DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Committee Directors, staff and the public may participate remotely by calling:

Join Zoom Meeting
https://us02web.zoom.us/j/89716460143

Meeting ID: 897 1646 0143
Dial by your location
   +1 669 900 6833 US (San Jose)
   +1 408 638 0968 US (San Jose)

Public comment may be submitted via email to: hill@cccta.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board of Directors before the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

The County Connection Board of Directors 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 Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
   a) Approval of Minutes of Regular Meeting of April 15, 2021*
   b) Revised Allocation Amounts for the Cap and Trade Grant (LCTOP) – FY 2020-21 Resolution No. 2021-024*
5. Report of Chair
6. Report of General Manager
a) COVID-19 Update
(The General Manager will give a brief update including an update on the work of staff’s preparations for potential future in person meetings.)

b) Update on the MTC Blue Ribbon Transit Recovery Task Force
(The General Manager will give an update on the MTC Blue Ribbon Transit Recovery Task Force. This will include the scheduling of a meeting to be held on June 21, 2021, time to be determined, between the BRTF and the small operator board chairs. The General Manager will also mention a second meeting of transit board members from across the region to receive a presentation on the Regional Fare Coordination and Integration Study.)

c) Update on AB629-Chiu
(The General Manager will provide a verbal update on where this legislation is in the legislative process.)

d) Joint County Connection/LAVTA Board Committee
(The General Manager will report on a request from LAVTA to have the pre-established joint board committee to periodically meet to review the County Connection/LAVTA Paratransit Pilot Program.)

7. Report of Standing Committee

a) Marketing, Planning & Legislative Committee
   1) Clipper Mobile App Marketing and Outreach Plan*
      (Staff will provide an overview of the marketing efforts underway and planned for the Clipper App.)

   2) Status of the Metropolitan Transportation Commission (MTC) plans for allocating the American Rescue Plan (ARP) funds to the region’s transit operators
      (Staff will give a brief verbal status report on this item.)

b) Operations & Scheduling Committee
   1) Regional Transit Ridership Trends – Information Only*
      (Staff will provide an update on transit ridership trends across the Bay Area.)

   2) Collaboration of CCCTA/LAVTA Paratransit Programs Update #1 Information Only *
      (Staff will provide an update on the LAVTA/County Connection Paratransit collaboration.)

8. Report from the Advisory Committee
   a) Appointment of Jason Sommers to Advisory Committee Representing the City of Pleasant Hill and Andrew Fontan as the alternate member*

9. Board Communication

10. Closed Session:
    Public Employment and Performance Evaluation; Conference with Labor Negotiator Pursuant to Government Code Sections 54957, 54957.6
    Position: General Manager

11. Adjournment

*Enclosure
**It will be available at the time of the Board meeting.
Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board 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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Currently Scheduled Board and Committee Meetings

- Board of Directors: Thursday, June 17, 9:00 a.m., via teleconference
- Administration & Finance: Wednesday, June 2 8:30 a.m., via teleconference
- Advisory Committee: TBA.
- Marketing, Planning & Legislative: Thursday, June 3, 8:30 a.m., via teleconference.
- Operations & Scheduling: Thursday, June 3, 4:00 p.m. via teleconference

The above meeting schedules are subject to change and may be conducted as teleconference meetings. 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
CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Ramacier, Sherman, Cheung, Churchill, Hill, Horta, Kamara, Martinez, McCarthy, Mitchell, Rees and Rettig

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 March 18, 2021; (b) Bus Advertising Amendment and Resolution No. 2021-023; Director Wilk seconded the motion, and it received the following vote of approval:

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

REPORT OF CHAIR:

Chair Haydon provided an update on Director Dessayer, and stated that he will keep the Board posted on Director Dessayer's return. He also stated that Director Dessayer has always been the point person for the yearly General Manager’s review. In case Director Dessayer is not back in time to perform this function, Rick Ramacier and Madeline Chun will keep them abreast as to the next steps.

REPORT OF GENERAL MANAGER:

County Connection/LAVTA Coordination

Rick Ramacier informed the Board that as of the date of the meeting, it is now day 15 with Transdev providing service for County Connection and LAVTA. We will start looking at the production numbers in weeks to come and will come back to inform the Board on the progress.

COVID-19 Update
Rick Ramacier stated that with the state opening back up, he has met with the ATU to discuss the capacity on the buses. As of right now, the state has given guidance on distance between the driver and the passengers but not the distance between the passengers and other passengers. We are left to develop our own guidelines on bus capacity as we move forward. We will continue to come back to the Board as developments occur.

**Update on the MTC Blue Ribbon Transit Recovery Task Force**

Rick Ramacier explained that the Blue Ribbon Task Force will continue to meet every week to better define the roles and responsibilities of the Transit Network Managers and how will they be held accountable. Our staff has been a part of this process from the beginning, and they will continue to update the Board as new ideas and/or concepts are being introduced.

