

Administration and Finance Committee
Summary Minutes
September 12, 2018

The meeting was called to order at 9:00 a.m. in Lafayette at 3338 Mt. Diablo Blvd. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Don Tatzin
 Director Keith Haydon

Staff: General Manager Rick Ramacier
 Chief Operating Officer Scott Mitchell
 Chief Financial Officer Erick Cheung
 Lisa Rettig Director of Human Resources
 Kristina Martinez Director of Recruitment and EDD
 Jim Brown Director of IT
 Ruby Horta Director of Planning

Guests: None

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of July 11, 2018- Approved.
4. CCCTA Investment Policy-Quarterly Reporting Requirement – CFO Cheung reported that the portfolio as of June 30, 2018 complies with County Connection’s Investment Policy. Approved for the Board consent calendar.
5. Increasing Cafeteria Amounts for Non Represented Employees – Director Rettig reported that 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 which had a 1% decrease and 23% increase, respectively. 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. The committee approved the monthly increase for the Administrative Employee Cafeteria Plan to the Board for consent.
6. Amendment to the CCCTA Records Retention Policy – Director Martinez reported that the last amendment to County Connection’s Records Retention Policy was January 15, 2003. Following the recent FY 2018 Federal Transit Administration Triennial Review, the report noted that our Americans with Disabilities Act complaint record retention process was insufficient. County Connection retains an extensive ADA complaint log but the complaint records have not been formally included with the Records Retention Policy. Staff has prepared an amended Records Retention Policy which includes ADA complaints in the list of record retention categories to maintain ADA Complaints for 1 year and Summaries of ADA Complaints for 5 years. The committee recommends that the Boards of Directors adopt an amended County Connection Records Retention Policy on consent.

7. Upgrade of Fixed Route On-board Cellular/WiFi Routers – Director Brown reported that 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. Various internal and passenger facing systems require these Routers to operate. The existing Routers have become outdated and will cease to function at the end of 2019. The new LTE Routers are necessary prior to that date and have an estimated lifespan of approximately 6-8 years. The new LTE Routers will be capable of upgrading to the forthcoming 5G service and approximately 10 times faster than the outgoing 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 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 the LTE Routers for the entire fleet. The committee recommends approval of the new Cellular/Wifi Routers for the fixed route fleet to the Board.
8. Amendment of 5-year IT Replacement Plan – Director Brown reported that LINK utilizes Trapeze Pass to track passenger information, schedule rides and create 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 efficiencies for drivers and riders from better management to on-time performance. Staff would recommend amending the existing the 5-year IT Replacement Plan by adding a real-time GPS and dynamic scheduling module for an estimated cost of less than \$200,000. The committee recommends approval of the amended 5 year IT spending plan to include the real-time GPS, dynamic dispatching, and a periodic review of the plan and funding to the Board of Directors.
9. SB1 State of Good Repair Funds – Director Horta reported 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. Staff recommends applying 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. The committee recommends approval to apply for the grant of \$119,162 in SGR funds to pay for ongoing maintenance expenses to the Board of Directors on consent.
10. Route 5 Amendment – Director Horta reported County Connection and the City of Walnut Creek have negotiated an amendment to the Route 5 agreement to account for the increase in ridership. 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. The committee recommends approval of the proposed amendment with the City of Walnut Creek for contributions of \$131,058 to the Board of Directors on consent.
11. Paratransit Van Replacement – COO Mitchell reported County Connection 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. County Connection has Federal Grants and Local Match Bridge Toll/TDA funds for

\$5,409,000. The committee recommends 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.

12. Review of Vendor Bills, July and August 2018 - Reviewed.
13. Legal Services Statement, May 2018 – July 2018 General & May 2018 – June 2018 Labor- Approved.
14. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, October 10th, October 31st, and December 4th at 3338 Mt. Diablo Blvd, Lafayette, CA.

Erick Cheung, Chief Financial Officer