code Sections 54957, 54957.6
Position: General Manager
10. Open Session:
Consideration of Adjustment to the General Manager's Compensation
Resolution No. 2019-010**
11. 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@cccta.org

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 Katrina Lewis – 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, October 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, October 10, 9:00 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, October 4, 9:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA
Operations & Scheduling:	Friday, October 5, 8:00 a.m. City of Pleasant Hill, 100 Gregory Ln, Pleasant Hill, CA 94523

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

County Connection

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CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

July 19, 2018

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Schroder called the regular meeting of the Board of Directors to order at 9:04 a.m. Board Members present were Directors, Dessayer, Haydon, Hoffmeister, Hudson, Noack, Storer, Wilk and Worth. Directors Andersen and Tatzin were absent.

Staff: Ramacier, Chun, Cheung, Churchill, Duenas, Glenn, Hedgpeth, Hill, Horta, Kamara, Martinez, McCarthy, Mitchell and Rettig

Guests: Robert Jackson, ATU President

Public Comment: None

CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of June 21, 2018; (b) Lifeline Cycle 5 Grant Funding, Resolution No. 2019-01. Director Dessayer seconded the motion and it received the following vote of approval:

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

REPORT OF CHAIR:

Report from Nominating Committee for Election of CCCTA Officers

Chair Schroder stated that the nominating committee, consisting of himself and the two past Chairs, Director Storer and Director Hoffmeister met and they nominated the following officers:

Sue Noack representing the City of Pleasant Hill as Chair
Candace Andersen representing the Contra Costa County as Vice Chair
Keith Haydon representing the City of Clayton as Secretary

MOTION: Director Schroder moved to elect Sue Noack, Board Chair, Candace Andersen, Vice Chair and Keith Haydon, Secretary. Director Worth seconded the motion and it received the following vote of approval:

Aye: Directors Dessayer, Haydon, Hoffmeister, Hudson, Noack, Schroder, Storer, Wilk and Worth

No: None
Abstain: None
Absent: Directors Andersen and Tatzin

REPORT OF GENERAL MANAGER:

Update the Board on the schedule of public hearing meetings on the proposed route and fare restructuring

Ruby Horta, Director of Planning, informed the Board that the attendance to the Public Hearings has been very low. One common comment in all of the meetings was the elimination of the Free mid-day/Senior fares. The seniors are afraid that if the free service goes away they will not be able to afford to buy bus passes. Staff will continue to reach out to the community out reach to come up with possible options.

Update on the work of the California Air Resources Board (CARB) to adopt a public transit Zero Emission Based (ZEB) bus purchase mandate

General Manager, Rick Ramacier updated the Board on the proceedings at CARB as they work towards an update to the Innovative Clean Transit rule. CARB is on target to discuss this at their September 27, 2018 Board meeting where it is expected that the CARB staff will go over the proposed regulation in detail. The outstanding issues for public transit include but not limited to; How to define a small operator vs a large operator, questions on so called incentive funding being eligible to be used with regulation compliance and working to have benchmarks included related to any purchase mandate.

REPORT OF LEGAL COUNSEL

Janus v. AFSCME: U.S. Supreme Court Rejects Mandatory Agency Fees for Public Sector Employees

Madeline Chun, Esq. introduced the item and turned the meeting over to Pat Glenn, Esq. He discussed the Supreme Court's recent decision that the First Amendment prohibits public employees from being compelled to pay what are known as "agency fees" when they choose not to join their union. Almost simultaneously, Governor Brown signed SB 866, which changes the new employee orientation system regarding the process for securing authorization for deducting union dues. Staff will keep the Board updated as new developments occur.

REPORT OF STANDING COMMITTEES

Marketing, Planning & Legislative Committee

County Connection's Position on Proposition 6

Director Wilk introduced the item and stated that County Connection must protect its funds and minimize budget cuts. SB1 STA revenue is vital to County Connection maintaining and sustaining existing levels of services. Director Dessayer noted that the No on Proposition 6 campaign is well funded, and that in some communities there are perceptions regarding excessive spending in transit. Other directors commented on the impact that the repeal of SB 1 would have on transit services, how SB 1 funds are protected from diversion to other non transit purposes, and the need to better educate the public about how transit funding is spent.

MOTION: Director Wilk moved adoption of Resolution No. 2019-02, Opposing Proposition 6, Which Would Repeal SB1. Director Storer seconded the motion and it received the following vote of approval:

Aye: Directors Haydon, Hoffmeister, Hudson, Noack, Schroder, Storer, Wilk and Worth
No: None
Abstain: Director Dessayer
Absent: Directors Andersen and Tatzin

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Schroder adjourned the regular Board meeting at 9:52 a.m.
Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

County Connection



INTER OFFICE MEMO

TO: Board of Directors

DATE: August 28, 2018

FROM: Rick Ramacier
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending June 30, 2018.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				DEC 2017	MAR 2018	JUN 2018	JUN 2018
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 992,207	\$ 560,811	\$ 2,243,592	\$ 2,261,369
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 76,517	\$ 59,363	\$ 77,157	\$ 55,702
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 255,072	\$ 254,837	\$ 248,665	\$ 247,475
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 150,186	\$ 122,473	\$ 103,721	\$ 62,663
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 67,335	\$ 25,052	\$ 9,444	\$ 9,444
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 458	\$ 680	\$ 399	\$ 399
			TOTAL	\$ 1,541,775	\$ 1,023,216	\$ 2,682,978	\$ 2,637,052
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 255,047	\$ 687,414	\$ 246,831	\$ 250,123
			TOTAL	\$ 255,047	\$ 687,414	\$ 246,831	\$ 250,123
LAIF FUND							
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 10,264,117	\$ 7,763,798	\$ 3,809,256	\$ 3,809,256
LAIF ACCOUNT		INT-INVEST	2014-15 Rolling Stock	\$ 369,014	\$ 370,136	\$ 371,313	\$ 371,313
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 84,713	\$ 84,960	\$ 82,197	\$ 82,197
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 3,046,213	\$ 2,944,121	\$ 2,930,448	\$ 2,930,448
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Shuttle	\$ 167,340	\$ 96,404	\$ 25,360	\$ 25,360
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley	\$ 169,729	\$ 166,147	\$ 149,736	\$ 149,736
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,465,759	\$ 1,470,210	\$ 1,475,680	\$ 1,475,680
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ (16,566)
			TOTAL	\$ 15,566,885	\$ 12,895,776	\$ 8,843,990	\$ 8,827,424
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 9,887	\$ 10,439	\$ 9,878	\$ 9,878
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			TOTAL	\$ 10,395	\$ 10,947	\$ 10,386	\$ 10,386
GRAND TOTAL				\$ 17,374,102	\$ 14,617,353	\$ 11,784,185	\$ 11,724,985
8/22/2018							

KLM

* GL balances reduced by outstanding checks and increased by deposits in transit, if any.

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures (cash flow) for the next six months.



Rick Ramacier
General Manager

County Connection

INTER OFFICE MEMO

To: Board of Directors

Date: September 12, 2018

From: Lisa Rettig
Director of Human Resources

Subject: Increasing Cafeteria
Amounts for Non Represented
Employees

Approved by:

SUMMARY OF ISSUES: County Connection contracts under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative employee benefits.

The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Cafeteria Plan.

In recent history the Board has provided the same increases to the Administrative Employees Cafeteria Plan in the interest of equality.

For 2019 the two most popular health plans are Kaiser and Anthem Traditional. Kaiser had a 1% decrease and Anthem Traditional had a 23% increase. This was highly unusual and not anticipated. The total actual cost to implement the cafeteria increases for all 3 employee groups is \$161,000. The budgeted amount for this increase was \$50,000.

Attached are the 2019 monthly medical premiums for each employee group, ATU, Teamsters and Administration. The Administrative employee group is shown with the requested increase in the Cafeteria Plan.

FINANCIAL IMPLICATIONS:

For the purposes of this memo the financial implications are for the cost to increase the contributions to the Administrative Employee Cafeteria Plan only. The cost using the above mentioned formula is \$30,000. The amount budgeted for this increase was \$8,100.

