

CONTRA COSTA TRANSPORTATION AUTHORITY
ADMINISTRATION AND PROJECTS COMMITTEE
SUMMARY MEETING MINUTES

MEETING DATE: Thursday, April 3, 2008

MEMBERS PRESENT: Karen Stepper – Chair, Donald Freitas – Vice Chair, Julie Pierce and Don Tatzin and Maria Viramontes

CCTA STAFF: Robert McCleary, Paul Maxwell, Susan Miller, Randy Carlton, Amin AbuAmara, Jack Hall and Arielle Bourgart

Minutes prepared by: Ellen M. Wilson

- A. CONVENE THE APC MEETING.**
Chair Stepper convened the meeting at 8:32 am. Commissioner Freitas and Commissioner Viramontes had not yet arrived.
- B. PUBLIC COMMENT:** None.
- C. APPROVAL OF MINUTES.**

The Committee approved the Minutes, 3-0, moved by Commissioner Pierce and seconded by Commissioner Stepper.

CONSENT CALENDAR

- 1. Monthly Project Status Report.**
- 2. Warrants Issued for Month of February.**
- 3. Monthly Investment Transactions Reports for February 2008.**
- 4. Replacement of Digital Copier.**
- 5. Authorization to Issue Request for Qualifications for Website Services.**
- 6. Voluntary Flexible Spending Account for Authority Employees.**
- 7. Employee Travel Report.**
- 8. Authorization to Amend the Memorandum of Understanding (MOU) among the East County Jurisdictions, Tri Delta Transit, BART and the Authority relative to eBART Ridership Development Plans.**
- 9. Caldecott Tunnel Fourth Bore Improvement Project.**
- 10. Measure J – San Ramon School Bus Program – Revision #1 to Resolution #06-02-P and Amendment #1 to Cooperative Agreement No. 21S.01.**

11. Quarterly Project Funding Plans – Major State Highways.

End of Consent Calendar

Commissioner Freitas had requested via phone that Items 5, 6, and 8 be pulled from the Consent Calendar. It was determined, by consensus, that those items would be held to the end of the meeting to allow Commissioner Freitas to present his comments/concerns. The Committee approved the remainder of the Consent Calendar, 3-0, moved by Commissioner Tatzin and seconded by Commissioner Pierce.

REGULAR AGENDA ITEMS:

12. Legislation.

Arielle Bourgart presented this item, focusing on three “fee” bills which had recently been introduced. They included:

- **AB 2744 (Huffman) – MTC Motor Vehicle Fuel Fee.** This bill proposes to replace MTC’s ability to impose a *tax* on motor vehicle fuel (with 2/3 voter approval) with a per-gallon *fee* (50% voter approval) for a period of 25 years. The objective of this bill would be to fund activities that would reduce greenhouse gasses climate change. Commissioner Tatzin asked how the funds would be used, to which Ms. Bourgart responded that they would be used to fund transit and Transit-Oriented Developments (TODs). Robert McCleary stated staff’s objection to this bill, was that it would not include finds for Local Streets & Roads and would allow MTC to manage the allocation of funds.
- **SB 445 (Torlakson) – Greenhouse Gas (GHG) Mitigation Fee.** This bill would authorize MTC (and other similar agencies statewide) to impose a vehicle registration fee to mitigate greenhouse gas issues. At issue for the Authority is that it would be in direct conflict with AB 444, which the Authority supports. Ms. Bourgart noted that at this time, greenhouse gas bills were polling well, however transportation funding bills were not.
- **SB 1731 (Yee) – Congestion Mitigation Fee.** This bill would authorize MTC to increase its existing \$1 annual vehicle registration fee used to fund the Service Authority for Freeways and Expressways (SAFE) program by another \$1 in the Bay Area counties to fund congestion mitigation strategies within the region. Of concern to the Authority was that funds would be tied to performance monitoring standards.

With respect to **SB 375 (Steinberg) – Greenhouse Gas Emissions Reduction**, Robert McCleary suggested that the Authority send a letter to the author outlining amendments to this bill which the Authority would require before changing its position to “Support”. Commissioner Pierce noted that at the recent League of California Cities conference, the transportation committee did not discuss this proposed bill, however the environmental committee reported on it with no discussion. Commissioner Pierce noted that the League was optimistic that the author would amend, and suggested that Contra Costa elected officials build a coalition with other self-help counties to achieve these amendments. Commissioner Stepper requested that staff prepare a list of agencies who currently oppose this bill.