**REPORT OF STANDING COMMITTEES**

**Administration & Finance Committee**

Adoption of the Draft Fiscal Year 2022 Proposed Draft Budget and Forecast and Resolution No. 2021-022

Director Tatzin introduced the item and explained that the A&F Committee met and discussed opportunities to revise the budget. It is unknown how much we will receive from federal funding and how much the increase in ridership will be. CFO, Erick Cheung, continued that the updated FY 2022 Budget proposes $46,683,271 in operational and capital expenses for fixed route and paratransit with revenues to offset these costs. County Connection’s main revenue source is TDA 4.0 funds from MTC; the budget proposes using $21,355,413 which is $2,161,087 more than MTC estimates we will receive next fiscal year of $19,194,326. TDA reserves are estimated to end lower in FY 2022 with a balance of $23,160,000. Although some of our funding is uncertain, at this time we are asking to pass this draft budget so that a timely TDA claim can be filed.

MOTION: Director Tatzin moved adoption of the Draft Fiscal Year 2022 Proposed Draft Budget and Forecast and Resolution No. 2021-022; Director Noack seconded the motion, and it received the following vote of approval:

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

**Marketing, Planning & Legislative Committee**

**State Legislative Update: Amendments to AB476-Mullin and AB629-Chiu**

Rick Ramacier stated that the sometime in early May, County Connection should receive its first disbursement of funds that will equal the amount lost in FY19 revenue. As a working draft, AB629 does not contain anything that would pose a strong concern to County Connection. It puts forward additional requirements for MTC to ensure that significant steps are taken to create a more seamless and resilient regional transit system. MTC is to consult comprehensively with the transit operators in these endeavors and is expected to institutionalize the consultations and the results. The draft bill specifically calls out fare integration, universal mapping and wayfinding with common branding, and greater joint use of technology to monitor and adjust services for on-time performance, especially in relation to passenger wait times.

Assembly Member Mullin has amended AB476 to now facilitate the legislation that will ultimately be needed to run transit buses part time on the “shoulders” of I-680. He amended AB476 with the language from last year’s
SB1283 (Beall). Beall’s proposal was removed from consideration as a result of the temporary bill caps installed last year due to the Covid-19 pandemic.

Mullin intends to make AB476 a two-year bill and move it early in 2022. This is in part to allow the work that the Contra Costa Transportation Authority (CCTA) and others are doing on bringing the California Highway Patrol (CHP) along, to continue. This bill will be amended at some point to reflect that, and other issues being worked on regarding bus operator training, etc.

Federal Legislative Update: Community Project Funding opportunities in the FY22 Federal Appropriations Bill and specific project funding opportunities in the upcoming federal transportation reauthorization bill

Rick Ramacier gave background information on this item by stating that County Connection was invited to consider submitting a project(s) as a Community Project Funding (earmark) request for the FY22 federal appropriations bill and/or to the federal transportation reauthorization mark up. These invitations came from the offices of Congressmen DeSaulnier and Swalwell. Early discussions that we had with the two congressional offices strongly suggest that projects that work to implement a new “one seat” express bus ride in the corridor have a lot of general support. Also, projects that would help County Connection & LAVTA conduct a joint Hydrogen Fuel Cell bus pilot project in an express bus service along the I-680 corridor are receiving strong interest. Staff recommended that we take appropriate actions over the next many months to prepare ourselves to make direct earmark requests should later opportunities to do so arrive. This was an informational item.

Operations & Scheduling Committee

One Seat Ride Pilot Update and Request for Extension and Resolution No. 2021-021

Director Storer introduced the item and turned the meeting over to Rashida Kamara. She provided the Board with a brief update on the One Seat Ride Pilot Program. The pilot project is currently set to end April 30, 2021, and staff from all four partner agencies agree the project has not been in operation for enough time to determine whether it is a success especially from an expansion and funding perspective. Additionally, staff is still working through significant technical challenges ranging from billing algorithms, data management and mapping trips crossing multiple service areas. East Bay Paratransit has expressed an interest in joining the program and as such we still need to work out what phase two and possibly three would look like. However, despite these challenges passengers who are currently participating in the One Seat Pilot have expressed their satisfaction with the service. As a result, the four partners would like to extend the project an additional six months to work through the remaining outstanding issues and ultimately determine the success of the project.

MOTION: Director Storer moved adoption of Resolution No. 2021-021, extending the One Seat Regional Ride program through October 31, 2021. Director Tatzin seconded the motion, and it received the following vote of approval:

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

Accessible Transportation Strategic (ATS) Plan

Rashida Kamara explained that to engage the public, a survey was created and mailed out to 23,000 individuals in Contra Costa County of which 1,149 participated. It was made available in English, Spanish and Mandarin. As part of the study, the consultant interviewed senior managers of transit agencies. Several townhall meetings were scheduled, but due to the onset of the COVID-19 pandemic, these townhall meetings moved to a virtual platform.
As the study progressed, updates were given to both the PAC and TAC for further discussion. Due to grant constraints, the study was required to be completed by February 28, 2021.