RECOMMEDATIONS:

Staff and the A&F Committee recommends adoption of Resolution 2019-03 which increases the monthly Administrative employee Cafeteria Plan as follows:

Employee only:	\$ 515.29
Employee +1:	\$ 837.96
Employee +2 or more:	\$1115.03

ACTION REQUESTED:

Approval of Resolution 2019-03

RESOLUTION NO. 2019-03

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

* * *

**AUTHORIZES FY2019 ANNUAL ADJUSTMENT
TO ADMINISTRATIVE STAFF CAFETERIA AMOUNTS**

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, on December 21, 2006, CCCTA adopted a cafeteria plan for its the non-represented administrative staff and management ("Administrative Employees Cafeteria Plan");

WHEREAS, Staff has recommended an adjustment to the non-represented administrative staff and management cafeteria amounts based on a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Administrative Employees Cafeteria Plan; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of the Staff to adjust the Administrative Employees Cafeteria Plan in accordance with the formula set forth above.

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the increases in the Administrative Employees Cafeteria Plan as follows:

Employee only:	\$515.29
Employee +1:	\$837.96
Employee +2 or more:	\$1115.03

Regularly passed and adopted this 20th day of September, 2018 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

**2019 Medical Premiums
Per Month (\$)
Employee Group #1
Administrative Employees**

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee</u>
Kaiser*	\$768.25	\$303.56	\$464.69	\$515.29	\$0.00
Kaiser+1	\$1,536.50	\$607.12	\$929.38	\$837.96	\$91.42
Kaiser+2	\$1,997.45	\$789.26	\$1,208.19	\$1,115.03	\$93.16
PERS Choice*	\$866.27	\$289.98	\$576.29	\$515.29	\$61.00
PERS Choice+1	\$1,732.54	\$579.96	\$1,152.58	\$837.96	\$314.62
PERS Choice+2	\$2,252.30	\$753.95	\$1,498.35	\$1,115.03	\$383.32
PERSCARE*	\$1,131.68	\$494.86	\$636.82	\$515.29	\$121.53
PERSCARE+1	\$2,263.36	\$989.71	\$1,273.65	\$837.96	\$435.69
PERSCARE+2	\$2,942.37	\$1,286.63	\$1,655.74	\$1,115.03	\$540.71
PERS Select*	\$543.19	\$270.71	\$272.48	\$515.29	\$0.00
PERS Select+1	\$1,086.38	\$541.42	\$544.96	\$837.96	\$0.00
PERS Select+2	\$1,412.29	\$703.85	\$708.44	\$1,115.03	\$0.00
Anthem HMO Select*	\$831.44	\$270.71	\$560.73	\$515.29	\$45.44
Anthem HMO Select+1	\$1,662.88	\$541.42	\$1,121.46	\$837.96	\$283.50
Anthem HMO Select+2	\$2,161.74	\$703.85	\$1,457.89	\$1,115.03	\$342.86
Anthem HMO Traditional*	\$1,111.13	\$494.86	\$616.27	\$515.29	\$100.98
Anthem HMO Traditional+1	\$2,222.26	\$989.71	\$1,232.55	\$837.96	\$394.59
Anthem HMO Traditional+2	\$2,888.94	\$1,286.63	\$1,602.31	\$1,115.03	\$487.28
Healthnet	\$901.55	\$450.78	\$450.77	\$515.29	\$0.00
Healthnet +1	\$1,803.10	\$901.55	\$901.55	\$837.96	\$63.59
Healthnet +2	\$2,344.03	\$1,172.12	\$1,171.91	\$1,115.03	\$56.88
Western Health Adv	\$767.01	\$383.51	\$383.50	\$515.29	\$0.00
Western Health Adv+1	\$1,534.02	\$767.01	\$767.01	\$837.96	\$0.00
Western Health Adv+2	\$1,994.23	\$997.12	\$997.11	\$1,115.03	\$0.00

Employees who do not elect medical coverage and complete a Certification Form receive \$200.00 per month in Cafeteria Plan Contributions. This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

- * =Employee Only
- +1=Employee plus One Dependent
- +2=Employee plus Two or more Dependents (also known as Family Coverage)

The monthly Employee premium is deducted semi-monthly from paychecks in two equal amounts

2019 Medical Premiums
Per month \$
Employee Group #2
ATU Local 1605

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee Cost</u>
Kaiser*	\$768.25	\$235.34	\$532.91	\$588.28	\$0.00
Kaiser+1	\$1,536.50	\$470.67	\$1,065.83	\$983.97	\$81.86
Kaiser+2	\$1,997.45	\$611.87	\$1,385.58	\$1,304.84	\$80.74
PERS Choice*	\$866.27	\$241.24	\$625.03	\$588.28	\$36.75
PERS Choice+1	\$1,732.54	\$482.48	\$1,250.06	\$983.97	\$266.09
PERS Chocie+2	\$2,252.30	\$627.23	\$1,625.07	\$1,304.84	\$320.23
PERSCARE*	\$1,131.68	\$374.92	\$756.76	\$588.28	\$168.48
PERSCARE+1	\$2,263.36	\$749.83	\$1,513.53	\$983.97	\$529.56
PERSCARE+2	\$2,942.37	\$974.78	\$1,967.59	\$1,304.84	\$662.75
PERS Select*	\$543.19	\$233.59	\$309.60	\$588.28	\$0.00
PERS Select+1	\$1,086.38	\$467.18	\$619.20	\$983.97	\$0.00
PERS Select+2	\$1,412.29	\$607.34	\$804.95	\$1,304.84	\$0.00
Anthem HMO Select*	\$831.44	\$233.59	\$597.85	\$588.28	\$9.57
Anthem HMO Select+1	\$1,662.88	\$467.18	\$1,195.70	\$983.97	\$211.73
Anthem HMO Select+2	\$2,161.74	\$607.34	\$1,554.40	\$1,304.84	\$249.56
Anthem HMO Traditional*	\$1,111.13	\$374.92	\$736.21	\$588.28	\$147.93
Anthem HMO Traditional+1	\$2,222.26	\$749.83	\$1,472.43	\$983.97	\$488.46
Anthem HMO Traditional+2	\$2,888.94	\$974.78	\$1,914.16	\$1,304.84	\$609.32
Healthnet	\$901.55	\$450.78	\$450.78	\$588.28	\$0.00
Healthnet +1	\$1,803.10	\$901.55	\$901.55	\$983.97	\$0.00
Healthnet +2	\$2,344.03	\$1,172.02	\$1,172.02	\$1,304.84	\$0.00
Western Health Adv	\$767.01	\$383.51	\$383.51	\$588.28	\$0.00
Western Health Adv +1	\$1,534.02	\$767.01	\$767.01	\$983.97	\$0.00
Western Health Adv +2	\$1,994.23	\$997.12	\$997.12	\$1,304.84	\$0.00

Employees who do not elect medical coverage and complete a Certification Form receive \$150.00 per month in Cafeteria Plan contributions. This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* = Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two (or More) Dependents (also known as Family Coverage)

The monthly Employee premium is deducted bi-monthly from paychecks in two equal amounts

**2019 Medical Premiums
Per Month (\$)
Employee Group #3
Teamsters Local 856/Transit Supervisors**

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee Cost</u>
Kaiser*	\$768.25	\$254.15	\$514.10	\$568.16	\$0.00
Kaiser+1	\$1,536.50	\$508.30	\$1,028.20	\$943.70	\$84.50
Kaiser+2	\$1,997.45	\$660.79	\$1,336.66	\$1,252.50	\$84.16
PERS Choice*	\$866.27	\$241.24	\$625.03	\$568.16	\$56.87
PERS Choice+1	\$1,732.54	\$482.48	\$1,250.06	\$943.70	\$306.36
PERS Choice+2	\$2,252.30	\$627.23	\$1,625.07	\$1,252.50	\$372.57
PERSCARE*	\$1,131.68	\$374.92	\$756.76	\$568.16	\$188.60
PERSCARE+1	\$2,263.36	\$749.83	\$1,513.53	\$943.70	\$569.83
PERSCARE+2	\$2,942.37	\$974.78	\$1,967.59	\$1,252.50	\$715.09
PERS Select*	\$543.19	\$226.58	\$316.61	\$568.16	\$0.00
PERS Select+1	\$1,086.38	\$453.16	\$633.22	\$943.70	\$0.00
PERS Select+2	\$1,412.29	\$589.11	\$823.18	\$1,252.50	\$0.00
Anthem HMO Select*	\$831.44	\$226.58	\$604.86	\$568.16	\$36.70
Anthem HMO Select+1	\$1,662.88	\$453.16	\$1,209.72	\$943.70	\$266.02
Anthem HMO Select+2	\$2,161.74	\$589.11	\$1,572.63	\$1,252.50	\$320.13
Anthem HMO Traditional*	\$1,111.13	\$374.92	\$736.21	\$568.16	\$168.05
Anthem HMO Traditional+1	\$2,222.26	\$749.83	\$1,472.43	\$943.70	\$528.73
Anthem HMO Traditional+2	\$2,888.94	\$974.78	\$1,914.16	\$1,252.50	\$661.66
Healthnet	\$901.55	\$450.78	\$450.77	\$568.16	\$0.00
Healthnet +1	\$1,803.10	\$901.55	\$901.55	\$943.70	\$0.00
Healthnet+2	\$2,344.03	\$1,172.02	\$1,172.01	\$1,252.50	\$0.00
Western Health Adv	\$767.01	\$383.51	\$383.51	\$568.16	\$0.00
Western Health Adv +1	\$1,534.02	\$767.01	\$767.01	\$943.70	\$0.00
Western Health Adv +2	\$1,994.23	\$997.12	\$997.11	\$1,252.50	\$0.00

