County Connection
2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

BOARD OF DIRECTORS

MEETING AGENDA

Thursday, April 20, 2023

9:00 a.m.

The Governor has announced that the State of Emergency due to COVID-19 has been lifted as of February 28, 2023. Accordingly, this Board Meeting will be held in-person at:

County Connection Board Room
2477 Arnold Industrial Way, Concord, California and via teleconference location**

Staff and members of the public may attend in-person or participate remotely via Zoom at:

https://us02web.zoom.us/j/85399133311

Or One tap mobile :
US: +16699006833,,85399133311# or +14086380968,,85399133311#
Or Telephone:
Dial(for higher quality, dial a number based on your current location): +1 408 638 0968
Webinar ID: 853 9913 3311

Please Note the following COVID-19 Protocols for in-person attendance:

Visitors experiencing the following symptoms of COVID-19 may not enter the building:

- Cough
- Chills
- Sore Throat
- Shortness of Breath
- Muscle Pain
- Loss of Taste or Smell
- Fever

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 the correspondence that will be provided to the full Board.

Oral public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above.

Should Zoom not be operational, please check online at: www.countyconnection.com for any updates or further instruction.

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 March 16, 2023*
   b) CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Report of Chair
6. Report of General Manager

   Under this item, the General Manager will report on matters of relevance to CCCTA including,but not necessarily limited to, the following:

   a) Tour of Gilling's Facility in Livermore, CA
   b) CEO's Ride Along for Earth Day, April 21, 2023
   c) Employee Events: Bus Rodeo and Employee Awards
      (County Connection is planning to hold a bus rodeo and an employee award ceremony on Saturday, May 6, 2023.)
7. Report of Standing Committees
   a) Administrative & Finance Committee
      1) Award Contract to Brown Armstrong for Independent Year End Financial Audit Services*
         Resolution No. 2023-031*
         (The A&F Committee and staff recommends the Board of Directors adopt Resolution No. 2023-031, authorizing the General Manager to enter into a contract for financial audit services with Brown Armstrong Accountancy Services for a period of up to five years, beginning with FY 2023.)
      2) Adoption of the Draft Fiscal Year 2024 Proposed Draft Budget and Forecast*
         Resolution No. 2023-032*
         (The A&F Committee and staff recommends the Board adopt Resolution No. 2023-032, approving the Draft Fiscal Year 2024 Proposed Draft Budget and Forecast so a timely TDA claim can be submitted to MTC.)
   b) Marketing, Planning & Legislative Committee
      1) Transit Corridor Study*
         Resolution No. 2023-034*
         (The MP&L Committee and staff requests that the Board adopt Resolution No. 2023-034 authorizing the General Manager to execute and file an application with MTC for regional discretionary funding for the Transit Corridors Study.)
      2) 99X Free Fares*-Information Only
         (Staff will provide an update on the proposed fare change on Route 99X.)
   c) Operations & Scheduling Committee

1) Innovative Clean Transit Rule – Zero-Emission Bus Rollout Plan*
   Resolution No. 2023-033*
   (The O&S Committee and staff request the Board adopt Resolution No. 2023-033, approving the Zero-Emission Bus Rollout Plan and submission of plan to CARB.)

2) Go San Ramon Update*-Information Only
   (Staff will provide an update on the proposed changes.)

8. Report from the Advisory Committee

   a) Ian McLaughlin, Chair of the Advisory Committee, will give an update from the Advisory Committee*

9. Board Communication – (Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report to be made at another meeting.)

10. Next Meeting Date: May 18, 2023

11. Adjournment

*Enclosure
**It will be available at the time of the Board meeting.
***For Board members only
****Teleconference location: 1516 Kamole Street, Honolulu, HI 96821

General Information

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 ora 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 exemptfrom 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, May 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, May 3, 2:00 p.m., County Connection Offices, 2477 Arnold Industrial Way, Concord, CA 94520
Advisory Committee:	TBA.
Marketing, Planning & Legislative:	Thursday, May 4, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.
Operations & Scheduling:	Wednesday, May 3, 8:00 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.

The above meeting schedules are subject to change. 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 onCounty Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

County Connection
2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

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 Reebs

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 Reebs, 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 fulfils 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

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** March 27, 2023

From: Bill Churchill, General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

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Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending December 31, 2022.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS
AS OF DECEMBER 31, 2022
(ROUNDED OFF TO NEAREST $)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK JUN 2022	PER BANK SEP 2022	PER BANK DEC 2022	PER GL* DEC 2022
FIXED ROUTE							
UNION BANK	274-00-26650	***CHECKING***	AP GENERAL	$ 427,368	$ 430,381	$ 1,410,345	$ 1,155,229
UNION BANK	274-00-26693	***CHECKING***	PAYROLL	$ 64,484	$ 56,110	$ 69,499	$ 52,596
UNION BANK	274-00-26723	***CHECKING***	CAPITAL PURCHASES	$ 106,774	$ 99,561	$ 98,351	$ 98,351
UNION BANK	274-00-26715	***CHECKING***	WORKERS' COMP - CORVEL	$ 64,717	$ 57,195	$ 62,929	$ 40,707
UNION BANK	274-00-26685	***CHECKING***	PASS SALES	$ 5,461	$ 11,175	$ 5,277	$ 5,274
UNION BANK	274-00-26707	***CHECKING***	CLIPPER CARDS	$ 5,135	$ 5,135	$ 5,135	$ 5,135
PAYPAL	27SAXUUFL9732	***CHECKING***	PAYPAL-PASS SALES	$ 25	$ 25	$ 25	$ 25
			TOTAL	**$ 673,964**	**$ 659,582**	**$ 1,651,561**	**$ 1,357,317**
PARATRANSIT							
UNION BANK	274-00-26669	***CHECKING***	AP GENERAL	$ 255,509	$ 148,802	$ 115,747	$ 109,982
			TOTAL	**$ 255,509**	**$ 148,802**	**$ 115,747**	**$ 109,982**
LAIF FUND							
Effective Yield:				***0.861%***	***1.35%***	***2.07%***	
LAIF ACCOUNT	4007001	***INT-INVEST***	OPERATING FUNDS	$ 10,771,567	$ 6,688,410	$ 23,868,887	$ 23,868,887
LAIF ACCOUNT		***INT-INVEST***	Lifeline Bus Stop Access	$ 53,295	$ 53,395	$ 53,577	$ 53,577
LAIF ACCOUNT		***INT-INVEST***	Facility Rehab	$ 2,446,250	$ 2,443,038	$ 2,062,726	$ 2,062,726
LAIF ACCOUNT		***INT-INVEST***	LCTOP - Electric Trolley II	$ 20,958	$ 20,155	$ 20,224	$ 20,224
LAIF ACCOUNT		***INT-INVEST***	LCTOP - Martinez Amtrak IV	$ 19,024	$ 499,237	$ 350,453	$ 350,453
LAIF ACCOUNT		***INT-INVEST***	LCTOP - FREE Monument III (Routes 11/14/16)	$ 275,110	$ 933,976	$ 695,120	$ 695,120
LAIF ACCOUNT		***INT-INVEST***	Pass-Through CA	$ 898,534	$ 896,855	$ 899,913	$ 899,913
LAIF ACCOUNT		***INT-INVEST***	Safe Harbor Lease Reserve	$ 1,562,096	$ 1,565,021	$ 1,570,351	$ 1,570,351
LAIF ACCOUNT		***FMV ADJ.***	Fair Market Value Adjustment for Year-End				$ -
			TOTAL	**$ 16,046,834**	**$ 13,100,087**	**$ 29,521,251**	**$ 29,521,251**
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	***CHECKING***	EMPLOYEE FITNESS FUND	$ 13,032	$ 13,429	$ 13,824	$ 13,824
UNION BANK	274-00-26502	***CHECKING***	EMPLOYEE FUNCTION	$ 508	$ 508	$ 508	$ 508
			TOTAL	**$ 13,540**	**$ 13,937**	**$ 14,332**	**$ 14,332**
3/10/2023			**GRAND TOTAL**	**$ 16,989,847**	**$ 13,922,408**	**$ 31,302,891**	**$ 31,002,882**

KLM/AJ

**** GL balances reduced by oustanding checks and increased by deposits in transit, if any.***

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expeditures (cash flow) for the next six months.

Bill Churchill
General Manager

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 4/12/2023

From: Amber Johnson, Chief Financial Officer **Reviewed by:**

SUBJECT: Award Contract to Brown Armstrong for Independent Year End Financial Audits

Background:

The current contract with Brown Armstrong Accountancy Corporation (Brown Armstrong) for independent year-end financial audits expired on June 30, 2022. On February 20, 2023, County Connection issued a Request for Proposals (RFP) for financial auditing services. The RFP requested proposals for a contract with an initial three-year term, plus options for two one-year extensions. Responses were due March 17, 2023.

Evaluation Process:

County Connection received six proposals from qualified firms. The proposals were reviewed by staff based on the following criteria:

Experience of firm in performing audits of agencies similar to County Connection	25
Qualifications and experience of personnel to be assigned to County Connection	25
Fee for services	25
Comprehensive quality of audit work plan and responsiveness to time frame	25
Total	**100**

Based on the initial scoring, three firms were invited to interview and present more detail on their audit approach and experience. The interviews were conducted in March 2023 by a panel consisting of County Connection finance department staff and a finance department staff member from another local transit agency.

The panel concluded that Brown Armstrong possesses significant experience with governmental accounting, the transit industry, and compliance auditing. Moreover, this firm provided clear schedules and key staff members with deep experience with transit agency audits. Staff believe that Brown Armstrong will effectively and efficiently provide comprehensive year-end audit services and has the expertise to continue to improve the sophistication of the Authority's financial reporting.

Financial Implications:

The cost to the Authority for the services to be provided shall not exceed the maximum sum of $299,453, including direct non-salary expenses for an initial three-year term plus two optional one-year extensions. The audit expense is included in the Authority's FY 2024 proposed draft budget and forecast.

Recommendation:

The Administration and Finance (A&F) Committee and staff recommend awarding a contract for independent year-end financial audits to Brown Armstrong for a three-year base term with two one-year options for an amount not-to-exceed $299,453.

Action Requested:

The A&F Committee and staff request the Board of Directors to adopt Resolution No. 2023-031, authorizing the General Manager to enter into a contract for financial audit services with Brown Armstrong Accountancy Services for a period of up to five years, beginning with FY 2023.

Attachments:

Attachment 1: Resolution No. 2023-031

RESOLUTION NO. 2023-031

BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA

*** * ***

AWARDING A CONTRACT TO BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDITING SERVICES IN AN AMOUNT NOT TO EXCEED $299,453

WHEREAS, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (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 ("Service Area");

WHEREAS, CCCTA's contract for independent year-end financial audits expired on June 30, 2022;

WHEREAS, on February 20, 2023, CCCTA issued a Request for Proposals ("RFP") for financial auditing services, and received six proposals, which were evaluated by an evaluation panel consisting of CCCTA staff and a staff member from a partner agency in accordance with the evaluation process in the RFP;

WHEREAS, the evaluation panel has recommended that Brown Armstrong Accountancy Corporation ("Brown Armstrong") provide financial auditing services based upon its significant experience with governmental accounting, the transit industry, and compliance auditing; and

WHEREAS, staff recommends and the Administration and Finance Committee concurs that the Board of Directors award a contract to Brown Armstrong for financial auditing services for a three-year base term with two one-year options terms, in an amount not to exceed $299,453.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority awards a contract to Brown Armstrong Accountancy Corporation for financial auditing services for a three-year base term and two one-year option terms, in an amount not to exceed $299,453;

BE IT FURTHER RESOLVED that the General Manager or designee is authorized to execute the agreement with Brown Armstrong, in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the General Manager or designee is authorized to exercise up to two one-year option terms, if in the best interest of CCCTA.

Regularly passed and adopted this 20th day of April, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Amy Worth, Chair, Board of Directors

ATTEST:

_____

Lathina Hill, Clerk to the Board

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 04/12/2023

From: Amber Johnson, Chief Financial Officer **Reviewed by:** WC.

SUBJECT: Fiscal Year 2024 Proposed Draft Budget and Forecast

Background:

County Connection's Fiscal Year (FY) 2024 Draft Operating and Capital Budget has been reviewed by the Administration and Finance Committee ("A&F Committee") and is forwarded for review and approval by the Board of Directors so that a timely Transportation Development Act (TDA) claim can be filed with the Metropolitan Transportation Commission (MTC). An updated draft budget will be presented in May, unless there have been no substantial changes made to the current proposed version. The final proposed budget will be submitted in June for Board approval following a public hearing.

The budget includes an Operating Budget, a Capital Budget, and a multiyear forecast of revenues and expenditures. In general, Staff have taken a conservative approach to forecasting while still presenting a budget that provides services to meet the needs of Central Contra Costa County transit riders.

Budget Summary:

County Connection's draft budget for July 1, 2023 to June 30, 2024 (Fiscal Year 2024) proposes $49.3 million in operational expenses for fixed route and paratransit services with revenues to offset these costs. An additional $6.7 million is proposed in capital expenditures and associated revenue in the budget year.

The proposed FY 2024 budget is based on a continued projected recovery of fixed route and paratransit services post-pandemic. While federal stimulus funds provided much-needed relief from the worst of the financial impacts of the pandemic, changing travel patterns and work from home trends have made a lasting impact to the way transit is utilized in the community and the larger region. State and local revenues have recovered significantly; however, many are not expected to meet pre-pandemic projections. Even when reliable revenue streams return, it is important to remember that the Authority lost a couple years of revenue growth during the pandemic while contractual and inflationary factors that drive expense growth did not stop.

The operating expense budget of $49.3 million is a 4.3 percent increase over the FY 2023 budget and allows for fixed route service to continue at existing levels, with an optimistic assumption that vacant operator positions will be filled during the fiscal year. The capital budget of $6.7 million includes significant multi-year facility upgrade plans, funded by TDA capital.

Table 1: Budget Summary

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2024 BUDGET SUMMARY

	FY 2022 Actuals	FY 2023 Budget	FY 2023 Estimated Actuals	FY 2024 Proposed Budget	% Over/Under Prior Year Budget
Operations					
Fixed Route	$ 31,747,880	$ 37,716,799	$ 35,635,199	$ 39,857,222	5.7%
Paratransit	$ 7,568,371	$ 9,598,695	$ 9,463,602	$ 9,469,667	-1.3%
Subtotal	$ 39,316,251	$ 47,315,494	$ 45,098,801	$ 49,326,889	4.3%
Capital					
Fixed Route	$ 250,000	$ 28,068,000	$ 28,068,000	$ 6,656,000	-76.3%
Paratransit	$ -	$ 1,500,000	$ 1,500,000	$ -	-100.0%
Subtotal	$ 250,000	$ 29,568,000	$ 29,568,000	$ 6,656,000	-77.5%
Grand Total	$ 39,566,251	$ 76,883,494	$ 74,666,801	$ 55,982,889	-25.0%

Operating Revenues:

The draft budgeted revenues are equivalent to the expenditures, because of the way Transportation Development Act (TDA) revenue is utilized as needed. Table 2 provides descriptions of each revenue category and assumptions for the budgeted and forecasted amounts.

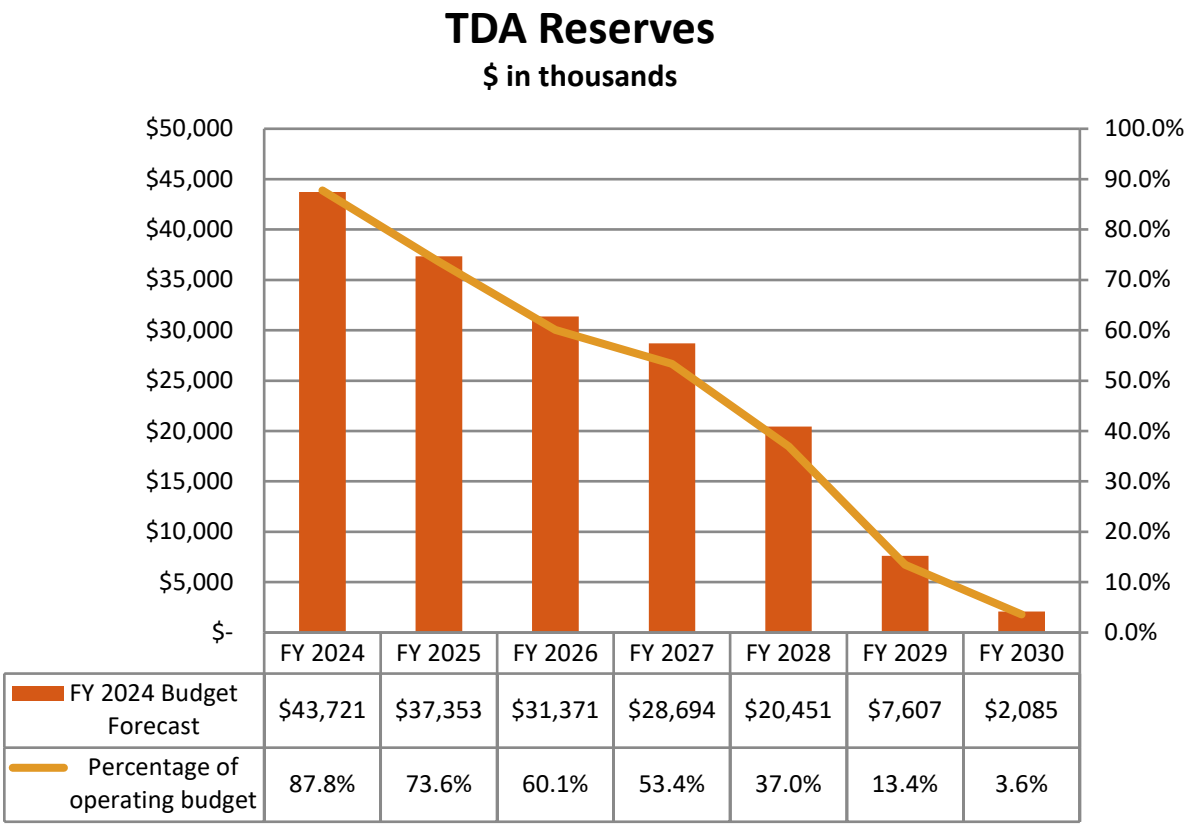
Table 2: Operating Revenues

Category	Description	Assumptions
Fares	Fares collected from passengers and other organizations who provide funding to replace passenger fares.	Continued modest recovery post-pandemic; projected to reach 70% of pre-pandemic levels by FY 2027
Special Services	Agreements with various agencies such as BART (bus bridges), the City of Walnut Creek, and St. Mary's to provide transit services for agreed upon amounts.	Some agencies have not resumed their pre-pandemic agreements; however, this revenue remains steady and is projected to increase by 5% per year for the next few years.
Advertising Revenue	Revenue earned from advertising on the bus fleet.	Current trends indicate that advertising revenue is regaining momentum; the budget assumes the contracted minimum guarantee will be met in FY 2024.

Category	Description	Assumptions
Non-Operating Revenue	Primarily interest income earned on idle cash.	Conservatively budgeted since investment income is somewhat volatile in current economic conditions.
State Transit Assistance (STA)	Funds collected from the sales tax on diesel fuel and distributed following a statutory allocation. STA funding is split 50% based on (a) locally generated revenue expended on transit operations ("revenue based") and 50% based on (b) the population of the County ("population based").	Diesel tax revenue remains strong post-pandemic. Budget year estimate provided by the Metropolitan Transportation Commission (MTC). Modestly forecasted since this source has seen some volatility over the past several years.
Measure J	One-half cent sales tax in Contra Costa County administered by Contra Costa Transportation Authority (CCTA).	CCTA projects Measure J revenue to stay flat as compared to FY 2023. The forecast projects 2.5% growth per year beginning in FY 2025.
Transportation Development Act (TDA) Articles 4.0	One-quarter cent state sales tax to finance transportation programs and projects. Article 4.0 is utilized on both fixed-route and paratransit; Article 4.5 is limited to paratransit only.	Current MTC estimates indicate allocation of $24.8 in 4.0 funding in FY 2024. The budget proposes the use of $21 million in operating and $6.7 million in capital funds for a total of $27.7 million. The difference of $3.1 will be drawn from past reserves. Using current assumptions for fixed route and paratransit services, there are sufficient TDA reserves (25% or above) through FY 2028 (see Chart 1). MTC estimates $1.5 million in TDA 4.5 revenue to be used on paratransit services.
Federal Relief Funds	Coronavirus Aid, Relief, and Economic Security (CARES) Act and American Rescue Plan Act of 2021 (ARP) funds were fully utilized in FY 2020 through FY 2023. In FY 2024, the Authority will utilize Section 5307 Funds provided by MTC that represent Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSAA)	CRRSAA funding requires a 50% match and will be fully utilized in FY 2024.

Category	Description	Assumptions
Low Carbon Transit Operations Program (LCTOP)	Cap-and-trade funding for transit to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.	Funding has increased in recent years and is projected to remain flat after FY 2024.
BART Express Funds	Funding from BART to support feeder bus operators using BART's STA and TDA funds. Discussions are ongoing between BART, MTC and feeder bus operators regarding possible changes to the funding formula from the original 1997 agreement.	In response to BART's fiscal cliff concerns, the feeder bus operators agreed to a reduction in the amount of feeder bus funds for FY 2024. The forecast projects this amount to remain flat while the agreement is negotiated.
FTA 5307 ADA Paratransit Funds	Federal funds made available to transit operators for ADA Paratransit operations under the Section 5307 Urbanized Area Program.	Projected to remain flat as compared to FY 2023 actuals.
Fees From Partner Agencies	Fees collected to offset the cost of managing shared paratransit and One Seat program expenses.	Revenues are equivalent to projected purchased transportation expenses.

Chart 1: TDA Reserves



Operating Expenses:

The budget assumes that ridership will continue to improve, and that recruitment efforts to fill vacant operator positions will be successful, resulting in an overall increase in operating expenses as compared to the current year. Table 3 provides descriptions of each major category and assumptions for the budgeted and forecasted amounts. Pages 8 - 20 of the draft budget document (Attachment 1) also provide operating expense detail by general ledger account.

Table 3: Operating Expenses

Category	Description	Assumptions
Wages and Benefits	Wages and benefits are the Authority's largest expense. MOU's were successfully negotiated with all three of the represented bargaining groups in FY 2023 for three-year terms. Page 4 of Attachment 1 has a detailed breakdown of staffing allocations by department.	The budget and forecast assume all vacancies will be filled during the fiscal year and include agreed upon cost of living agreements for represented employees, plus allowances for step increases for employees who have not yet reached the top of the pay scale.
Pensions (included in Benefits)	A major component of employee benefits is the pension benefit. The Authority contracts with CalPERS for pension benefits and is required to pay a percentage of employee salaries to CalPERS ("normal cost") plus an unfunded accrued liability payment ("UAL"). In FY 2023, the Authority opened a 115 trust for pensions to begin setting aside additional pension funds.	CalPERS earned an unusually high return on investment in the year ended June 30, 2021, resulting in a $0 UAL payment required in FY 2024. Since a $1 million UAL was planned last year, the board authorized this $1 million to be redirected to the newly created pension 115 trust. The forecast assumes continued 115 trust contributions and UAL payments in alignment with the prior year forecasts.
Services	Includes legal fees, service repair, promotions, and on-call planning contracts.	The bulk of the increase in this category is due to the award of an on-call planning contract that is grant funded.
Materials and Supplies	The largest expense in this category is fuel.	Fuel is projected to decrease as compared to FY 2023 projections, then increase at 5% per year in the forecast.
Casualty and Liability	Includes general liability and workers comp premiums, plus specialized coverage for fuel tanks.	Estimated to grow by 15% in FY 2024 due to the volatility of the insurance market; 5% escalator used in the forecast beyond FY 2024.

