

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, October 31, 2018
9:30 a.m.**

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

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 October 10, 2018*
4. Installation of Charging Infrastructure at Walnut Creek BART Station*
5. Review of Vendor Bills, October 2018**
6. Approval of Legal Services Statement, August 2018 Labor
7. Next Scheduled Meeting – December 4, 2018
8. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2018/2019 A&F Committee

Don Tatzin – Lafayette, Al Dessayer-Moraga, Kevin Wilk-Walnut Creek

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Committee Chair. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Committee.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com.

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call 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, November 15, 9:00 a.m., County Connection Board Room
Administration & Finance:	December 4, 9:00 a.m., Hanson Bridgett 1676 North California Blvd., Suite 620 Walnut Creek, California
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, November 1, 9:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Operations & Scheduling:	Friday, November 2, 8:00 a.m Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549

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

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
October 10, 2018

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

Committee Members:	Director Al Dessayer Director Don Tatzin Director Kevin Wilk
Staff:	General Manager Rick Ramacier Chief Financial Officer Erick Cheung
Guests:	None

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of September 12, 2018- Approved.
4. Income Statements for the Fiscal Year Ended June 30, 2018 – CFO Cheung reported that the actual expenses of \$35,486,143 are -6.9% (\$2,626,115) under budget for the fiscal year. Expenses are under budget due to vacancies and associated benefits, service contracts, legal services, repair costs, and diesel fuel costs. Finally, the contingency is not needed this fiscal year. Mr. Cheung also noted that fare revenues of \$4,857,447 are -1.0% below budget (\$47,182) with a fare box ratio of 13.7%. Director Tatzin commented on the rising costs of Paratransit services and asked if there are more efficient methods of providing the service. General Manager Ramacier responded by noting the technology improvements for dispatching and scheduling that are coming and there will be a request for proposal in the coming year for these services. County Connection can review what vendors can provide and offer during this process. The committee accepted the report and forwarded to the Board.
5. Review of Vendor Bills, September 2018 - Reviewed.
6. Legal Services Statement, August 2018 General and July 2018 Labor- Approved.
7. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, October 31st at 3338 Mt. Diablo Blvd, Lafayette, CA at 9:30 am, and December 4th at 1676 North California Blvd, Suite 620, Walnut Creek, CA at 9:00 am.

Erick Cheung, Chief Financial Officer

County Connection

INTER OFFICE MEMO

To: A&F Committee

Date: October 24, 2018

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by: 

SUBJECT: INSTALLATION OF CHARGING INFRASTRUCTURE AT WALNUT CREEK BART

BACKGROUND: County Connection received a Federal Low/No Grant in 2017 to purchase four (4) electric buses and charging infrastructure to support them. County Connection has taken delivery of four 29-foot Gillig electric buses and plans to deploy them on the Route 5 in Walnut Creek. Operation of this service will require a second WAVE inductive charging system to be installed at the new transit garage at Walnut Creek BART.

SUMMARY OF ISSUES: County Connection issued an Invitation for Bid on October 10, 2018, for the installation of WAVE charging infrastructure at Walnut Creek BART and the relocation of existing WAVE from the current location into the new transit garage. The Bid opening is scheduled for November 9, 2018. Staff will not be able to complete Bid evaluation until after the November Board Meeting. In order to meet BART's construction schedule, County Connection needs to award Contract before the December Board Meeting. We have received an Engineering estimate of between \$225,000 and \$300,000 to complete this work. The staff requests that the A&F Committee recommend to the Board to pass a Resolution authorizing the General Manager to award a Contract for the installation of WAVE infrastructure to the lowest responsible bidder at the November Board Meeting.

FINANCIAL IMPLICATIONS:	Federal Low/No Grant	\$240,000
	Prop IB Facilities:	<u>\$60,000</u>
		\$300,000

RECOMMENDATIONS: Staff recommends that the A&F Committee recommend that the Board of Directors at its November 15, 2018, meeting, adopt a Resolution authorizing the General Manager to award a Contract for WAVE infrastructure installation at the Walnut Creek BART station to the lowest responsible bidder. Price not to exceed \$300,000.

ACTION REQUESTED: Staff requests and recommends that the A&F Committee recommend that the Board of Directors at its November 15, 2018, meeting, adopt a Resolution authorizing the General Manager to award a Contract for WAVE infrastructure installation at the Walnut Creek BART station to the lowest responsible bidder.