Employees who do not elect medical coverage and complete a Certification From receive \$50.00 per month in Cafeteria Plan contributions. This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* =Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two or more Dependents (also known as Family Coverage)

The monthly Employee premium is deducted semi-monthly from paychecks in two equal amounts

h

To: Board of Directors

Date: 9/12/2018

From: Ruby Horta, Director of Planning & Marketing

Reviewed by: *WH*

SUBJECT: Route 5 Amendment

Background:

In 2014, County Connection entered into an agreement with the City of Walnut Creek to provide free fares on Route 5, similar to the agreement for Route 4. At the time, it was estimated that the fare subsidy would not exceed \$55,000. However, due to the success of the route, ridership continues to increase.

Staff at County Connection and the City of Walnut Creek have negotiated an amendment to the Route 5 agreement to account for the increase in ridership. County Connection's legal counsel has reviewed and approved the proposed amendment. Both parties agreed to extend the agreement on an indefinite basis, at an annual subsidy of \$131,058 a year to offset the fare revenue lost by providing all Route 5 passengers free rides.

County Connection and City of Walnut Creek will continue to monitor ridership on an annual basis and propose fare adjustments, as needed.

Financial Implications:

The City of Walnut Creek has agreed to increase its fare subsidy contribution for the Route 5 to \$131,058 per year.

Recommendation:

The A&F Committee and staff support the Route 5 amendment to increase the contribution from the City of Walnut Creek in an amount not to exceed \$131,058.

Action Requested:

The A&F Committee requests Board approval of Resolution 2019-04.

RESOLUTION NO. 2019-04

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

* * *

**AUTHORIZING AMENDMENT OF
THE PUBLIC TRANSPORTATION SERVICES AGREEMENT WITH
THE CITY OF WALNUT CREEK FOR ROUTE 5 SERVICE**

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, on August 21, 2014, the CCCTA Board of Directors ratified the Administration & Finance Committee's action authorizing the General Manager to execute a Public Transportation Services Agreement with the City of Walnut Creek to provide for a "free ride" program, whereby the City would contribute a fare subsidy for the Route 5 service of \$55,000 a year;

WHEREAS, because ridership continues to rise on Route 5, CCCTA and City staff have negotiated an amendment to the Route 5 Public Transportation Services Agreement, whereby the City will contribute a fare subsidy in the amount of \$131,058 a year to offset the fare revenue lost by providing all Route 5 passengers free rides, with the understanding that staff will continue to monitor ridership on an annual basis and propose fare adjustments, as needed; and

WHEREAS, the Administration & Finance Committee and the General Manager recommend Board approval of the amendment to the Public Transportation Services Agreement with the City of Walnut Creek.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors authorizes an amendment to the Public Transportation Services

Agreement with the City of Walnut Creek to extend the Agreement on an indefinite basis, and to increase the City's fare subsidy for the Route 5 service to \$131,058 a year; and

BE IT FURTHER RESOLVED that the General Manager or his designee is authorized to execute the amendment, in a form approved by Legal Counsel.

Regularly passed and adopted this 20th day of September, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 09/12/2017

From: Ruby Horta, Director of Planning & Marketing

Reviewed by:

SUBJECT: SB1 State of Good Repair Funds

Background:

Senate Bill 1 (SB1) provides approximately \$105 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations. Based on the State Controller's Office (SCO) allocation estimate, County Connection is eligible to receive \$119,162.

Eligible projects for SGR funding include security equipment and systems, as well as preventative maintenance. Our goal is to use SGR funds to support the ongoing maintenance of our onboard technology.

Financial Implications:

Using FY 2018-19 SGR funds to pay for ongoing ITS maintenance expenses will directly offset operating expenses.

Recommendation:

The A&F Committee and staff is proposing to apply for a grant amount of \$119,162 in FY 2018-19 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems.

Action Requested:

The A&F Committee requests Board approval of Resolution 2019-05.

RESOLUTION NO. 2019 -05

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

* * *

**AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION
FOR STATE OF GOOD REPAIR FUNDS**

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, a funding opportunity exists through the State of California's State of Good Repair Program, funded through Senate Bill 1 ("SB1"), for eligible maintenance, rehabilitation and capital projects; and

WHEREAS, based on the State Controller's Office allocation estimate, CCCTA is eligible to receive \$119,162.

NOW, THEREFORE, BE IT RESOLVED by the Central Contra Costa Transit Authority Board of Directors that the General Manager, or his designee, is authorized to apply for funds from the State of Good Repair Program, and to execute any agreements that may be needed or take any other actions upon award of any grant funds received.

Regularly passed and adopted this 20th day of September, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: September 12, 2018

From: Kristina Martinez, Director of Recruitment & EE Development Reviewed by:

SUBJECT: Amendment to the CCCTA Records Retention Policy

SUMMARY OF ISSUES:

The CCCTA Board of Directors adopted a Records Retention Policy on September 19, 2002. The policy was amended on January 15, 2003 to include additional records to be retained (Resolution No. 2003-011).

Following CCCTA's recent FY18 Federal Transit Administration (FTA) Triennial Review, a draft report showed that CCCTA has an insufficient Americans with Disabilities Act (ADA) complaint record retention process. While CCCTA has retained an extensive ADA complaint log, the complaint records have not been formally included within the Records Retention Policy.

The FTA has prepared a corrective action schedule, which requires CCCTA to submit procedures for retaining copies of ADA complaints by October 31, 2018. In conjunction with Legal, staff has prepared an amended Records Retention Policy, which now includes ADA complaints in the list of record retention categories (highlighted on page 4 of the attached policy).

Additionally, it is important for the Board of Directors to be aware that staff has been in the process of evaluating the Records Retention Policy on a larger scale and has been working with Legal to identify additional records to be included. This would consist of, for example, the retention of electronic documents. However, staff did not anticipate bringing this to the Board for a couple of months and in response to the FTA's October 2018 deadline, this policy amendment solely focuses on the retention of ADA complaint records. Staff will bring a comprehensive policy amendment to the A&F Committee for review at a later date.

RECOMMENDATIONS:

The A&F Committee recommends that the Board of Directors adopt an amended CCCTA Records Retention Policy, which will include ADA complaint records (Resolution No. 2019-06).

FINANCIAL IMPLICATIONS:

None.

ACTION REQUESTED:

Staff requests that the Board of Directors move to adopt the amended CCCTA Records Retention Policy (Resolution No. 2019-06).

ATTACHMENTS:

Draft Amended Records Retention Policy, Resolution No. 2019-06

The County Connection

Records Retention Policy

Adopted by the CCCTA Board of Directors September 19, 2002

Resolution No. 2003-003

Amended January 16, 2003 – Resolution No. 2003-011¹

Amended September 20, 2018 – Resolution No. 2019-06

PURPOSE: The purpose of this policy is to provide guidelines consistent with state and Federal law concerning the retention of records, documents, correspondence, applications, reports, notes, tables, forms, and bids by the Central Contra Costa Transit Authority.

AUTHORITY: By adopting this policy, the Board of Directors of the Central Contra Costa Transit Authority hereby grants to the General Manager, or his/her designee, the authority to retain and destroy all records as defined herein, unless authority for specific documents is delegated herein solely to the Board of Directors. Authority regarding retention periods for all types of documents referenced herein is from the California Government Code, Federal Regulations (C 5010.1C), Local Government Records Retention Guidelines prepared by the California Secretary of State (“Guidelines”) (1999), and assistance from CCCTA Legal Counsel.

