

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

September 17, 2020

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Candace Andersen called the regular meeting of the Board of Directors to order at 9:00 a.m. Board Members present were Directors Dessayer, Haydon, Hudson, Noack, Storer, Tatzin, Wilk and Worth. Directors Hoffmeister and Schroder arrived after the meeting convened.

Staff: Ramacier, Chun, Cheung, Churchill, Hill, Horta, Kamara, Martinez, McCarthy, Mitchell and Reebbs

**Public Comment:** None

#### CONSENT CALENDAR

**MOTION:** Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of August 20, 2020; (b) CCCTA Investment Policy-Quarterly Reporting Requirement; (c) Annual Adjustment to Cafeteria Amounts for Non-Represented Employees, Resolution No. 2021-005; (d) Lifeline Transportation Program Cycle 6 Grant Funding, Resolution No. 2021-010; (e) On-Call General Engineering Consulting Services Contract Award, Resolution No. 2021-008. Director Tatzin seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Haydon, Hudson, Noack, Storer, Tatzin, Wilk and Worth  
No: None  
Abstain: None  
Absent: Directors Hoffmeister and Schroder

Director Schroder arrived at 9:04 a.m.

#### REPORT OF CHAIR:

##### Seating of CCCTA Officers

Keith Haydon-Chair  
Dave Hudson-Vice Chair  
Amy Worth-Secretary

##### 2020-2021 Committee Assignments

##### Administrative & Finance Committee

Al Dessayer  
Sue Noack  
Don Tatzin

## Marketing, Planning & Legislative Committee

Candace Andersen  
Rob Schroder  
Kevin Wilk  
Amy Worth

## Operations & Scheduling Committee

Laura Hoffmeister  
Dave Hudson  
Robert Storer

## **REPORT OF GENERAL MANAGER:**

### Update on COVID-19 and the impacts on County Connection

Rick Ramacier informed the Board that as of today, County Connection has 3 confirmed COVID-19 cases, all in the operations department, and no known cases in the maintenance or administrative departments. We are enforcing 6 feet distancing on our buses. In coming months, staff will update you on possible run cuts and changes to our operating budget. Overall we are pleased with how our employees have stayed healthy and positive during these trying times.

### Blue Ribbon Task Force

Rick Ramacier informed the Board that he is meeting with the MTC Blue Ribbon Task Force, once a month via Zoom to represent the small transit operators. We are discussing a health and safety plan for transit and coordination with other transit agencies on implementing the plan and when and how we will begin collecting transit fares again. Director Hoffmeister arrived at 9:24 a.m.

### Report on the status of the HEROES/HEALS Act

Rick Ramacier informed the board that County Connection has received our first allocation of funds from the CARES Act. We anticipate approximately \$4.5 million for our next allocation by the end August 2020. Congress has not passed any follow up legislation to the CARES Act, and at this point we don't know when/if such legislation will be adopted. The proposed Heroes Act would allocate \$15.75 billion for transit, split into a \$11.75 billion bucket for urbanized area formula funds for transit entities serving populations of more than three million that would be distributed using Fiscal Year 2020 formulas, and \$4 billion in grants. We don't expect to hear anything until after the election and possibly not until early 2021.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

#### Update on FY2020 & FY2021 Budget

Director Dessayer introduced the item. He stated that this is not a formal change to the budget, it's just a current look at what the future may hold. Erick Cheung explained that the FY 2021 Adopted Budget estimated revenues of \$40,248,400 for FY 2020 and \$44,456,064 for FY 2021. Due to COVID-19, revenues have been negatively impacted downward based on revised estimates on sales tax, diesel tax, and fares. Staff has updated the revenue for FY 2020 and FY 2021 based on current information. For FY 2020, the amount has improved due to better sales tax revenues than estimated in June but still below assumptions in March. For FY 2021, revenues have decreased.. Unfortunately, the region incurred a spike in COVID-19 cases which meant some restrictions were put back in place and schools began using distance learning. These restrictions have impacted fare and special service revenues, as we have yet to begin collecting fare revenue since March. Even though FY 2020 sales tax revenue came in better than expected, there have been no changes by MTC on TDA revenues of \$14,561,685. Based on the August update, we need \$23,446,530

in TDA funds, which would reduce our TDA reserves by \$8,884,845 to a balance of \$17,081,000. After some discussion, it was stated that the A&F Committee will continue to update the Board and updates occur.

## **Marketing, Planning and Legislative Committee**

### Clipper START and Youth Fare

Ruby Horta informed the Board that as of July 2020, Clipper START allows adults who live in the Bay Area and whose earnings are up to 200% of the federal poverty level to qualify for fare discounts. The Clipper START pilot is only available on the Clipper card and requires riders to complete an application process which includes proof of identity and proof of income. Once approved, riders receive a personalized Clipper card that can be used for single-ride discounts on the participating transit agencies' systems.

