

**To:** Operations and Scheduling Committee

**Date:** 7/16/2019

**From:** Sean Hedgpeth – Manager of Planning

**Reviewed by:** WC.

---

**SUBJECT: Update on Citizen's Advisory Committee (CAC)**

---

**Background:**

The County Connection Citizens Advisory Committee (CAC) was born out of the combination of two previous meetings open to the public. The original Citizens Advisory Committee was for community input for fixed route. The second committee was a Committee on Accessibility that focused on paratransit and ADA issues on fixed route, and it typically was held during the midday. In 2011, it was decided to consolidate these two meetings into one, and split the difference in start times to 2pm. In September 2018, three members voted to move the meeting to 1pm while keeping the recurring date of the second Tuesday each month.

During June 2011 board meeting the board approved of the bylaws for County Connection's Advisory Committee.

**New Members:**

The last Advisory Committee was held at the County Connection Board Room on July 9<sup>th</sup>. Two new members attended who recently went through their respective city councils (or County Board of Supervisors) for appointment to the committee. Representing Unincorporated Contra Costa County, Marjorie McWee joined the committee. She lives in Contra Costa Centre and regularly takes County Connection as well as LINK Paratransit occasionally. She is interested in how planning decisions are made and wants to fill staff in about her transit experiences on the street.

Matthew Horne joined the committee as well, representing Pleasant Hill. Matthew grew up taking buses in Southern California, and his son is now taking County Connection buses in Pleasant Hill. In addition, Pleasant Hill also assigned Jason Sommers as an alternate.

**Remaining Vacancies:**

Vacancies remain for the following jurisdictions:

| <b>Citizens Advisory Committee Vacancies (August 2019)</b> |                    |                                       |
|------------------------------------------------------------|--------------------|---------------------------------------|
| <b>Jurisdiction</b>                                        | <b>Last Filled</b> | <b>Notes</b>                          |
| Clayton                                                    | Before 2017        | Potential new member identified       |
| Concord                                                    | December 2018      | Last member was Jeff Koertzen         |
| Lafayette                                                  | Before 2017        |                                       |
| Martinez                                                   | Before 2017        |                                       |
| Moraga                                                     | Before 2017        | New member going through City Council |
| San Ramon                                                  | July 2018          | Last member was Randy Pedersoli       |

**Rule and Function Bylaws:**

During the last O&S committee meeting in July, staff was asked to present the bylaws for Advisory Committee. The bylaws are provided verbatim as Attachment 1. As part of the bylaws, officers comprising of a chair and vice chair serve one year terms. The previous two committee meetings only one active member was present, Jim Donnelly, so this was a rather moot point. Now that the committee is growing, Jim Donnelly has agreed to serve as interim chair. Officers will be formally elected at the upcoming committee meeting on September 10<sup>th</sup>, 2019.

One additional issue with the current committee is attendance. According to the bylaws, if members do not attend three consecutive meetings without cause, then the committee may request that the member resign or be removed by the board upon consultation with the member jurisdiction. Currently, Mark Lewis of Orinda has not attended a CAC meeting at County Connection offices. His term is set to expire in January 2020. For Walnut Creek, Jeremy Weinstein has not attended a meeting since November 2018, or six consecutive meetings.

**Financial Implications:**

None.

**Recommendation:**

Staff recommends that Directors representing the jurisdictions with outstanding vacancies work with their respective city councils to identify potential new Advisory Committee members.

**Attachments:**

Attachment 1: County Connection Citizen's Advisory Committee Bylaws, Adopted June 16<sup>th</sup>, 2011

**Central Contra Costa Transit Authority  
Advisory Committee  
Role and Function  
Approved June 16, 2011**

**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