The term “record” as used in this policy is defined as follows: any document, correspondence, notes, tables, budgets, reports, forms, applications, or other written or recorded information of any kind, including photographs, films and audio recordings, prepared, owned, used or retained by CCCTA.

This policy may be amended from time to time as laws and regulations change, and as documents, records, reports and other media not contained herein are added.

**TYPES OF DOCUMENTS AND RECORDS
AND THEIR RETENTION PERIODS**

Claims and Records Relevant to Litigation

5 years following

Resolution of Claim or Litigation

All records constituting a government tort claim against CCCTA, litigation records in which CCCTA is or was a party, or records containing evidence relevant to such claim or litigation matter.

This assumes that the claim or pending litigation is known prior to the end of the regular retention period for the document in question. (See GC § 25105.5, and Guidelines pg. C-24.)

*Attorney Correspondence

Closed + 2 years, unless litigated

¹ Those items identified with an asterisk (*) have been added under this amendment

* Claims Audits	Current + 5 years
* Claims filed with third party administrator	Closed + 5 years
* Loss Runs	Current year end + 7 years
* Worker's Comp Claim Files	
Open/Closed medical & indemnity	5 years from injury date, or from date compensation was last provided, Whichever is latest (See Title 8, CCR § 15400.2)
Future medical claims	Permanent or 5 years after death
Claim Logs	5 years from end of year covered

Duplicate Records: Destroy any time

Board and Committee Meeting Minutes and Packets: Retain Indefinitely
Taped Proceedings of Boards/Committees Destroy after written Minutes approved

***Resolutions** Permanent

***Conflict of Interest Code** Current + 7 years

***Statement of Economic Interest (FPP Commission Form 700)** 7 years from filing

Audit Reports and Budget Documents Permanent
Transportation Development Act Claims 5 years
* State Controller's Report Permanent

Federal and State Reports (Section 5307, 5309, 5303 of The Federal Transit Act (PL 103-272)) 3 years
Federal and State grant applications/contracts 3 years after closeout
Quarterly financial and Progress Reports 3 years after closeout

Invitations for Bid (IFB), Request for Proposal (RFP)
For services, rolling stock, etc 4 years
For construction projects 5 years

Contracts and Agreements 4 years after closeout
* For Capital Improvements Permanent

Grant deeds, easements, title insurance, Building plans, plat maps, etc. Retain Indefinitely

Routine Video Monitoring: 1 year

Recordings of Telephone and Radio Communications 100 days

*Correspondence	3 years
* Roster of Public Agency Filing	Permanent
Asbestos Contaminated Records	Destroy immediately
If the amount of exposure is a health and safety threat to whoever is handling the records, by a vote of the Board, if it is determined that the cost of sterilizing the records exceed their value.	
Records stored on Microfilm or Other Electronic Media	
The original record from which the electronic file is derived may be destroyed immediately, if the electronic files are such that they cannot be altered, are accurately and fully reproduced on the electronic media, and are stored in accessible files.	
Accident/Occurrence Reports:	2 years
In the event that the incident addressed in any accident/occurrence records are subject to claims or litigation involving CCCTA, they shall be preserved for five years following resolution of the claim or litigation.	
Financial Records	
(See Generally Page C-29 of the Guidelines)	
Accounts Payable/Receivable	Audit year +4
Bank Reconciliation	Audit year +5
Bank Statements	Audit year +5
Checks	Audit year +5
Budget Adjustments, journal entries	Audit year +2
Deposit Receipts	Audit year +4
Employee Time Sheets	Audit year +6
Investment Transactions	Permanent
Purchase Orders	Audit year +4
Salary Records	Termination +3
General Ledger	Permanent
Invoices	Audit Year +2
PERS Employee deduction reports	Termination +4
*Signature Authorizations	Audit year + 5
Legal Advertising	Current Year
Notices of Public Hearings, DBE program, RFPs, etc	plus 4
Vehicle Maintenance	Life of the vehicle
Insurance	
Insurance Certificates	Permanent
Liability/Property Insurance Policies	Permanent
Worker's Compensation Policies	Permanent
*Endorsements	Permanent
*Memoranda of Coverage	Permanent

Human Resources

Benefit Plan Claims	Permanent
Denied Benefit Plan Enrollments	4 years after closure
Employee Handbooks	2 years after superceded
Hourly Employees	6 years after termination
Medical Leave	30 years after closure
Job_Applications	3 years after Recruitment closure

Administration

Committee and Board Agendas	Current Year +2
Applications – Citizen Committees	
Selected	Termination +5
Not selected	Closed + 2

Americans with Disabilities Act (ADA)

ADA Complaints	1 year
Summaries of ADA Complaints	5 years

Joint Powers Agreement

Permanent

Public Information

Brochures, publications, newsletters, schedules	2 years after superceded
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Fixed Assets

Inventory	Audit year +4
Surplus Property Disposal	Audit year +4

Hazardous Materials

(See Generally Page 4-4 of the Guidelines)

Hazardous Waste Disposal	Closed + 10
Hazardous Materials Storage Permits	Closed +2
Training Materials	Superceded +2
MSDS	Superceded +2
Underground Storage Compliance	Permanent
Underground Storage Ops/Maintenance	Closed +2

***Training Records**

Safety	Current + 2 years
Non-Safety	Current +7 years

RESOLUTION NO. 2019 -06

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

* * *

**AUTHORIZING AMENDMENT OF
THE CCCTA RECORD RETENTION POLICY**

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, on September 19, 2002, the CCCTA Board of Directors adopted a Records Retention Policy, which was most recently amended on January 15, 2003;

WHEREAS, following CCCTA's recent FY18 Federal Transit Administration Triennial Review, a draft report showed that CCCTA has an insufficient Americans with Disabilities Act (ADA) complaint record retention process, because complaint records have not been formally included within the Records Retention Policy;

WHEREAS, in conjunction with legal counsel, staff has prepared an amended Records Retention Policy, which now includes ADA complaints in the list of record retention categories; and

WHEREAS, the Administration & Finance Committee and the General Manager recommend Board authorization of the amendment to the Record Retention Policy.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors authorizes the aforementioned amendment to the Record Retention Policy.

Regularly passed and adopted this 20th day of September, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: August 31, 2018

From: Jim Brown, Director of Information Technology

SUBJECT: Amendment of 5-year IT Replacement Plan

Background:

Currently, LINK utilizes Trapeze Pass to track passenger information, schedule rides and create efficient daily manifests. These hardcopy paper manifests are sent with each driver at the beginning of their route, which works well in a static manner that's devoid of problems or changes to the route. When cancellations, changes or problems occur, which happens multiple times per day, everything is handled manually by dispatch and relayed via radio. This is becoming increasingly inefficient and unmanageable.

Purchasing a real-time GPS and dynamic scheduling module with mobile tablets and incorporating that with our existing Trapeze Pass software would provide the following benefits:

- Real-time GPS view from dispatch of every LINK van location and status.
- Real-time dynamic manifest with turn-by-turn instructions for drivers.
- Logged arrival/departure times for every trip for quality assurance and maximizing efficiency.
- Automated dispatch allows dispatcher to insert trips where cancellations occur, making LINK more efficient with less radio calls to/from dispatch as well as improve on-time performance.
- Ability to later add Trapeze Web and IVR module, which would provide our passengers with real-time status of their ride, and scheduling/cancellations through Mobile, Web and Automated Telephony methods.

Staff would like to amend the existing 5-year IT Replacement Plan by adding a real-time GPS and dynamic scheduling module to improve on-time performance, productivity and provide staff with more accurate performance data.

Financial Implications:

Staff has been in the process of evaluating a couple of real-time GPS and dynamic scheduling products and is currently anticipating a capital cost of less than \$200,000. Staff intends to cover \$140,000 of this cost by incorporating it into the upcoming procurement of 45 new vans—paid for by federal grant. It is important to note that such a product will also incur annual maintenance fees as well as expenses for cellular data. If the board approves an amendment to the 5-year IT Replacement Plan staff will bring a request to the board with actual capital and recurring costs.

Inter Office Memo

Action Requested:

Staff respectfully requests the 5-year IT spending plan be amended to include Real-Time GPS and Dynamic Dispatching.

Attachments:

5-year IT Plan approved at May 2016 Board of Directors meeting—contains additional spending requests (in red) proposed in this memo.

