

County Connection

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CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

March 16, 2023

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Amy Worth called the regular meeting of the Board of Directors to order at 9:00 a.m. Board Members present were Directors Carlson (alternate for Director Andersen), Diaz, Haskew (alternate for Director Wilk), Hoffmeister, Noack, Schroder, Sos and Tatzin. Director Hoffmeister arrived after the meeting convened at 9:05a.m. and Directors Hudson and Storer were absent.

Staff: Churchill, Sherman, Dixit, Glenn, Hill, Horta, Johnson, Jones, Martinez, Mitchell, Noya and Reeb

PUBLIC COMMUNICATION: None

CONSENT CALENDAR

MOTION: Director Tatzin moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of February 16, 2023. Director Diaz seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth
No: None
Abstain: None
Absent: Directors Hudson and Storer

REPORT OF CHAIR: None

REPORT OF GENERAL MANAGER:

Report on APTA Legislative Conference

General Manager Bill Churchill informed the Board that he, Ruby Horta and Kevin Wilk attended the APTA Legislative Conference in Washington, DC. This year they did something different in which they attended meetings with other small operators from our area to show how the agencies are dedicated to working with each other in a unique way to make transit more accessible and user-friendly.

PEPRA and Section 13 (c) Update

General Manager Bill Churchill explained that PEPRA has been a legislative battle since 2013. The State of California and transit agencies disagree on how PEPRA is handled and although the decision is being appealed,

the decision is being upheld until the final decision is made. As things develop, Bill Churchill will keep the board updated on the findings.

Transit Fiscal Cliff

General Manager Bill Churchill informed the Board that the fiscal cliff will have a profound impact on BART, SMFTA and CalTrans in FY2024. We cannot allow BART to fail and the smaller agencies may have to chip in to help them. Some of the smaller agencies went to Sacramento to meet with our representatives. We can't expect new funds, but it would be beneficial if they made the use of funds more flexible. Bill Churchill will continue to update the Board as new developments occur.

Update on State Legislation

General Manager Bill Churchill informed the Board that the state legislation is working on Bill AB817 that would allow advisory committees to meet on zoom instead of in person. County Connection's current Chair of the Advisory Committee has already stepped down from her position because we are returning to in person meetings. Staff is keeping a close eye on this item and will report back as things develop.

REPORT OF STANDING COMMITTEES

Administrative & Finance Committee

Cap and Trade Grant (LCTOP) and Resolution No. 2023-028

Pranjal Dixit, Manager of Planning, explained that On March 1, 2023, the State Controller's Office (SCO) released final apportionments for the Low Carbon Transit Operations Program (LCTOP) program, and County Connection will receive a total of \$1,479,291. This amount is slightly higher than the SCO's initial estimate of \$1,393,000 that was presented to the A&F Committee. Staff proposes using these funds to continue operating service between Amtrak and BART, serving disadvantaged communities (DACs) in Martinez and North Concord, and subsidizing fares for Routes 11, 14, 16, 311, 314 and 316, which serve AB 1550 low-income communities and MTC communities of concern in Downtown Concord and the Monument Corridor. Staff has developed changes that are intended to increase efficiency and productivity on Route 99X while providing a faster and more direct connection between North Concord BART and Martinez Amtrak. For FY 2022-23, County Connection will receive a total of \$1,479,291 in LCTOP funds. Staff plans to use \$611,179 to operate service within the DAC, and \$868,112 to subsidize fares on routes serving the Monument Corridor.

MOTION: Director Noack moved that the Board adopt Resolution 2023-028, approving the proposed LCTOP project funding allocation to operate service between Martinez Amtrak and North Concord BART and to subsidize fares on routes serving the Monument Corridor. Director Tatzin seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth

No: None

Abstain: None

Absent: Directors Hudson and Storer

Marketing, Planning & Legislative Committee

On-Call Planning Services Contract Award and Resolution No. 2023-0029

Melody Reeb, Director of Planning, Marketing, & Innovation explained that many cities and public transit agencies retain planning services on an on-call basis to enlist support when an abundance of projects exceed the agencies' ability to fulfill all demands. Rates are agreed upon up front, and then specific work orders are developed for each project. Consultants must be able to deliver planning services working in collaboration with internal staff and external parties such as municipalities and other transit agencies. The scope of these services can include operations and capital planning, federal, state and/or local project compliance, evaluation of emerging mobility options, and public outreach.

As agencies reimagine post-pandemic services, seek new opportunities for grants, and transition to zero-emission fleets, staff anticipates several projects over the next few years that will likely require assistance from a consultant. This includes a comprehensive onboard passenger survey to provide statistically valid demographic data that is required by Federal Transit Administration (FTA) every five years, as well as updating the agency's Title VI program.

Staff worked with legal counsel to develop a Request for Proposals (RFP) and a sample agreement to ensure compliance with state and federal requirements. The RFP was released on December 12, 2022, and a pre-proposal conference was held on December 22, 2022 via teleconference. Three firms submitted proposals by the deadline on February 2, 2023, Nelson Nygaard, Transportation Management & Design (TMD) and Zilo International Group.