Category	Description	Assumptions
Purchased Transportation	All of the Authority's ADA paratransit services are provided under contract with Transdev, and the expense is recorded to this category. Transdev was awarded a new contract after a competitive recruitment in 2022.	Paratransit demand is returning at a slower pace than fixed rider demand, resulting in savings in this budget area. FY 2024 expense is based on current ridership models; the forecast models a 5% escalator per year.
Purchased Transportation for Partner Agencies	The Authority has partnered with neighboring transit agencies to provide shared paratransit services.	These costs are budgeted based on current service projections but have no impact to the Authority's bottom line since they are reimbursed in full by the partner agencies.

Capital Plan:

Several necessary facility maintenance and modernization projects are included in the budget and forecast. Major project additions include a fuel tank replacement, replacement of the five hydraulic lifts in the maintenance facility, concrete pad repairs, expansion of the upper parking lot, and necessary elevator improvements in both buildings. These projects are expected to take place during the next few years and will be funded with TDA capital funds.

In addition, the capital program includes projected costs to convert the Authority's fleet to a zero-emission bus (ZEB) mixed fleet of electric and fuel cell buses, including infrastructure costs, per the adopted ZEB Rollout Plan. It is anticipated that the Authority can utilize 80% federal funding for the bus procurements, and FHWA funding for the infrastructure costs.

Financial Implications:

Adoption of the draft FY 2024 budget will result in expenditure authority of $47 million in operational expenses and $26 million in capital expenditures for the budget year. The draft budget will serve as the basis for the Authority's claim of TDA revenues for fiscal year 2024.

Recommendation:

The A&F Committee and staff recommend approval of the proposed FY 2024 Draft Operating and Capital Budget as the basis for the Authority's TDA claim with the MTC and authorization to file applications and supporting documents with MTC for allocation of TDA, STA and Regional Measure 2 funds for FY 2024.

Action Requested:

The A&F Committee and staff request the Board of Directors to approve the proposed FY 2024 Draft Operating and Capital Budget and adopt Resolution No. 2023-032 authorizing filing applications and supporting documents for allocations of funds by the MTC.

Attachments:

Attachment 1: FY 2024 Proposed Draft Budget and Forecast
Attachment 2: Resolution No. 2023-032

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2024 DRAFT BUDGET AND FORECAST

As of April 20, 2023

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2024 BUDGET SUMMARY

	FY 2022 Actuals	FY 2023 Budget	FY 2023 Estimated Actuals	FY 2024 Proposed Budget	% Over/Under Prior Year Budget
Operations					
Fixed Route	$ 31,747,880	$ 37,716,799	$ 35,635,199	$ 39,857,222	5.7%
Paratransit	$ 7,568,371	$ 9,598,695	$ 9,463,602	$ 9,469,667	-1.3%
Subtotal	$ 39,316,251	$ 47,315,494	$ 45,098,801	$ 49,326,889	4.3%
Capital					
Fixed Route	$ 250,000	$ 28,068,000	$ 28,068,000	$ 6,656,000	-76.3%
Paratransit	$ -	$ 1,500,000	$ 1,500,000	$ -	-100.0%
Subtotal	$ 250,000	$ 29,568,000	$ 29,568,000	$ 6,656,000	-77.5%
Grand Total	$ 39,566,251	$ 76,883,494	$ 74,666,801	$ 55,982,889	-25.0%

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2024 PROPOSED BUDGET- OPERATING REVENUES

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	FY 2024 Proposed Budget	% change from FY 2023 Budget
Fixed Route					
Fare revenue	$ 1,936,353	$ 1,735,000	$ 1,690,500	$ 1,961,000	13.0%
Special service revenue	499,941	491,014	728,945	586,014	19.3%
Total Fare Revenue	**2,436,294**	**2,226,014**	**2,419,445**	**2,547,014**	**14.4%**
Advertising revenue	292,311	300,000	200,000	340,000	13.3%
Non-Operating rev	(76,505)	100,100	368,603	131,200	31.1%
STA Population and Revenue	3,896,268	4,778,335	4,778,335	6,275,000	31.3%
Measure J	5,452,610	5,237,111	5,237,111	5,237,111	0.0%
TDA 4.0	10,852,550	17,333,307	14,215,934	19,541,097	12.7%
Federal Stimulus Funds	7,468,956	5,875,630	6,410,890	3,688,000	-37.2%
Other Federal Grants	-	-	-	400,000	--
Low Carbon Transit Ops Prog	215,584	600,000	600,000	600,000	0.0%
BART Express Funds	891,994	864,033	734,428	640,531	-25.9%
Other State Grants	152,319	134,731	134,731	134,731	0.0%
Dougherty Valley Dev Fees	123,171	150,000	355,950	200,000	33.3%
Other Local Grants/Contributions	9,053	-	89,510	5,000	--
RM 2/Other- Express	33,275	117,538	90,263	117,538	0.0%
Total Other Revenue	**29,311,585**	**35,490,785**	**33,215,754**	**37,310,208**	**5.1%**
Subtotal Fixed Route Revenue	**31,747,880**	**37,716,799**	**35,635,199**	**39,857,222**	**5.7%**
Paratransit					
Fare revenue	$ 107,206	$ 98,181	$ 395,782	$ 350,000	256.5%
Fare revenue - LAVTA	17,576	-	22,358	20,000	--
Total Fare Revenue	**124,782**	**98,181**	**418,140**	**370,000**	**276.9%**
Special service - One Seat Ride	156,727	162,906	677,493	600,000	268.3%
LAVTA Fees	1,120,095	1,770,634	1,281,423	1,300,000	-26.6%
FTA Section 5307	1,773,849	1,800,000	1,800,000	1,800,000	0.0%
Federal Stimulus Funds	4,743	-	-	-	--
TDA 4.5	1,211,358	1,332,243	1,332,243	1,161,778	-12.8%
TDA 4.0	390,187	1,692,514	1,229,519	1,174,486	-30.6%
Measure J	1,965,710	1,772,258	1,772,258	1,772,258	0.0%
STA Paratransit & Rev based	612,000	745,694	745,694	1,041,145	39.6%
BART ADA Service/Other	208,920	224,265	206,832	250,000	11.5%
Total Other Revenue	**7,443,589**	**9,500,514**	**9,045,462**	**9,099,667**	**-4.2%**
Subtotal Paratransit Revenue	**7,568,371**	**9,598,695**	**9,463,602**	**9,469,667**	**-1.3%**
Total Revenue	**39,316,251**	**47,315,494**	**45,098,801**	**49,326,889**	**4.3%**

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2024 PROPOSED BUDGET- OPERATING EXPENDITURES

Category	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	FY 2024 Proposed Budget	% change from FY 2023 Budget
Fixed Route					
Wages	$ 13,874,208	$ 15,587,804	$ 15,361,003	$ 16,525,369	6.0%
Fringe benefits	10,493,340	12,727,405	11,562,820	13,542,777	6.4%
Total Wages and benefits	**24,367,547**	**28,315,209**	**26,923,823**	**30,068,145**	**6.2%**
Services	2,041,219	2,669,800	2,260,373	3,278,880	22.8%
Materials and supplies	3,342,563	3,912,400	3,643,368	3,396,900	-13.2%
Utilities	347,677	344,500	325,748	382,000	10.9%
Casualty and liability	788,059	1,152,375	1,152,375	1,325,231	15.0%
Taxes	415,987	300,015	368,741	368,015	22.7%
Leases and rentals	57,332	60,000	57,167	68,500	14.2%
Miscellaneous	161,652	237,500	729,010	263,000	10.7%
Purchased transportation	225,844	225,000	174,594	206,551	-8.2%
Total Other Expenses (non-wages)	**7,380,333**	**8,901,590**	**8,711,376**	**9,289,077**	**4.4%**
Contingency	-	500,000		500,000	0.0%
Total Fixed Route Expenses	**31,747,880**	**37,716,799**	**35,635,199**	**39,857,222**	**5.7%**
Paratransit					
Wages	294,077	286,622	300,637	319,835	11.6%
Fringe benefits	154,571	131,743	197,162	230,831	75.2%
Total Wages and benefits	**448,648**	**418,365**	**497,799**	**550,667**	**31.6%**
Services	89,597	96,000	105,761	109,000	13.5%
Materials and supplies	586	4,000	2,000	4,000	0.0%
Utilities	41,390	39,000	41,561	57,000	46.2%
Liability	13,974	16,905	16,905	18,000	6.5%
Miscellaneous	18,516	20,000	8,957	20,000	0.0%
Purchased transportation	5,650,873	7,052,906	6,809,345	6,791,000	-3.7%
Purchased transp - for partners	1,304,787	1,951,519	1,981,275	1,920,000	-1.6%
Total Other Expenses (non-wages)	**7,119,723**	**9,180,330**	**8,965,803**	**8,919,000**	**-2.8%**
Subtotal Paratransit Expenses	**7,568,371**	**9,598,695**	**9,463,602**	**9,469,667**	**-1.3%**
Total Expenses	**39,316,251**	**47,315,494**	**45,098,801**	**49,326,889**	**4.3%**

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

STAFFING

Position Type	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	**FY 2023 BUDGETED**	FY 2023 ACTUAL	**FY 2024 PROPOSED**
Transportation						
Transportation administration	3.0	4.0	4.0	**4.0**	4.0	**4.0**
Training	2.0	0.0	1.0	**1.0**	1.0	**1.0**
Transit Supervisor/Dispatcher	12.0	11.0	11.0	**12.0**	11.0	**12.0**
	17.0	15.0	16.0	**17.0**	16.0	**17.0**
Full-time runs	116.0	108.0	100.0	**115.0**	107.0	**115.0**
Part-time runs	4.0	3.0	4.0	**4.0**	2.0	**4.0**
Full-time stand-by (Protection)	34.0	39.0	35.0	**36.0**	33.0	**36.0**
	154.0	150.0	139.0	**155.0**	142.0	**155.0**
Total Transportation	**171.0**	**165.0**	**155.0**	**172.0**	**158.0**	**172.0**
Maintenance						
Maintenance administration	5.0	5.0	5.0	**5.0**	5.0	**4.0** (a)
Facilities	6.0	6.0	6.0	**6.0**	6.0	**7.0** (a)
	11.0	11.0	11.0	**11.0**	11.0	**11.0**
Mechanic, Level VI	2.0	2.0	1.0	**4.0**	1.0	**3.0** (a)
Mechanic, Level V	3.0	3.0	2.0	**3.0**	1.0	**3.0**
Mechanic, Level IV	5.0	4.0	4.0	**5.0**	5.0	**5.0**
Mechanic, Level III	5.0	5.0	5.0	**5.0**	4.0	**5.0**
Mechanic, Level II	-	2.0	2.0	**2.0**	3.0	**2.0**
Mechanic, Level I	2.0	-	2.0	**-**	1.0	**-**
Bus service workers	9.0	8.0	10.0	**11.0**	8.0	**11.0**
	26.0	24.0	26.0	**30.0**	23.0	**29.0**
Total Maintenance	**37.0**	**35.0**	**37.0**	**41.0**	**34.0**	**40.0**
General Administration						
General Administration	4.0	4.0	4.0	**4.0**	5.0	**5.0** (b)
Procurement & Inventory	3.0	3.0	3.0	**3.0**	3.0	4.0 (b) (c)
Finance	5.0	5.0	5.0	**5.0**	5.0	**5.0**
Human Resources	3.0	2.0	2.0	**2.0**	3.0	**3.0** (b)
Customer service	6.0	6.0	6.0	**6.0**	6.0	**6.0**
IT	4.0	3.0	3.0	**3.0**	3.0	**3.0**
Planning & Marketing	5.0	6.0	5.0	**9.0**	6.0	7.0 (b) (d)
Total General Administration	30.0	29.0	28.0	**32.0**	31.0	33.0
Fixed Route Operations Total	**238.0**	**229.0**	**220.0**	**245.0**	223.0	**245.0**
Paratransit	3.0	3.0	4.0	**4.0**	4.0	**4.0**
Total Operations	**241.0**	**232.0**	**224.0**	**249.0** (a)	227.0	**249.0**

(a) FY23 Budget total count was understated by 1FTE in the FY23 Budget document. Actual positions budgeted were 249.

(b) Certain employees have been re-assigned to different categories to better align with their primary job duties. These shifts result in no change to the total employee count.

(c) Prior categories "Stores and Procurement" and "Stores Workers" have been combined into this new category.

(d) Prior categories "Marketing" and "Planning and Scheduling" have been combined into this new category.

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

CAPITAL PROGRAM

FISCAL YEARS 2021 - 2030

$ In Thousands

	actuals		estimated	**proposed**	projected					
Capital Program (a):	**FY2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**
Non Revenue Fleet	$ 367	$ -	$ 99	$ 126	$ 109	$ -	$ 70	$ 70	$ 100	$ 75
Revenue Fleet	$ -	$ -	$ 27,079	$ -	$ 7,000	$ 8,589	$ -	$ 26,000	$ 34,008	$ 5,000
ZEB Infrastructure	$ -	$ -	$ -	$ -	$ -	$ 10,000	$ -	$ 200	$ -	$ 500
Facility Maintenance & Modernization	$ 100	$ 50	$ 2,180	$ 4,480	$ 2,080	$ 2,080	$ 225	$ 100	$ 250	$ 250
Street Amenities	$ -	$ 50	$ -	$ 1,550	$ 50	$ 70	$ 50	$ -	$ 50	$ 50
Information Technology	$ 180	$ 50	$ 80	$ 150	$ 85	$ 100	$ 150	$ 100	$ 350	$ 150
Maintenance Equipment & Tools	$ 50	$ 50	$ 50	$ 250	$ 50	$ 50	$ -	$ 50	$ 150	$ 50
Office Furniture and Equipment	$ 50	$ 50	$ 80	$ 100	$ 100	$ 80	$ 25	$ 50	$ 50	$ 50
Total Capital Program	**$ 747**	**$ 250**	**$ 29,568**	**$ 6,656**	**$ 9,474**	**$ 20,969**	**$ 520**	**$ 26,570**	**$ 34,958**	**$ 6,125**
Capital Program by Service:										
Fixed-Route	$ 747	$ 250	$ 28,068	$ 6,656	$ 9,474	$ 16,380	$ 520	$ 26,570	$ 32,950	$ 6,125
Paratransit	-	-	1,500	-	-	4,589	-	-	2,008	-
Total Capital Program by Service	**$ 747**	**$ 250**	**$ 29,568**	**$ 6,656**	**$ 9,474**	**$ 20,969**	**$ 520**	**$ 26,570**	**$ 34,958**	**$ 6,125**

Capital Funding by Source	**FY2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**
Federal 5307	$ -	$ -	$ 19,248	$ -	$ 4,776	$ 6,872	$ -	$ 20,800	$ 27,206	$ 4,000
FHWA	$ -	$ -	$ -	$ -	$ -	$ 8,239	$ -	$ -	$ -	$ -
State Prop 1B PTMISEA - Rolling Stock	$ -	$ -	$ 1,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bridge Toll Revenue	$ -	$ -	$ 731	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Development Act	$ 747	$ 250	$ 2,789	$ 6,656	$ 4,698	$ 5,859	$ 520	$ 5,770	$ 7,752	$ 2,125
Transportation Development Act Rollover	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Regional Measure 3	$ -	$ -	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 0
Total Capital Funding by Source	**$ 747**	**$ 250**	**$ 29,568**	**$ 6,656**	**$ 9,474**	**$ 20,969**	**$ 520**	**$ 26,570**	**$ 34,958**	**$ 6,125**

Revenue Fleet Replacements	**FY2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**
# Fixed Route Vehicles	-	-	40	-	10	7	-	37	27	4
# Paratransit Vehicles	-	-	15	-	-	42	-	-	18	-
Total Revenue Fleet Replacement	**-**	**-**	**55**	**-**	**10**	**49**	**-**	**37**	**45**	**4**

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FINANCIAL FORECAST

FISCAL YEARS 2021 - 2030 *$ In Thousands*

	actuals		estimated	**proposed**	projected					
	FY 2021	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**
Revenue Hours	***178,422***	***188,644***	***186,700***	***188,000***	***193,640***	***199,449***	***200,000***	***200,000***	***200,000***	***200,000***
Fare revenue	942	1,936	1,691	1,961	2,010	2,060	2,112	2,112	2,112	2,112
Special service revenue	350	500	729	586	615	646	678	678	678	678
Advertising revenue	69	292	200	340	340	340	340	340	340	340
Non-Operating rev	175	(77)	369	131	138	144	152	152	152	152
STA Population and Revenue	3,804	3,896	4,778	6,275	5,527	5,692	5,863	6,039	6,220	6,407
Measure J	5,278	5,453	5,237	5,237	5,368	5,502	5,640	5,781	5,925	6,073
TDA 4.0	16,747	10,853	14,216	19,541	25,250	25,849	26,485	27,165	27,540	27,940
Federal Stimulus Funds	1,325	7,469	6,411	3,688	-	-	-	-	-	-
Other Federal Grants	-	-	-	400	-	-	-	-	-	-
Low Carbon Transit Ops Prog	235	216	600	600	600	600	600	600	600	600
BART Express Funds	938	892	734	641	641	641	641	641	641	641
Other State Grants	64	152	135	135	140	140	140	140	140	140
Dougherty Valley Dev Fees	126	123	356	200	-	-	-	-	-	-
Other Local Grants/Contributions	426	9	90	5	50	50	50	50	50	50
Lifeline	223	-	-	-	-	-	-	-	-	-
RM 2/Other- Express	151	33	90	118	122	125	129	129	129	129
TOTAL FIXED ROUTE OPERATING REVENUE	**30,853**	**31,748**	**35,635**	**39,858**	**40,800**	**41,790**	**42,830**	**43,827**	**44,527**	**45,262**
Op Expenses w/o contingency and GASB adjustments	**30,321**	**36,964**	**34,744**	**38,857**	**39,800**	**40,790**	**41,740**	**42,407**	**43,107**	**43,842**
CalPERS UAL Expense	**538**	**753**	**891**	**-**	**330**	**660**	**990**	**1,320**	**1,320**	**1,320**
Pension 115 Set Aside				**1,000**	**670**	**340**	**100**	**100**	**100**	**100**
% change over prior year	**-2.1%**	**22.2%**	**-5.5%**	**11.8%**	**2.4%**	**2.4%**	**2.5%**	**2.3%**	**1.6%**	**1.7%**
GASB 68 Pension & GASB 75 OPEB adjustment	891	(4,067)	-	-	-	-	-	-	-	-
Operating expense contingency	-			500	-	-	-	-	-	-
TOTAL FIXED ROUTE OPERATING EXPENSES	**31,750**	**33,649**	**35,635**	**40,357**	**40,800**	**41,790**	**42,830**	**43,827**	**44,527**	**45,262**
% change over prior year	**-4.30%**	**5.98%**	**5.90%**	**13.25%**	**1.10%**	**2.43%**	**2.49%**	**2.33%**	**3.96%**	**3.28%**
Revenue Hours	***29,142***	***50,000***	***60,000***	***66,000***	***75,900***	***91,080***	***109,296***	***112,575***	***112,575***	***115,952***
Passenger Fares	74	68	**78**	108	151	168	168	168	168	168
Passenger Fares - One Seat Ride Demo	38	159	**183**	-	-	-	-	-		
FTA Section 5307	1,046	1,240	**1,800**	1,800	1,800	1,800	1,800	1,800	1,800	1,800
TDA 4.5	591	427	**1,332**	1,370	1,408	1,448	1,488	1,530	1,573	1,617
TDA 4.0	334	2,364	**1,693**	1,530	1,804	2,132	2,499	2,886	3,370	3,807
Measure J	1,937	1,773	**1,771**	1,771	1,815	1,861	1,907	1,955	2,004	2,054
STA Paratransit & Revenue Based	534	660	**746**	834	851	860	868	877	877	886
LAVTA Fares/Fees Demonstration	294	1,245	**1,771**	1,824	1,879	1,935	1,993	2,053	2,053	2,115
Bart ADA service	204	217	**224**	226	228	230	232	234	234	236
TOTAL PARATRANSIT OPERATING REVENUE	**5,052**	**8,151**	**9,598**	**9,464**	**9,937**	**10,434**	**10,955**	**11,503**	**12,078**	**12,682**
TOTAL PARATRANSIT OPERATING EXPENSES	**5,046**	**7,568**	**9,599**	**9,464**	**9,937**	**10,434**	**10,955**	**11,503**	**12,078**	**12,682**
% change over prior year	**-19.7%**	**50.0%**	**26.8%**	**-1.4%**	**5.0%**	**5.0%**	**5.0%**	**5.0%**	**5.0%**	**5.0%**
TOTAL OPERATING EXPENSES	**$ 36,796**	**$ 41,218**	**$ 45,234**	**$ 49,821**	**$ 50,737**	**$ 52,224**	**$ 53,785**	**$ 55,330**	**$ 56,605**	**$ 57,944**

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

TDA RESERVES

FISCAL YEARS 2021 - 2030 $ In Thousands

	actuals		estimated	**proposed**	projected					
	FY 2021	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**
Beginning Balance	$ 27,818	$ 31,513	$ 41,473	$ 46,652	$ 43,721	$ 37,353	$ 29,610	$ 26,933	$ 18,690	$ 7,607
TDA 4.0 Allocation	$ 21,522	$ 23,427	$ 23,877	$ 24,797	$ 25,385	$ 26,096	$ 26,827	$ 27,578	$ 27,578	$ 28,350
% change over prior year	**16.10%**	**8.85%**	**1.92%**	**3.85%**	**2.37%**	**2.80%**	**2.80%**	**2.80%**	**2.80%**	**2.80%**
TDA 4.0 Needed for Operations and Capital:										
Used for Fixed route operations	(16,747)	(10,853)	(14,216)	(19,541)	(25,250)	(25,849)	(26,485)	(27,165)	(27,540)	(27,940)
Used for Paratransit operations	(334)	(2,364)	(1,693)	(1,530)	(1,804)	(2,132)	(2,499)	(2,886)	(3,370)	(3,807)
TDA Used for Operations	**(17,081)**	**(13,217)**	**(15,909)**	**(21,071)**	**(27,055)**	**(27,981)**	**(28,984)**	**(30,051)**	**(30,909)**	**(31,747)**
Used for Capital Program	**(747)**	**(250)**	**(2,789)**	**(6,656)**	**(4,698)**	**(5,859)**	**(520)**	**(5,770)**	**(7,752)**	**(2,125)**
Ending TDA Reserve	**$ 31,513**	**$ 41,473**	**$ 46,652**	**$ 43,721**	**$ 37,353**	**$ 29,610**	**$ 26,933**	**$ 18,690**	**$ 7,607**	**$ 2,085**
Number Of Months of Operating Expenses in Reserve	10.3	12.1	**12.4**	10.5	8.8	6.8	6.0	4.1	1.6	0.4
Percentage of operating budget	85.6%	100.6%	**103.1%**	87.8%	73.6%	56.7%	50.1%	33.8%	13.4%	3.6%