To: Board of Directors

Date: May 5, 2016

From: J. Scott Mitchell
Director of Maintenance

Reviewed by:

SUBJECT: 5 Year IT Replacement Plan

BACKGROUND:

As the Board of Directors is aware and has recognized, the need for up-to-date information and technology systems are critical. Information and technology systems are becoming more prevalent and a necessity in our daily lives. The need for up-to-date and robust information and technology infrastructure is critical for the efficient daily operations of County Connection. It is becoming more prevalent in every aspect of the operation.

SUMMARY OF ISSUES:

County Connection needs to update and replace critical software, hardware, and facility systems over the next five (5) years.

SOFTWARE:

PowerUp Replacement:

PowerUp is a software that does driver payroll exception, accounts payable, accounts receivable, and general ledger. PowerUp is a software that was created and supported by one individual with a closed source code. Staff recommends that we replace PowerUp with custom software using DragonPoint. This custom software will function in the way County Connection operates; reducing training and the time for employees to become acquainted with it. But it will have an open source code that County Connection would own reducing support costs and enhancing our ability to customize it in the future.

COST: \$93,000

Ops Module Replacement:

The Ops module has been functioning in a small capacity in Dispatch, but has never provided the adequate functionality that was promised, nor does it integrate with other relevant software packages at County Connection. It is recommended that this be replaced with custom software using DragonPoint. DragonPoint understands our business process well and has provided other solutions for County Connection that can be integrated with the Ops module replacement. This new software will provide all the functions that the current system provides as well as others that have become necessary since the original implementation.

COST: \$80,000

TAS - Full Integration:

This is another proposed module that we would use DragonPoint for. This module would tie all existing software modules, including those listed above, together to create one cohesive platform. TAS stands for Time and Attendance System. Its basis is an integration between Operations and Payroll to report Exceptions to the ADP Payroll

System. It will also serve as a hub between CIMS (Maintenance and Inventory Control System), Trapeze (Scheduling), Ops (Transportation) and the PowerUp replacement (Transportation and Payroll General Ledger).

COST: \$95,000

Windows Server Upgrade:

This is a necessary upgrade to our server operating system. Current version will soon be at end of life and no longer supported by the manufacturer.

COST: \$36,000 (2017), \$50,000 (2020)

SQL Database:

This is a necessary upgrade to our database software. Current version at end of life soon and no longer supported by manufacturer.

COST: \$24,000 (2017), \$40,000 (2020)

Trapeze FX:

FX is our scheduling software used to create the run cuts and schedules. Although most upgrades to FX have been included in our annual maintenance contract, the next version requires an add-on module to allow Trapeze data to be exported to Clever Devices. County Connection cannot upgrade FX without this add-on module. The current version we are currently on will no longer be supported by Trapeze.

COST: \$140,000

Proposed Revision 09/2018:

Real-Time GPS and Dynamic Dispatching:

Trapeze Pass is the LINK Scheduling software used to track passenger info, book rides and produce daily manifests. The proposed module and tablet package will enhance the existing software with real-time GPS updates, proper logging and metrics of on-time performance, dynamic dispatching, turn-by-turn navigation and dynamic manifests for drivers, and build a foundation for the future to add interactive web and mobile features for our passengers.

COST: \$200,000 (2018)

Microsoft Office:

This is the replacement of the MS Office productivity system installed on most desktop personal computers. This occurs when current version will no longer be supported by Microsoft.

COST: \$14,000 (2017), \$15,000 (2019)

HARDWARE:

Host Server:

This is necessary to add to our virtualized network for planned software expansion moving forward.

\$23,000 (2017), \$25,000 (2019)

Back-up Replacement:

This is a hardware software solution to replace our aging disaster recovery equipment.

\$25,000

Replace Desktop Personal Computers:

All personal computer (PC) hardware is approaching end of life. Measures were taken in the past years to extend the current PCs as long as possible.

COST: \$64,000

NETWORKING HARDWARE:

POE Upgrade:

Power Over Ethernet (POE) upgrade is to provide distribution switches that will feed both power and network to devices at the desktops. Existing distribution switches that provide network access to PCs, Desk Phones, Badge Systems, Cameras, etc. need to be replaced. This proposes that POE switches be used in this next round to provide power to devices as well. This will eliminate the need for the current Power Infusers that tend to fail. Power is primarily used by the Shoretel phones and security equipment.

COST: \$70,000

Core Switch Upgrade:

This is another networking equipment upgrade, but includes the Core Switches that connect to the Server, the Internet, and the distribution switches listed above. This is replaced on a 6-8 year cycle.

COST: \$90,000

WiFi Upgrade:

This is part of another 6-8 year replacement cycle. WiFi is necessary for both portable devices within the buildings, as well as, connection to buses in the yard for Clever Devices and Clipper data feeds.

COST: \$40,000

TELECOMM:

Phone System Replacement:

This is the replacement of County Connection's telecomm equipment, from the PBX and Voicemail to each individual desk phone. This has a 10 year replacement cycle.

COST: \$120,000

Call Recorder:

The Call Recorder records calls in Customer Service, LINK and Dispatch. This will need to be replaced in conjunction with the above Phone System. If this can be combined with the Radio Recorder listed below, in one system, then both should be replaced a year sooner. A combined system would be more efficient and economical.

COST: \$30,000

Radio Recorder:

The Radio Recorder records radio conversation between Dispatch and the buses. Current version requires very outdated software that won't run on newer desktop PCs.

COST: \$30,000

FACILITY:

Conference Room Equipment:

This includes all Audio/Video equipment in the Boardroom, Conference Rooms and the Training Room. This upgrade will set the standard for equipment and its replacement cycle.

COST: \$35,000

Badge Security System:

Not a full replacement. Includes upgrades to main hub hardware that will be end-of-life and technology upgrades to software to provide further functionality.

COST: \$80,000

Video Surveillance:

This is a replacement of the multiple existing video surveillance systems to a modern unified system with central storage and multiple logins with individualized security. This will establish a 7-year replacement cycle.

COST: \$150,000

Board of Directors
May 5, 2016
Page 5

FINANCIAL IMPLICATIONS: \$1,369,000 (+ \$200,000 for 09/2018 Proposal above) over five (5) years. \$700,000 has already been approved and included in the FY14, 15, 16 Capital Replacement Budget. \$150,000 is included in the proposed FY17 Capital Plan. (Please see attached spreadsheet.)

OPTIONS:

OPTION 1: Proceed with Plan as proposed.

OPTION 2: Modify proposed Plan to include or exclude some components.

OPTION 3: Choose not to move forward with proposed Plan.

RECOMMENDATIONS:

The A&F Committee recommends that the Board of Directors at its May 19, 2016 meeting, approve adoption of a 5 Year IT Replacement Plan.

Attachment

5 Year IT Plan

	2016	2017	2018	2019	2020
Server Software					
PowerUp Replacement	\$93,000.00				
Ops Module Replacement	\$80,000.00				
TAS Full Integration	\$95,000.00				
Windows Server Upgrade		\$36,000.00			\$50,000.00
SQL Database Upgrade		\$24,000.00			\$40,000.00
Trapeze FX Upgrade		\$140,000.00			
Trapeze DriverMate Module				\$200,000.00	
Server Hardware					
Host Server		\$23,000.00		\$25,000.00	
Back-up Server		\$25,000.00			
Desktop Software					
Microsoft Office		\$14,000.00		\$15,000.00	
Desktop Hardware					
Replacement Desktop PCs		\$64,000.00			
Networking Hardware					
POE Upgrade			\$70,000.00		
Core Switch Upgrade				\$90,000.00	
Wifi Upgrade					\$40,000.00
On-Board Cellular Routers				\$155,000.00	
Telecomm					
Phone Sys Replacement			\$120,000.00		
Call Recorder			\$30,000.00		
Radio Recorder		\$30,000.00			
Building					
Conference Room Equip				\$35,000.00	
Badge Security Sys					\$80,000.00
Video Surveillance		\$150,000.00			
Yearly Total	\$268,000.00	\$506,000.00	\$220,000.00 \$70,000.00	\$165,000.00 \$520,000.00	\$210,000.00

\$120k + \$30k for FY18 Telecomm was not needed. New phone system was not acquired through capital purchase. Reallocated \$150k to FY19 for On-Board Cellular Routers. \$200k for Trapeze DriverMate Module is in approved FY19 capital budget.