Most of the study was conducted during the COVID-19 Pandemic, preventing many entities from participating fully. Transit agencies were faced with many challenges as they struggled with plummeting service levels and keeping their drivers, customers, and staff safe. For some volunteer transit agencies, shutting down was the only option as they were unable to sustain their transportation services even for essential services. Most of their drivers were either volunteers or at higher risk for contracting the virus. In addition to plummeting service levels, agencies were also dealing with service emergencies such as passenger COVID-19 outbreaks and being called on to participate in emergency services which took priority in managing the spread of the virus. Finally, as the study was ending, transit agencies were busy attempting to vaccinate their operators and public facing staff to protect their employees and passengers.

County Connection along with many other transit partners have already identified gaps in service and are collaborating to address them. This includes the One Seat Ride Pilot Program. This is a six-month pilot, which offers a one seat ride for passengers crossing multiple transit jurisdictions, without transferring. The other transit strategy includes a collaboration with CCCTA/LAVTA to use one contractor to manage paratransit services for both agencies, thus sharing resources, like scheduling software, vehicles, and call centers. These transit strategies have already improved the rider experience in multiple agencies and shows that transit agencies can work together for the common goal.

BOARD COMMUNICATION:

**ADJOURNMENT:** Chair Haydon adjourned the regular Board meeting at 10:15 am.

Minutes prepared by

[Signature]

Lathina Hill
Assistant to the General Manager

Date: May 12, 2021
To: Board of Directors  
Date: 05/05/2021  

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

SUBJECT: Revised Allocation Amounts for the Cap and Trade Grant (LCTOP) – FY 2020-21

Background:

At the March 2021 Board meeting, the Board approved Resolution No. 2021-020 for the Low Carbon Transit Operations Program (LCTOP) projects as follows:

1) Martinez to Amtrak BART: $215,710  
2) Free Fares on Routes 11, 14, & 16: $326,828  

Revised Amounts:

The approved amounts were estimates. Now that MTC has finalized the allocation, the new amounts are proposed as follows:

1) Martinez to Amtrak BART: $215,710  
2) Free Fares on Routes 11, 14, & 16: $417,961

Financial Implications:

Using FY 2020-21 LCTOP to fund service operating within the DAC ($215,710) and continue the fare subsidy for one additional year on Routes 11, 14, and 16 ($417,961).
**Recommendation:**

The A&F Committee and staff recommend Board approval of the proposed LCTOP project funding allocation. The additional project year for subsidized fares on Routes 11, 14, and 16 will cover FY 21-22.

**Action Requested:**

The A&F Committee and staff request Board approval of the proposed LCTOP project funding allocation under Resolution 2021-024.

**Attachments:**

Resolution No. 2021-024
RESOLUTION NO. 2021-024

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS

* * *

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):
(MARTINEZ AMTRAK TO BART, $215,710 AND
FARE SUBSIDY FOR ROUTES 11, 14, AND 16, $417,961)

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the CCCTA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program ("LCTOP") now or sometime in the future for transit projects;

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations;

WHEREAS, the Department of Transportation ("Department") is the administrative agency for the LCTOP;

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies);

WHEREAS, the CCCTA wishes to delegate authorization to execute these documents and any amendments thereto to Ruby Horta, Director of Planning & Marketing; and

WHEREAS, the CCCTA wishes to implement the LCTOP project(s) listed below.
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that CCCTA agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects;

BE IT FURTHER RESOLVED that Ruby Horta, Director of Planning, Marketing & Innovation, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation; and

BE IT FURTHER RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2020-21 LCTOP funds:

Project Names:

(1) Martinez Amtrak to BART  
Amount of LCTOP funds requested: $215,710  
Short description: This route directly serves a disadvantaged community.

(2) Fare Subsidy for Routes 11, 14, and 16  
Amount of LCTOP funds requested: $417,961  
Short description: Fare subsidy project for one additional year. All of these routes serve AB 1550-defined low-income communities and an MTC community of concern, which is centered around Downtown Concord and the Monument Corridor.

Contributing Sponsors (if applicable): N/A

Regularly passed and adopted this 20th day of May 2021 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

____________________________________  
Keith Haydon, Chair, Board of Directors

ATTEST:

____________________________________  
Lathina Hill, Clerk to the Board
SUBJECT: Clipper Mobile App Marketing and Outreach Plan

Background:

At the April 2021 Board meeting, staff announced that the new Clipper Mobile App had just been launched on Apple Pay, which allows riders to pay their transit fares with an iPhone or Apple Watch. The Metropolitan Transportation Commission (MTC) has also been working with Google to add Clipper to Google Pay, which is expected to launch in May and will provide similar functionality for Android phones. In addition to paying fares, the Clipper app also allows users to manage their accounts from their mobile device and provides trip planning tools, including real-time transit information.