County Connection

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

OPERATING EXPENSE DETAIL

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Fixed Route							
Wages							
Wages, Operators	7,685,499	8,289,360	8,575,440	286,080	9,432,984	1,143,624	
Wages, Operator Trainer		150,000	58	(149,942)	0	(150,000)	
Wages, Trans Admin	1,191,119	1,228,634	1,254,125	25,491	1,264,750	36,116	
Wages, Scheduling	89,202	90,268	91,138	870	83,266	(7,002)	
Wages, Maint Admin	427,643	559,668	580,034	20,366	343,775	(215,893)	
Wages, Serv Wrks	449,970	551,740	505,049	(46,691)	547,240	(4,500)	
Wages, Mechanics	987,380	1,345,398	1,065,733	(279,665)	1,264,068	(81,330)	
Wages, Bldg Maint	453,942	490,049	477,856	(12,193)	428,919	(61,130)	
Wages, Cust Serv	371,292	390,066	390,509	443	368,519	(21,547)	
Wages, Promotion	61,431	156,763	69,755	(87,008)		(156,763)	
Wages, EE Services	207,113	207,764	191,463	(16,301)	327,685	119,921	
Wages, Finance	417,114	468,181	513,192	45,011	491,857	23,676	
Wages, Safety & Training	74,451	113,550	84,997	(28,553)	83,828	(29,722)	
Wages, Information Technology		0		0	291,993	291,993	
Wages, Gnl Admin	523,815	623,605	513,740	(109,865)	715,616	92,011	
Wages, Planning	887,257	832,967	1,020,517	187,550	516,801	(316,166)	
Wages, Procurement and Inventory		0	0	0	269,870	269,870	
Wages, Admin Bonus	4,500	50,000	0	(50,000)	50,000	0	
Wages, Board Members	17,900	26,400	18,027	(8,373)	26,400	0	
Wages, Serv Work Bonus	1,090	1,803	879	(924)	2,000	197	
Wages, Mech Bonus	6,204	11,588	4,690	(6,898)	12,000	412	
COVID Vaccine, Trans Admin	1,100	0	0	0	0	0	
COVID Vaccine, Scheduling	100	0	0	0	0	0	
COVID Vaccine, Operators	9,915	0	2,700	2,700	2,700	2,700	
COVID Vaccine, Maint Admin	400	0	400	400	400	400	
COVID Vaccine, Service Workers	1,400	0	100	100	100	100	
COVID Vaccine, Mechanics	1,500	0	0	0	0	0	
COVID Vaccine, Bldg Maint	500	0	100	100	100	100	
COVID Vaccine, Customer Srvc	470	0	100	100	100	100	
COVID Vaccine, Promotion	100	0	0	0	0	0	
COVID Vaccine, EE Services	200	0	0	0	0	0	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
COVID Vaccine, Finance	700	0	0	0	0	0	
COVID Vaccine, Safety & Train.	100	0	0	0	0	0	
COVID Vaccine, General Admin	100	0	200	200	200	200	
COVID Vaccine, Planning	700	0	200	200	200	200	
Wages Total	**13,874,208**	**15,587,804**	**15,361,003**	**(226,801)**	**16,525,369**	**937,565**	**6.0%**
Fringe benefits-other							
FICA, Trans Admin	19,037	20,387	19,989	(398)	22,526	2,139	
FICA, Scheduling	1,487	1,701	1,658	(43)	1,495	(206)	
FICA, Operators	121,296	138,977	136,299	(2,678)	149,929	10,952	
FICA, Maint Admin	4,277	4,388	6,048	1,660	6,172	1,784	
FICA, Serv Wrks	7,703	9,543	8,108	(1,435)	9,713	170	
FICA, Mechanics	14,738	20,451	16,337	(4,114)	22,435	1,984	
FICA, Bldg Maint	7,452	7,982	7,342	(640)	7,701	(281)	
FICA, Cust Serv	6,165	6,502	6,463	(39)	6,616	114	
FICA, Promotion	1,111	1,094	1,105	11		(1,094)	
FICA, EE Services	3,697	3,840	3,742	(98)	5,883	2,043	
FICA, Finance	7,121	7,895	8,634	739	8,831	936	
FICA, Safety & Traning	1,120	2,060	1,432	(628)	1,505	(555)	
FICA, Information Technology		0	0	0	5,242	5,242	
FICA, Gnl Admin	9,681	11,401	8,499	(2,902)	12,848	1,447	
FICA, Planning	14,361	13,598	16,889	3,291	9,278	(4,320)	
FICA, Procurement and Inventory		0	0	0	4,824	4,824	
FICA, BoardMembers	1,369	2,020	1,379	(641)	1,967	(53)	
PERS-RET, Trans Admin	294,352	365,291	287,152	(78,139)	310,703	(54,588)	
PERS-RET, Scheduling	26,543	24,803	26,497	1,694	20,620	(4,183)	
PERS-RET, Operators	1,122,848	1,262,373	1,093,172	(169,201)	1,366,465	104,092	
PERS-RET, Maint Admin	142,292	169,244	139,535	(29,709)	85,130	(84,114)	
PERS-RET, Serv Wrkrs	64,907	106,396	60,686	(45,710)	133,967	27,571	
PERS-RET, Mechanics	186,586	234,858	182,189	(52,669)	309,450	74,592	
PERS-RET, Bldg Maint	63,056	84,179	62,373	(21,806)	106,215	22,036	
PERS-RET, Cust Service	71,313	73,112	71,789	(1,323)	91,258	18,146	
PERS-RET, Promotions	28,303	22,052	28,484	6,432		(22,052)	
PERS-RET, EE Services	46,998	52,034	47,084	(4,950)	81,146	29,112	
PERS-RET, Finance	82,931	102,566	82,322	(20,244)	121,800	19,234	
PERS,RET, Safety/Training	33,830	37,789	35,571	(2,218)	20,759	(17,030)	
PERS,RET, Information Technology		0		0	72,307	72,307	
PERS-RET, Gnl Admin	110,469	142,474	107,938	(34,536)	177,211	34,737	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
PERS-RET, Planning	94,110	140,692	91,860	(48,832)	127,978	(12,714)	
PERS-RET, Procurement and Inventory		0		0	66,535	66,535	
GM- 457 Retirement	18,000	19,000	19,000	0	19,000	0	
Medical, Trans Admin	95,358	130,295	99,260	(31,035)	240,795	110,500	
Medical, Scheduling	6,555	9,986	7,285	(2,701)	15,980	5,994	
Medical, Operators	595,194	737,614	596,363	(141,251)	655,999	(81,615)	
Medical, Maint Admin	28,439	41,654	44,693	3,039	65,976	24,322	
Medical, Service Workers	286,113	304,926	326,853	21,927	103,824	(201,102)	
Medical, Mechanics	332,314	482,633	291,718	(190,915)	239,824	(242,809)	
Medical, Building Maint	47,966	57,649	48,219	(9,430)	82,316	24,667	
Medical, Customer Service	33,795	38,555	40,799	2,244	70,725	32,170	
Medical, Promotions	4,862	5,964	5,409	(555)		(5,964)	
Medical, EE Services	1,456	0	3,643	3,643	62,888	62,888	
Medical, Finance	21,130	33,043	24,953	(8,090)	94,395	61,352	
Medical, Safety & Trainin	3,781	7,738	9,471	1,733	16,088	8,350	
Medical, Information Technology		0	0	0	56,038	56,038	
Medical, General Admin	19,865	78,424	22,221	(56,203)	137,338	58,914	
Medical, Retirees	280,232	288,750	292,190	3,440	312,643	23,893	
Medical, Planning	22,446	46,662	27,583	(19,079)	99,183	52,521	
Medical, Procurement and Inventory		0	0	0	51,564	51,564	
Medical Claim-Admin Charges	8,627	11,025	12,202	1,177	12,813	1,788	
OtherPostEmployBenfits(OPEB)	283,356	188,310	188,310	0	201,492	13,182	
Dental, Transport Admin	29,953	36,015	28,358	(7,657)	29,038	(6,977)	
Dental, Scheduling	1,257	2,406	1,588	(818)	1,912	(494)	
Dental, Operators	194,098	253,828	223,035	(30,793)	245,338	(8,490)	
Dental, Maintenance Admin	4,815	10,685	9,717	(968)	7,893	(2,792)	
Dental, Building Maint	11,246	11,644	12,056	412	9,848	(1,796)	
Dental, Customer Service	9,406	13,649	11,476	(2,173)	8,461	(5,188)	
Dental, Promotions	1,302	1,585	1,588	3		(1,585)	
Dental, EE Services	2,799	3,255	3,451	196	7,523	4,268	
Dental, Finance	7,184	9,608	9,888	280	11,293	1,685	
Dental, Safety & Training	1,701	2,520	2,562	42	1,925	(595)	
Dental, Information Technology		0	0	0	6,704	6,704	
Dental, General Admin	8,751	11,729	10,508	(1,221)	16,430	4,701	
Dental, Planning	7,903	13,562	11,325	(2,237)	11,865	(1,697)	
Dental, Procurement and Inventory		0	0	0	6,196	6,196	
Life, Trans Admin	8,978	11,109	8,145	(2,964)	13,205	2,096	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Life, Scheduling	733	840	690	(150)	876	36	
Life, Operators	60,551	74,907	54,949	(19,958)	60,444	(14,463)	
Life, Maint Admin	3,871	6,090	3,885	(2,205)	3,618	(2,472)	
Life, Bldg Maint	3,329	4,326	3,026	(1,300)	4,514	188	
Life, Cust Serv	3,311	3,780	3,079	(701)	3,878	98	
Life, Promotions	592	662	544	(118)		(662)	
Life, EE Services	1,655	1,995	1,438	(557)	3,449	1,454	
Life, Finance	3,876	4,935	4,217	(718)	5,177	242	
Life, Safety & Training	259	1,008	648	(360)	882	(126)	
Life, Information Technology		0	0	0	3,073	3,073	
Life, Gnl Admin	3,553	7,140	3,189	(3,951)	7,531	391	
Life, Planning	6,470	7,371	6,266	(1,105)	5,439	(1,932)	
Life, Procurement and Inventory		0	0	0	2,828	2,828	
SUI, Trans Admin	1,870	7,757	3,307	(4,450)	7,768	11	
SUI, Scheduling	147	160	221	61	515	355	
SUI, Operators	25,948	47,250	34,299	(12,951)	37,729	(9,521)	
SUI, Maint Admin	776	2,281	1,544	(737)	2,128	(153)	
SUI, Serv Wrkrs	2,536	5,019	2,541	(2,478)	3,349	(1,670)	
SUI, Mechanics	2,317	8,670	3,461	(5,209)	7,736	(934)	
SUI, Bldg Maint	1,108	2,791	1,693	(1,098)	2,655	(136)	
SUI, Cust Serv	882	3,256	1,323	(1,933)	2,281	(975)	
SUI, Promotion	147	465	220	(245)		(465)	
SUI, EE Services	294	930	441	(489)	2,029	1,099	
SUI, Finance	953	2,326	1,102	(1,224)	3,045	719	
SUI, Safety & Training	147	465	221	(245)	519	54	
SUI, Information Technology		0	0	0	1,808	1,808	
SUI, Gnl Admin	1,479	3,721	1,687	(2,034)	4,430	709	
SUI, Planning	1,029	3,256	1,985	(1,271)	3,199	(57)	
SUI, Procurement and Inventory		0	0	0	1,663	1,663	
WC, Trans Admin	69,786	84,975	84,972	(3)	100,979	16,004	
WC, Scheduling	4,233	5,250	5,256	6	6,701	1,451	
WC, Operators	658,798	817,687	817,692	5	899,461	81,774	
WC, Maint Admin	22,204	27,562	27,564	2	27,667	105	
WC, Serv Wrks	48,640	60,379	60,384	5	43,539	(16,840)	
WC, Mechanics	83,543	103,688	103,692	4	100,571	(3,117)	
WC, Bldg Maint	26,437	32,813	32,808	(5)	34,520	1,707	
WC, Cust Serv	26,437	32,813	32,808	(5)	29,659	(3,154)	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
WC, Promotion	4,233	5,250	5,256	6		(5,250)	
WC, EE Services	8,466	10,500	10,500	0	26,372	15,872	
WC, Finance	22,204	27,563	27,564	1	39,585	12,022	
WC, Information Technology			0	0	23,500	23,500	
WC, Safety & Training	4,233	5,250	5,256	6	6,747	1,497	
WC, Gnl Admin	30,670	38,062	38,064	2	57,594	19,532	
WC, Planning	43,349	53,812	53,808	(4)	41,593	(12,219)	
WC, Procurement and Inventory		0	0	0	21,624	21,624	
Uniforms, Operators	52,794	50,000	42,351	(7,649)	50,000	0	
Uniforms, Mechanics	28,233	25,000	28,121	3,121	28,000	3,000	
Operator Med Exams	7,860	15,000	11,040	(3,960)	15,000	0	
Emp Assistance Prog	12,574	16,000	16,718	718	15,000	(1,000)	
CafeteriaPlan-GenAdmin.	542,649	668,510	618,623	(49,887)	701,936	33,426	
Cafeteria Plan-ATU	1,399,851	1,736,453	1,555,967	(180,486)	1,823,276	86,823	
Mechanics Tool Allowance	9,180	15,000	9,916	(5,084)	1,500	(13,500)	
Employee Wellness Program	20,855	32,000	33,849	1,849	32,000	0	
Substance Abuse Program	18,346	16,000	16,440	440	19,000	3,000	
Fringe benefits-other Total	**8,241,441**	**10,014,493**	**8,729,070**	**(1,285,423)**	**10,613,408**	**598,915**	**6.0%**
Fringe benefits-paid time off							
Sick, Trans Admin	61,233	35,135	58,382	23,247	78,996	43,861	
Sick, Scheduling		0	553	553	5,243	5,243	
Sick, Operators	312,081	417,600	301,872	(115,728)	332,059	(85,541)	
Sick, Maint Admin	22,151	16,670	7,675	(8,995)	21,644	4,974	
Sick, Serv Wrks	19,360	43,540	9,180	(34,360)	34,061	(9,479)	
Sick, Mechanics	56,973	38,600	35,189	(3,411)	78,678	40,078	
Sick, Bldg Maint	12,073	11,309	7,894	(3,415)	27,005	15,696	
Sick, Cust Serv	7,200	10,909	14,689	3,780	23,202	12,293	
Sick, Promotion	5,001	1,927	3,105	1,178		(1,927)	
Sick, EE Services	1,625	6,198	31,855	25,657	20,631	14,433	
Sick, Finance	4,966	13,757	10,814	(2,943)	30,968	17,211	
Sick, Safety & Training	1,096	3,388	3,343	(45)	5,278	1,890	
Sick, Information Technology		0	0	0	18,384	18,384	
Sick, Gnl Admin	1,616	18,372	20,131	1,759	45,056	26,684	
Sick, Planning	3,270	22,727	10,977	(11,750)	32,538	9,811	
Sick, Procurement and Inventory		0	0	0	16,916	16,916	
COVID EE Sick, Operators	1,738	0	0	0	0	0	
COVID ER Sick, Trans Admin	9,199	0	21,198	21,198	0	0	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
COVID ER Sick, Operators	46,150	104,400	48,416	(55,984)	0	(104,400)	
COVID ER Sick, Maint Admin	412	0	2,045	2,045	0	0	
COVID ER Sick, Serv Wrks	12,780	0	6,231	6,231	0	0	
COVID ER Sick, Mechanics	12,429	0	12,058	12,058	0	0	
COVID ER Sick, Bldg Maint	2,958	0	209	209	0	0	
COVID ER Sick, Cust Serv	2,412	0	0	0	0	0	
COVID ER Sick, Promotion		0	1,805	1,805	0	0	
COVID ER Sick, EE Services		0	992	992	0	0	
COVID ER Sick, Finance	630	0	7,377	7,377	0	0	
COVID ER Sick, Safety/Training		0	1,948	1,948	0	0	
COVID ER Sick, Gnl Admin	3,509	0	2,140	2,140	0	0	
COVID ER Sick, Planning	4,470	0	13,400	13,400	0	0	
Holiday, Trans Admin	62,242	64,189	70,270	6,081	77,676	13,487	
Holiday, Scheduling	4,586	5,728	5,535	(193)	5,155	(573)	
Holiday, Operators	300,576	418,018	461,055	43,037	507,161	89,143	
Holiday, Maint Admin	24,888	30,453	29,351	(1,102)	21,283	(9,170)	
Holiday, Serv Wrks	21,945	28,737	29,322	585	33,492	4,755	
Holiday, Mechanics	50,467	71,339	64,636	(6,703)	77,363	6,024	
Holiday, Bldg Maint	21,431	20,661	25,089	4,428	26,554	5,893	
Holiday, Cust Serv	16,827	19,926	19,183	(743)	22,814	2,888	
Holiday, Promotion	4,759	3,520	1,290	(2,230)		(3,520)	
Holiday, EE Services	9,886	11,322	13,149	1,827	20,286	8,964	
Holiday, Finance	21,199	25,131	31,384	6,253	30,450	5,319	
Holiday, Safety & Trainin	2,192	6,188	6,686	498	5,190	(998)	
Holiday, Information Technology		0	0	0	18,077	18,077	
Holiday, Gnl Admin	32,084	33,560	25,792	(7,768)	44,303	10,743	
Holiday, Planning	40,142	41,518	48,779	7,261	31,994	(9,524)	
Holiday, Procurement and Inventory		0	0	0	16,634	16,634	
Vacatn, Trans Admin	94,342	95,176	45,676	(49,500)	93,988	(1,188)	
Vacatn, Scheduling	7,087	6,861	7,659	798	6,237	(624)	
Vacatn, Operators	510,732	559,166	556,451	(2,715)	612,096	52,930	
Vacatn, Maint Admin	38,372	49,928	46,539	(3,389)	25,752	(24,176)	
Vacatn, Serv Wrks	23,645	31,866	27,371	(4,495)	40,525	8,659	
Vacatn, Mechanics	78,325	115,365	83,664	(31,701)	93,609	(21,756)	
Vacatn, Bldg Maint	29,254	25,716	31,830	6,114	32,130	6,414	
vacatn, Cust Serv	27,340	25,460	30,002	4,542	27,605	2,145	
Vacatn, Promotion	5,594	5,866	5,952	86		(5,866)	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Vacation, EE Services	18,258	18,870	19,494	624	24,547	5,677	
Vacatn, Finance	23,256	34,863	30,294	(4,569)	36,845	1,982	
Vacation, Safety & Traini	5,547	10,313	7,710	(2,603)	6,279	(4,034)	
Vacation, Information Technology		0	0	0	21,873	21,873	
Vacatn, Gnl Admin	33,783	48,181	35,234	(12,947)	53,606	5,425	
Vacatn, Planning	64,414	56,141	75,525	19,384	38,713	(17,428)	
Vacatn, Procurement and Inventory		0	0	0	20,127	20,127	
Abs Pay, Trans Admin	232	6,552	0	(6,552)	7,768	1,216	
Abs Pay, Scheduling		445	0	(445)	515	70	
Abs Pay, Operators	33,230	61,074	34,744	(26,330)	38,218	(22,856)	
Abs Pay, Maint Admin		3,109	0	(3,109)	2,128	(981)	
Abs Pay, Serv Wrks	2,194	5,708	0	(5,708)	3,349	(2,359)	
Abs Pay, Mechanics	6,267	5,769	6,401	632	7,736	1,967	
Abs Pay, Bldg Maint	1,218	2,108	0	(2,108)	2,655	547	
Abs Pay, Cust Serv		2,033	0	(2,033)	2,281	248	
Abs Pay, Promotion	142	359	0	(359)		(359)	
Abs Pay, EE Services	6,169	1,155	0	(1,155)	2,029	874	
Abs Pay, Finance	216	2,564	0	(2,564)	3,045	481	
Abs Pay, Information Technology		0	0	0	1,808	1,808	
Abs Pay, Safety & Training		631	0	(631)	519	(112)	
Abs Pay, Gnl Admin		3,425	473	(2,952)	4,430	1,005	
Abs Pay, Planning		4,235	0	(4,235)	3,199	(1,036)	
Abs Pay, Procurement and Inventory		0	0	0	1,663	1,663	
Separation Pay		5,151	50,000	44,849	5,000	(151)	
COVID Abs Pay, Trans Admin	108	0	0	0	0	0	
COVID Abs Pay, Operators	20,514	0	0	0	0	0	
COVID Abs Pay, Serv Wrks	1,302	0	0	0	0	0	
COVID Abs Pay, Mechanics	1,799	0	0	0	0	0	
Fringe benefits-paid time off Total	**2,251,898**	**2,712,912**	**2,560,020**	**(152,892)**	**2,929,368**	**216,456**	**8.0%**
Services							
Management Services	101,987	70,000	70,000	0	100,000	30,000	
Agency Fees/Public Info	50	0		0		0	
In-Service Monitoring		5,500	1,500	(4,000)	5,000	(500)	
Mobility Services	19,252	25,000	15,000	(10,000)	25,000	0	
Schedules/Graphics	34,061	100,000	57,380	(42,620)	75,000	(25,000)	
Promotions	114,634	170,000	110,670	(59,330)	170,000	0	
RECRUITMENT-OTHER	14,085	20,000	3,150	(16,850)	20,000	0	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Legal Fees	465,739	430,000	604,263	174,263	450,000	20,000	
Financial Services	9,450	12,500	12,500	0	12,500	0	
Auditor Fees	42,055	50,000	49,105	(895)	51,500	1,500	
PAY+ PERS File Upload Expense	6,488	6,000	7,649	1,649	8,000	2,000	
SpecialPlnng ReimbursableExp		0		0	445,880	445,880	
H/R APPLICANT BACKGr-ck	13,520	15,000	14,330	(670)	15,000	0	
Temporary Help-All-Dept	34,345	25,000	1,500	(23,500)	25,000	0	
SRV-Electric Bus Repair		50,000	15,552	(34,448)	75,000	25,000	
SVR, Diffs/Radiators	2,780	8,500	12,270	3,770	30,000	21,500	
SVR, Trans	61,852	44,000	200	(43,800)	44,000	0	
SVR, Upholstry/Glass		0		0	14,000	14,000	
SVR, Mach/Hydrl/Tow	5,247	10,000	14,597	4,597	10,000	0	
SVR, Engine		156,000	1,440	(154,560)	125,000	(31,000)	
SVR, Body	58,402	96,000	26,996	(69,004)	100,000	4,000	
Emission Control Expense	7,020	62,500	6,698	(55,802)	85,000	22,500	
Support Veh Maintenance Exp	9,226	14,500	9,913	(4,587)	12,500	(2,000)	
IT Supplies/Replacement	5,439	10,000	4,157	(5,843)	10,000	0	
CleverDevice-MaintenanceServce	261,544	278,000	299,326	21,326	299,000	21,000	
Office Equip Maint Service	15,059	28,000	11,745	(16,255)	28,000	0	
Bldg Maint Services	112,433	99,000	101,964	2,964	120,000	21,000	
Landscape Services	69,150	79,000	83,200	4,200	90,500	11,500	
IT Contracts	161,627	200,000	199,585	(415)	200,000	0	
Radio Maintenance Service		12,500	8,650	(3,850)	12,000	(500)	
Clipper Fees	75,702	100,000	95,886	(4,114)	110,000	10,000	
Contract Service Cleaning		3,600	500	(3,100)	3,600	0	
Waste Removal	19,419	21,000	23,997	2,997	21,000	0	
Hazardous Waste Handling	88,375	115,000	71,703	(43,297)	115,000	0	
Fire Monitoring	411	3,000	1,000	(2,000)	3,000	0	
Security Services	114,422	115,000	130,289	15,289	119,000	4,000	
Other Services	10,750	7,000	27,125	20,125	30,000	23,000	
SVR, Upholstry/Glass		6,000		(6,000)		(6,000)	
Services Total	**2,041,219**	**2,669,800**	**2,260,373**	**(409,427)**	**3,278,880**	**609,080**	**22.8%**
Materials and supplies							
Diesel Fuel	1,902,527	2,562,500	2,383,012	(179,488)	2,000,000	(562,500)	
Oil & Lubricants	85,442	88,000	98,185	10,185	94,000	6,000	
Gasoline	22,746	24,000	25,423	1,423	24,000	0	
Electric Trolley PG&E Utility	74,008	90,000	69,734	(20,266)	90,000	0	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Tires & Tubes	200,529	205,000	231,177	26,177	209,000	4,000	
Safety Supply	45	30,000	0	(30,000)	5,000	(25,000)	
Transport Supplies	10,105	14,000	13,610	(390)	14,000	0	
CLIPPER Relief Cards for EE's	75	0		0	500	500	
BART Relief Tickets		5,500		(5,500)		(5,500)	
CSS, Soaps	5,946	15,000	7,151	(7,849)	5,700	(9,300)	
CSS, Cleaning	11,281	45,000	13,290	(31,710)	15,000	(30,000)	
CSS, Safety	30,239	6,000	31,789	25,789	55,000	49,000	
CSS, Antifreeze	7,019	8,400	18,031	9,631	8,000	(400)	
CSS, Gasses	19,649	30,000	7,772	(22,228)	8,000	(22,000)	
Oil Analysis	8,250	600,000	8,250	(591,750)	8,500	(591,500)	
Equipment/Garage Supply	54,290	8,000	33,266	25,266	30,000	22,000	
Coach Repair Parts	741,850	4,500	526,229	521,729	625,000	620,500	
Shelter/Stop Supply	0	3,000	5,000	2,000	8,000	5,000	
Janitorial Supplies	26,509	1,000	30,270	29,270	30,000	29,000	
Lighting Supply		0	2,000	2,000	4,500	4,500	
Bldg Repair Supply	64,633	14,000	87,166	73,166	78,000	64,000	
Landscape Supply	329	9,000	1,000	(8,000)	2,500	(6,500)	
Tix, Pass, Transfers	1,482	0	0	0	3,000	3,000	
Office Supply, Outlets	423	3,000	500	(2,500)	500	(2,500)	
Office Supply, PERS	2,128	2,000	4,083	2,083	3,000	1,000	
Ops Training Supply		25,000		(25,000)		(25,000)	
Office Supply Administration	19,796	0	22,128	22,128	24,000	24,000	
Office Supply, Maint	2,823	0	2,440	2,440	2,700	2,700	
Postage	9,169	0	8,572	8,572	9,000	9,000	
Obsolete Parts Write-Off	33,358	0		0		0	
Safety Contingency Plans		0	1,000	1,000	3,000	3,000	
Training Supplies	2,550	0	1,604	1,604	5,000	5,000	
Contract//Grants Supplies	1,660	0	258	258	2,000	2,000	
Office Supply-IC	3,699	0	5,429	5,429	5,000	5,000	
Shop Inventory Grant Expense		0	5,000	5,000	25,000	25,000	
Materials and supplies Total	**3,342,563**	**3,912,400**	**3,643,368**	**(269,032)**	**3,396,900**	**(515,500)**	**-13.2%**