RESOLUTION NO. 2019 -07

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

* * *

**AUTHORIZING AMENDMENT OF
THE CCCTA 5 YEAR IT REPLACEMENT PLAN**

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, on May 19, 2016, the CCCTA Board of Directors adopted a CCCTA 5 Year IT Replacement Plan ("Plan");

WHEREAS, staff has suggested amending the Plan to include Real-Time GPS and Dynamic Dispatching at the estimated cost of \$200,000; and

WHEREAS, the Administration & Finance Committee and the General Manager recommend Board authorization of the amendment to the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors authorizes the aforementioned amendment to the 5 Year IT Replacement Plan.

Regularly passed and adopted this 20th day of September, 2018, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Sue Noack, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

TO: Board of Directors

DATE: August 30, 2018

FROM: Jim Brown, Director of Information Technology

SUBJECT: Upgrade of Fixed Route On-board Cellular/WiFi Routers

BACKGROUND:

In 2012, Cellular/WiFi Routers were installed in County Connection's entire fixed-route fleet to accommodate the upgrade of Clever Devices with real-time CAD/AVL and BusTracker. These Routers connect the electronics on each coach to the Internet via Sprint 3G service allowing for constant monitoring of each vehicle. In 2015, on-board WiFi was enabled through these routers so that passengers could connect their phones/laptops for free Internet service.

Many services require these Routers to operate, both internal and passenger facing, which include:

- CAD/AVL (Computer Aided Dispatch, Automatic Vehicle Location)
- Dispatch Radio System
- BusTracker / Trip Planner / Transit App
- ETA signs at BART
- Free public WiFi on buses

The existing Routers have become outdated. In 2012, their 3G service was the newest available, however, Sprint will begin shutting down 3G services at the end of 2019. These routers will cease to function at that time, making this upgrade absolutely necessary before that happens. New LTE Routers will avoid this problem and should have a lifespan of approximately 6-8 years. The new Routers will be capable of upgrading to the forthcoming 5G service happening in 2020.

The new Routers will be approximately 10 times faster than the outgoing 3G Routers, giving a large speed boost to the passenger-facing public WiFi. Coverage will increase as well, as LTE is more focused-on by the carrier with more towers available. Due to the discounts that Sprint is offering to entice their customers to upgrade from 3G to LTE, our monthly data service costs will actually go

down. The current data cost of \$4,873 per month will go down to \$1,875 per month. A savings of nearly 60%.

County Connection is seeking approval from the Board of Directors to spend \$155k on new, upgraded LTE Routers for the entire fleet.

FINANCIAL IMPLICATIONS:

Capital purchase of Routers will be \$155k, which has been budgeted in the 5-year IT Plan and will be paid for through the TDA FY18 IT Capital Budget. Monthly Sprint Data costs will decrease by 60% (\$3k).

ACTION REQUESTED:

Staff respectfully requests the approval of County Connection's purchase of new Cellular/WiFi Routers for the entire fixed-route fleet.

RESOLUTION NO. 2019-08

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

AUTHORIZING PURCHASE OF FIXED ROUTE ON-BOARD CELLULAR/WI-FI ROUTERS

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, in 2012, Cellular/Wi-Fi Routers were installed in CCCTA's entire fixed-route fleet to accommodate the upgrade of Clever Devices with real-time CAD/AVL and Bus Tracker;

WHEREAS, in 2015, on-board Wi-Fi was enabled through these routers so that passengers could connect to free internet service;

WHEREAS, the existing routers have become outdated and require upgrading to new routers that should have a lifespan of 6-8 years and will be approximately 10 times faster than the existing routers;

WHEREAS, staff recommends that CCCTA purchase these new routers ("Sprint LTE Routers"), at a capital cost of \$155,000; and

WHEREAS, the Administration & Finance Committee and the General Manager recommend Board authorization to purchase said Sprint LTE Routers.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the General Manager, or his designee, to purchase Sprint LTE Routers for CCCTA's entire fixed-fleet, and to execute the contract for the Sprint LTE Routers with the selected vendor, at a total cost of \$155,000.

Regularly passed and adopted this 20th day of September, 2018, by the following vote::

AYES:

NOES:

ABSENT:

ABSTAIN:

Sue Noack, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

INTER OFFICE MEMO

To: Board of Directors

Date: September 11, 2018

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by:

SUBJECT: Paratransit Van Replacement

SUMMARY OF ISSUES: County Connection needs to replace forty-two (42) 22-foot Paratransit vans and three (3) minivans for the Link service.

The Moronogo Basin Transit Authority in partnership with CalACT put together a consortium Request for Proposal for Paratransit vans. As a member of CalACT, County Connection is eligible to purchase Paratransit vans off of this Contract.

FINANCIAL IMPLICATION: County Connection has Federal Grants to replace these vehicles.

FTA 5307:	\$2,811,905
FTA 5339:	\$1,623,475
Local Match Bridge Toll and TDA:	<u>\$ 973,620</u>

TOTAL FUNDS AVAILABLE FOR THIS PROJECT: \$5,409,000

OPTION 1: Purchase forty-two (42) 22-foot Paratransit vans and three (3) minivans off of the MBTA-CalACT Consortium Contract. Cost not to exceed \$5,409,000.

FINANCIAL IMPLICATION: Vehicle cost not to exceed \$5,409,000 total.

OPTION 2: Release new Specification and Request for Proposal for forty-two (42) 22-foot Paratransit vans and three (3) minivans.

FINANCIAL IMPLICATION: Unknown. Price per vehicle may be higher because we would be accepting bids on a smaller number of vehicles at a later date.

RECOMMENDATIONS: The A&F Committee recommends that the Board of Directors authorize the General Manager to purchase forty-two (42) 22-foot Paratransit vans and three (3) minivans from Creative Bus Sales using pricing from the MBTA-CalACT Consortium Contract.

ACTION REQUESTED: The A&F Committee recommends that the Board of Directors at its September 20, 2018, meeting, adopt a resolution authorizing the General Manager to purchase forty-two (42) 22-foot Paratransit vans and three (3) minivans from Creative Bus Sales. Total cost of the vehicles including tax and delivery not to exceed \$5,409,000.

RESOLUTION NO. 2019-09

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

**AUTHORIZING PURCHASE OF FORTY-FIVE PARATRANSIT VEHICLES
THROUGH THE MBTA-CALACT PURCHASING COOPERATIVE 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, based upon the replacement schedule for vans used by the Paratransit Division, forty-two (42) vans and three (3) minivans used for the Link service are scheduled for replacement;

WHEREAS, the Moronogo Basin Transit Authority ("MBTA"), serving as the lead agency for the California Association for Coordinated Transportation ("CalACT"), solicited competitive proposals for paratransit vehicles, which contract was awarded to Creative Bus Sales, Inc. ("MBTA Contract");

WHEREAS, CCCTA, as a member of CalACT, is eligible to purchase off of the MBTA Contract;

WHEREAS, staff recommends that CCTA utilize the MBTA Contract to purchase forty-two (42) replacement vans and three (3) replacement minivans, as the most expeditious and efficient procurement method that is available on a cost-effective basis;

WHEREAS, federal funding is available, with bridge toll and TDA funds to be used as the local match, for the purchase of the replacement vehicles; and

WHEREAS, the Administration & Finance Committee and the General Manager recommend Board authorization to purchase said vehicles.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the General Manager, or his designee, to purchase forty-two (42) vans and three (3) minivans through the MBTA Contract with Creative Bus Sales, Inc. at a total cost of \$5,409,000.

Regularly passed and adopted this 20th day of September, 2018, by the following vote::

AYES:

NOES:

ABSENT:

ABSTAIN:

Sue Noack, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 09/12/2018

From: Bill Churchill, Asst. General Manager – Admin.

Reviewed by: WC.

SUBJECT: Summary of Comments – Service and Fare Proposals

Background:

County Connection staff has completed the public comment process associated with the Service Restructure and Fare Modification proposals. Staff conducted six (6) public hearings from June 25th through July 25th in Martinez, Lafayette, Concord, Pleasant Hill, Walnut Creek and San Ramon. Attendance at the meetings ranged from four (4) residents in Pleasant Hill to thirteen (13) residents in San Ramon. In most cases, residents submitted formal comments about the proposal with the exception of Pleasant Hill. In addition to the public hearings, staff also conducted a separate meeting at the San Ramon Senior Center, at the request of city staff. Staff monitored correspondence in the customer service email account and on the website. All questions were answered and misinformation clarified. Below is the summary of the meetings and all comments (from emails, letters, website and public hearings) are included in Attachment I: Public Comments Received.