Marketing and Outreach:

MTC has been developing a regional marketing and communications plan for the launch of the app. The app will be promoted through various outlets, including digital and out-of-home advertising, social media, and the Clipper and MTC websites. MTC has also created a toolkit for transit operators to utilize in their own marketing efforts, which includes graphics, social media content, and copy for newsletter articles. Staff has begun using these on the County Connection website and social media channels.

In addition, staff plans to augment MTC’s regional efforts with marketing and outreach that targets specific audiences and highlights certain features of the app that provide a particular benefit to those groups of users. One potential opportunity will be marketing the app to youth and their parents/guardians, which could be done in conjunction with promoting the new youth fare discount. Another opportunity will be working with employers as employees start returning to offices to promote the app as a convenient and contactless way to pay their fares. Bishop Ranch employees will also be able to transfer their Bishop Ranch Clipper pass onto their mobile phones.

Finally, as with prior marketing efforts, staff plans to work closely with cities and community-based organizations as they begin to ramp up their services and activities. One of the major barriers to Clipper adoption, especially among lower-income riders, has been the fact that value
can only be added on a card for immediate use at a physical location, of which there are very few within our service area. Now, riders will be able to add value immediately to the Clipper cards on their phones.

**Financial Implications:**

A significant portion of the costs associated with marketing the Clipper Mobile App will be covered by MTC. Any additional costs are included in the FY 2021 promotions budget.

**Recommendation:**

None, for information only.

**Action Requested:**

None, for information only.
To: Board of Directors  
Date: 5/10/2021

From: Melody Reebs, Manager of Planning  
Reviewed by: [Signature]

SUBJECT: Regional Transit Ridership Trends

Background:

Following the first shelter-in-place order that took effect in March 2020 in response to COVID-19, transit ridership dropped nationwide as non-essential businesses and activities were shut down. On County Connection, average weekday ridership dropped as low as 85% below normal levels through most of April. Since then, ridership has generally fluctuated in response to case numbers and the level of restrictions in place, with some slight growth between June and October before another decline starting in November. As restrictions have lifted again over the past couple months, ridership has grown slightly but still remains down about 70%.

Regional Trends:

In the San Francisco Bay Area, overall transit ridership was down 75.5% in February 2021 compared to the same month last year, just prior to the start of the pandemic. The first chart shows the change in monthly fixed-route ridership on County Connection versus the region as a whole. While there was slightly more ridership recovery on County Connection routes last summer, ridership levels are now relatively consistent with the rest of the region.

The second chart shows the year-over-year change in ridership for various operators in the region in February 2021, as well as at the height of the pandemic in April 2020 in order to illustrate how much ridership has recovered since then. County Connection’s overall ridership declines have been on par with other local transit operators in the region, but ridership recovery since last April has been slightly more significant, particularly compared to the other East Bay operators. In contrast, regional transit operators have continued to sustain more substantial drops in ridership and much slower rates of recovery.

This is consistent with the fact that regional transit services such as BART and Caltrain tend to serve more of a traditional commute market, and many of those commuters are still working from home as offices remain closed. On the other hand, the types of businesses that have reopened over the past few months, including restaurants and retail, tend to generate more local transit trips.
Monthly Ridership Trends

Bay Area Fixed-Route Ridership Comparison

Source: NTD Monthly Module Adjusted Data Release
Financial Implications:
None.

Recommendation:
None, for information only.

Action Requested:
None, for information only.
To: Board of Directors  
From: Rashida Kamara, Director of ADA Services

SUBJECT: Pilot Project-Collaboration of CCCTA/LAVTA Paratransit Programs UPDATE #1

Background:

In March of 2021, the Board of Directors approved a one-year Pilot project in which the Livermore Amador Valley Transit Authority (LAVTA) and CCCTA would collaborate to operate both agencies paratransit programs under one contractor, Transdev. This Pilot program was an effort to further the MTC goal of public transit agency collaboration to more efficiently spend transportation funding dollars. The pilot program would allow County Connection and LAVTA to share resources in delivering paratransit services in both agency’s service areas. These resources include but not limited to, the contractors management, dispatch and customer service, scheduling, scheduling software and road supervision. Transdev would perform the LAVTA trips using their subcontractor BigStar, with signage that specifically identifies the vehicles as “Wheels DAR”.