TMD showed stronger technical skills and experience that better match the agency's more immediate needs, including in-depth knowledge of scheduling using Trapeze and previous work conducting on-board passenger surveys and Title VI equity analyses. TMD's team also includes a locally-based project manager with extensive transit agency experience. Overall, while Nelson Nygaard scored higher in terms of firm qualifications, TMD ultimately scored higher for key personnel and approach. Both scored the same with regard to cost

MOTION: Director Tatzin moved adoption of Resolution No. 2023-029 authorizing the General Manager to enter into an agreement with Transportation Management & Design (TMD) for on-call planning services for a three-year base term with two one-year options for an amount not-to-exceed \$750,000. Director Haskew seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth
No: None
Abstain: None
Absent: Director Hudson and Storer

Marketing Plan FY23-24

Ryan Jones, Manager of Marketing & Communication, explained that as County Connection continues to recover from lost ridership and revenue due to impacts from COVID-19, we are looking to deepen our engagement and stimulate ridership and regular local travel on our buses. The Marketing Plan for FY 2024 is intended to build upon our current marketing efforts and outlines a strategy to connect with customers within our service area, as well as those who travel to Central Contra Costa County.

During the plan development, staff engaged the Advisory Committee, who provided ideas on what to include in the plan and then reviewed and provided comments on an initial draft. Staff incorporated those comments into the plan now being presented for approval. The plan covers four communication touchpoints: Events and Promotions, Service Alerts and General Updates, Education, and Recruitment

MOTION: Director Hoffmeister moved that the Board approve the proposed FY 2024 Marketing Plan. Director Noack seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth
No: None
Abstain: None
Absent: Directors Hudson and Storer

Operating & Scheduling Committee

LCTOP Service Change Proposal

Pranjal Dixit, Manager of Planning, gave a brief background stating that in August 2018, County Connection launched Route 99X, which was designed to meet the new guidelines. The route runs from Martinez Amtrak to North Concord BART during peak hours and serves the Pacheco Transit Center, Concord Adult Homeless Shelter, Contra Costa County offices at Glacier and Muir, and the courthouse in Martinez. Route 99X serves the section around Pacheco and Morello which is part of the disadvantaged community (DAC) in Martinez. Beginning in FY 21-22, DAC definitions were updated and there are now three additional DACs in County Connection's service area in Concord. During the pandemic, as people started working remotely, commuter trips went down and have remained significantly below pre-pandemic levels as many workers have not yet returned to the office full time. Route 99X continues to underperform compared to other express routes. Currently the route operates 19 trips during the peak commute hours and averages 44 passengers a day at 3.5 passengers per hour, which is below the current express route average of 6.6. Given the low performance of the route, staff has developed changes that are intended to increase efficiency and productivity. The proposal also includes consolidation of Route 27, which currently provides limited trips within North Concord.

Since the proposal includes elimination of Route 27 and a change to the Route 99X alignment that affects more than 25% of the daily transit revenue miles, it is considered a "major" service change under County Connection's Major Service Change Policy and will require an Equity Analysis under the Title VI regulations. The Title VI analysis will be presented along with a subsequent public hearing at the May Board meeting for potential approval.

MOTION: Director Diaz moved that the Board approves the staff to proceed with a Title VI Equity Analysis and hold a public hearing at the May Board meeting. Director Tatzin seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth
No: None
Abstain: None
Absent: Directors Hudson and Storer

Multi-Jurisdictional Hazard Mitigation Plan and Resolution No. 2023-030

Scott Mitchell, Chief Operating Officer, explained that MTC developed the 2021 MTC Multi-Jurisdictional Hazard Mitigation Plan. MTC adopted Resolution No. 4538, which adopts the MTC report "2021 MTC Multi-Jurisdictional Hazard Mitigation Plan" in accordance with a federal law known as "Disaster Mitigation Act of 2000." This plan fulfills the mitigation planning process requirements for MTC and eight partner transit agencies that do not have a separate FEMA-approved plan. County Connection is one of the participating agencies who does not have a separate FEMA-approved plan.

County Connection staff are requesting that the Board adopt the 2021 MTC Multi-Jurisdictional Hazard Mitigation Plan in order for the agency to become eligible to receive disaster mitigation funding from FEMA. The Multi-Jurisdictional Plan identified the only mitigation actions for County Connection are to replace the backup generator and to replace the perimeter fencing. The backup generator project is complete. Staff plans on replacing the fencing in fiscal year 2024. The Multi-Jurisdictional Plan determined County Connection's

hazards/threats of concerns would be an earthquake, public safety power shutoff, and wildfire in County Connection's service area.

MOTION: Director Noack moved that the Board adopt Resolution No. 2023-030, authorizing the General Manager to approve the 2021 Multi-Jurisdictional Hazard Mitigation Plan. Director Carlson seconded the motion, and it received the following vote of approval:

Aye: Directors Carlson, Diaz, Haskew, Hoffmeister, Noack, Schroder, Sos, Tatzin, and Worth

No: None

Abstain: None

Absent: Directors Hudson and Storer

BOARD COMMUNICATION: None

CLOSED SESSION:

The Board of Directors entered into closed session at 10 a.m. to discuss:

Public Employee Performance Evaluation; Conference with Labor Negotiator (pursuant to Government Code Sections 54957, 54957.6)

Agency Designated Representative: Board Chair

Position: General Manager

OPEN SESSION:

Report of Action(s) taken during the Closed Session

The Board of Directors returned to open session at 11:02 a.m. The Board of Directors gave direction to staff and no reportable action was taken.

ADJOURNMENT: Chair Worth adjourned the regular Board meeting at 11:03 am.

Minutes prepared by:

Lathina Hill

Assistant to the General Manager

Date: April 12, 2023