

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, September 11, 2019

9:00 a.m.

**Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California**

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 August 6, 2019*
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. Citizens' Advisory Committee Bylaws Amendment*
(Staff requests that the A&F Committee forward this item to the Board for approval.)
7. Retrofit Batteries and Battery Management System-1600 Series Buses*
(Staff recommends that the A&F Committee recommend that the Board of Directors authorize the General Manager to enter into an agreement with Gillig to retrofit four (4) 1600 series electric buses, with the cost to County Connection not to exceed \$230,000.)
8. Review of Vendor Bills, August 2019**
9. Approval of Legal Services Statement, June 2019 Labor; July 2019 General**
10. Next Scheduled Meeting – October 1, 2019
11. 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 advance 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 (925) 938-7433 between 8:00 am and 5:00 pm at least one day before the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	September 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Tuesday, October 1, 9:00 a.m., Hanson Bridgett 1676 North California Blvd., Suite 620, Walnut Creek, CA
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, September 5, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Operations & Scheduling:	Friday, September 6, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

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

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
August 6, 2019

The meeting was called to order at 9:00 a.m. at 1676 North California Blvd in Walnut Creek. 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
 Director of Planning Ruby Horta

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of July 2, 2019- Approved.
4. FY 19-20 SB1 State of Good Repair Funds – Director Horta reported Senate Bill 1 (SB1) provides approximately \$107 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 \$118,205. 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 \$118,205 in FY 2019-20 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems. The committee recommends approval to apply for the grant of \$118,205 in SGR funds to pay for ongoing maintenance expenses to the Board of Directors on consent.
5. Review of Vendor Bills, July 2019- Reviewed.
6. Legal Services Statement, May 2019 Labor, February and June 2019 General - Approved.
7. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for Wednesday 9:00 am September 11th and October 1st in Walnut Creek.

Erick Cheung, Chief Financial Officer

County Connection



INTER OFFICE MEMO

TO: Administration & Finance Committee

DATE: August 13, 2019

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, 2019.

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 DEC 2018	PER BANK MAR 2019	PER BANK JUN 2019	PER GL* JUN 2019
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 675,055	\$ 422,263	\$ 580,297	\$ 349,317
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 75,081	\$ 84,088	\$ 105,746	\$ 76,626
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 250,000	\$ 344,590	\$ 240,939	\$ 240,939
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 76,869	\$ 81,161	\$ 63,727	\$ 52,999
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 33,251	\$ 10,052	\$ 12,829	\$ 12,829
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 785	\$ 155	\$ 25	\$ 25
			TOTAL	\$ 1,111,041	\$ 942,309	\$ 1,003,563	\$ 732,735
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 289,079	\$ 374,130	\$ 267,234	\$ 268,764
			TOTAL	\$ 289,079	\$ 374,130	\$ 267,234	\$ 268,764
LAIF FUND							
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 10,699,354	\$ 10,711,888	\$ 6,594,154	\$ 6,594,154
LAIF ACCOUNT		INT-INVEST	2014-15 Rolling Stock	\$ 16,711	\$ 688	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 76,927	\$ 75,811	\$ 71,556	\$ 71,556
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 2,947,450	\$ 2,962,061	\$ 2,958,557	\$ 2,958,557
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak I	\$ 227,726	\$ 133,633	\$ 37,670	\$ 37,670
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley II	\$ 342,856	\$ 287,546	\$ 285,477	\$ 285,477
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 1,030,680	\$ 968,876	\$ 872,936	\$ 872,936
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,490,746	\$ 1,499,731	\$ 1,509,138	\$ 1,509,138
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ 21,105	\$ 21,105
			TOTAL	\$ 16,832,450	\$ 16,640,234	\$ 12,350,593	\$ 12,350,593
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 10,971	\$ 11,503	\$ 11,088	\$ 11,088
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			TOTAL	\$ 11,479	\$ 12,011	\$ 11,596	\$ 11,596
8/5/2019	GRAND TOTAL			\$ 18,244,049	\$ 17,968,684	\$ 13,632,986	\$ 13,363,688

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

To: A&F Committee

Date: September 4, 2019

From: Lisa Rettig, Director of Human Resources

Reviewed by: WC.

SUBJECT: Increasing Cafeteria Amounts for Non Represented Employees

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. Overall CalPERS health plans increased an average of 4.65% in 2020. The budget assumed a 6% increase in premiums.

Attached are the 2020 monthly medical premiums for Administrative employee group 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 \$17,600. The amount budgeted for this increase was \$59,000.

