

County Connection

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CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

February 17, 2022

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Churchill, Sherman, Glenn, Hill, Horta, Johnson, Longmire, Martinez, McCarthy, Mitchell, Noya, Reeb and Rettig

PUBLIC COMMENT:

Judy Barrientos, a bus driver with CCCTA, stated her concern with some of the routes being cut and meal breaks.

CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of January 20, 2022; (b) Independent Accountant's Report on FY2021 Federal Funding Allocation Data for Federal Transit Administration, (c) Resolution No. 2022-022, Declaring that the Proclaimed State of Emergency for the COVID-19 Pandemic Continues to Impact the Ability for the Board and its Committees to Meet Safely in Person, and Directing that Virtual Board and Committee Meetings Continue. Director Schroder seconded the motion, and it received the following vote of approval:

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

REPORT OF CHAIR:

Chair Dave Hudson welcomed the new Board Member Mike McCluer representing the Town of Moraga to the CCCTA Board of Directors.

REPORT OF GENERAL MANAGER:

COVID-19 Update

General Manager Bill Churchill informed the Board that County Connection has had a total of 51 employees test positive and none of our cases has ended in hospitalization. We have implemented the stoppage of group

gatherings in breakrooms and require wearing masks all the time for the unvaccinated. We also continue to provide masks, wipes, and gloves to all employees.

Update on the APTA Legislative Conference plans and related appointments for Washington, DC in March

Bill Churchill informed the Board that the APTA Legislative Conference will be in Washington, DC and the dates are March 13-15, 2022. As of right now, we've been informed by two Board members that they would like to attend the conference. If anyone else is interested, please contact staff.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Fiscal Year 2021 Financial Audit

Director Noack introduced the item and turned the meeting over to CFO Amber Johnson. She stated that an independent audit was performed by Brown Armstrong, Accountancy Corporation, and an audit partner presented the audit results to the Administration & Finance Committee at its February meeting. The goal of a financial statement audit is to provide users with a reasonable assurance from an independent source that the information presented in the statements is reliable.

The auditors identified a material weakness while reviewing the Authority's Schedule of Federal Awards (SEFA) and related revenue accruals. They noted that the Authority did not accrue all revenues earned in the fiscal year. Once the Authority was made aware of the omission, the revenue was accrued, and the deficiency was resolved. Staff has modified its procedures around year-end accruals and SEFA preparation to ensure this situation does not occur again in the future.

The auditors also identified a deficiency not considered to be a material weakness while reviewing the Authority's inventory process. They noted data input errors and some obsolete inventory items were not being removed from the inventory system. Staff made significant progress on this issue after it was raised by the auditors last year, with additional procedures implemented to remove obsolete inventory, and corrections made to the way inventory is recorded in the Pricebook at time of purchase and time of usage. Staff will continue to work to improve procedures and ensure that staff who perform inventory counts are following the procedures closely.

MOTION: Director Noack moved acceptance of the Fiscal Year 2021 Financial Audit that was prepared by Brown Armstrong Accountancy Corporation. Director Haydon seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Director Hoffmeister

Marketing, Planning & Legislative Committee

Draft 2022 County Connection Federal Advocacy Program

Director Worth introduced the item and turned the meeting over to Bill Churchill and Kristina Martinez. They explained that the MP&L Committee reviewed the draft program and they agreed with the five priority areas of the program and provided staff with feedback on the presentation material. The MP&L Committee has sent this item to the full Board for review, feedback on the presentation material, and approval. Any additional changes to

the presentation material will be brought back to the MP&L Committee at its March meeting for final approval. After much discussion, the Board agreed on the changes needed for the materials to be ready to take to APTA and a motion was made.

MOTION: Director Andersen moved approval of the Draft 2022 County Connection Federal Advocacy Program with the discussed changes. Director Storer seconded the motion, and it received the following vote of approval:

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

Operations & Scheduling Committee

Battery Electric Bus Update

Director Storer introduced the item and turned it over to Scott Mitchell. Mr. Mitchell gave a brief background on the item stating that County Connection received two federal grants, the 2012 Clean Fuels grant and the 2016 Low/No grant to purchase eight battery electric buses and the necessary charging infrastructure. All eight battery electric buses operate in Walnut Creek on Routes 4 and 5, and two inductive chargers were installed at the new Walnut Creek Transit Village to support the continuous operations on these two routes.

Since January 2021, the electric bus availability averaged 57% compared to 98% for the 1400 series diesel fleet. Most of the reliability issues are due to parts availability and battery issues. Staff continues to work with various partners to resolve these issues. The electric fleet availability has improved greatly over the past six months.

We continue to have major problems with the chargers at the yard in Concord. One of the two Efacec plug-in chargers has been out of service for nineteen months. The manufacturer cannot repair it properly, partly because they are now obsolete. We are currently working with Gillig to find a solution to this problem, which will involve replacing the charge controllers on the eight electric buses and updating the chargers at the facility.

Under the current conditions, electricity has a fuel cost of \$0.37 per mile more than diesel fuel. The electric bus fleet costs \$0.27 more per mile to maintain than the similar diesel powered fleet. A detailed financial analysis will be included in the ZEB Rollout Plan at a later date.

Report from the Advisory Committee

Appointment of Amina Bret-Mounet to Advisory Committee Representing the City of Orinda

MOTION: Director Worth moved approval of the Appointment of Amina Bret-Mounet to the Advisory Committee representing the City of Orinda. Director Storer seconded the motion, and it received the following vote of approval:

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

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Hudson adjourned the regular Board meeting at 10:35 am.

Minutes prepared by

A handwritten signature in blue ink that reads "Lathina Hill". The signature is written in a cursive style with a large initial "L".

Lathina Hill

Assistant to the General Manager

Date: March 2, 2022