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Utilities							
Gas and Electric	191,746	195,000	187,733	(7,268)	215,000	20,000	
Phone, Concord Bldg	52,163	40,000	40,867	867	48,000	8,000	
Water	34,745	29,500	33,398	3,898	34,000	4,500	
Cellular Phone	69,024	80,000	63,751	(16,249)	85,000	5,000	
Utilities Total	**347,677**	**344,500**	**325,748**	**(18,752)**	**382,000**	**37,500**	**10.9%**
Casualty and liability							
Physical Damage	85,144	131,250	131,250	0	150,938	19,688	
Property Premiums	38,490	44,625	44,625	0	51,319	6,694	
Other Premiums	33,652	42,000	42,000	0	48,300	6,300	
Liability Premiums	633,234	750,750	750,750	0	863,363	112,613	
Liability Losses	(2,462)	183,750	183,750	0	211,313	27,563	
Casualty and liability Total	**788,059**	**1,152,375**	**1,152,375**	**0**	**1,325,231**	**172,856**	**15.0%**
Taxes							
Property Tax	8,772	11,000	11,000	0	10,000	(1,000)	
License/Registration	1,467	2,015	2,015	0	2,015	0	
Fuel Storage Tank Fee	11,670	14,000	14,000	0	14,000	0	
Use and Other Taxes	5,894	7,000	5,726	(1,274)	7,000	0	
Sales Tax	388,184	266,000	336,000	70,000	335,000	69,000	
Taxes Total	**415,987**	**300,015**	**368,741**	**68,726**	**368,015**	**68,000**	**22.7%**
Purchased transportation							
ALAMO CREEK SHUTTLE	129,882	137,000	140,712	3,712	150,091	13,091	
St. Mary's Shuttle Exp	33,529	48,000	33,882	(14,118)	47,460	(540)	
Contracted-CCC Hotel Transport	2,955	0		0	9,000	9,000	
Contracted-Meals on Wheels	54,775	0		0		0	
Contracted-School Distr Meals	403	0		0		0	
Contracted-CCC Hotel Trans Fue	1,044	0		0		0	
Contracted-Meals on Wheels Fue	3,215	0		0		0	
Contracted-School Meals Fuel	42	0		0		0	
COVID PPE for ParaTransit	0	6,000		(6,000)		(6,000)	
Purch PARA-CCC COVID Transport	(0)	9,000		(9,000)		(9,000)	
Purch PARA-Meals on Wheels	0	30,000		(30,000)		(30,000)	
Purch PARA-School Dist Meals	0	1,000		(1,000)		(1,000)	

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Purch PARA-CCC COVID Fuel	(0)	0		0		0	
Purch PARA-School Meals Fuel	0	0		0		0	
Purchased transportation Total	**225,844**	**231,000**	**174,594**	**(56,406)**	**206,551**	**(24,449)**	**-10.6%**
Contingency							
Contingency		500,000		(500,000)	500,000	0	
Contingency Total		**500,000**		**(500,000)**	**500,000**	**0**	**0.0%**
Miscellaneous							
Business Expense, Trans		500	500	0	500	0	
Business Expense,AGM-Admi		2,000	2,000	0	2,000	0	
Business Expense, Finance	1,764	1,000	2,067	1,067	2,000	1,000	
Board Travel Expenses	7,717	25,000	17,366	(7,634)	25,000	0	
Staff Travel Expenses	60,910	75,000	100,000	25,000	100,000	25,000	
CTA Conference	16,000	16,500	16,000	(500)	16,500	0	
APTA Annual Dues	35,500	35,500	20,706	(14,794)	35,500	0	
Other Memberships	1,110	4,000	3,750	(250)	5,000	1,000	
Business Expense ,GM	703	3,000	3,000	0	3,000	0	
Training/Subs, Trans Admi	10,844	20,000	10,000	(10,000)	20,000	0	
Training/Subs, GM	1,009	4,000	3,628	(372)	4,000	0	
Miscellaneous Expenses		1,000	1,413	413	1,500	500	
COVID Misc Exp Trans Admin		0	30,000	30,000		0	
COVID Misc Exp, Operators		0	352,500	352,500		0	
COVID Misc Exp Maint Admin		0	7,500	7,500		0	
COVID Misc Exp, Mechanics		0	67,500	67,500		0	
COVID Misc Exp Building Maint		0	10,000	10,000		0	
COVID Misc Exp Customer Servic		0	12,500	12,500		0	
COVID Misc Exp Promotion		0	2,500	2,500		0	
COVID Misc Exp EE Services		0	2,500	2,500		0	
COVID Misc Exp Finance		0	7,500	7,500		0	
COVID Misc Exp General Admin		0	2,500	2,500		0	
COVID Misc Exp Planning		0	7,500	7,500		0	
Employee Functions-ALL	25,324	45,000	45,000	0	45,000	0	
Employee Awards/Pins	772	4,000	580	(3,420)	2,000	(2,000)	
EmployeeRetireGifts		1,000	500	(500)	1,000	0	
Miscellaneous Total	**161,652**	**237,500**	**729,010**	**491,510**	**263,000**	**25,500**	**10.7%**

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Leases and rentals							
Radio Site Lease	53,163	51,000	41,945	(9,055)	53,500	2,500	
Eqpmnt Leases	4,169	9,000	15,222	6,222	15,000	6,000	
Leases and rentals Total	**57,332**	**60,000**	**57,167**	**(2,833)**	**68,500**	**8,500**	**14.2%**
Fixed Route Total	**31,747,880**	**37,722,799**	**35,361,469**	**(2,361,330)**	**39,857,222**	**2,134,423**	
Paratransit							
Wages							
Wages, Gnl Admin	294,077	286,622	300,637	14,015	319,835	33,213	
Wages Total	**294,077**	**286,622**	**300,637**	**14,015**	**319,835**	**33,213**	**11.6%**
Fringe benefits							
FICA, Gnl Admin	4,750	4,601	5,187	586	5,742	1,141	
PERS-RET, Gnl Admin	33,956	35,259	38,681	3,422	59,402	24,143	
Medical, General Admin	37,220	26,345	44,808	18,463	61,382	35,037	
Dental, General Admin	4,761	3,255	5,271	2,016	7,343	4,088	
Life, Gnl Admin	2,511	1,974	2,977	1,003	3,366	1,392	
SUI, Gnl Admin	749	348	882	534	1,980	1,632	
WC, Gnl Admin		5,250	0	(5,250)	25,741	20,491	
Sick, Gnl Admin	9,010	6,684	9,651	2,967	20,137	13,453	
Holiday, Gnl Admin	14,315	9,698	20,759	11,061	19,801	10,103	
Vacatn, Gnl Admin	13,408	12,061	17,633	5,572	23,959	11,898	
Abs Pay, Gnl Admin		0	7,706	7,706	1,980	1,980	
CafeteriaPlan-GenAdmin	33,890	26,268	39,962	13,694		(26,268)	
Fringe benefits Total	**154,571**	**131,743**	**193,515**	**61,772**	**230,831**	**99,088**	**75.2%**
Services							
Legal Fees	28,919	25,000	27,013	2,013	25,000	0	
Bank Service Charges		500	500	0	500	0	
Bldg. Maintenance Services	645	1,500	640	(860)	1,500	0	
Software Maint Services	53,969	63,000	69,184	6,184	70,000	7,000	
Radio Maintenance Service	5,929	6,000	8,424	2,424	12,000	6,000	
Other Services	135	0		0		0	
Services Total	**89,597**	**96,000**	**105,761**	**9,761**	**109,000**	**13,000**	**13.5%**
Materials and supplies							
Tix, Pass, Transfers	423	0		0		0	
Office Supply, P/T	164	4,000	2,000	(2,000)	4,000	0	
Materials and supplies Total	**586**	**4,000**	**2,000**	**(2,000)**	**4,000**	**0**	**0.0%**

Account Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Estimated Actual	Over (Under) FY 2023 Budget	FY 2024 Proposed Budget	Over (Under) $ FY 2023 Budget	Over (Under) % FY 2023 Budget
Utilities							
Gas & Electric	25,831	26,000	24,860	(1,140)	27,000	1,000	
Cell Phone-Paratransit	15,559	13,000	16,701	3,701	30,000	17,000	
Utilities Total	**41,390**	**39,000**	**41,561**	**2,561**	**57,000**	**18,000**	**46.2%**
Liability							
Property Premiums	6,792	8,400	8,400	0	9,000	600	
Liability Premiums	7,182	8,505	8,505	0	9,000	495	
Liability Total	**13,974**	**16,905**	**16,905**	**0**	**18,000**	**1,095**	**6.5%**
Purchased transp - for partners							
ADA Purchased PARA-LAVTA Costs	1,134,552	1,770,634	1,303,782	(466,852)	1,320,000	(450,634)	
ADA Purchase One Seat-LAVTA	12,505	16,362	572,569	556,207	500,000	483,638	
ADA Purchase One Seat-TriDelta	120,164	136,198		(136,198)		(136,198)	
ADA Purchase One Seat-WestCAT	10,059	10,398		(10,398)		(10,398)	
ADA Purchase One Seat-East Bay	1,250	0		0		0	
ADA Purch. One Seat-LAVTA Fuel	9,456	1,701	104,924	103,223	100,000	98,299	
ADA Purch 1 Seat-TriDelta Fuel	14,584	14,125		(14,125)		(14,125)	
ADA Purch 1 Seat-WestCat Fuel	1,993	2,101		(2,101)		(2,101)	
ADA Purch 1 Seat-East Bay Fuel	223	0		0		0	
Purchased transp - for partners Total	**1,304,787**	**1,951,519**	**1,981,275**	**29,756**	**1,920,000**	**(31,519)**	**-1.6%**
Purchased transportation							
COVID PPE for ParaTransit	5,237	0		0		0	
PURCHASED PARATRANSIT	4,922,816	5,905,134	5,900,000	(5,134)	6,490,000	584,866	
ADA-Purchased Transportation	3,699	8,600	0	(8,600)	0	(8,600)	
Other Purchased Trans Expense		1,000	1,000	0	1,000	0	
ADA Purch Choice in Aging CCCT	28,489	300,000	223,839	(76,161)	300,000	0	
ParaTransit SIP	94,596	60,000	0	(60,000)	0	(60,000)	
ADA Purchased One Seat-CCCTA	143,997	58,358	73,290	14,932		(58,358)	
PURCHASED PARATRANSIT FUEL	409,630	665,109	567,680	(97,429)		(665,109)	
ADA-Purchased Transport Fuel	6,150	13,977	0	(13,977)		(13,977)	
ADA Purch. One Seat-CCCTA Fuel	36,259	34,728	43,536	8,808		(34,728)	
Purchased transportation Total	**5,650,873**	**7,046,906**	**6,809,345**	**(237,561)**	**6,791,000**	**(255,906)**	**-3.6%**
Miscellaneous							
Training/Subs, Paratransi		10,000	0	(10,000)	10,000	0	
Miscellaneous Exp	18,516	10,000	8,957	(1,043)	10,000	0	
Miscellaneous Total	**18,516**	**20,000**	**8,957**	**(11,043)**	**20,000**	**0**	**0.0%**
Paratransit Total	**7,568,371**	**9,592,695**	**9,459,954**	**(132,741)**	**9,469,667**	**(123,028)**	
Grand Total	**39,316,251**	**47,315,494**	**44,821,424**	**(2,494,070)**	**49,326,889**	**2,011,395**	**4.3%**

RESOLUTION NO. 2023-032

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS

* * *

AUTHORIZING FILING APPLICATIONS AND SUPPORTING DOCUMENTS WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE, AND REGIONAL MEASURE 2 FUNDS FOR FISCAL YEAR 2024

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 Transportation Development Act (TDA) (Public Utilities Code Section 99200, *et seq.*), provides for the disbursement of funds from the Local Transportation Fund (LTF) of the County of Contra Costa for use by eligible applicants for the purpose of public transit;

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal. Code of Regs. Section 6600, *et seq.*), a prospective applicant wishing to receive an allocation from the LTF shall file its claim with the Metropolitan Transportation Commission;

WHEREAS, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code Sections 99310 *et seq.;*

WHEREAS, the STA fund makes funds available pursuant to Public Utilities Code Section 99313.6 for allocation to eligible applicants to support approved transit projects;

WHEREAS, TDA funds from the LTF of Contra Costa County and STA funds will be required by CCCTA in Fiscal Year 2024 for public transit capital and operating assistance;

WHEREAS, CCCTA is an eligible applicant for TDA and STA funds pursuant to Public Utilities Code Sections 99260(a), 99262, 99275, 99313 and 99314 as attested by the opinion of CCCTA's Counsel;

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred to as Regional Measure 2 (RM2), identified projects eligible to receive funding under the Regional Traffic Relief Plan;

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for RM2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d);

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 funding;

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in RM2 Policy and Procedures;

WHEREAS, CCCTA is an eligible sponsor of transportation project(s) in RM2, Regional Traffic Relief Plan funds;

WHEREAS, the Express Bus Routes are eligible for consideration in the Regional Traffic Relief Plan of RM2, pursuant to Streets and Highways Code Section 30914(c) or (d);

WHEREAS, the RM2 allocation request demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which CCCTA is requesting that MTC allocate RM2 funds;

WHEREAS, the certification by CCCTA of assurances is required for the allocation of funds by MTC; and

WHEREAS, CCCTA requires an allocation of these funds for capital and operating assistance to support CCCTA's provision of public transit services in the Central Contra Costa County area for Fiscal Year 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Central Contra Costa Transit Authority Board of Directors that CCCTA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

RESOLVED, that CCCTA certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that CCCTA approves the Express Bus routes operating proposals; and be it further

RESOLVED, that CCCTA approves the certification of assurances; and be it further

RESOLVED, that CCCTA is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d); and be it further

RESOLVED, that CCCTA is authorized to submit an application for Regional Measure 2 funds for Express Bus Operations in accordance with California Streets and Highways Code 30914(d); and be it further

RESOLVED, that CCCTA certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq*.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 *et seq*.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4321 *et seq*. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to CCCTA making allocation requests for Regional Measure 2 funds; and be it further

RESOLVED, that there is no pending or threatened litigation that might in any way adversely affect the proposed project, or the ability of CCCTA to deliver such project; and be it further

RESOLVED, that CCCTA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from any and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of CCCTA, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages; and be it further

RESOLVED, that CCCTA shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED that the General Manager, or his designee, is authorized to execute and file appropriate applications, together with all necessary supporting documents, with the Metropolitan Transportation Commission for allocation of TDA, STA and RM2 funds for Fiscal Year 2024; and be it further

RESOLVED that the General Manager, or his designee, is delegated the authority to make non-substantive changes and minor amendments to the Initial Project Report as he deems appropriate; and be it further

RESOLVED that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claims, and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

Regularly passed and adopted this 20th day of April 2023 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

_____

Amy Worth, Chair, CCCTA Board of Directors

ATTEST:

_____

Lathina Hill, Clerk of the Board

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 04/10/2023

From: Melody Reebs, Director of Planning, Marketing, & Innovation **Reviewed by:** RH

SUBJECT: Transit Corridors Study

Background:

In October 2022, the Metropolitan Transportation Commission (MTC) released a call for projects for the FY 2022-23 Transit Performance Initiative (TPI) program, which is a competitive grant program to fund low-cost capital investments that improve operations and customer experience on major transit corridors and systems. The goal of the program is to provide funding for lower-cost improvements that increase transit speeds and reliability, especially buses experiencing traffic delays on high-ridership, high-frequency routes. New to this year, proposals for the planning and development of future TPI-eligible projects were also considered.

Corridors Study:

Staff submitted an application to conduct a study analyzing four major corridors within County Connection's service area and identifying options to improve the speed and reliability of buses. The proposed study includes segments of Clayton Rd, Monument Blvd, Ygnacio Valley Rd, and Treat Blvd, which are shown in Figure 1. The first two corridors serve County Connection's highest ridership areas with relatively frequent transit service, while the other two have high potential for increased transit use by making it more competitive to driving. The study will assess current conditions, including operations, existing infrastructure, and ridership, gather passenger and community feedback, and develop recommendations for capital improvements that would reduce delays and travel time and enhance the customer experience.

On March 22, 2023, MTC approved award of the full requested funding amount of $400,000 for County Connection's proposed study. Staff plans to use the on-call planning contract with Transportation Management & Design (TMD) that was recently approved by the Board to assist with completing the study. Staff will be working closely with the cities of Concord and Walnut Creek throughout the process and will provide periodic updates to the Committee and Board as well as TRANSPAC and other regional partners as the study progresses. Once the study is complete and a program of projects has been developed, staff would then seek additional funding—including future rounds of TPI funds—for implementation of the recommended improvements.