Summary of Public Hearings:

The recurring theme throughout most of the public comment process was opposition to the elimination of the free midday fare program, with the exception of San Ramon. Several attendees at the San Ramon meetings had a different position and expressed a willingness to pay more than the proposed rate for more service.

Martinez residents were mainly concerned about the elimination of Route 3. However, the Route 28 realignment addressed those concerns. During this meeting we learned about Mt. Diablo's Bridge Program and their opposition to the elimination of the free midday fare program. Since then, we have been in contact with a number of teachers to ensure that if the midday free fare is eliminated, their program would not be impacted. Comments submitted: 3

Residents attending the Lafayette meeting opposed the elimination of Route 25. They expressed reservations about using BART, but recognized that their transit use was limited. One commenter lives on Olympic Blvd and wanted to retain Route 25 service. Comments submitted: 3

A couple of Concord residents also had ties to the Bridge Program and spoke about the field trips taken during 10am-2pm. Additionally, one resident opposed terminating Route 15 at Pleasant Hill BART and also the elimination of Route 315. Comments submitted: 6

The Pleasant Hill meeting served as an informational workshop. Those in attendance did not express any concerns about the service restructure. Comments submitted: 0

The elimination of Route 2 was the main concern for those in attendance at the Walnut Creek Public Hearing. Comments submitted: 6

Those attending the San Ramon Public Hearing did not express any concerns about the service restructure. One resident addressed the vehicle weight of our buses and the damage it is causing to the roads in his neighborhood. Several other comments were in favor of expanding service in the Windemere Loop and adding frequency to Route 35. Comments submitted: 5

Financial Implications:

None at this time.

Recommendation:

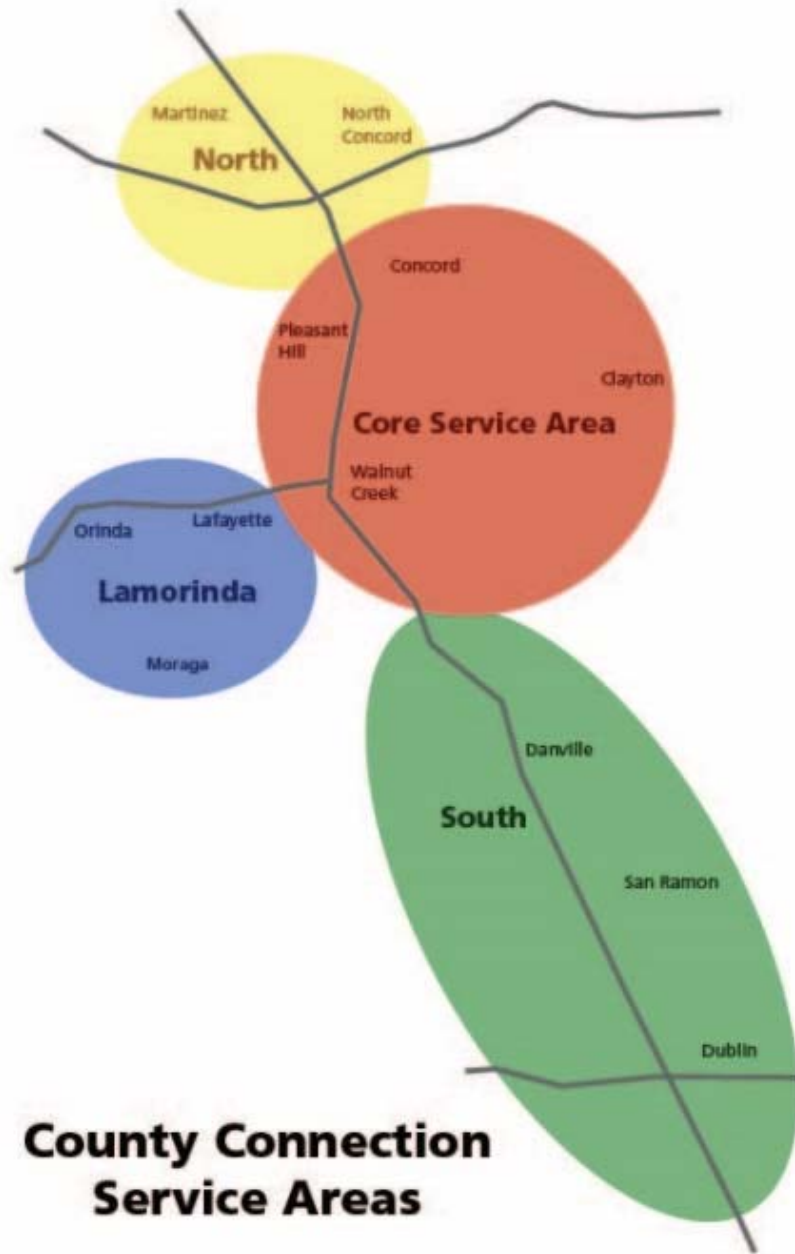
The MP&L Committee and staff recommend Board review of the public comments received during the public comment process.

Action Requested:

None at this time. This is an update on the public comment process related to the service and fare proposals.

Attachment I: Public Comments Received

In an effort to organize the comments received, planning staff used the same regional divisions that were used when summarizing the service restructure: Core, North, South, and Lamorinda.



Core Service Area Restructure Concepts

- Streamline Route 19 to use Concord Ave. instead of going to Concord BART via Sun Valley Mall.
 - No comments.
- Streamline Route 9 by eliminating routing to JFK, Patterson Blvd., and Oak Park Blvd.
 - Support (1 comment): Hoped the change would increase frequency of buses at Pleasant Hill BART.
 - Oppose (2 comments): Two residents in Poet's Corner (Oak Park Blvd. & Patterson Blvd.) lament the loss of more direct service, including to Walnut Creek Bart.
- Realign Route 18 to service Patterson Blvd., and Oak Park Blvd. and adjust trip times to meet school bell times; consider routing along Taylor Blvd. instead of Viking Dr.
 - Support (1 comment): Align the schedule to school bell times.
- Create a new alignment for Route 10 to turn around at Washington/Michigan instead of the Ayers Rd. Kirker Pass loop. End 50% of peak trips at this loop that currently continues on to Marsh Creek Rd. in Clayton. Only one quarter of the ridership rides past Kirker Pass.
 - 1 comment asking if service will continue to Clayton Library.
- Extend Route 14 to Walnut Creek BART to expand access to jobs from the Monument Corridor. Increase frequencies to every 30 minutes.
 - Support (5 comments): The general consensus was that extending the Route 14 would benefit all passengers, "go ahead and do that ASAP to start reaping the anticipated benefits".
- Terminate Route 15 at Pleasant Hill BART (it will no longer service Walnut Creek BART, this will be covered by Route 14).
 - Oppose (1 comment): Do not want to transfer at Pleasant Hill and liked the direct through service of the existing Route 15.

- Eliminate Route 1M due to low ridership and poor efficiency.
 - Support (1 comment): One comment was in support of the necessary cuts, “I would be happy to pay more or wait longer if cuts need to be made”.
- Realign Route 95X to exit Hwy. 680 at S. Main St., to provide direct access to Downtown Walnut Creek from the south and avoid congestion.
 - Oppose (1 comment): Passenger who likes the direct ride down the freeway and thought the route would be slower through downtown.
- Eliminate Route 2 due to low ridership and poor efficiency.
 - Oppose (27 comments): Several comments opposing the elimination of the route, while acknowledging low ridership. Many commented that there are no sidewalks in the area or other bus service.
- Eliminate Route 301 to Rossmoor due to low ridership.
 - Support (2 comments): After we mentioned the 311 will go to John Muir Medical Center, we received two comments in support of eliminating Route 301.
- Extend 311 to John Muir Hospital to cover the Ygnacio Valley Rd. portion of 301.
 - See Route 301 comments.
- Increase frequency on Route 4 from 15 minutes to 12 minutes.
 - Support (1 comment): Indicated its better to have more service instead of attempting to meet BART trains that can have varying schedules midday.
- Eliminate Route 315 due to low ridership.
 - Oppose (3 comments): Desire to retain Route 315 as a lifeline service in the Landana area, which has several rest homes.

North Restructure Concepts

- Split Route 28 in half and retain its Martinez-DVC segments.
 - Oppose (7 comments): Homeless shelter users would have to make transfers if Route 27 were implemented to access the VA and Contra Costa Blvd. Commenters were misinformed about the location of the new Wal-Mart stop and thought the

travel time from Amtrak to DVC would increase by going via Alhambra. Two comments opposing the elimination of Marsh Rd. and one opposing the elimination of Commercial Circle in North Concord.