This item was presented for information only; no action was required.

13. Software Selection Consultant Contract.

Randy Carlton introduced Nancy Schafer of Schafer Consulting, who briefly outlined her firm's background and the methodology they employ in assisting companies determine their software needs. Ms. Schafer noted that their fee would be approximately \$59,000, and the anticipated cost of software would be in the range of \$300,000 to \$600,000.

During the discussion, the following concerns emerged:

- Possible additional acquisition costs on top of the purchase price if other needs were identified at a later time, and whether Schafer Consulting would provide support during the implementation phase;
- Ability to handle future GASB changes;
- The benefit of new software once it is implemented as opposed to what functions the County could provide, and whether new software with additional functions could require staffing changes;
- The cost in staff time for training.

Commissioner Pierce suggested that implementation costs be discussed at a later APC meeting. Nancy Schafer noted that it was not uncommon for her clients to amend their contract to include implementation services after a vendor had been selected.

The Committee approved this item, 4-0-1, moved by Commissioner Viramontes and seconded by Commissioner Tatzin, with Commissioner Freitas abstaining.

14. SR4 (e) Widening Project – Somersville to SR160.

14.1 Overall Project Status Report.

Loveridge Project

Susan Miller opened this presentation focusing on the Loveridge Project, noting that work was progressing in designing a wider median for transit and bridge structures. Ms. Miller also stated that the funding level had increased from \$141 million to \$142.4 million.

Somersville Road to State Route 160

Trudy Presser reported that BART had requested that the Authority's final design consultant for the freeway widening also undertake final design for the BART structures and retaining walls in the median (see items 14.3, 14.4, and 14.5). Ms. Presser noted that final design was close to the 65% submittal, however Segment 2 was facing more complicated issues, including permitting, right of way, and storm water treatment. In terms of funding, Ms. Presser reported that the shortfall had been reduced \$37 million, and expressed concern regarding the timing of ECCRFFA's \$80 million contribution, given the slump in housing construction. With respect to that concern, a revenue study was underway to explore the potential implications to Route 4.

14.2 Regional Measure 2 Bridge Toll Funds.

Susan Miller introduced this item, noting that the Authority was requesting \$1.5 million, with the remaining \$1.5 million (reduced from \$3.8 million) requested by BART.

Commissioner Freitas asked whether in the event BART wished to change the amount, if the Authority would be required to submit another joint request. Susan Miller responded that BART could apply for funds on its own, with the Authority providing concurrence.

Walter Gonzales, BART Planner, added that the environmental work was not completed east of Hillcrest, and that work must be done before the project can proceed. Mr. Gonzales further noted that MTC had expressed concern regarding some design elements. Ms. Miller stated that approval of this request would allow advance preliminary work to continue, and reiterated that the Authority is seeking to complete the application to fund the three design amendments.

14.3 Amendment No. 2 to Agreement No. 202 with Mark Thomas & Company.

14.4 Amendment No. 2 to Agreement No. 203 with BKF.

14.5 Amendment No. 2 to Agreement No. 204 with TY Lin.

The Committee approved items 14.1 through 14.5, 5-0, moved by Commissioner Viramontes and seconded by Commissioner Pierce.

15. Draft Salary and Benefit Study.

Randy Carlton presented this item, noting that the Study was intended to be a tool for discussion this month, to set the stage for the Salary and Benefits recommendation that would be presented to the APC at its May 1, 2008 meeting. Mr. Carlton next introduced Georg Krammer, CEO of Koff Associates to explain the findings of the study.

Mr. Krammer stated that the survey indicated that overall, the Authority's base salaries were slightly above market, with only a few positions below market by approximately 4%. Mr. Krammer also noted that the Authority's benefit package was below that of the comparator agencies, particularly with respect to retirement benefits. As a result, Koff Associates recommended that salary ranges be increased to off-set lower benefits. Mr. Carlton presented three options: 1) increase salary ranges to match the median of comparator agencies and add an overall CPI increase of 3.8%; 2) adjust salary ranges to exceed the median of comparators by 3% and add a CPI increase of 3.8%; or 3) adjust salary ranges to exceed the median of the comparator agencies by 5% and add a CPI increase of 3.8%. Koff Associates also recommended that the variation in ranges be adjusted to provide a more equitable differential between positions.