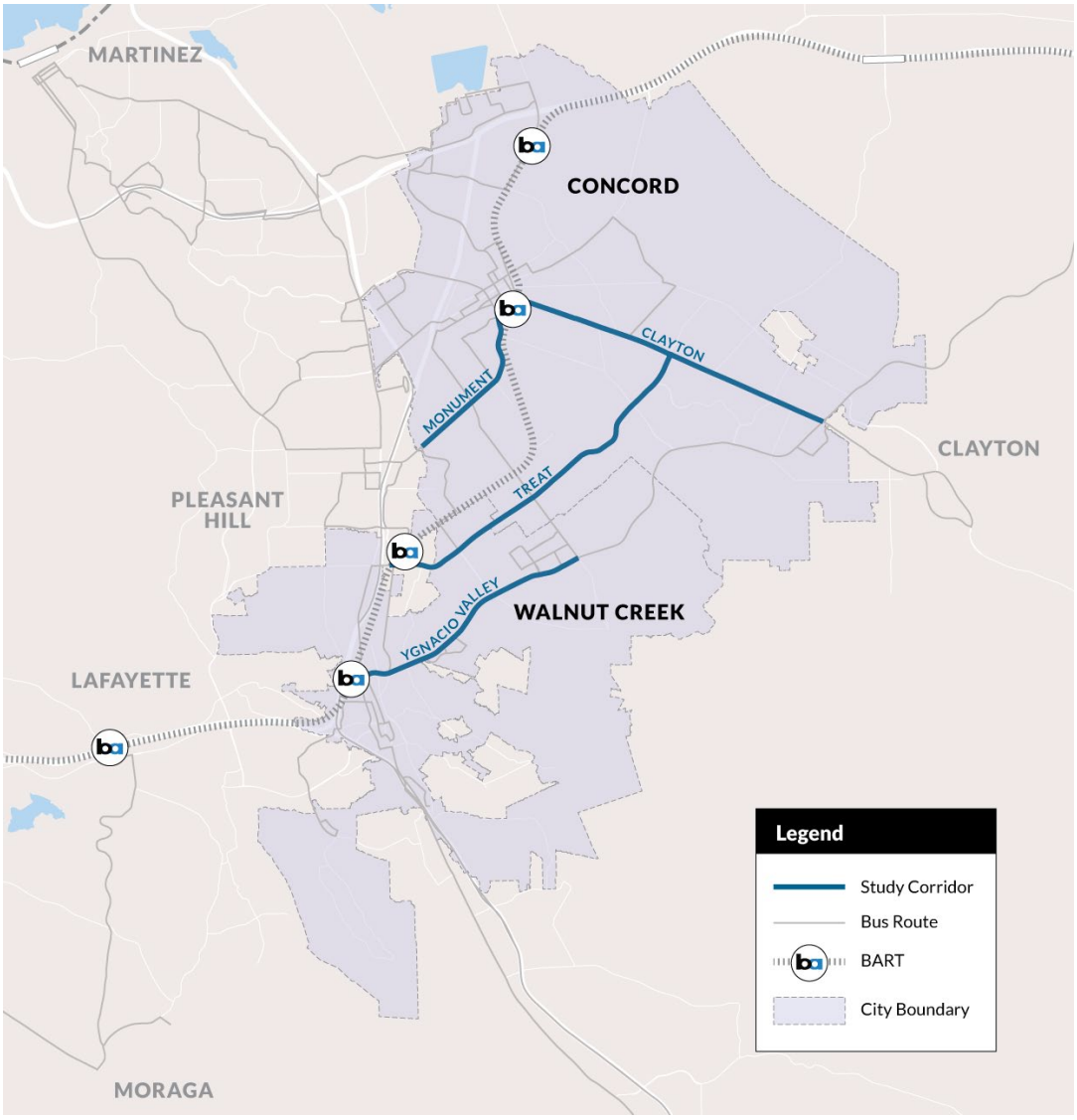


Figure 1: Study Corridors

Financial Implications:

County Connection will be receiving $400,000 in Surface Transportation Program/Congestion Mitigation and Air Quality Improvement Program (STP/CMAQ) funds from MTC for the study. A minimum 11.47% local match is required, which amounts to $45,880. Transportation Development Act (TDA) funds will be used for the local match.

Recommendation:

The MP&L Committee and staff recommend that the Board approve the use of FY 2022-23 TPI funds in the amount of $400,000 for the proposed Transit Corridors Study.

Action Requested:

The MP&L Committee and staff request that the Board adopt Resolution No. 2023-034 authorizing the General Manager to execute and file an application with MTC for TPI funding for the Transit Corridors Study.

Attachments:

Resolution No. 2023-034

RESOLUTION OF LOCAL SUPPORT
RESOLUTION NO. 2023-034

BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA

*** * ***

AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO MTC AND COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING ASSURANCE TO COMPLETE THE PROJECT

WHEREAS, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (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 (Service Area);

WHEREAS, the Central Contra Costa Transit Authority (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for $400,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Transit Corridors Study (herein referred to as PROJECT) for the Transit Performance Initiative Program (herein referred to as PROGRAM);

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133);

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA);

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP);

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region;

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No.

3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING;

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING;

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency;

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT;

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds;

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT;

WHEREAS, APPLICANT authorizes its General Manager or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its General Manager or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

Regularly passed and adopted this 20th day of April, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Amy Worth, Chair, Board of Directors

ATTEST:

_____

Lathina Hill, Clerk to the Board

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 04/11/2023

From: Pranjal Dixit, Manager of Planning **Reviewed by:** MR

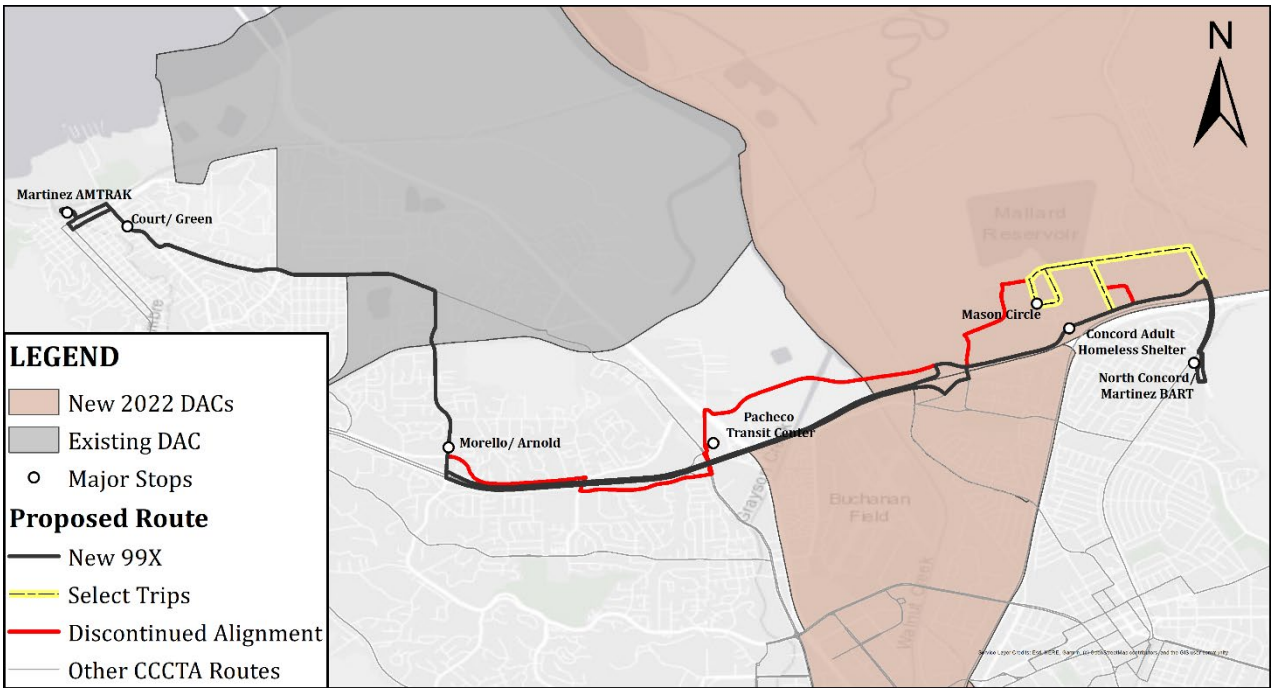
SUBJECT: 99X Free Fares

Background:

Starting in August 2018, County Connection launched Route 99X, which 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. The route is funded by the Low Carbon Transit Operations Program (LCTOP) cap and trade grant program. Route 99X serves the Disadvantaged Community (DAC) in Martinez around Pacheco and Morello as shown in the map below. Beginning in FY 2021-22, 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, ridership on commuter trips went down and has remained significantly below pre-pandemic levels as many workers have not yet returned to the office full time. Although overall Express route ridership continues to lag, Route 99X continues to underperform compared to other express routes.

In March 2023, staff presented a service change proposal that included consolidation of Route 27, which currently provides limited trips within North Concord, with Route 99X, along with elimination of route segments with little to no ridership on both routes. The Board authorized staff to proceed with a Title VI Service Equity Analysis and public hearing, which will be held at the May Board meeting.



Proposed Fare Change:

Currently, passengers using Clipper on Express routes pay a $0.25 premium for single rides and $10 premium for a monthly pass. Consolidation of Route 27 into Route 99X would result in current riders on Route 27 paying the higher Express route fare. Given that the routes serve three DACs in Concord and Martinez and riders who are disproportionately low-income and transit-dependent, staff is proposing to offer free fares on the new Route 99X.

Subsidizing the fares on this route will also help stimulate ridership in the corridor. Staff estimates that ridership could increase by about 20% and believes that Low Carbon Transit Operations Program (LCTOP) funding will be sufficient to subsidize the fares.

Route	FY 23 (Estimated)		FY 24 (Projected)	
	Ridership	Fares	Ridership	Fares
27	6,471	$ 8,385	--	--
99X	11,036	$ 12,974	21,009	$ 25,631
Total	**17,508**	**$ 21,359**	**21,009**	**$ 25,631**

Financial Implications:

As shown above, staff estimates that annual lost fare revenue by offering free rides on Route 99X would be about $25,631. LCTOP funds will be used to subsidize fares and continued operation on Route 99X. For FY 2024, a total of $611,179 was approved by the Board in March for this service.

Recommendation:

None, for information only. Staff will be presenting a Title VI Equity Analysis and holding a public hearing at the May Board meeting for potential approval of the proposed service and fare changes.

Action Requested:

None, for information only.

Attachments:

None

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 04/12/2023

From: Ruby Horta, Assistant General Manager, Administration **Reviewed by:** WC.

SUBJECT: Innovative Clean Transit Rule – Zero-Emission Bus Rollout Plan

Background:

The California Air Resources Board's (CARB) Innovative Clean Transit (ICT) rule requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. Beginning in 2029, 100% of new purchases by transit agencies must be ZEBs, with a goal for full transition by 2040.

Last year, County Connection staff and the Center for Transportation and the Environment (CTE) prepared the Zero Emission Bus Fleet Transition Study, which was approved by the Board in April 2022. The adoption of the study and the preferred Zero-Emission Bus (ZEB) transition scenario of a mixed fleet fed the ZEB Rollout Plan before the Committee today.

Zero-Emission Bus Rollout Plan:

Based on outcomes of the zero-emission fleet transition planning study completed by the Center for Transportation and the Environment (CTE), County Connection plans to transition its fleet to a mix of battery electric buses (BEB) and fuel cell electric buses (FCEB). By 2040, County Connection expects to operate a zero-emission fleet of 125 transit buses, including a mix of 30-ft., 35-ft., and 40-ft. vehicles.

Paratransit service was excluded from County Connection's ZEB Transition Plan and ICT Rollout Plan because at the time of completion, CARB had not revised its regulation regarding cutaway vehicles. The current policy allows agencies to defer cutaways until either January 1, 2026 or until a model has passed the Altoona bus testing procured and obtained a Bus Testing Report.

Financial Implications:

The agency estimates a transition cost of additional $119 million in bus and infrastructure costs between 2021 and 2040, which is the incremental cost of first-time zero-emission-fleet purchases plus infrastructure capital. The transition cost differs from the total cost of ownership which adds in annual operating expenses over the transition period.

Recommendation:

O&S Committee and staff recommend Board approval of the Zero-Emission Bus Rollout Plan at the April Board meeting. Upon Board approval, staff will submit the rollout plan to CARB before the June 30, 2023 deadline.

Action Requested:

O&S Committee and staff request Board approval of the Zero-Emission Bus Rollout Plan along with Resolution 2023-033.

Attachments:

Attachment 1: Zero-Emission Bus Rollout Plan

Attachment 2: Resolution No. 2023-033

Zero-Emission Bus Rollout Plan

Prepared by Center for Transportation and the Environment

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List of Abbreviations

ADA: Americans with Disabilities Act
A&E: Architecture and Engineering
ACTC: Alameda County Transportation Commission
BEB: Battery Electric Bus
CA: California
CARB: California Air Resources Board
CCCTA: County Connection
CI: Carbon Intensity
CNG: Compressed Natural Gas
COVID/COVID-19: Coronavirus Disease 2019 (SARS-CoV-2)
CTE: Center for Transportation and the Environment
DAC: Disadvantaged Community
FCEB: Fuel Cell Electric Bus
HVAC: Heating, Ventilation, and Air Conditioning
ICE: Internal Combustion Engine
ICT: Innovative Clean Transit
kW: Kilowatt
kWh: Kilowatt-Hour
MTC: Metropolitan Transportation Commission
MV: MV Transportation
MW: Megawatt
OEM: Original Equipment Manufacturer
OET: Operator Excellence Training
PM: Particulate Matter
PPI: Producer Price Index
RCNG: Renewable Compressed Natural Gas
RFP: Request for Proposals
SCE: Southern California Edison (SoCal Edison)
TDA: Transportation Development Act
VTT: Verification of Transit Training
ZEB: Zero-Emission Bus

A glossary of useful terms can also be found in **Appendix C - Glossary**

Executive Summary

County Connection (CCCTA) provides transportation services to communities in Contra Costa County and serves 10 cities and towns plus one county, for a total of 11 jurisdictions. Communities served reside in Concord, Pleasant Hill, Martinez, Walnut Creek, Clayton, Lafayette, Orinda, Moraga, Danville, San Ramon, as well as unincorporated communities in Central Contra Costa County.

County Connection currently operates 125 transit buses which are a combination of renewable diesel and battery electric buses of varying sizes: 30-ft., 35-ft., and 40-ft. buses. County Connection LINK, the paratransit service is provided in and around the Central Costa County area using a fleet of 63 cutaway vehicles.

Based on outcomes of the zero-emission fleet transition planning study completed by the Center for Transportation and the Environment (CTE), County Connection plans to transition its fleet to a mix of battery electric buses (BEB) and fuel cell electric buses (FCEB). While the analysis described within this report focuses on depot-only fueling for both BEBs and FCEBs, County Connection has existing depot and on-route charging infrastructure and is committed to maintaining both. By 2040, County Connection expects to operate a zero-emission fleet of 125 transit buses, including a mix of 30-ft., 35-ft., and 40-ft. vehicles.

A mixed technology zero-emission fleet scenario provides a better range of options than a BEB-only fleet while mitigating the higher fuel cost of a FECB-only fleet. A mixed technology zero-emission fleet also offers resilience by allowing service to continue should either fuel (electricity or hydrogen) should become temporarily unavailable. This plan summarizes the charging and hydrogen infrastructure costs needed to support a fleet of 77 BEBs and 48 FCEBs.

Paratransit service was excluded from County Connection's ZEB Transition Plan and ICT Rollout Plan because at the time of completion, CARB had not revised its regulation regarding cutaway vehicles. The current policy allows agencies to defer cutaways until either January 1, 2026 or until a model has passed the Altoona bus testing procured and obtained a Bus Testing Report.

All of County Connection's services, including operations, maintenance, and administration, operate out of a single facility at 2477 Arnold Industrial Way in Concord, CA. The agency estimates a transition cost of additional $119 million in bus and infrastructure costs between 2021 and 2040, which is the incremental cost of first-time zero-emission-fleet purchases plus infrastructure capital. The transition cost differs from the total cost of ownership which adds in annual operating expenses over the transition period.

To support this fleet transition process, County Connection will build upon an existing training protocols to provide the necessary ZEB-specific training. County Connection also plans to pursue funding opportunities at the federal, state, and local levels.

A

Transit Agency Information

County Connection Profile

Central Contra-Costa Transit Authority (CCCTA) was established in 1980 and is now popularly referred to as County Connection. The agency provides fixed-route and paratransit bus service for Contra Costa County and serves 10 cities and towns plus one county, for a total of 11 jurisdictions, in the East Bay. Communities served reside in Concord, Pleasant Hill, Martinez, Walnut Creek, Clayton, Lafayette, Orinda, Moraga, Danville, San Ramon, as well as unincorporated communities in Central Contra Costa County, California[1]. The service area covers approximately 200 square miles and contains more than 482,000 residents[2]. County Connection's fleet includes 125 transit buses that operate daily, including twenty-nine 30-ft., thirteen 35-ft., and eighty-three 40-ft. buses, and 63 cutaway vehicles that provide paratransit services. County Connection currently has one maintenance facility, located at 2477 Arnold Industrial Way, Concord, CA 94520 as shown in **Figure 1.**

As a transit agency in California, County Connection is subject to the Innovative Clean Transit (ICT) regulation, requiring all California transit agencies to develop a plan to achieve a zero-emission fleet by 2040.

[1] County Connection. (2021, December 5). About webpage. https://countyconnection.com/about/

[2] National Renewable Energy Laboratory (NREL). (2018, December). Zero-Emission Bus Evaluation Results: County Connection Battery Electric Buses (NREL/TP-5400-72864). https://www.nrel.gov/docs/fy19osti/72864.pdf

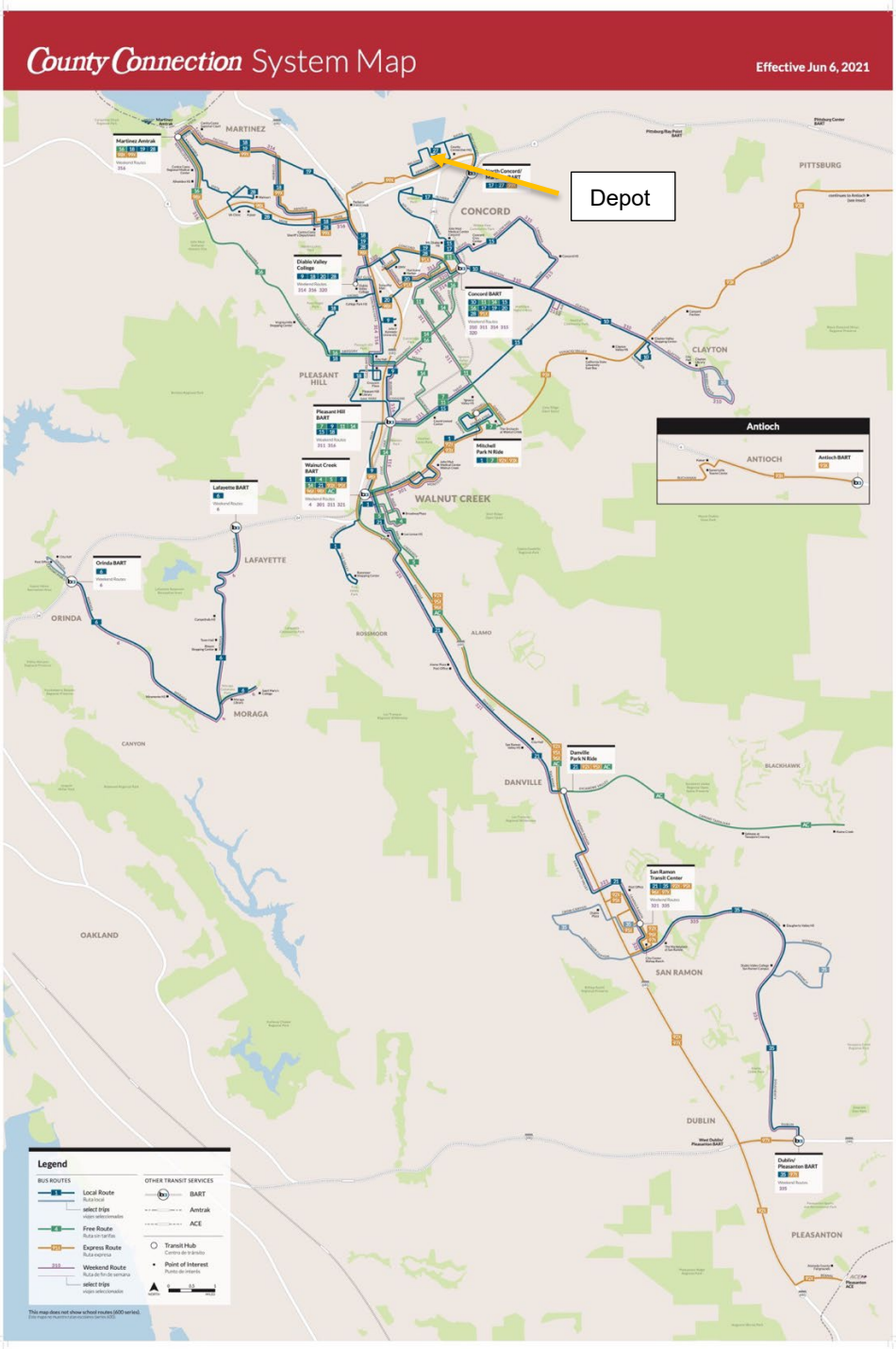

Figure 1 – County Connection System Map Highlighting Facility Location

County Connection Basic Information

Transit Agency's Name:
County Connection

Mailing Address:
County Connection Administrative Offices
2477 Arnold Industrial Way
Concord, CA 94520

Transit Agency's Air Districts:
County Connection is part of the Bay Area Air Quality Management District. California's 35 local Air Districts are responsible for regional air quality planning, monitoring, and stationary source and facility permitting. The districts administer air quality improvement grant programs and are CARB's primary partners in efforts to ensure that all Californians breathe clean air.[3]

Transit Agency's Air Basin:
County Connection is part of the San Francisco Bay Area Air Basin (SFBAAB), which comprises all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Santa Clara counties, the southern portion of Sonoma, and the southwestern portion of Solano County.

Total Number of Buses in Annual Maximum Service:
County Connection 87 fixed route vehicles in revenue service as of Fall 2022. The agency's total bus fleet is made up of 125 renewable diesel and battery electric buses. County Connection LINK, the paratransit service is provided in and around the Central Costa County area using a fleet of 63 cutaway vehicles.

Urbanized Area:
203.75 square miles

Population of Urbanized Area:
615,968 people in Concord, CA UZA[4]

Contact Information for Inquiries on the County Connection ICT Rollout Plan:
Bill Churchill, General Manager
Phone: 925-676-1976
Email: churchill@countyconnection.com

Is your transit agency part of a Joint Group?
No

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[3] California Air Resources Board. (2022, February 24). California Air Districts webpage. https://ww2.arb.ca.gov/california -air-districts

[4] Federal Transit Administration. (2022, September 17). Urbanized Areas in Region 9. https://www.transit.dot.gov/region9/uza

County Connection's ZEB Mission

Agency Mission

"The Central Contra Costa Transit Authority (CCCTA) is committed to provide transportation services within the constraints of our suburban and financial environment. The Authority will also aggressively promote the expanded use of transit through creative implementation of programs and services to the communities we serve in order to improve air quality, reduce traffic congestion, and energy consumption."[5]

As part of the Central Contra Costa Transit Authority's Short Range Transit Plan, County Connection is committed to ensuring the transit fleet remains in a state of good repair while maneuvering itself to meet the growing needs of a diversifying population. Efforts to maintain state of good repair include the 2016 project funded by the FTA Low or No Emission program to replace the existing diesel trolley fleet that runs in Walnut Creek with electric trolleys and its necessary infrastructure with the aim of reducing long term fuel cost and reduce local emissions in a dense business district.

The transition to ZEB technologies represents a paradigm shift in bus procurement, operation, maintenance, and infrastructure. It is only through a continual process of deployment with specific goals for advancement that the industry can achieve the goal of economically sustainable, zero-emission transportation sector. Widespread adoption of zero-emission bus technology has the potential to significantly reduce greenhouse gas (GHG) emissions resulting from the transportation sector. With its 100% transition to ZEBs by 2040, County Connection is committed to improving air quality and reducing traffic congestion and energy consumption.