Staff will be required to complete a Title VI analysis as part of this process. One of the potential inequities, given our current fare structure, is the fact that only low-income adults would be eligible for a discounted fare. The four large operators currently participating in the program already have youth fares in place. In an effort to address this inequity amongst low-income adults and a low-income youth in the same household, staff is proposing implementing a youth fare, available on the Clipper card. There would be no changes proposed to the cash fare, at this time.

**MOTION:** Director Schroder moved approval that County Connection participate in the Clipper START program, which will provide a 20% fare discount for select populations, and the inclusion of a companion youth fare, with the understanding that the Board will take final action following the completion of the Title VI review and public outreach process. Director Hoffmeister seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, Noack, Schroder, Storer, Tatzin, Wilk and Worth  
No: Director Dessayer  
Abstain: None  
Absent:None

## **Operating & Scheduling Committee**

### Commitment to Riding Together: Bay Area Healthy Transit Plan and Resolution No. 2021-009

Director Hudson left the meeting at 10:41 a.m.

Bill Churchill explained that In response, the Bay Area's twenty seven operators collaborated on the development of the Riding Together: Bay Area Healthy Transit Plan which provides a unified and comprehensive framework of health and safety mitigation standards, communication efforts and responsibilities for both transit operators and the riding public. This plan was not developed in a vacuum, rather, operators relied upon guidance from the American Public Transportation Association (APTA), US Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Department of Homeland Security (DHS), the World Health Organization (WHO) as well as others to develop a solid foundation to ensure a safe transportation network in the Bay Area. Another key component of the Plan is the assessment of plan effectiveness through monitoring and data collection and the publication of results through a common dashboard that all operators will contribute to each month. The greatest strength of this plan however is its flexible approach that responds appropriately as new information is gained on how to effectively mitigate Covid-19.

As one of the Bay Area's operators, County Connection staff participated in the development of the plan and is comfortable with the Authority's ability to comply with all requirements it contains. The current County Connection Covid-19 policies, procedures and mitigation efforts meet or exceed all components of the plan.

MOTION: Director Hoffmeister moved approval of Resolution No. 2021-009, committing County Connection to implementing the Riding Together: Bay Area Healthy Transit Plan. Director Storer seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Haydon, Hoffmeister, Noack, Schroder, Storer, Tatzin, Wilk and Worth  
No: None  
Abstain: None  
Absent: Director Hudson

#### Triennial State TDA Performance Audit

Ruby Horta, explained that in general the audit report is good with indicators meeting requirements including compliance with all sections of the State PUC. The sections reviewed included requirements concerning CHP safety inspections, labor contracts, reduced fares, revenue sharing, and evaluation of passenger needs.

The Director of Accessible Services has been working with the new contractor, Transdev, to address all three areas. Regarding the accident rate in the fixed route division, staff identified a reporting error that led to this finding and has conducted additional training to ensure all reporting is completed in an accurate manner.

MOTION: Director Dessayer moved acceptance the most recent TDA Performance Audit of County Connection conducted by MTC. Director Wilk seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Haydon, Hoffmeister, Noack, Schroder, Storer, Tatzin, Wilk and Worth  
No: None  
Abstain: None  
Absent: Director Hudson

#### FY2020 Fixed Route Performance Report

Melody Reebbs, Manager of Planning, explained that in the San Francisco Bay Area, overall transit ridership was down. County Connection's ridership declines and subsequent recovery trends have been relatively consistent with other local transit operators in the region. In contrast, regional transit providers in the Bay Area, including BART, have experienced more significant drops in ridership and slower rates of recovery. Similar to County Connection's express routes, this is likely due to the fact that these regional services tend to serve a more traditional commute market, and in particular, one that is currently able to work from home.

#### FY2020 Paratransit Performance Report Update

Rashida Kamara, Manager of Accessible Services, explained that County Connection is working with the community in several areas. Our current partnerships are with: Meals on Wheels, Church of the Bay in Collaboration with the Mt. Diablo School district (Bel Air Elementary and Riverview Middle), Contra Costa County EOC collaboration and Homeless Relocation Transport. Our agency collaborations are with AC Transit and Bart (East Bay Paratransit), Marin County Health Department and West CAT.

#### Winter Bid Update

Melody Reebbs, Manager of Planning, explained that staff has been closely monitoring ridership to assess demand and ensure adequate service capacity. Since mid-July, ridership levels have remained relatively constant. Average weekday ridership is around 70% below baseline levels, and weekend ridership is down about 40%. Service capacity has not been an issue to date, with buses carrying an average of around 5 passengers per trip.

The Winter bid will be implemented on October 4<sup>th</sup>. Given that much is still uncertain and ridership levels have remained steady, staff plans to maintain most of the current service levels while retaining as much flexibility as possible to be able to respond to any changes in demand. The new bid will not include regularly scheduled school service. This will provide additional flexibility for if, and when, schools reopen to be able to deploy service where needed, particularly in recognition that different schools may have different reopening plans. This was an information only item.

**BOARD COMMUNICATION:** None

**ADJOURNMENT:** Chair Andersen adjourned the regular Board meeting at 10:47 a.m.

Minutes prepared by

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Lathina Hill  
Assistant to the General Manager

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Date