Service Update:

Upon approval of the pilot, an MOU was executed by both General Managers and an amendment was submitted and signed by Transdev to commence service on April 1, 2021. Transdev successfully transitioned and folded in LAVTA Paratransit service on April 1, 2021. Some of the transitional tasks included, hiring an Operations Manager and two dispatchers for LAVTA. Signage for the BigStar vehicles were ordered and mounted, tablets for the BigStar drivers were ordered and Transdev IT team along with CCCTA IT team configured them to receive manifest data. Transdev also worked with LAVTA’s incumbent contractor MTM, to receive and download client data into our existing Trapeze scheduling software. CCCTA IT department worked with our phone systems to create phone numbers that would allow for call routing for LAVTA’s public facing phone numbers (thus making the transition seemless to the passenger). The CCCTA eligibility department also worked tirelessly to enter LAVTA passenger data into our scheduling system to prevent data from being lost. Once that process was complete, CCCTA staff created an automated system that allowed LAVTA staff to enter data directly into the Regional Eligibility Database (RED) and it would automatically download each night into CCCTA Trapeze scheduling software thereby eliminating the need for manual entries.
Day one was a success when you consider a 30 day transition period. 57 trips booked, 51 picked up and 98% on time. Since then Transdev continues to perform between 40 and 57 trips on an average weekday with 95% to 100% on time performance.

**Discoveries:**

We have discovered some challenges that needed to be addressed. Our current phone system was unable to host an outside phone tree. Our IT department proposed, the LAVTA phone system host the phone tree and the system would forward calls to our phone system, like a cell phone. This workaround was created the day before go-live and as such we were able to receive calls on day one. In addition, we have also discovered that many LAVTA passengers are already in our scheduling database because of previous trips in our service area, as a result, the reservations agent may pull up a passenger name and not realize there are two accounts as a result of the data addition from LAVTA. Our IT department has been able to identify which passenger ID belongs to LAVTA and CCCTA and will archive one. The reservation agent will then have to only contend with one passenger ID. In order to do this, trips have to be reconciled so a full passenger history can be available in the system. This is an on-going resolution and yet to be completed. Last but not least we need to streamline pick-up window procedures. LINK pick-up window is 0-30 minutes, whereas LAVTA’s pick-up window is 15 minutes before and 15 minutes after the requested pick-up time. As a result, it appears drivers may inadvertently arrive early for LAVTA pick-ups.

**Financial Implication:**

As a result of this collaboration, County Connection will see a reduction in its FY 22 proposed monthly fixed cost of $153,094.65 to $148,292.28, as well as it’s FY 22 variable rate of $50.56 to $50.42.

**Attachment:**

None

**Action Requested**

Information Only
SUBJECT: Appointments to Advisory Committee Representing City of Pleasant Hill

Background:

On April 19, 2021, the Pleasant Hill City Council appointed Jason Sommers to serve on the County Connection’s Advisory Committee as the primary member representing the City of Pleasant Hill. The alternate member representing the City of Pleasant Hill is Andrew Fontan. These appointments will expire in April 2023.

Financial Implications:

None

Recommendation:

Approve the primary appointment of Jason Sommers as the representative for the City of Pleasant Hill and Andrew Fontan as the alternate member for the City of Pleasant Hill on County Connection’s Advisory Committee.

Attachments:

A. Primary Appointment notice and application – Jason Sommers
B. Alternate Appointment notice and application – Andrew Fontan
April 20, 2021

Ms. Rashida Kamara  
Director of ADA Services  
County Connection  
2477 Arnold Industrial Way  
Concord, CA 94520

Re: Pleasant Hill Appointment of Jason Sommers to CCCTA Advisory Committee

Dear Ms. Kamara:

The Pleasant Hill City Council, at its meeting of April 19, 2021, approved the forwarding of a recommendation to the Central Contra Costa Transit Authority Board of Directors to nominate Jason Sommers for appointment as a primary member to the Central Contra Costa Transit Authority (CCCTA) Advisory Committee. The appointment term, if approved by the Board, will expire at the end of April, 2023.

Please provide confirmation of the Board’s final appointment to my attention at:

City of Pleasant Hill  
Attn: Juanita Davalos, Administrative Analyst  
100 Gregory Lane  
Pleasant Hill, CA 94523

Thank you for your attention to this matter, and please let me know if you have any questions by contacting me at jdavalos@pleasanthillca.org or 925-671-5283.

Sincerely,

Juanita Davalos  
Administrative Analyst  
City Manager’s Office/Economic Development

cc: Jason Sommers
April 20, 2021

Mr. Jason Sommers  
125 Lucinda Lane  
Pleasant Hill, CA  94523

Dear Jason:

Congratulations! As recommended by the Interview and Nominating Committee, the City Council, at its meeting of April 19, 2021, approved the forwarding of a recommendation to the Central Contra Costa Transit Authority (CCCTA) Board of Directors to nominate you for appointment to the CCCTA Advisory Committee as a primary member. Your appointment term, if approved by the Board, will be from May, 2021 through April, 2023.

If you have any questions regarding the appointment, please contact Juanita Davalos, Administrative Analyst, at jdavalos@pleasanthillca.org or 925-671-5283.

Thank you for your willingness to serve in this important capacity, and for your commitment to the City of Pleasant Hill.