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

Employee only:	\$ 533.79
Employee +1:	\$ 874.94
Employee +2 or more:	\$1163.10

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

**2020 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*	\$768.49	\$303.56	\$464.93	\$533.78	\$0.00
Kaiser+1	\$1,536.98	\$607.12	\$929.86	\$874.94	\$54.92
Kaiser+2	\$1,998.07	\$789.26	\$1,208.81	\$1,163.10	\$45.71
PERS Choice*	\$861.18	\$289.98	\$571.20	\$533.78	\$37.42
PERS Choice+1	\$1,722.36	\$579.96	\$1,142.40	\$874.94	\$267.46
PERS Choice+2	\$2,239.07	\$753.95	\$1,485.12	\$1,163.10	\$322.02
PERSCARE*	\$1,133.14	\$494.86	\$638.28	\$533.78	\$104.50
PERSCARE+1	\$2,266.28	\$989.71	\$1,276.57	\$874.94	\$401.63
PERSCARE+2	\$2,946.16	\$1,286.63	\$1,659.53	\$1,163.10	\$496.43
PERS Select*	\$520.29	\$270.71	\$249.58	\$533.78	\$0.00
PERS Select+1	\$1,040.58	\$541.42	\$499.16	\$874.94	\$0.00
PERS Select+2	\$1,352.75	\$703.85	\$648.90	\$1,163.10	\$0.00
Anthem HMO Select*	\$868.98	\$270.71	\$598.27	\$533.78	\$64.49
Anthem HMO Select+1	\$1,737.96	\$541.42	\$1,196.54	\$874.94	\$321.60
Anthem HMO Select+2	\$2,259.35	\$703.85	\$1,555.50	\$1,163.10	\$392.40
Anthem HMO Traditional*	\$1,184.84	\$494.86	\$689.98	\$533.78	\$156.20
Anthem HMO Traditional+1	\$2,369.68	\$989.71	\$1,379.97	\$874.94	\$505.03
Anthem HMO Traditional+2	\$3,080.58	\$1,286.63	\$1,793.95	\$1,163.10	\$630.85
Healthnet	\$1,000.52	\$450.78	\$549.74	\$533.78	\$15.96
Healthnet +1	\$2,001.04	\$901.55	\$1,099.49	\$874.94	\$224.55
Healthnet +2	\$2,601.35	\$1,172.12	\$1,429.23	\$1,163.10	\$266.13
Western Health Adv	\$731.96	\$383.51	\$348.45	\$533.78	\$0.00
Western Health Adv+1	\$1,463.92	\$767.01	\$696.91	\$874.94	\$0.00
Western Health Adv+2	\$1,903.10	\$997.12	\$905.98	\$1,163.10	\$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

To: Administration & Finance

Date: 08/28/2019

From: Ruby Horta, Director of Planning, Marketing & Innovation

Reviewed by: WC.

SUBJECT: Citizens' Advisory Committee Bylaws Amendment

Background:

The Operations and Scheduling (O&S) Committee reviewed the Citizens' Advisory Committee (CAC) bylaws at the August 2019 committee meeting. At the August Board members, Board members were encouraged to fill the vacancies in their respective jurisdictions. Subsequent to the meeting, the legal team provided some additional feedback and recommended the bylaws be amended.

The proposed amendment states the basic rule that members shall not engage in any activity for compensation that is in conflict with their duties as members of the CAC. This is the guiding standard for public officials, generally. Per our legal team's recommendation, staff also proposes that the members fill out an Annual Statement of Economic Interest disclosure form that has been modeled after the FPPC's Form 700, tailored to relate to their responsibilities as members of the CAC. This form would be filed with CCCTA, and not filed with the State.

Financial Implications:

None.

Recommendation:

Staff the Citizens' Advisory Committee bylaws be amended, as present in Attachment 1.

Action Requested:

Staff requests A&F Committee forward this item to the Board for approval.

Attachments:

Attachment 1: Citizens' Advisory Committee Role and Function Amendment

Attachment 1

Central Contra Costa Transit Authority Advisory Committee

Role and Function

Approved June 16, 2011

Amended September 19, 2019

Purpose

The primary purpose of the Central Contra Costa Transit Authority Advisory Committee will be to review, analyze and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit service. The Advisory Committee will be asked to consider and make recommendations on finance and planning documents that include but are not limited to the following:

- CCCTA Ten Year Short Range Transit Plan
- Annual operating and capital budget
- Annual marketing plan
- Other issues such as operations, scheduling, administration, finance, and legislation.

Composition

The Advisory Committee shall be comprised of eleven (11) members from Central Contra Costa County. Each member jurisdiction will be requested to recommend one member from that jurisdiction for appointment by the CCCTA Board of Directors. Each member jurisdiction may also recommend an alternate member from that jurisdiction for appointment by the CCCTA Board of Directors. The following criteria should be considered:

- Representative should be active in community participation and involvement
- Representative should reside in the appointed community
- Representative should be a current or former user of fixed-route and/or paratransit service, or an advocate for transit users in their communities.

Term

- Members will be appointed for a two-year term, with no limit on the number of terms served.
- If during his/her term, a representative resigns, is removed, or unable to continue to serve, the recommending jurisdiction will be requested to appoint a successor, to be approved by the CCCTA Board of Directors to serve the balance of the term.
- If a member misses three or more consecutive meetings without cause, the Advisory Committee may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction.

Officers

- The Advisory Committee will elect officers who will serve one-year terms. Officers will include a chair and a vice chair.