[5] Central Contra Costa Transit Authority. (2022, February 24). Short Range Transit Plan FY2011-12 through FY2020-21. http://countyconnection.com/wp-content/uploads/2010/06/Attachment-1-FY12-SRTP-Final-Draft.pdf

B

Rollout Plan General Information

Overview of the Innovative Clean Transit Regulation

On December 14, 2018, CARB enacted the Innovative Clean Transit (ICT) regulation, setting a goal for California public transit agencies to have zero-emission bus fleets by 2040. The regulation specifies the percentage of new bus procurements that must be zero-emission buses for each year of the transition period (2023–2040). The annual percentages for Small Transit agencies are as follows:

ICT Zero-Emission Bus Purchase Requirements for Small Agencies:

January 1, 2026 - 25% of all new bus purchases must be zero-emission

January 1, 2027 - 25% of all new bus purchases must be zero-emission

January 1, 2028 - 25% of all new bus purchases must be zero-emission

January 1, 2029+ - 100% of all new bus purchases must be zero-emission

March 2021-March 2050 – Annual compliance report due to CARB

This purchasing schedule guides agency procurements to realize the goal of zero-emission fleets in 2040 while avoiding any early retirement of vehicles that have not reached the end of their 12-year useful life. Agencies have the opportunity to request waivers that allow purchase deferrals in the event of economic hardship or if zero-emission technology cannot meet the service requirements of a given route. These concessions recognize that zero-emission technologies may cost more than current internal combustion engine (ICE) technologies on a vehicle lifecycle basis and that zero-emission technology may not currently be able to meet all service requirements.

County Connection's Rollout Plan General Information

County Connection's Rollout Plan achieves a zero-emission fleet in accordance with ICT's 2040 target. The agency's last internal combustion engine (ICE) buses will reach end of life in 2040.

Rollout Plan's Board Approval Date: October 20, 2022 (anticipated)

Resolution: No. 2023-XXX

Is a copy of the Board-approved resolution attached to the Rollout Plan? Yes, a copy of the Board-approved resolution in included as **Appendix A**.

Contact for Rollout Plan follow -up questions:

Bill Churchill, General Manager

Phone: 925-676-1976
Email: churchill@countyconnection.com

County Connection Administrative Offices

2477 Arnold Industrial Way
Concord, CA 94520

Who created the Rollout Plan?

County Connection authored this plan with assistance from the Center for Transportation and the Environment (CTE)

County Connection created their ICT Rollout Plan in combination with its Zero -Emission Bus Fleet Transition Study (February 2022), which describes County Connection's plans for transition in greater detail. The Transition Study will be maintained and updated regularly. As a result of CTE's fleet transition planning methodology described herein and in greater detail in the Transition Study, County Connection decided to pursue a mixed technology fleet of zero-emission buses. County Connection's fleet transition strategy is to replace each ICE bus with a battery-electric bus (BEB) or fuel cell electric bus (FCEB) as they reach the end of their useful life, thus avoiding the early retirement of ICE buses.

This document, the Zero-Emission Bus Rollout Plan, contains the information for County Connection's zero-emission fleet transition trajectory as requested by the ICT regulation. It is intended to outline the high-level plan for implementing of the transition. The Rollout Plan provides estimated timelines based on information on bus purchases, infrastructure upgrades, workforce training, and other developments and expenses that were available at the time of writing. County Connection may update the Rollout Plan as needed as the industry continues to develop.

C

Technology Portfolio

ZEB Transition Technology Selection

County Connection has elected to pursue a Mixed Fleet (BEB & FCEB). The fleet is projected to be zero-emission by 2040 when it will be comprised of 125 BEBs and FCEBs, including 30-ft., 35-ft., and 40-ft. transit buses. This Zero-Emission Bus Rollout Plan summarizes the charging and hydrogen infrastructure costs needed to support a fleet of 77 BEBs and 48 FCEBs. As detailed below, County Connection explored five possible ZEB transition scenarios:

- BEB Depot-Only with Diesel
- BEB Depot-Only with Fleet Expansion
- BEB Depot and On-Route
- Mixed Fleet (BEB & FCEB)
- FCEB-Only

County Connection decided not to pursue the three BEB-only scenarios for a number of reasons. All three BEB-only scenarios required alternative solutions such as maintaining a partial diesel fleet, fleet expansion, and/or on-route charging in order to meet County Connection's service needs. While these solutions could be helpful, they introduce challenges that include not being in compliance. The BEB depot-only with diesel scenario requires exemptions and is not in compliance with ICT regulation; the BEB depot-only with fleet expansion results in additional costs and does not fit within County Connection's existing depot footprint; and the BEB depot and on-route scenario requires additional costs, more infrastructure, and increased service time to cover on-route charging.

County Connection also decided against FCEB-only in order to provide greater flexibility in transitioning to ZEBs. Additionally, while there are benefits to a FCEB-only fleet, it has higher capital and operational costs and may not provide the resilience offered by a fleet consisting of multiple propulsion technologies.

County Connection is committed to pursuing a mixed fleet of zero-emission vehicles to offer reliance and flexibility. For example, if fueling for either the FCEBs or BEBs become temporarily unavailable, County Connection expects to be able to minimize service interruptions by relying on the available propulsion technology. While it may be a challenge to host both infrastructure types in the single depot that County Connection operates, FCEBs can replace diesel buses at a 1:1 ratio due to the similarities of hydrogen fueling to traditional fueling operations and longer demonstrated ranges than BEBs allowing them to complete blocks that BEBs cannot. Another advantage of a mixed fleet scenario is that it allows

flexibility to use less expensive depot -charged BEB technology and infrastructure where possible and cover service needs with FCEBs as needed.

County Connection also plans to participate in the L CFS credit program, which will help offset the agency's fuel costs. The California state legislature has fostered growth in zero -emission fuels through the state's Low-Carbon Fuel Standard (LCFS) program, which incentivizes the consumption of fuels with a lower carbon intensity (CI) than traditional combustion fuels. The LCFS program aims to reduce carbon emissions by setting annual CI standards for the transportation sector. All transportation fuels have CI scores that are predetermined by CARB by taking i nto account all steps of fuel production, transportation, and consumption , also known as a complete lifecycle. Low carbon fuels below the CI benchmark generate credits while fuels above the CI benchmark generate deficits. In the LCFS program, one credit is equivalent to one metric ton of carbon dioxide reduction. The current program extends through 2030 but is expected to be renewed within the next few years.

Local Developments and Regional Market

California has become a global leader for zero-emission buses, as well as the zero-emission fuel and fueling infrastructure required to support these vehicles. California is leading the industry in the number of BEBs deployed, largely due to state support and CARB requirements to transition to clean transportation technologies.

California is home to four bus OEMs that manufacture zero-emission buses. Three of the four OEMs do not currently manufacture FCEBs; however, growing demand for this vehicle technology may encourage these manufacturers to enter the market. California also has one of the most mature hydrogen fueling network in the nation. California's hydrogen market has developed to support the growing number of fuel cell electric vehicles on the roads in the state. California has five medium-and-heavy-duty hydrogen fueling stations in operation and four more in development. Additionally, the number of hydrogen production and distribution centers is growing to meet increased hydrogen demand as it gains popularity as a transportation fuel. One of these distribution centers, operated by First Element Fuel, is located in nearby Livermore, CA.

ZEB Transition Planning Methodology

County Connection's Zero-Emission Bus Rollout Plan was created in combination with County Connection's ZEB Fleet Transition Study, using CTE's ZEB Transition Planning Methodology. CTE's methodology consists of a series of assessments that enable transit agencies to understand what resources and decisions are necessary to convert their fleets to zero-emission technologies. The results of the assessments help the agency decide on a step-by-step process to achieve its transition goals. These assessments consist of data collection, analysis, and modeling outcome reporting stages. These stages are sequential and build upon findings in previous steps. The assessment steps specific to County Connection's Rollout Plan are outlined below:

1. Planning and Initiation
2. Requirements Analysis & Data Collection
3. Service Assessment
4. Fleet Assessment

5. Fuel Assessment
6. Facilities Assessment
7. Maintenance Assessment
8. Total Cost of Ownership Assessment

For **Requirements Analysis & Data Collection,** CTE collects data on the agency's fleet, routes and blocks, operational data (e.g., mileage and fuel consumption), and maintenance costs. Using this data, CTE establishes service requirements to constrain the analyses in later assessments and produce agency-specific outputs for the zero-emission fleet transition plan.

The **Service Assessment** phase initiates the technical analysis phase of the study. Using information collected in the Data Collection phase, CTE evaluates the feasibility of using zero-emission buses to provide service to the agency's routes and blocks over the transition plan timeframe from 2021 to 2040. Results from the Service Assessment are used to guide ZEB procurement plans in the Fleet Assessment and to determine energy requirements in the Fuel Assessment.

The **Fleet Assessment** projects a timeline for the replacement of existing buses with ZEBs that is consistent with County Connection's existing fleet replacement plan and known procurements. This assessment also includes a projection of fleet capital costs over the transition timeline and is optimized to meet state mandates or agency goals, such as minimizing cost or maximizing service levels.

The **Fuel Assessment** merges the results of the Service Assessment and Fleet Assessment to determine annual fuel requirements and associated costs. The Fuel Assessment calculates energy costs through the full transition timeline for each fleet scenario, including the agency's existing fossil-fuel buses. To more accurately estimate battery electric bus (BEB) charging costs, a focused Charging Analysis is performed to simulate daily system-wide energy use. As older technologies are phased out in later years of the transition, the Fuel Assessment calculates the changing fuel requirements as the fleet transitions to ZEBs. The Fuel Assessment also provides a total fuel cost over the transition timeline.

The **Facilities Assessment** determines the infrastructure necessary to support the projected zero-emission fleet composition over the transition period based on results from the Fleet Assessment and Fuel Assessment. This assessment evaluates the required quantities of charging infrastructure and/or hydrogen fueling station projects and calculates the costs of infrastructure procurement and installation sequenced over the transition timeline.

The **Maintenance Assessment** calculates all projected fleet maintenance costs over the transition timeline. Maintenance costs are calculated for each fleet scenario and include costs of maintaining existing fossil-fuel buses that remain in the fleet and maintenance costs of new BEBs and FCEBs.

The **Total Cost of Ownership Assessment** compiles results from the previous assessment stages to provide a comprehensive view of all fleet transition costs, organized by scenario, over the transition timeline.

Requirements Analysis & Data Collection

The Requirements Analysis and Data Collection stage began by compiling operational data from County Connection regarding its current fleet and operations and establishing service requirements to constrain the analyses in later assessments. CTE requested data such as fleet composition, fuel consumption and

cost, maintenance costs, and annual mileage from County Connection to use as the basis for analyses. CTE also collected GPS data from a representative sample of County Connection's routes, which was used as the basis for modelling energy efficiencies for BEBs operating in County Connection's service area. The calculated efficiencies were then used in the Service Assessment to determine the energy requirements of County Connection's service.

CTE evaluated BEBs and FCEBs in County Connection's service to support County Connection's technology selection. After collecting route and operational data for County Connection's current service of 60 routes operated on 167 blocks, CTE determined that County Connection's longest block is 363 miles. County Connection did not have a full picture of which technology or combination of technologies would be the best fit for the agency at this stage of the analysis, so it was necessary to determine how much of County Connection's service could feasibly be served by depot-only charged BEBs in order to develop a set of ZEB transition scenarios that allow the agency to make an informed decision on technologies deemed to be most suitable to the agency's needs. Based on observed performance, CTE estimates FCEBs are able to complete any block under 350 total miles, which means that future FCEB technology will likely have the ability to complete County Connection's longest block of 363 miles.

The energy efficiency and range of BEBs are primarily driven by bus specifications, such as on-board energy storage capacity and vehicle weight. Both metrics are affected by environmental and operating variables including the route profile (e.g., distance, dwell time, acceleration, sustained top speed over distance, average speed, and traffic conditions), topography (e.g., grades), climate (e.g., temperature), driver behavior, and operational conditions such as passenger loads and auxiliary loads. As such, BEB efficiency and range can vary dramatically from one agency to another or even from one service day to another. It was, therefore, critical for County Connection to determine efficiency and range estimates based on an accurate representation of its operating conditions.

To understand BEB performance on County Connection's routes, CTE modeled the impact of variations in passenger load, accessory load, and battery degradation on bus performance, fuel efficiency, and range. CTE ran models with different energy demands that represented nominal and strenuous conditions. Nominal loading conditions assume average passenger loads and moderate temperature over the course of the day, which places low demands on the motor and heating, ventilation, and air conditioning (HVAC) system. Strenuous loading conditions assume high or maximum passenger loading and near maximum output of the HVAC system. This nominal/strenuous approach offers a range of operating efficiencies to use for estimating average annual energy use (nominal) or planning minimum service demands (strenuous). Route modeling ultimately provides an average energy use per mile (kilowatt-hour/mile [kWh/mi]) for each route, bus size, and load case.

The range of a battery electric bus is reduced over time due to battery degradation. Thus, in combination with loading conditions, CTE modeled the impact of battery degradation on a BEB's ability to complete a block. A BEB may be able to service a given block with beginning-of-life batteries, while later it may be unable to complete the entire block at some point in the future as batteries near their end-of-life or derated capacity (typically considered 70-80% of available service energy).

Service Assessment Methodology

The Service Assessment analyzes the feasibility of maintaining County Connection's current level of service with battery-electric technology. In this stage, the efficiencies that were modeled in the

Requirements Analysis & Data Collection stage are used to estimate the energy requirements of County Connection's service.

The main focus of the Service Assessment is the block analysis, which determines if generic battery electric technology can meet the service requirements of a block based on range limitations, weather conditions, levels of battery degradation and route specific requirements. The Tra nsit Research Board's Transit Cooperative Research Program defines a block as "the work assignment for only a single vehicle for a single service workday"[6] and is usually comprised of several trips on various routes. The energy needed to complete a block is compared to the available energy of the bus assigned to service the block. If the bus's usable onboard energy exceeds the energy required by the block, then the conclusion is that the battery electric bus can successfully operate on that block.

Results from this analysis are used to determine the specific energy requirements for the agency, which are used to determine when, or if, a full transition to BEBs may be feasible and can be used to inform BEB procurements in the Fleet Assessment.

Modeling & Procurement Assumptions

CTE and County Connection defined the following assumptions and requirements to use throughout the Transition Study:

- The Service Assessment applies assumptions to battery electric technology improvement over time. The analysis assumes a 5% improvement in battery capacity two years, with a cap at 733 kWh and a starting battery capacity of 450 kWh.
- The analysis also assumes blocks will maintain a similar distribution of distance, relative speeds, and elevation changes that existed at County Connection pre-COVID 19 since bus service will continue to serve similar locations within the city and use similar roads to reach these destinations even if specific routes and schedules change.
- County Connection's fleet composition remains constant. No buses are assumed to be added and current buses will be replaced with buses of the same length.
- Buses are assumed to operate for a 12-year service life.
- Usable on-board energy is assumed to be that of a mid-life battery with a reserve at both the high and low end of the battery's charge potential to give a conservative estimate of service performance. Charging batteries to 100% or dropping the charge below 10% also degrades the batteries over time, which is why it was assumed that the top and bottom portions of the battery are unusable. This 80% useable battery capacity is called the service energy or service capacity.. As previously discussed, battery age affects range, so a mid-life battery is assumed to have a 72% capacity.

[6] TRB's Transit Cooperative Research Program. 2014. TCRP Report 30: Transit Scheduling: Basic and Advanced Manuals (Part B). https://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_30-b.pdf

Results

The Service Assessment determines the timeline for when County Connection's service may become achievable by BEBs on a single depot charge. County Connection has existing on-route infrastructure and intends to continue pursuing on-route charging as a supplement to depot charging; however, the mixed-fleet analysis described in this report includes depot-only charging.

County Connection and CTE can then use the Service Assessment results to inform ZEB procurement decisions in the Fleet Assessment. Results from this analysis are also used to determine the specific energy requirements and fuel consumption of the fleet over time. These values are later used in the Fuel Assessment to estimate the fueling costs to operate the transitioning fleet.

While routes and block schedules are unlikely to remain the same over the course of the transition period, these projections assume the blocks will maintain a similar distribution to current service because County Connection will continue to serve similar destinations within the city. This core assumption affects energy use estimates and block achievability in each year.

The results from County Connection's Service Assessment can be seen below in **Figure 2**. Based on CTE's analysis,by 2040, 67% of County Connection's 35-ft. and 40-ft. blocks can be completed under normal driving conditions when operating a 450 -kWh usable battery capacity with 5% improvement every two years capped at a 733 kWh maximum capacity for 35-ft. and 40-ft. BEBs.

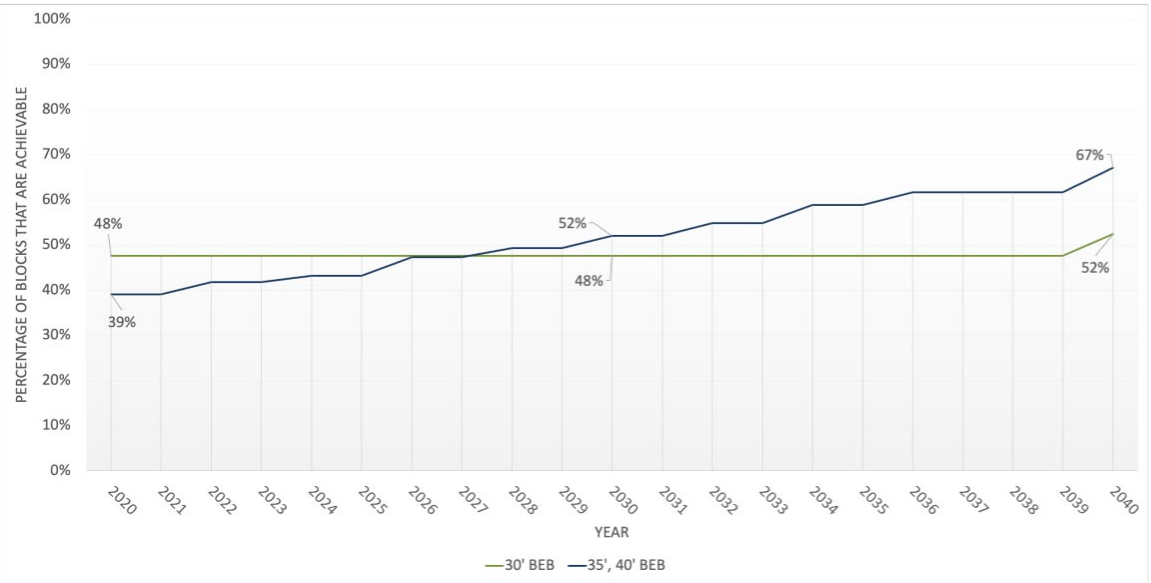


Figure 2 – 30', 35', 40' BEB Block Achievability Percentage by Year

Description of ZEB Technology Solutions Considered

With the Service Assessmentresults showing that all of County Connection's service would not be feasible with today's BEB technology on a single charge, CTE developed four transition scenarios that provide zero-emission solutions for serving the more energ y-intensive blocks by supplementing the range of BEBs, as well as afifth scenario that would entirely avoid the range limitations of BEBs.

The scenarios are:

- BEB with Depot-Only charging, with continuation of the use of diesel buses
- BEB Depot-Only charging which includes fleet expansion
- BEB with Depot and On-Route charging
- Mixed Fleet of BEB Depot-Only charging and FCEB, which assumed BEBs would be deployed on the blocks that could be served by with the onboard energy of an overnight depot-charged BEB and that FCEBs would be deployed on the longer blocks
- FCEB-only scenario, in which FCEBs would serve every route because they meet County Connection's range requirements for every route

In the BEB with Depot-Only charging and diesel buses scenario, BEBs are purchased and deployed only on blocks that are within a BEB's achievable range as determined by CTE's modeling. If depot-charged BEBs are not capable of meeting a transit agency's daily service requirements, there is component in the ICT regulation that allows the agency to request an exemption to retain ICE buses in their fleet. The analysis results showed County Connection would need to request an exemption to maintain 99 diesel buses in its fleet from 2030 to 2033; 59 diesel buses from 2034 to 2036; 55 diesel buses from 2037 to 2039; and 48 diesel buses in 2040 under this scenario.

Alternatively, in the BEB Depot-Only charging with fleet expansion scenario, blocks that exceed the modeled range for a single BEB may be achievable through vehicle swapping and serviced by two BEBs to replace the service of one ICE bus (i.e., 2:1 ratio). A second BEB enters service once the BEB that was deployed at the beginning of the service day reaches its energy capacity limit and cannot complete the block before charging. The objective of this scenario is to meet existing bus service requirements with an entirely BEB fleet without requiring on-route charging. A uniformly BEB fleet allows for the installation of a single fueling technology at the depot, which can be helpful for streamlining operations and depot configurations.

In the BEB with Depot and On-Route charging scenario, on-route charging supplements depot charging to support a fully BEB fleet. For blocks that cannot be completed on a single overnight charge, on-route charging allows an agency to add energy to buses while in-service and provide the additional energy necessary to complete a block without having to travel the extra distance and take the extra time to return to a depot for charging. The costs for infrastructure and installation of on-route charging as well as added operator labor expenses are estimated.

A Mixed Fleet (BEB and FCEB) scenario was developed to cover the range limitations and charging duration limitations of BEB technology. The range of FCEBs exceeds that of BEBs, so this assessment considers FCEBs capable of replacing diesel buses at a 1:1 ratio. FCEBs and hydrogen fuel, however, are more expensive than BEBs and electricity, so a mixed fleet allows an agency to use the less expensive BEB technology where possible and supplement service with FCEBs as needed. A mixed fleet is also more resilient as it would allow service to continue if either fuel became temporarily unavailable for any reason. The split of BEB and FCEBs was determined by the percentage of routes and service that could first be completed with BEB technology, with FCEB used to complete the remaining blocks.

Finally, the FCEB-only scenario was developed to examine the costs for hydrogen fueling and transitioning to a 100% FCEB fleet. A fully FCEB fleet enables all ICE buses to be replaced at a 1:1 ratio. It also avoids the need to install two types of fueling infrastructure by eliminating the need for depot and

on-route charging equipment. Fleets comprised entirely of fuel cell electric buses also offer the benefit of scalability compared to battery electric technologies. Adding FCEBs to a fleet does not necessit ate large complementary infrastructure upgrades. Despite this benefit, the cost of FCEBs and hydrogen fuel are still more expensive than BEBs and electricity at current market prices.

CTE expects improvements in technology beyond the current state, but th ere is no indication of when the ZEB technology may improve to the point where BEBs can replace diesel buses one -for-one or when the cost of FCEBs or hydrogen fuel will decrease to cost - competitive levels. As a result, when considering the various scenarios, this study can be used to develop an understanding of the range of costs that may be expected for County Connection's ZEB transition, but ultimately, can only provide an estimate.

As noted in the introductory paragraph of this section, County Connecti on plans to transition its fleet to a mix of BEBs and FCEBs The mixed technology fleet approach allows the agency to use the less expensive BEB technology where possible and minimizes range and charging duration limitations that are typically experienced with BEB technologies because FCEBsare available for routes with greater service energy demands. A mixed technology fleet also offers resilience by allowing service to continue should either fuel should become temporarily unavailable. The remainder of thi s ZEB Rollout Plan describes compliance with the ICT regulation based on the mixed fleet scenario selection.