Sincerely,

[Signature]

Sue Noack  
Mayor

SN: jmd

cc: Rashida Kamara, Director of ADA Services, County Connection
APPLICATION FOR
PLEASANT HILL COMMISSIONS AND COMMITTEES

The City Manager's office maintains a file of Pleasant Hill residents willing to serve on various commissions and committees as vacancies arise. If you are interested in being a candidate for appointment, please fill out the following form and mail it to the address on the back of this page. When vacancies occur, all applications will be reviewed by a City Council subcommittee, and interviews may be held from time to time. Your application will remain on file for one year.

YES, I am interested in serving on the (indicate order of your preference using numbers):

(3)  ARCHITECTURAL REVIEW COMMISSION (meets 1st and 3rd Thursdays at 5:00 p.m.) Reviews site plans, architectural structures and signing related to new development in Pleasant Hill. Must have demonstrated talent and interest in aesthetics and architectural design through experience, training, education or occupation. (5 members)

(5)  CIVIC ACTION COMMISSION (meets 1st Wednesday at 6:30 p.m.) Organizes major events such as the summer concert series, Community Service Day and Light Up the Night. (9 members)

( ) COMMISSION ON AGING (meets 2nd Thursday at 5:00 p.m.) Considers matters affecting the aging in the community; provides awareness of resources; and participates in events of benefit to the aging population. (9 members - 3 may be under 55 years of age)

(1)  EDUCATION COMMISSION (meets 4th Wednesday at 7:00 p.m.) Fosters communication and partnership among Pleasant Hill schools. Must reside in either Valley View or Pleasant Hill Middle School attendance areas. (9-13 members)

(4)  PLANNING COMMISSION (meets 2nd and 4th Tuesdays at 6:30 p.m.) The recommending body to City Council on land use, zoning, general plan, etc. Must be a citizen of the U.S. and resident of Pleasant Hill for at least one year to qualify for appointment. (7 members)

(2)  TRAFFIC SAFETY COMMISSION (meets 2nd Tuesday at 6:00 p.m.) Three Pleasant Hill residents appointed by City Council to review traffic safety problems in the community and recommend actions. At least two people must have expertise in engineering or public safety.

( ) COUNTY AVIATION ADVISORY COMMITTEE - One Pleasant Hill resident recommended by City Council to advise the Contra Costa County Board of Supervisors on County-wide airport policies.

( ) COUNTY IRON HORSE CORRIDOR ADVISORY COMMITTEE – One Pleasant Hill resident recommended by City Council to advise the Board of Supervisors on development and policies regarding the Iron Horse Corridor (former Southern Pacific Right-of-way).

( ) COUNTY LIBRARY COMMISSION - One delegate appointed by City Council to advise the Contra Costa County Board of Supervisors and County Librarian regarding library services.

(6)  OTHER:  

CCCTA ADVISORY COMMITTEE

There are other independent groups serving our community such as 4th of July Commission, P.H. Foundation, Friends of Rodgers Ranch, P.H. Historical Society, and Friends of P.H. Library. For information on City Commissions or Committees, or how you can become involved in the independent groups call 925-671-5267 or email jdavalos@pleasanthillca.org.

(PLEASE FILL IN SECOND PAGE)

Revised 01/10/20
SUMMARY OF BACKGROUND AND EXPERIENCE

Name SOMMERS JASON
Last First
Address 125 LUCINDA LANE PLEASANT HILL 94523
City Zip
Cell Phone (707) 477-8133 Daytime Phone (707) 477-8133
Email Address MR.JASONSUMMERS@GMAIL.COM
Occupation CONSTRUCTION MANAGEMENT Employer CAHILL CONTRACTORS LLC
Can you attend daytime meetings? Yes [✓] No [ ] Night meetings? Yes [✓] No [ ]
Are you a U.S. Citizen? Yes [✓] No [ ]

Educational Background:

<table>
<thead>
<tr>
<th>High School</th>
<th>Graduate?</th>
<th>Yes [✓] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETALUMA HIGH SCHOOL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Graduate?</td>
<td>Yes [✓] No [ ]</td>
</tr>
<tr>
<td>CAL POLY (SAN LUISOBISPO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade or Special School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you live in Pleasant Hill? Yes [✓] No [ ] If yes, how many years? 4 (You must be a resident for at least one year to qualify for appointment to the Planning Commission.)

Do you have any special skills or knowledge that you believe would be helpful in serving on the commission or committee in which you have expressed an interest? Explain.

Civil Engineering degree and 12+ years of Construction Management experience with emphasis in infrastructure and multi-family residential & mixed-use projects. In 2020, I completed the Leadership San Francisco program through the SF Chamber of Commerce. I served as a board member on the Young Adult Division of the Jewish Federation of San Francisco for 4 years. I currently serve on the Managing Directors Committee for the Cal Poly Construction Management Advisory Committee.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

I recently served as the Pleasant Hill alternate to the CCCTA Advisory Committee.

