

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, September 12, 2018
9:00 a.m.**

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

*******NEW LOCATION*****
*****NEW TIME*******

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 July 11, 2018*
4. CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Increasing Cafeteria Amounts for Non Represented Employees*
(Staff will recommend approval of the increase in the monthly administrative employee cafeteria plan.)
6. Amendment to the CCCTA Records Retention Policy*
(Staff will recommend forwarding to the Board of Directors for adoption of an amended CCCTA Records Retention Policy, which will include ADA complaint records.)
7. Upgrade of Fixed Route On-board Cellular/WiFi Routers*
(Staff will recommend forwarding to the Board of Directors for approval of County Connection's purchase of new Cellular/Wifi Routers for the entire fixed route fleet.)
8. Amendment of 5-year IT Replacement Plan*
(Staff will recommend the amendment of the 5-year IT spending plan to include Real-Time GPS and Dynamic Dispatching for Paratransit and forward to the Board of Directors for approval.)

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2017/2018 A&F Committee

Keith Haydon, Jr.—Clayton, Laura Hoffmeister – Concord, Don Tatzin – Lafayette, Al Dessayer-Moraga

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

9. SB1 State of Good Repair Funds*
(Staff is proposing to apply for a grant of \$119,162 in FY2018-19 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems.)
10. Route 5 Amendment*
(Staff recommends that the A&F Committee support the Route 5 amendment to increase the contribution from the City of Walnut Creek in an amount not to exceed \$131,058.)
11. Paratransit Van Replacement*
(Staff will recommend that the A & F Committee consider recommending to the Full Board that the General Manager be authorized to release a purchase order and Letter to Proceed to Creative Bus Sales for the purchase of forty-two (42) 22-foot Paratransit vans and three (3) minivans.)
12. Review of Vendor Bills, July and August 2018**
13. Approval of Legal Services Statement, May, June and July 2018 General, May and June 2018 Labor
14. Next Scheduled Meeting – October 10, 2018
15. Adjournment

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 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, September 20, 9:00 a.m., County Connection Board Room
Administration & Finance:	October 10, Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, September 6, 9:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Operations & Scheduling:	Friday, September 7, 8:00 a.m. City of Pleasant Hill Offices, 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

Administration and Finance Committee
Summary Minutes
July 11, 2018

The meeting was called to order at 10:00 a.m. in Walnut Creek at 1676 North California Blvd., Suite 620. Those in attendance were:

Committee Members:	Director Al Dessayer Director Don Tatzin Director Keith Haydon
Staff:	General Manager Rick Ramacier Chief Financial Officer Erick Cheung Ruby Horta Director of Planning
Guests:	Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Ralph Hoffman stated that he attended the LAMORINDA Public Hearing on County Connection's fare increase, trip reductions, and consideration of Senior Ridership midday elimination. He also wanted to know if there were any recent polls on Senate Bill 1 and stated that the federal government does not plan to raise gas taxes for transportation.
3. Approval of Minutes of June 13, 2018- Approved.
4. Public Agency Retirement Services (PARS) OPEB Trust (Representatives from PARS will discuss County Connection's OPEB Trust Performance and any other related issues.) – Randall Yurchak – Vice President of Highmark Capital Management and Rachael Sanders – PARS Manager reported on the performance of CCCTA's OPEB Trust. The performance from inception to May 31, 2018 was 5.19% with a balance of \$3,134,954. Ms. Sanders also discussed PARS Pension Trust option which is another tool for public agencies to invest outside of CalPERS for future pension costs. This option is currently not available to County Connection due to current accounting standards, but those standards could be changing in the near future and wanted to keep the A&F Committee informed. The committee reviewed and accepted the report and forwarded to the Board as an information item.
5. Lifeline Cycle 5 Grant Funding – GM Ramacier and CFO Cheung reported that on February 6, 2018, the Metropolitan Transportation Commission (MTC) released guidelines for the Cycle 5 Lifeline Transportation Program (LTP). The purpose of the LTP is to fund projects that result in improved mobility for low-income residents of Contra Costa. Approximately \$3.1 million is expected to be available to Contra Costa through MTC from two funding sources over a two-year funding cycle (FY 2017 and FY 2018). To be eligible to receive these funds the entity must be a recognized public transit operator. On February 21, 2018 the Contra Costa Transportation Authority (CCTA) authorized the release of a Call for Projects for the Contra Costa LTP program. The routes supported by this funding source all serve the Monument Corridor, which includes Route 11, 14, 16, 18, 19, 311, 314, and 316. These routes provide basic transportation services to County Connection riders; 35 percent of whom are low income. All lines presently provide service to employment, services, retail, schools, health care and coordination to BART stations. Funding this project would preserve existing headways and service span. CCTA estimates awarding County Connection \$766,723 of the LTP funds. The committee approved the resolution for Cycle 5 Lifeline LTP funds for the Board consent calendar.
6. Review of Vendor Bills, June 2018 - Reviewed.
7. Legal Services Statement, April 2018 General & Labor- Approved.

8. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, September 12th at 9:00 am at 1676 North California Blvd., Suite 620, Walnut Creek, CA and October 3rd at 3338 Mt. Diablo Blvd, Lafayette, CA. The August meeting has been canceled.

Erick Cheung, Chief Financial Officer

County Connection

INTER OFFICE MEMO

TO: Administration & Finance Committee

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: A&F Committee

Date: September 4, 2018

From: Lisa Rettig
Director of Human Resources

Subject: Increasing Cafeteria
Amounts for Non Represented
Employees

Approved by: W.C.

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 requests the A&F Committee recommends approval of the increase in monthly the Administrative employee Cafeteria Plan as follows:

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

ACTION REQUESTED:

Forward a resolution to the full Board to be placed on the consent calendar for approval.

**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	\$1,172.02	\$1,172.01	\$1,115.03	\$56.98
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

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To: Administration & Finance Committee

Date: August 14, 2018

From: Kristina Martinez, Director of Recruitment & EE Development

Reviewed by: *WC*

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 committee 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 committee 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 committee for review at a later date.

FINANCIAL IMPLICATIONS:

None.

ACTION REQUESTED:

Staff requests that the A&F Committee move to recommend to the Board of Directors the adoption of an amended CCCTA Records Retention Policy, which will include ADA complaint records.

ATTACHMENTS:

Draft Amended Records Retention Policy

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. ****-***

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

TO: Administration and Finance Committee

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 that the Administration and Finance Committee forward this memo to the Board of Directors for approval of County Connection's purchase of new Cellular/WiFi Routers for the entire fixed-route fleet.

To: Administration and Finance Committee

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. 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.

Action Requested:

Staff respectfully requests the 5-year IT spending plan be amended to include Real-Time GPS and Dynamic Dispatching and forward this request to the Board of Directors for approval.

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

FINANCIAL IMPLICATIONS: \$1,369,000 (+ \$190,000 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

To: Administration & Finance

Date: 09/04/2017

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.

Recommendation:

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.

Financial Implications:

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

To: Administration & Finance Committee

Date: 8/23/2018

From: Ruby Horta, Director of Planning & Marketing

Reviewed by: *WR*

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:

Staff recommends that the A&F Committee 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:

Staff requests that the A&F Committee forward the proposed amendment to the Board, for approval at the September Board meeting.

To: A&F Committee

Date: August 29, 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: Staff recommends that County Connection 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: Staff requests that the A&F Committee consider recommending to the Full Board that the General Manager be authorized to release a purchase order and Letter to Proceed to Creative Bus Sales for the purchase of forty-two (42) 22-foot Paratransit vans and three (3) minivans. Total cost of the vehicles including tax and delivery not to exceed \$5,409,000.