D

Current Bus Fleet Composition and Future Bus Purchases

Description of County Connection's Current Fleet

County Connection's current service and fleet composition provide the baseline for evaluating the costs of transitioning to a zero -emission fleet. County Connection staff provided the following key data on current service:

- Fleet composition by powertrain and fuel
- Routes and blocks
- Mileage and fuel consumption
- Maintenance costs

Fleet

County Connection's fleet is currently comprised of a combination of 125 renewable diesel and BEBs. Presently, as shown in **Table 1**, 29 of these buses are 30-ft., 13 are 35-ft., and 83 are 40-ft. All buses are housed at a 2477 Arnold Industrial Way, Concord, California. Buses range in age from model year 2010 to 2018. County Connection plans on maintaining the same number and sizes of their current buses as they transition to 100% ZEBs.

Table 1 – County Connection Fleet Composition

Depot	Bus Length	Fuel Type			
		Diesel Hybrid (dHEB)	Diesel	BEB	Total
Concord	30'	--	21	8	29
	35'	--	13	--	13
	40'	9	74	--	83
	Total	9	108	8	125

Routes and Blocks

County Connection's 2021 service operated 60 fixed-service routes within 167 blocks. Blocks range in distance from 27.4 miles to 363.4 miles. Buses pull out as early as 03:31 and return as late as 23:16. County Connection's routes service Concord, Pleasant Hill, Martinez, Walnut Creek, Clayton, Lafayette, Orinda, Moraga, Danville, San Ramon, as well as unincorporated communities in Central Contra Costa County, California. A few routes also extend into Dublin, Pleasanton, Pittsburg, and Antioch.

Current Mileage and Fuel Consumption

County Connection currently operates a diesel and BEB fixed-route fleet. County Connection's ZEB Fleet Transition Plan assumes that the amount of service miles will remain the same.

Annual mileage of the fleet:
3,166,178 miles

Annual fuel consumption:
611,313 DGE for the existing fleet of 125 renewable diesel, diesel-hybrid, and battery-electric transit buses

Fleet average efficiency:
5.04 mpg

County Connection current fuel expense:
$1.3 million per year for the existing fleet of 125 transit buses

Average diesel cost:
$2.06 per gallon

Diesel Maintenance Costs

The maintenance assessment includes labor, materials, and midlife overhaul costs. Estimates were determined by applying a unit maintenance cost per mile by vehicle type with total costs based on average annual vehicle mileage as reported by County Connection. In non-midlife and replacement years, the baseline average annual maintenance cost is approximately $1.3 million.

Total costs for County Connection's transition planning are based on the following assumptions:

- Maintenance costs for diesel, diesel hybrid buses, BEBs based on data from County Connection's current fleet. It is important to keep in mind that maintenance costs are hard to predict. Compared to conventional diesel and gasoline fueled vehicles, BEBs have different maintenance needs that vary based on manufacturer and operating environment. In addition, some equipment for BEBs is covered by warranty so costs in the first few years for maintenance are significantly lower than in the latter half of their service lives. County Connection provided current cost data on maintaining early model BEBs to inform this assessment. Long-term maintenance costs are still to be determined and should be carefully considered as County Connection implements their transition plan.
- Hydrogen maintenance costs based on OCTA's reported labor and maintenance costs as a local, peer agency. The FCEB maintenance per mile value is based on the costs for the first year of

service at OCTA. Therefore, this cost is likely high and will eventually trend downward since this is a first-generation vehicle. Long-term FCEB maintenance costs for US manufactured buses are still to be determined and should be carefully considered as County Connection implements their transition plan.

Fleet Assessment Methodology

To satisfy this component of the ICT Rollout Plan, the Fleet Assessment is performed to project a timeline for the replacement of existing buses with BEBs and FCEBs. The timeline is consistent with County Connection's fleet replacement plan that is based on the FTA 12-year service life of transit buses. This assessment also includes a projection of fleet capital costs over the transition timeline.

ZEB Cost Assumptions

CTE and County Connection developed cost assumptions for future bus purchases, in **Table 2**. Key assumptions for bus costs for the County Connection Transition Plan are as follows:

- The base price for each type of bus is based on the 2022 Metropolitan Transit Commission (MTC) Pricelist. This includes estimates for configurable options.
- The local sales tax (9.25%) is applied to the base price.
- The standard labor inflation rate is assumed at 3% per year.
- Inflation rate for the bus and charger equipment is assumed at 1.5% based on the PPI index.
- The nominal cost difference between diesel buses and ZEBs remains level over the ZEB transition period.

For bus lengths that are not currently available in the market for a specific technology, the pertinent cost assumptions to note are as follows:

- The price for a 40' bus was used as an estimate for a 35' FCEB as there is currently no market available 35' FCEB on the MTC Pricelist.
- Since the 2022 MTC Pricelist did not include a 30' FCEB option as there is not currently one available on the market, $200,000, which is the incremental cost difference between 40' BEBs and 40' FCEBs, was added to the 30' BEB MTC Price to generate an estimate for 30' FCEBs.

Table 2 – Fleet Assessment Cost Assumption based on Fiscal Year 2022 MTC Pricelist

Base Price Assumptions by Length and Fuel Type			
Length	Diesel	Electric	Fuel Cell
30'	$543,000	$934,000	$1,134,000*
35'	$600,000	$947,000	$1,264,000*
40'	$575,000	$1,130,000	$1, 264,000

**Bus size not currently available for this technology.*

Zero-Emission Bus Procurement Plan and Schedule

Deploying both battery electric and hydrogen fu el cell technologies makes it possible for County Connection to achieve an entirely zero-emission fleet and leverage the strengths of each technology. Battery electric buses can perform the shorter blocks while FCEBs, given their longer range, can be deplo yed on longer blocks. In this case, County Connection only incurs the higher costs of FCEBs where necessary to maintain full block achievability. The figures below show projected purchases, annual fleet composition, and annual total capital costs for the M ixed Fleet (BEB and FCEB). By 2040, County Connection will replace 100% of its fleet with BEB and FCEBs.

Figure 3 provides the number of buses scheduled for purchase per year through 2040 based on this replacement strategy .

Figure 3 – Projected Bus Purchases, Mixed Fleet Scenario

Figure 4 depicts the annual composition of County Connection's fleet through 2040. FCEBs are slowly introduced with a total of 5 FCEB buses in the fleet by 2029, 11 by 2037, 18 by 2038, and 48 by 2040.

Figure 4 – Annual Fleet Composition, Mixed Fleet Scenario

Projected Annual Capital Costs for ZEB Purchases

The total capital cost for vehicles over the entire transition period is estimated at $253 million, compared to the $165 million that would have been incurred by continuing to purchase diesel and battery electric replacement buses for the baseline fleet over that period. Costs are incurred cyclically, according to the 12-year replacement cycle of transit buses. **Figure 5** below shows the annual capital costs for all ZEBs purchased in a given year through 2040. The years 2034 and 2040 are major purchase years with annual expenditures of $60 million and $66 million respectively.

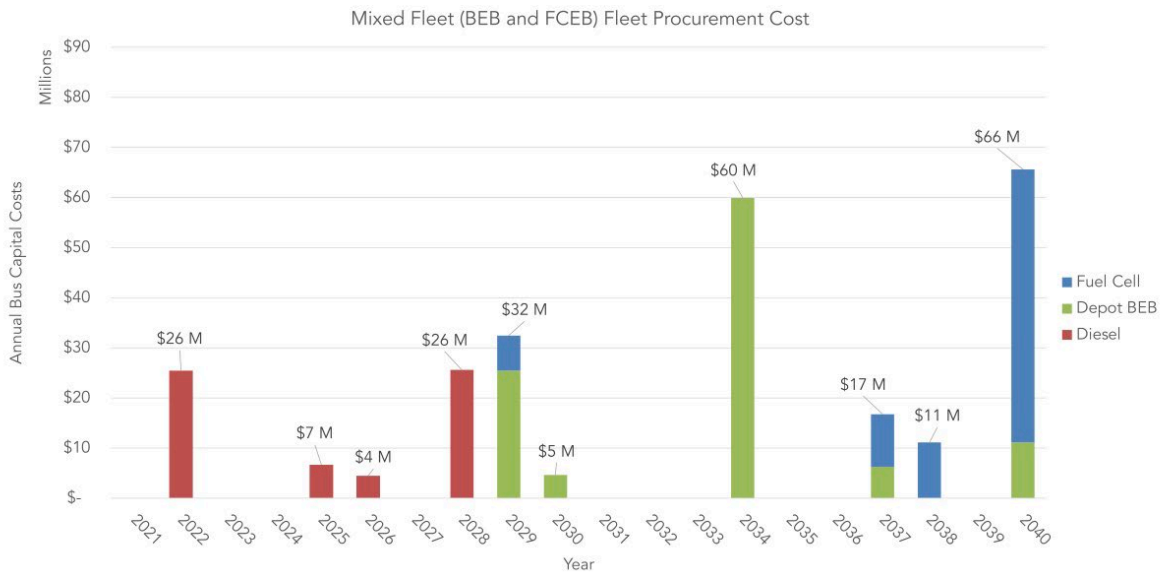


Figure 5 – Annual Capital Costs, Mixed Fleet Scenario

As seen in **Table 3**, the capital investment for purchasing ZEBs exclusively is $88 million higher than the 'business-as-usual' replacement plan for diesel and battery electric buses over the transition period. This highlights the importance of vigilance in the search for funding opportunities to help fill this gap.

Table 3 – County Connection Bus Capital Investment to Transition to a 100% ZEB Fleet by 2040

	Baseline	ZEB Incremental Costs	Total Investment
Bus Capital Costs	$165M	$88M	$253M

Additional Considerations

County Connection currently purchases diesel-hybrid, renewable diesel, and BEB buses through MTC and plans to do the same for FCEBs. Although the procurement process may be similar in this respect, the agency will need to consider several factors that should be given more attention in FCEB procurements than may be needed in diesel and BEB purchasing given that fuel cell is a newer technology.

First, when contracting with a BEB or FCEB manufacturer, County Connection should ensure expectations are clear between the bus OEM and the agency. As with a diesel purchase the agreement should be clear regarding bus configuration, technical capabilities, build and acceptance process, production timing with infrastructure, warranties, training, and other contract requirements. Additionally, by developing and negotiating specification language collaboratively with the bus vendor(s), County Connection can work with the vendor(s) to customize the bus to their needs as much as is appropriate, help advance the industry based on agency requirements and recommended advancements, ensure the acceptance and payment process is fully clarified ahead of time, fully document the planned capabilities of the bus to ensure accountability, and generally preempt any unmet expectations. Special attention

should be given in defining the technical capabilities of the vehicle, since defining these for FCEBs may differ from diesel and BEB buses.

When developing RFPs and contracting for BEB or FCEB procurement, County Connection should specify the source of funding for the vehicle purchases to ensure grant compliance, outline data access requirements, define the price and payment terms, establish a delivery timeline, and outline acceptance and performance requirements. County Connection should test the buses upon delivery for expected performance in range, acceleration, gradeability, highway performance, and maneuverability. Any such performance requirements must be included in the technical specification p ortion of the RFP and contract to be binding for the OEM. Defining technical specifications for FCEBs will also differ slightly from diesel and BEBs since they will need to include requirements for hydrogen fuel cell and battery performance. It is also recommended that County Connection purchase an extended battery warranty for the vehicle, which should be specified in the RFP and contract.

ZEB procurement will also differ from diesel procurement s since there are fewer OEMs presently manufacturing these vehicles, although this is expected to change with increasing demand. FCEBs are included in the MTC Pricelist . County Connection will also be able to apply for additional funding for these vehicles through zero-emission vehicle specific funding opportunities, which are discussed further in which are discussed further in **Section H: Potential Funding Sources.**

E

Facilities and Infrastructure Modifications

County Connection Facility Configuration and Depot Layout

Current Depot Address:

2477 Arnold Industrial Way, Concord, CA 94520

Electric Utility:

PG&E

Located in a NOx Exempt Area?

No

Bus Parking Capacity:

125

Current Vehicle Types Supported:

County Connection's depot in Concord, CA currently supports diesel-hybrid, renewable diesel, and BEB fueling and maintenance

Propulsion Types That Will be Supported at Completion of ZEB Transition:

Fuel cell electric propulsion , Battery electric propulsion

Facilities Assessment Methodology

BEB and FCEB deployments require installation of charging and fueling stations, respectively, and may require improvements to existing electrical infrastructure, such as upgrades to the switchgear or utility service connections. Planning and design work, including the detailed electrical and construction drawings required for permitting, is also necessary for both type of fueling equipment. By 2040, County Connection's depot will be designed to support a full zero-emission bus (ZEB) fleet of BEBs and FCEBs.

To project the costs of hydrogen fueling and charging infrastructure, CTE used industry pricing provided by A&E firms and an infrastructure build timeline based on the procurement timeline. For example, each bus procurement drives an infrastructure project to support those vehicles. This plan assumes that infrastructure projects will be completed prior to each bus delivery. These projects are described in detail below.

Infrastructure Upgrade Requirements to Support Zero -Emission Buses

The Mixed Fleet (BEB and FCEB) scenario states that County Connection deploys only BEBs and FCEBs to service all of its routes by 2040. This plan summarizes the charging and hydrogen infrastructure costs needed to support a fleet of 77 BEBs and 48 FCEBs. The project timeline assumes Phase 1 of the depot modifications are complete d to serve the agency's first FCEB deployment in 2029. Because there are separate costs associated with each type of ZEB technology, the facilities assessment is broken down by each bus type beginning with BEB.

The phased transition of County Connection's infrastructure to support a mixed fleet consists of three phases. The three phase site plan for the mixed fleet ZEB transition can be seen in **Appendix B – ZEB Transition Site Plans**. For reference, a summary of the three phases is described immediately below.

- **Phase 1** (2029-2030): Installation of 5 gantries, 11 BEB chargers, 2 MW power upgrade, FCEB upgrades to the maintenance bays, and leasing of a mobile hydrogen fueler until the FCEB fleet reaches 11 buses
- **Phase 2** (2034): Installation of 8 additional gantries, 20 BEB chargers, and a 3 MW power upgrade
- **Phase 3** (2037, 2040): Installation of 6 additional BEB chargers and 1 FCEB hydrogen station

The total cost of project planning is estimated to cost $200,000 per ZEB technology. The following sections summarize the total BEB and FCEB infrastructure improvements, with **Figure 6** showing the cumulative summary of both BEB and FCEB costs by year.

BEB Charging Infrastructure Summary

The estimated total BEB infrastructure costs for the mixed fleet scenario are approximately $20 million, including the required infrastructure to fuel, operate and maintain BEBs.

The BEB infrastructure improvements consist of:

- 13 gantries to support BEB charging during the transition period. Each gantry can serve up to eight buses.
- 39 chargers (78 dispensers). Charging projects include purchase and installation of 120 kW chargers and dispensers. Every two buses (30-ft. and larger) will require one charger with two dispensers. Dispensers are expected to be either overhead reel or pantograph style.
- Additional estimated 5 MW of power to its system by 2040 to accommodate charging for 77 BEBs. Each entry in the figure below indicates the minimum amount of power that must be added in a given year to meet the growing demand at a given facility as more BEBs are purchased.

FCEB Hydrogen Fueling Infrastructure Summary

In addition to BEB charging, hydrogen fueling is required to support the mixed fleet scenario. Infrastructure is built out over time as necessary to support FCEB deployment, with an estimated cost of $10 million.

The hydrogen fueling infrastructure improvement consist of:

- Incremental addition of one or more 15,000 gallon liquid hydrogen storage tank.
- Maintenance upgrades to 14 bay make them compliant with hydrogen safety regulations. At County Connection, CTE integrated Fiedler Group's estimated cost for each bay upgrade at $200,000. This cost estimate stems from the requirement of additional ventilation systems and sensors necessary for hydrogen detection. These costs are estimates of the anticipated expenditure required to retrofit and upgrade a diesel maintenance bay for hydrogen gas detection. Retrofitting is more expensive than the incremental cost of adding hydrogen detection to a new facility.
- Permanent station for 50-buses.
- Mobile fueler. Fiedler Group recommends leasing a mobile fueler until the number of FCEBs meets or exceeds 11 buses.

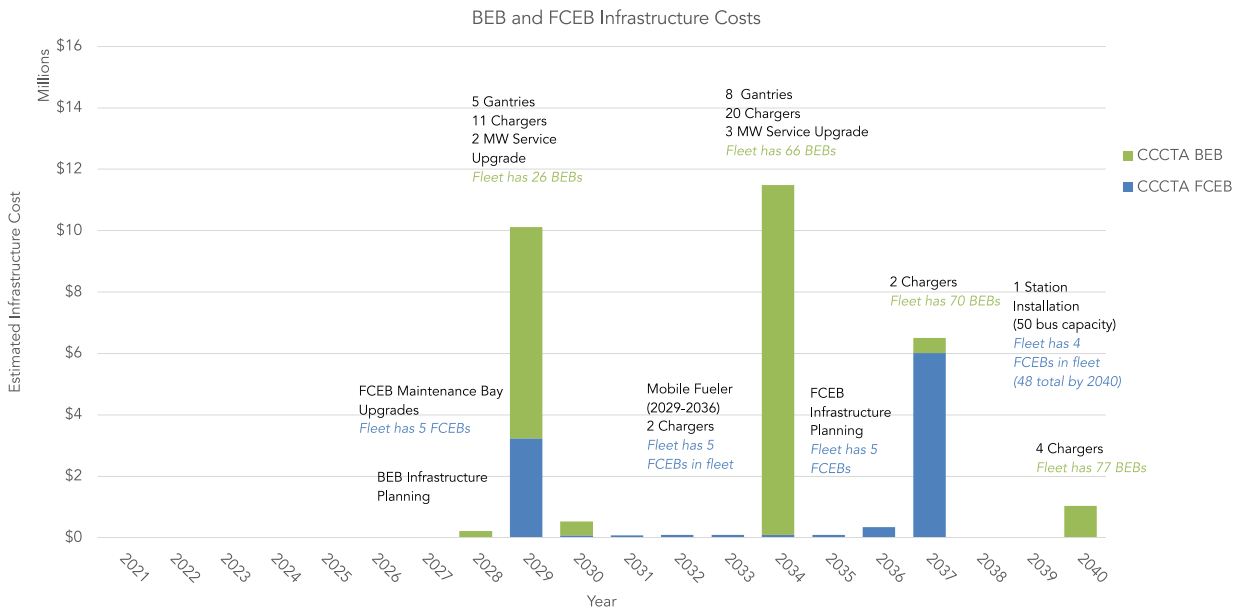


Figure 6 – Cumulative Infrastructure Costs, Mixed Fleet Scenario

Description of Changes to Depot

Given County Connection's plans to upgrade their depot support new BEB and FCEB deployments, it is expected that all necessary infrastructure will be present in time for each ZEB deployment and will meet the needs of the projected energy use for a full ZEB mixed fleet by 2040.

F

Providing Service in Disadvantaged Communities

Providing Zero-Emission Service to DACs

In California, CARB defines disadvantaged communities (DACs) as communities that are both socioeconomically disadvantaged and environmentally disadvantaged due to local air quality. In the Bay Area, lower income neighborhoods, such as West Oakland, are exposed to greater vehicle pollution levels due to proximity to freeways and the port of Oakland, which puts these communities at greater risk of health issues associated with tailpipe emissions.[7] Central Contra Costa County serves nearby disadvantaged communities in Martinez, Concord, and Antioch, California (**Figure 7**).

These disadvantaged communities are served by routes 9 Walnut Creek BART; 11 Concord BART/Peasant Hill BART; 17 Concord BART/North Concord; 18 Martinez Amtrak/Pleasant Hill BART; 19 Martinez Amtrak/Concord BART; 20 Concord BART; 27 North Concord/Martinez BART/Martinez Circle; 28 Concord BART/Amtrak; 91X Concord Commuter Express; 93X Kirker Pass Express; 98X Martinez Amtrak/Walnut Creek BART; 99X Martinez Amtrak/North Concord BART; 311 Concord BART/Pleasant Hill BART; 314 Concord BART/Monument Boulevard; 316 Martinez Amtrak/Pleasant Hill BART; 320 Concord BART; 608 VA Clinic; 611 Oak Grove Middle/Concord BART; 712 Bay Point BART; and, 715 North Concord Martinez BART to Pleasant Hill BART. Together, they had a total annual ridership of 839,524 people in FY2020. These routes will be targeted by County Connection's earliest ZEB deployments and fully zero-emission by 2040.

Environmental impacts, both from climate change and from local pollutants, disproportionately affect transit riders. For instance, poor air quality from tailpipe emissions and extreme heat harm riders waiting for buses at roadside stops. The transition to zero-emission technology will benefit the region by reducing fine particulate pollution and improving overall air quality. In turn, the fleet transition will support better public health outcomes for residents in DACs served by the selected routes.

Public transit has the potential to improve social equity by providing mobility options to low-income residents lacking access to a personal vehicle and helping to meet their daily needs. In California, transit use is closely correlated with carless households as they are five times more likely to use public transit

[7] Reichmuth, David. 2019. Inequitable Exposure to Air Pollution from Vehicles in California. Cambridge, MA: Union of Concerned Scientists. https://www.ucsusa.org/resources/inequitable-exposure-air-pollution-vehicles-california-2019

than households with at least one vehicle.[8] Although 21% of Californians in a zero-vehicle household are vehicle free by choice, 79% do not have a vehicle due to financial limitations. Many low-income individuals, therefore, rely solely on public transportation for their mobility needs.[9] County Connection's current diesel fleet consumes an annual average of 605,600 gallons of diesel. The combustion of this fuel exposes those who are reliant on this transportation option to diesel exhaust, which has been classified as a probable human carcinogen with links to asthma and other lung related health issues.[10] Portions of County Connection's service area are generally around the 28th-33rd percentile for diesel particulate matter (PM) according to CalEnviroScreen 4.0. Moving County Connection's fleet to zero-emission technology will help alleviate this pollution, which will improve the health of communities impacted by high diesel PM and all Bay Area communities.

Access to quality transit services provides residents with a means of transportation to go to work, to attend school, to access health care services, and run errands among other activities. By purchasing new vehicles and decreasing the overall age of its fleet, County Connection is also able to improve service reliability and therefore maintain capacity to serve low-income and disadvantaged populations. Replacing diesel vehicles with zero-emission BEBs and FCEBs, will also benefit these populations by improving local air quality and reducing exposure to harmful emissions from diesel exhaust.

Census Tracts in Service Area Identified as DACs

County Connection Provides service through the following Census Tracts identified as SB 535 Disadvantaged Communities:

- Martinez, California, census tract 6013320001, which has a population of 3,671 people.
- Concord, California, census tract 6013315000, which has a population of 3,862 people.
- Concord, California, census tract 6013327000, which has a population of 7,430 people.
- Concord, California, census tract 6013336201, which has a population of 4,056 people.
- Pittsburg, California, census tract 6013313101, which has a population of 7,178 people.
- Pittsburg, California, census tract 6013313102, which has a population of 4,595 people.