Sign your name by typing it in the Signature box below:

Jason Sommers

Date 03/23/2021

Return this form to: City of Pleasant Hill City Manager's Office 100 Gregory Lane Pleasant Hill, CA 94523-3323
OR

Save the form and email to: JDAvalos@Pleasanthillca.org

APPLICATIONS RECEIVED ARE PUBLIC RECORD
City of Pleasant Hill

April 20, 2021

Ms. Rashida Kamara
Director of ADA Services
County Connection
2477 Arnold Industrial Way
Concord, CA 94520

Re: Pleasant Hill Appointment of Andrew Fontan to CCCTA Advisory Committee

Dear Ms. Kamara:

The Pleasant Hill City Council, at its meeting of April 19, 2021, approved the forwarding of a recommendation to the Central Contra Costa Transit Authority Board of Directors to nominate Andrew Fontan for appointment as an alternate member to the Central Contra Costa Transit Authority (CCCTA) Advisory Committee. The appointment term, if approved by the Board, will expire at the end of April, 2023.

Please provide confirmation of the Board’s final appointment to my attention at:

        City of Pleasant Hill
        Attn: Juanita Davalos, Administrative Analyst
        100 Gregory Lane
        Pleasant Hill, CA 94523

Thank you for your attention to this matter, and please let me know if you have any questions by contacting me at jdavalos@pleasanthillca.org or 925-671-5283.

Sincerely,

Juanita Davalos
Administrative Analyst
City Manager’s Office/Economic Development

cc: Andrew Fontan
April 20, 2021

Mr. Andrew Fontan
2981 Dorothy Drive
Pleasant Hill, CA  94523

Dear Mr. Fontan:

Congratulations!  As recommended by the Interview and Nominating Committee, the City Council, at its meeting of April 19, 2021, approved the forwarding of a recommendation to the Central Contra Costa Transit Authority (CCCTA) Board of Directors to nominate you for appointment to the CCCTA Advisory Committee as an alternate member. Your appointment term, if approved by the Board, will be from May, 2021 through April, 2023.

Rashida Kamara, Director of ADA Services for County Connection, serves as the Advisory Committee liaison and will be in touch with you to confirm your Board appointment and to orient you to the committee.

If you have any questions regarding the appointment or process, please contact Juanita Davalos, Administrative Analyst, at jdalos@pleasanthillca.org or 925-671-5283.

Thank you for your willingness to serve in this important capacity, and for your commitment to the City of Pleasant Hill.

Sincerely,

[Signed]
Sue Noack
Mayor

SN:jmd

cc: Rashida Kamara, Director of ADA Services, County Connection
APPLICATION FOR
PLEASANT HILL COMMISSIONS AND COMMITTEES

The City Manager's office maintains a file of Pleasant Hill residents willing to serve on various commissions and committees as vacancies arise. If you are interested in being a candidate for appointment, please fill out the following form and mail it to the address on the back of this page. When vacancies occur, all applications will be reviewed by a City Council subcommittee, and interviews may be held from time to time. Your application will remain on file for one year.

YES, I am interested in serving on the (indicate order of your preference using numbers):

<table>
<thead>
<tr>
<th>Number</th>
<th>Commission Name</th>
<th>Meeting Times</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>ARCHITECTURAL REVIEW COMMISSION</td>
<td>(meets 1st and 3rd Thursdays at 5:00 p.m.)</td>
<td>Reviews site plans, architectural structures and signing related to new development in Pleasant Hill. Must have demonstrated talent and interest in aesthetics and architectural design through experience, training, education or occupation. (5 members)</td>
</tr>
<tr>
<td>( )</td>
<td>CIVIC ACTION COMMISSION</td>
<td>(meets 1st Wednesday at 6:30 p.m.)</td>
<td>Makes recommendations to City Council on subjects that improve the overall quality of community life. Organizes major events such as the summer concert series, Community Service Day and Light Up the Night. (9 members)</td>
</tr>
<tr>
<td>(3)</td>
<td>COMMISSION ON AGING</td>
<td>(meets 2nd Thursday at 5:00 p.m.)</td>
<td>Considers matters affecting the aging in the community; provides awareness of resources; and participates in events of benefit to the aging population. (9 members - 3 may be under 55 years of age)</td>
</tr>
<tr>
<td>(1)</td>
<td>EDUCATION COMMISSION</td>
<td>(meets 4th Wednesday at 7:00 p.m.)</td>
<td>Advisory body to City Council to foster cooperation and communication with Mt. Diablo Unified School District, other local agencies and businesses. Must reside in either Valley View or Pleasant Hill Middle School attendance areas. (9 - 13 members)</td>
</tr>
<tr>
<td>(2)</td>
<td>PLANNING COMMISSION</td>
<td>(meets 2nd and 4th Tuesdays at 6:30 p.m.)</td>
<td>The recommending body to City Council on land use, zoning, general plan, etc. Must be a citizen of the U.S. and resident of Pleasant Hill for at least one year to qualify for appointment. (7 members)</td>
</tr>
<tr>
<td>( )</td>
<td>TRAFFIC SAFETY COMMITTEE</td>
<td>(meets 2nd Tuesday at 6:00 p.m.)</td>
<td>Three Pleasant Hill residents appointed by City Council to review traffic safety problems in the community and recommend actions. At least two people must have expertise in engineering or public safety.</td>
</tr>
<tr>
<td>( )</td>
<td>COUNTY AVIATION ADVISORY COMMITTEE</td>
<td></td>
<td>One Pleasant Hill resident recommended by City Council to advise the Contra Costa County Board of Supervisors on County-wide airport policies.</td>
</tr>
<tr>
<td>( )</td>
<td>COUNTY IRON HORSE CORRIDOR ADVISORY COMMITTEE</td>
<td></td>
<td>One Pleasant Hill resident recommended by City Council to advise the Board of Supervisors on development and policies regarding the Iron Horse Corridor (former Southern Pacific Right-of-way).</td>
</tr>
<tr>
<td>( )</td>
<td>COUNTY LIBRARY COMMISSION</td>
<td></td>
<td>One delegate appointed by City Council to advise the Contra Costa County Board of Supervisors and County Librarian regarding library services.</td>
</tr>
<tr>
<td>( )</td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are other independent groups serving our community such as 4th of July Commission, P.H. Foundation, Friends of Rodgers Ranch, P.H. Historical Society, and Friends of P.H. Library. For information on City Commissions or Committees, or how you can become involved in the independent groups call 925-671-5267 or email jdavalos@pleasanthillca.org.