- Create a new Route 27 to serve North Concord.
 - Oppose (1 comment): Passengers wants to avoid transfers to get to Contra Costa Blvd.
- Add Route 98X peak trips to connect with Amtrak in Martinez.
 - No comments.

Lamorinda Restructure Concepts

- Eliminate Route 25 due to low ridership.
 - Support (1 comment): No need for Route 25 as BART provides a superior end to end trip, and they support redistributing its resources to Route 6.
 - Oppose (11 comments): Retain Route 25 to get to Walnut Creek BART. Residents and caretakers from Chateau Lafayette came to the public hearing to comment that they like Route 25 and they use it to get to Walnut Creek. (Note: Route 6 stop is closer to Chateau Lafayette than the Route 25, but they would have to transfer to BART to travel to Walnut Creek). Many who opposed the elimination of Route 25 said it doesn't have enough frequency to attract ridership.
- Potentially increase peak service on Route 6.
 - Support (9 comments): Look forward to better connections to BART, reduction in traffic congestion and access to schools.

South Restructure Concepts

- Eliminate Route 36, but retain coverage on its productive northern alignment with an extended Route 35. Review alternate transit options for San Ramon.
 - Support (2 comments): One supporter liked that the new service to the Crow Canyon area will be faster to BART. Another supporter wanted large buses off of Fircrest due to pavement meant for low density areas.
 - Oppose (8 comments & signed petition with 34 signatures): Most of the opposition came from seniors at Valley Vista Housing on San Ramon Valley Blvd. and one came from a rider on Tareyton going to BART. The Valley Vista seniors wanted to retain service to Dublin for groceries and doctor appointments. There

was also one commenter who wanted to retain service to California High School in the mornings. Staff hosted a meeting at the Senior Center in San Ramon which was attended by more than 60 individuals, all against the elimination of Route 36.

- Extend Route 35 to Crow Canyon Rd., roughly double frequency of service.
 - Support (19 comments): Increasing the frequency was very popular with commenters, with peak service requested at 15 or 20 minute frequencies. In addition, supporters wanted service later at night, on weekends, and more service to the Windemere loop.
- Eliminate Route 97X and increase peak Route 35 frequency. Route 35 has similar travel times to the current Route 97X from East Dublin BART and Bishop Ranch. Route 97X has also has low ridership. This proposal requires additional discussion with Bishop Ranch.
 - Oppose (1 comments): Retain Route 97X.
- Remove Alcosta Blvd. from Route 92X to speed up run times.
 - No comments.

To: Board of Directors

Date: 9/12/2018

From: Bill Churchill, Asst. General Manager – Admin.

Reviewed by: *BC*

SUBJECT: IDEA Grants in Concord and Walnut Creek

Background:

At the June Marketing Planning & Legislative (MP&L) Committee, staff discussed a wide range of advanced public transit initiatives dating back to the 1980s. It is evident that jurisdictions and agencies throughout our service area are interested in implementing technology-driven programs that may significantly reduce congestion. We believe public transit must play an important role in these developments to maximize investments and ensure a cohesive approach. Given developments surrounding public transit, it is important for County Connection's voice to be part of the conversation both locally and at a regional level.

Innovative Deployments to Enhance Arterials (IDEA):

The Metropolitan Transportation Commission (MTC) developed a regional initiative called the Innovative Deployments to Enhance Arterial (IDEA) Grant Program. IDEA is designed to provide a funding opportunity to support cities, counties and transit agencies to deploy advanced technologies along their arterials to enhance mobility, sustainability and safety across all modes. The core goals of the IDEA program are to improve travel time and travel time reliability along arterials for autos and transit vehicles, improve safety for all users, decrease emissions and fuel consumption, and improve knowledge of and proficiency in the use of advanced technologies for arterial operations.

The cities of Concord and Walnut Creek were each awarded close to \$800,000 to install transit signal priority (TSP) systems along specific corridors. The grant also includes funds to install the equipment on a limited number of County Connection vehicles, which would allow buses to trigger the signal priority, under certain circumstances to improve on-time performance.

County Connection staff is fully supportive of these types of projects, and has been an advocate for TSP on public transit since the early 90s. Staff has been involved in the development of these two projects and has been a strong advocate for system compatibility between the two projects. Although these are two separate grants, in two different cities, the equipment on our vehicles should be the same. Concord and Walnut Creek staff recognize the importance of deploying compatible systems and County Connection is well positioned to play a leading role.

Staff believes that other cities in our service area will pursue these types of opportunities and cities should be encouraged to work with County Connection in the development and deployment of these technologies to ensure system compatibility. County, city and transit

partnerships are critical when pursuing grants that promote technology solutions to reduce congestion, a common goal throughout the Bay Area.

Innovate 680:

Successful TSP projects at various cities throughout our service area, will provide the foundation for Contra Costa Transportation Authority's (CCTA) Innovate 680 Program. The program promotes an integrated approach to redefining mobility through seven strategies: completing HOV/express lanes, cooling corridor "hot spots", increasing efficiency of bus service, enhancing travel demand management strategies, providing first mile/last mile connections, implementing innovative operational strategies and preparing the corridor for the future. County Connection recognizes transit will have a role in each of the strategies and will pursue partnerships and funding opportunities to ensure thorough and thoughtful deployments with long-term benefits.

Financial Implications:

Staff has agreed to contribute to the project with in-kind services.

Recommendation:

The MP&L Committee and staff recommends that County Connection's be an active participant in transportation projects, particularly as new technology is implemented throughout County Connection's service area. County Connection recognizes the need to ensure compatibility with existing systems and will collaborate with member jurisdictions as these projects are being developed.

Action Requested:

None at this time.

To: Board of Directors

Date: 9/12/2018

From: Bill Churchill, Asst. General Manager – Admin.

Reviewed by: *W.C.*

SUBJECT: BART Early Morning Service Plan

Background:

The San Francisco Bay Area Rapid Transit District (BART) is in the midst of a multi-year program to rehabilitate aging infrastructure, including track replacements and seismic upgrades to the Transbay Tube and other line sections. In order to be able to carry out the necessary work, the District plans to increase its night time out-of-service window by starting the service day on weekdays one hour later in the morning, system wide. The change, which is anticipated to take effect in February 2019 and to last for 3 ½ years, will have BART trains start an hour later on weekdays. Instead of a 4AM start, trains will begin operations at 5AM.

Early Morning Bus Bridge Request:

The BART District estimates that approximately 2,900 riders would be impacted across its system by starting the weekday service one hour later. Although this number is small compared with total BART ridership, the profiles of the early-morning riders tend to be that of lower-income commuters who lack alternative means of getting to their jobs. With that in mind, the District has reached out to all BART-connecting bus transit operators and asked for their participation in a regional bus bridge network. The bus bridge network will serve two of the seven BART stations in Contra Costa County. The map below shows the conceptual network:



The current bus bridge plan will provide routes from the Pittsburg/Bay Point and Pleasant Hill BART stations. Each station would provide one nonstop route to the Salesforce Transit Center (STC) in San Francisco, and another that would go nonstop to the 19th St. BART station in Oakland. BART has asked County Connection to operate two trips from Pleasant Hill BART station to 19th St. while Tri Delta will be asked operate from the Pittsburg/Bay Point station. Details are subject to finalization, but the basic assumptions are for the Pleasant Hill service to run approximately at 4:15am and 4:45am each weekday morning, requiring two buses to operate. This service is not anticipated to add to the peak vehicle requirement for County Connection, but it will expand existing hours of operation by approximately 20 minutes.

Financial Implications:

BART has stated that it will draft proposed agreements with bus bridge operators such that they cover the full cost of providing the service. In order to keep agreements simple and manageable, no separate fare structure would be required; rather, County Connection would be able to apply its own local fare, the revenues from which would be credited back to BART. County Connection staff's internal estimate shows that the service would require approximately 1,100 hours per year to operate. County Connection would determine a fully loaded hourly rate to ensure fair compensation to County Connection and ensure all expenses are covered.

Recommendation:

The O&S Committee and staff recommends that the Board authorize the General Manager to enter into a contract with BART to provide the early morning Bus Bridge service starting February 2019.

Action Requested:

The O&S Committee requests Board approval of BART's conceptual plan and authorizes the General Manager to enter into a contract with BART. The contract must ensure full compensation and meet all federal requirements.