Commissioner Freitas stated his preference that each position include a five-step range, in order to indicate to staff what level salary increase they might expect if it were merited, and that the Executive Director be given the authority to offer some type of incentive pay or management differential on top of the upper limit of those ranges. Commissioner Freitas inquired as to who

performed evaluations for staff, and Bob McCleary responded that immediate supervisors completed formal performance evaluations for their staff, however, he ultimately determined the amount of any salary increase merited. Commissioner Freitas comment that subjectivity in setting individual salary increases was not a popular philosophy in the public sector.

Commissioner Tatzin stated that he agreed with providing a management incentive of between 1 – 5% for those who provide exemplary service, however, he preferred a wide range rather than “steps” for each staff position. Commissioner Stepper noted that several comparator agencies were scheduled to adjust their salary ranges effective July 1, 2008, therefore the Authority would lag behind those agencies once again. Commissioner Viramontes suggested that ranges between different classifications should be more predictable, and that supervisors should make salary recommendations with final approval from the Executive Director. Further, Commissioner Viramontes stated that any upgrade in the PERS Retirement Benefit should be discussed by the Authority members, and that any management incentive should not be factored into staff’s base salary. Commissioner Pierce emphasized that the issue of public vs. private sector retirement policies was a sensitive matter, therefore incentives must not be included in base salaries.

Mr. McCleary suggested that he meet individually with Committee members to discuss concerns and recommendations, and return to the APC in May, at which time a Salary and Benefits resolution could be adopted.

The Committee accepted the report from Koff Associates, 5-1, moved by Commissioner Freitas and seconded by Commissioner Tatzin.

The Committee returned to the items which had been pulled from the Consent Calendar.

5. Authorization to Issue Request for Qualifications for Website Services.

Commissioner Freitas inquired as to who was currently responsible for providing website services, to which Arielle Bourgart responded that CirclePoint, who had designed the website, was updating the site as needed at a cost of \$85/hr., and averaging approximately 4 – 5 hours per month. The current goal was to add the tools to allow Authority staff to perform routing postings, such as agenda packets. Commissioner Freitas asked for an estimated cost for these services, which was approximately \$3,000 to \$5,000.

The Committee approved this item,5-0, moved by Commissioner Freitas and seconded by Commissioner Pierce.

6. Voluntary Flexible Spending Account (FSA) for Authority Employees.

Commissioner Freitas explained that he had requested that this item be pulled from consent because of his reluctance to provide a FSA credit card to employees, fearing that unapproved charges would slip through. Randy Carlton noted that controls and limitations would be established to reduce the likelihood of abuse, and that ultimately charges would be determined by ADP, the proposed administrator of the service. Commissioner Pierce stated that based on personal experience, FSA credit card was considerably more convenient than turning in receipts for reimbursement, and that providing FSAs was a great thing to do for employees.

The Committee approved this item, 5-0, moved by Commissioner Tatzin and seconded by Commissioner Viramontes.

8. Authorization to Amend the Memorandum of Understanding (MOU) among the East County Jurisdictions, Tri Delta Transit, BART and the Authority relative to eBART Ridership Development Plans.

Referencing page 8-6 of the staff report, Commissioner Freitas asked what the previously-reported Ridership Threshold for the DMU to Hillcrest category had been. Walter Gonzales, representing BART stated that he was unsure how the new threshold had been determined, but that actual ridership was projected to be 10,000. Commissioner Freitas asked what had precipitated the new language regarding BART being authorized to participate in the review of the draft Ridership Development Plan, to which Mr. Gonzales responded that BART's legal department had requested that addition. Noting that BART's legal department frequently included requirements which seemed to slow the pace of projects, Commissioner Freitas suggested that a letter be sent to the BART board expressing that concern. Susan Miller suggested that a letter not be sent until the issue had been approved by the cities involved. Commissioner Viramontes suggested that two members of the APC meet with two BART directors to convey concerns, and Commissioner Freitas agreed to participate with Commissioner Viramontes.

The Committee approved this item, 5-0, moved by Commissioner Freitas and seconded by Commissioner Pierce.

16. Correspondence.

17. Other Business.

18. Adjournment to next meeting. The meeting was adjourned at 11:30 am. The next meeting is scheduled for Thursday, May 1, 2008 at 8:30 am.