(PLEASE FILL IN SECOND PAGE)
## SUMMARY OF BACKGROUND AND EXPERIENCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Fontan Andrew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Address</td>
<td>2981 Dorothy Drive</td>
</tr>
<tr>
<td>City</td>
<td>Pleasant Hill</td>
</tr>
<tr>
<td>Zip</td>
<td>94523</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>(925) 457-3580</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>(925) 457-3580</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Andrewdfontan@gmail.com">Andrewdfontan@gmail.com</a></td>
</tr>
<tr>
<td>Occupation</td>
<td>Student</td>
</tr>
<tr>
<td>Employer</td>
<td>Los Medanos College</td>
</tr>
<tr>
<td>Can you attend daytime meetings? Yes ☑ No ☐</td>
<td></td>
</tr>
<tr>
<td>Night meetings? Yes ☑ No ☐</td>
<td></td>
</tr>
<tr>
<td>Are you a U.S. Citizen? Yes ☑ No ☐</td>
<td></td>
</tr>
</tbody>
</table>

### Educational Background:

- **High School** Contra Costa Christian
- **College** Los Medanos College
- **Graduate School**
- **Trade or Special School**

- Do you live in Pleasant Hill? Yes ☑ No ☐ If yes, how many years? 20

---

Do you have any special skills or knowledge that you believe would be helpful in serving on the commission or committee in which you have expressed an interest? Explain.

As a history major, and veteran of the United States Army, I believe the skills I have developed through life experiences, as well as my studies, are all applicable in serving on a commission or committee. From a matured and furthered understanding of our local, state, and country history, I hope to bring an open yet learned view of the world in our local community.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

---

Sign your name by typing it in the Signature box below:

Date 03/29/2021

Return this form to: City of Pleasant Hill City Manager's Office 100 Gregory Lane Pleasant Hill, CA 94523-3323 OR Save the form and email to: JDavalos@Pleasanthillca.org

APPLICATIONS RECEIVED ARE PUBLIC RECORD
March 29, 2021  
100 Gregory Lane  
Pleasant Hill, CA 94523  

To whom it may concern,

After serving as an infantryman in the United States Army Honor Guard for one term of service and obtaining an Associates of Arts in History for Transfer, I have developed a series of skills that offer a plethora of experience that align well with the City of Pleasant Hill’s Commissions and Committees. From managing soldiers in live-fire situations, to analyzing the works of our country’s founding fathers, and even burying the soldiers of past and present wars with full honors, have all taught me the secrets of accomplishing any mission.

My experience in the Honor Guard has given me the unique opportunity to work in the presence of high-ranking government officials. For example, I assisted with multiple ceremonial cordons for the 20th Chairman of the Joint Chiefs of Staff, General Mark A. Miley, and even participated in the 58th Presidential Inauguration as a line of defense to all VIPs.

In addition to my experience in the United States Army, I also bring a furthered understanding of our country’s history. In the passion for our past, I have pushed the extent of my historical drive in the form of both online and in-person classes. By maintaining honors during the arrival of COVID-19, I continued in my discipline regardless of the stressors.

I would like to take the opportunity to thank you for taking the time to review this letter. If you have any questions, please feel free to call me at the number below at any time. I am looking forward to giving back anyway I can!

Thank you for your time and consideration.

Respectfully,
Andrew Fontan
(925) 457-3580