Meetings

- The Advisory Committee will meet every other month. However, if the Committee wishes to have a special meeting, any member may request that the Chair ask the staff liaison to schedule such a meeting.
- A majority of those present shall be required to adopt an action.

Charge

The Advisory Committee is charged with the responsibility of acting as ADVISORS to the CCCTA Board of Directors, and of collecting and reporting service issues and concerns received from the jurisdictions. Members may volunteer, or be appointed by the Chair to attend scheduled CCCTA Committee meetings, participate in Advisory Committee subcommittees, or undertake other duties for the Advisory Committee.

Furthermore, the Committee is charged with the responsibility of acting as DISSEMINATORS of information in their community, and of assisting in the education of their jurisdictions regarding the fixed-route and accessible services that are available.

In fulfilling these responsibilities the Committee will:

- Make formal recommendations in the form of written communications and reports to the CCCTA Board of Directors, and where appropriate, supplement with oral comments
- Appoint a member to serve as the Committee liaison to the Contra Costa County Paratransit Coordinating Council
- Act as a forum for fixed-route, accessible services, and LINK paratransit users to express concerns or ideas about the services to the Authority.

In fulfilling this charge, individual members may be expected to:

- Network with other interested citizens and groups in the community.
- Maintain a working relationship with the Board representative from his/her jurisdiction
- Assist CCCTA staff at community or business events

Conflict of Interest Regulations

An Advisory Committee member shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties, functions or responsibilities on the Citizens Advisory Committee (CAC). Such member shall not perform any work, service, or counsel for compensation outside of his or her responsibilities where any part of his or her efforts will be reviewed by the CAC.

Members of the CAC shall comply with the provisions of the California Political Reform Act (Government Code Section 87100, *et seq.*) and doctrine of common law conflicts of interest. Each member shall file an Annual Statement of Economic Interest. Individual members shall disclose and disqualify themselves from participating in any decision in which they have a financial interest under the standards of the California Political Reform Act.

INTER OFFICE MEMO

To: A&F Committee

Date: September 4, 2019

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by: 

SUBJECT: Retrofit Batteries and Battery Management System – 1600 Series Buses

BACKGROUND:

In 2016, County Connection purchased four (4) prototype electric buses from Gillig using a 2012 Clean Air Grant for use on the Route 4 in Walnut Creek.

SUMMARY OF ISSUES:

The 2016 buses were built by Gillig using XALT batteries with a 4C battery management system and BAE drivetrain. County Connection has experienced an unacceptable level of battery system problems due to battery management, which has resulted in limited availability of the buses and a high rate of service interruptions and accelerated battery degradation.

XALT has stopped using 4C for their battery management system making it difficult to support. County Connection has been working with Gillig to resolve these issues. Gillig has recommended, and County Connection staff agrees, the best way to resolve these issues is to retrofit the 1600 batteries and management system to match the 1800 series buses that have improved range and reliability and use a different battery management system and battery pack. The cost to retrofit four (4) buses with new batteries and management system with a three (3) year warranty is \$594,126.

Gillig is willing to take on \$364,126 of the cost. The remaining \$230,000 will be paid for by County Connection using a LCTOP Grant that is programmed to support the electric vehicles.

FINANCIAL IMPLICATIONS:

LCTOP: \$230,000

RECOMMENDATION:

Staff recommends that the A&F Committee recommend that the Board of Directors authorize the General Manager to enter into an agreement with Gillig to retrofit four (4) 1600 series electric buses, with the cost to County Connection not to exceed \$230,000.

ACTION REQUESTED:

Staff requests that the A&F Committee recommend that the Board of Directors at its September 19, 2019, Board of Directors meeting, adopt a Resolution authorizing the General Manager to enter into an agreement with the Gillig Corporation to retrofit four (4) electric buses with new battery pack and battery management system, with the cost to County Connection not to exceed \$230,000.

RETROFIT COST

Description	Remarks	Per Unit	Extended
XALT Parts	Refer to XALT Quote	\$ 86,746	\$ 346,984
XALT NRE	Commissioning	\$ -	\$ -
XALT Add'l 3 Year Warranty		\$ 3,387	\$ 13,548
Telematics Kit - Additonal Years		TBD	TBD
GILLIG Parts	HV Cables	\$ 6,400	\$ 25,600
	Rear Panel	\$ 4,700	\$ 18,800
	AV Harness	\$ 4,500	\$ 18,000
GILLIG Labor (Eng, Mfg)	40 Hrs/Unit	\$ 4,000	\$ 16,000
BAE Labor	40 Hrs/Unit	\$ 4,200	\$ 16,800
Complete Coach Labor		\$ 22,493	\$ 89,970
Towing		\$ 1,400	\$ 5,600
10% Risk			\$ 42,824
TOTAL			\$ 594,126

Open Points

- 1-year real time monitoring from XALT
- Charges for Ongoing SW & Troubleshooting support from BAE, XALT, WAVE, EFACEC

GILLIG