[8] Grengs, Joe, Jonathan Levine, and Qingyun Shen. (2013). Evaluating transportation equity: An inter-metropolitan comparison of regional accessibility and urban form. FTA Report No. 0066. For the Federal Transit Administration

[9] Paul, J & Taylor, BD. 2021. Who Lives in Transit Friendly Neighborhoods? An Analysis of California Neighborhoods Over Time. Transportation Research Interdisciplinary Perspectives. 10 (2001) 100341. https://reader.elsevier.com/reader/sd/pii/S2590198221000488?token=CABB49E7FF438A88A19D1137A2B1851806514EF576E9A2D9462D3FAF1F628357490756251970 9F8AD53DEC3CF95ACF27&originRegion=us-east-1&originCreation=20220216190930

[10] National Resources Defense Council Coalition for Clean Air. No breathing in the aisles — diesel exhaust inside school buses. New York: The Council; January 2001. www.nrdc.org/air/transportation/schoolbus/sbusinx.asp

Map of County Connection Service Area

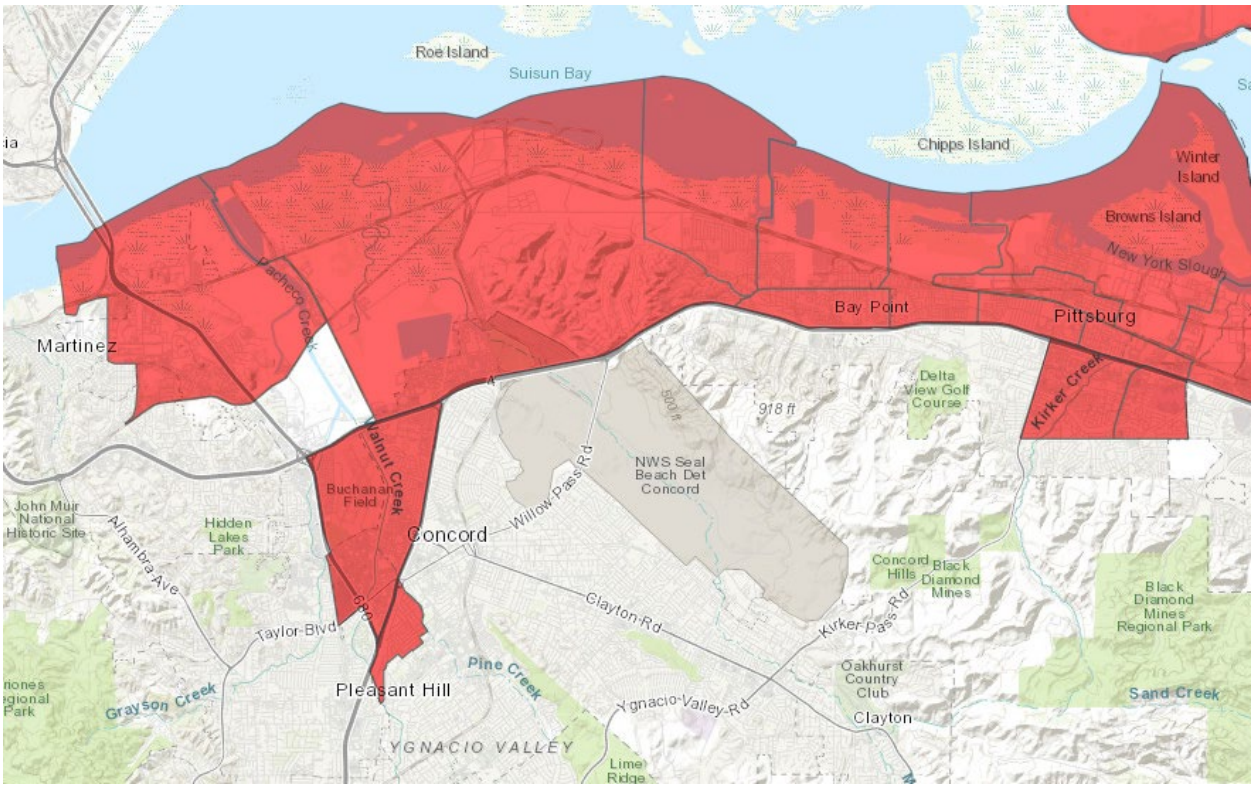


Figure 7 – Map of DAC Census Tracts in County Connection's Service Area (August 2022)

Emissions Reductions for DACs

Greenhouse gases (GHG) are the compounds primarily responsible for atmospheric warming and include carbon dioxide (CO2), methane (CH4), and nitrous oxide (N2O). The effects of greenhouse gases are not localized to the immediate area whe re the emissions are produced. Regardless of their point of origin, greenhouse gases contribute to overall global warming and climate change.

Criteria pollutants include carbon monoxide (CO), nitrogen oxides (NOx), particulate matter under 10 and 2.5 microns (PM10 and PM2.5), volatile organic compounds (VOC), and sulfur oxides (SOx). These pollutants are considered harmful to human health because they are linked to cardiovascular issues, respiratory complications, or other adverse health effects.[11] These compounds are also commonly

[11] Institute of Medicine. Toward Environmental Justice: Research, Education, and Health Policy Needs. Washington, DC: National Academy Press, 1999; O'Neill MS, et al. Health, wealth, and air pollution: Advancing theory and methods. Environ Health Perspect. 2003; 111: 1861-1870; Finkelstein et al. Relation between income, air pollution and mortality: A cohort study. CMAJ. 2003; 169: 397-402; Zeka A, Zanobetti A, Schwartz J. Short term effects of particulate matter on cause specific mortality: effects of lags and modification by city characteristics. Occup Environ Med. 2006; 62: 718-725.

responsible for acid rain and smog. Criteria pollutants cause economic, environmental, and health effects locally where they are emitted. CARB defines DACs in part as disadvantaged by poor air quality because polluting industries or freight routes are often situated in these communities. The resulting decrease in air quality has led to poorer health and quality of life outcomes for residents.

By transitioning to ZEBs from diesel buses, County Connection's fleet will produce fewer carbon emissions and fewer harmful pollutants from the vehicle tailpipes. CTE estimates that the fleet energy use cut in half by transitioning to a mixed fleet of ZEBs, with a reduction from about 0.6 million DGE in 2021 to under 0.3 million in 2040. Disadvantaged communities with pollution impacts that are served by County Connection's fleet will benefit greatly from the reduced tailpipe emissions of ZEBs compared to ICE buses.

G

Workforce Training

County Connection's Current Training Program

County Connection is experienced in recruiting, hiring, training, and integrating new staff to ensure that their employees are qualified to provide quality services to their riders. Once hired, staff undergo rigorous operator and maintenance training as well as education on other County Connection policies and procedures.

County Connection's ZEB Training Plan

OEM Training

County Connection plans to take advantage of trainings from the bus manufacturers and station suppliers, including maintenance and operations training, station operations and fueling safety, first responder training and other trainings that may be offered by the technology providers. OEM trainings provide critical information on operations and maintenance aspects specific to the equipment model procured. Additionally, many procurement contracts include train-the-trainer courses through which small numbers of agency staff are trained and subsequently train agency colleagues. This method provides a cost-efficient opportunity to provide widespread agency training on new equipment and technologies.

Bus and Fueling Operations and Maintenance

The transition to a zero-emission fleet will have significant effects on County Connection's workforce. Meaningful investment is required to upskill maintenance staff and bus operators trained in ICE vehicle maintenance and fossil fuel fueling infrastructure.

County Connection training staff will work closely with the OEM providing vehicles to ensure all mechanics, service employees, and bus operators complete necessary training prior to deploying ZEB technology and that these staff undergo refresher training annually and as needed. County Connection staff will also be able to bring up any issues or questions they may have about their training with their trainers. Additionally, trainers will observe classes periodically to determine if any staff would benefit from further training.

ZEB Training Programs Offered by Other Agencies

Several early ZEB adopters have created learning centers for other agencies embarking on their ZEB transition journeys. One such agency is SunLine Transit Agency, which provides service to the Coachella Valley of California and hosts the West Coast Center of Excellence in Zero Emission Technology (CoEZET). The Center of Excellence supports transit agency adoption, zero-emission commercialization and investment in workforce training. Similarly, AC Transit offers training courses covering hybrid and zero-emission technologies through their ZEB University program. County Connection plans to take advantage of trainings offered by experienced agencies.

H

Potential Funding Sources

Sources of Funding for ZEB Transition

County Connection is prepared to pursue funding opportunities at the federal, state, and local level, as necessary and as available.While there are several funding opportunities are mentioned by name, County Connection will not be limited to these sources and will regularly assess opportunities for fiscal support for the ZEB program.

Federal

County Connection is exploring federal grants through the following funding programs: Federal Transit Administration's (FTA) Urbanized Area Formula program; discretio nary grant programs such as the Bus and Bus Facilities (B&BF) program, Low or No Emission Vehicle Deployment Program (Low-No), and Better Utilizing Investments to Leverage Development (BUILD) grant; and other available federal discretionary grant programs.

- United States Department of Transportation (USDOT)
  - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants
- Federal Transportation Administration (FTA)
  - Capital Investment Grants – New Starts
  - Capital Investment Grants – Small Starts
  - Bus and Bus Facilities Discretionary Grant
  - Low-or No-Emission Vehicle Grant
  - Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning
  - Urbanized Area Formula Grants
  - State of Good Repair Grants
  - Flexible Funding Program – Surface Transportation Block Grant Program
- Federal Highway Administration (FHWA)
  - Congestion Mitigation and Air Quality Improvement Program
- Environmental Protection Agency (EPA)
  - Environmental Justice Collaborative Program-Solving Cooperative Agreement Program

Additionally, County Connection purchases buses through the Metropolitan Transportation Commission (MTC), which allocates federal funds to help finance 80% of the vehicle's capital costs.

State

County Connection will also seek funding from state resources through grant opportunities including but not limited to Senate Bill 1 State of Good Repair (SGR), Transit and Intercity Rail Capital Program (TIRCP), Low Carbon Transit Operations Program (LCTOP) funding, the California Energy Commission's Clean Transportation Program as well as Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) for bus purchases when available.

Secured Funding

- California Air Resources Board (CARB)
    - Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)
    - State Volkswagen Settlement Mitigation
    - Carl Moyer Memorial Air Quality Standards Attainment Program
    - Cap-and-Trade Funding
    - Low Carbon Fuel Standard (LCFS)
- California Transportation Commission (CTC)
    - Solution for Congested Corridor Programs (SCCP)
- California Department of Transportation (Caltrans)
    - Low Carbon Transit Operations Program (LCTOP)
    - State Transit Assistance (STA) + STA SB1
    - Transportation Development Act
    - Transit and Intercity Rail Capital Program
    - Transportation Development Credits
    - New Employment Credit
- California Energy Commission

Start-up and Scale-up Challenges

Improvements in technology are expected. However, the timing of when, or if, BEB technology may improve to the point of one-for-one replacement of diesel buses or when the cost of FCEBs and hydrogen fuel will decrease to cost-competitive levels is impacted by numerous factors and unpredictable. Given these unknowns and the possible rapid changes in zero-emission technologies as the market develops, this section is intended to capture current challenges experienced in County Connection's ZEB fleet transition.

County Connection is an early adopter of ZEB technology, with BEBs in service since November 2016. Despite the success of the early vehicles in their fleet, County Connection has identified several start-up and scale-up challenges, including:

- Financial Challenges
- Performance Range & Reliability Challenges
- Workforce Training Challenges
- Facilities Constraints
- Utility Coordination
- Equipment Disposal

Financial Challenges

Challenges can arise with any new propulsion technology, its corresponding infrastructure, or in training operators and maintenance staff. Nearly all transit agencies must contend with the cost barriers posed by zero-emission technologies. The current market cost of ZEBs is between $750,000 and $1,200,000, which is about $250,000 to $700,000 more costly than traditional diesel buses. Additionally, the necessary infrastructure to support these buses adds to the financial burden of transitioning to a ZEB fleet, as outlined below in **Table 4**. County Connection will seek financial support to cover the transition cost of their BEBs and FCEBs from the resources discussed in **Section H Potential Funding Sources**.

Table 4 – Incremental Cost of ZEB Transition

Incremental cost of ZEB Transition			
	Diesel Baseline	Mixed Fleet Incremental Costs	Transition Scenario Total Costs
Bus Capital Expense	$165M	$88M	$253M
Fueling Infrastructure Expense	$0	$31M	$31M
Total	$165M	$119M	$284M

As seen in **Table 4,** costs of required fueling infrastructure for ZEB technologies pose another hurdle for transit agencies transitioning to zero-emission service. Continued financial support at the local, state and federal level to offset the capital cost of this new infrastructure is imperative. For alternative fuels such as hydrogen, financial support from state and federal grant opportunities for green hydrogen supply chains and increasing production will ultimately benefit transit agencies deploying and planning for FCEBs. Additionally, engaging investor-owned or public electric utilities will be crucial BEB deployments, as subsidized or negotiated rate structures for electric vehicles aid the affordability of large-scale electrification.

CARB can support County Connection by ensuring continued funding for the incremental cost of zero-emission buses and fueling infrastructure. Funding opportunities should emphasize proper transition and deployment planning and should not preclude hiring consultants to ensure best practices and successful deployments. The price and availability of hydrogen, both renewable and not, continue to be challenges that can be allayed by legislation subsidizing and encouraging renewable fuel production.

Performance and Reliability Challenges

Transit agencies must ensure that available zero-emission technologies can meet the basic service requirements of the agency. Although current BEB range limitations may improve over time as a result of advancements in onboard battery energy capacity and more efficient components, battery degradation may re-introduce range limitations, which is a cost and performance risk to an all-BEB fleet over time. In emergency scenarios that require the use of BEBs, agencies may face challenges supporting long-range evacuations and providing temporary shelters in support of fire and police operations. Although FCEBs may not be subject to these same limitations, higher capital equipment costs and availability of hydrogen may constrain FCEB solutions.

Workforce Training Challenges

Developing and training the workforce required to operate and maintain zero-emission buses requires significant investment and planning. County Connection is facing the same industrywide challenges of finding technicians and implementing plans to ensure training on BEB and FCEB components. As the mixed fleet expands, County Connection has identified the need to upskill current staff, upgrade

training materials for the new technologies and new models, and review skills progression standards to ensure continued safety.

Facilities Constraints

A mixed fleet scenario adds complexity by requiring the installation of infrastructure for both BEB and FCEB fuel types. Since County Connection has only one depot, the space constraint of installing both infrastructure types may be a challenge. Additionally, while County Connection maintenance staff are familiar with scheduled and unscheduled repairs associated with past BEB deployments, maintenance costs will vary with the introduction of new models of BEBs and a new technology with FCEBs.

Utility Coordination

Coordination with PG&E will continue to require attention as County Connections ZEB fleet expands. The agency is especially concerned about the uncertainty of future electric rates and the potential cost implications for the BEB infrastructure. Charge management strategies may provide some relief by charging buses during times of day at which rates are lower and avoiding demand charges by spreading out the number of buses charging at once to minimize increases in peak power demand. However, proven charge management solutions are currently limited. Another potential solution is to explore the cost differences between working with PG&E in advance to identify existing/feasible locations for future BEB infrastructure compared to costs for bringing electricity to the depot or on-route chargers.

Battery Disposal

The current battery disposal process needs improvement. BEB batteries have different chemical features and structural design which makes it difficult to make an efficient system for recycling and disposing of batteries once they reach the end-of-life.

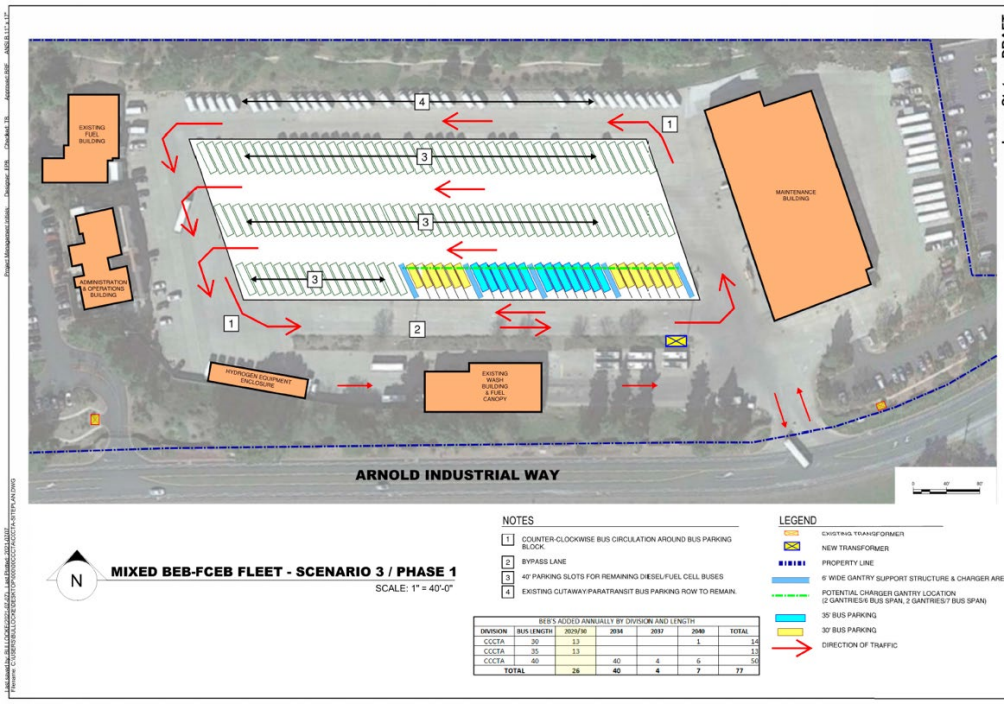
Limitations of Current Technology

The applicability of specific zero-emission technologies varies widely among service areas and agencies. As such, it is critical that transit agencies in need of technical and planning support have access to these resources to avoid failed deployment efforts. Support in the form of technical consultants and experienced zero-emission transit planners will be critical to turning Rollout Plans into successful deployments and tangible emissions reductions.

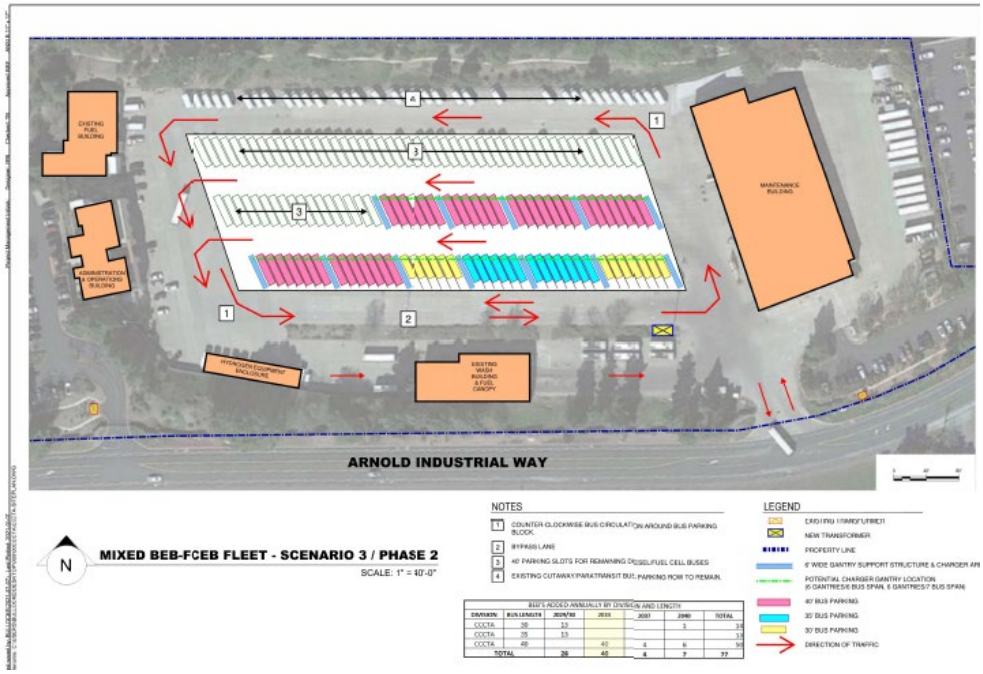
Appendix A – Approved Board Resolution

[Placeholder]

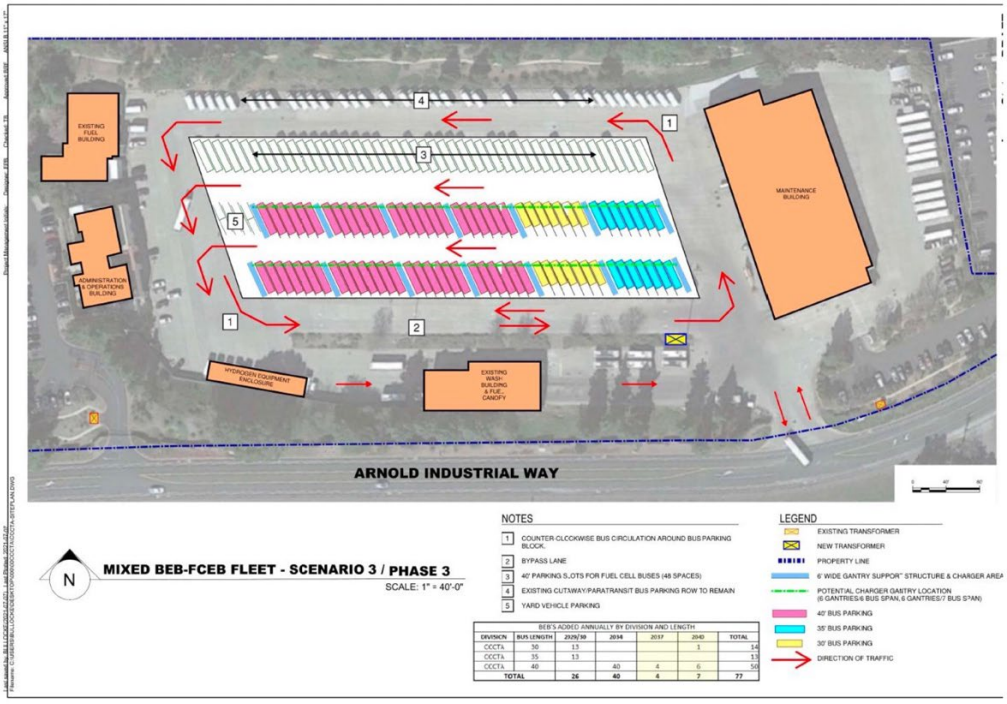
Appendix B – ZEB Transition Site Plans



Phase 1– 2029-2030



Phase 2– 2034



Phase 3– 2037, 2040

Appendix C – Glossary

Auxiliary Energy: Energy consumed (usually as a bytime measure, such as "x"kW/hour) to operate all support systems for non-drivetrain demands, such as HVAC and interior lighting.

Battery Electric Bus: Zero-emission bus that uses onboard battery packs to power all bus systems.

Battery Nameplate Capacity: The maximum rated output of a battery under specific conditions designated by the manufacturer. Battery nameplate capacity is commonly expressed in kWh and is usually indicated on a nameplate physically attached to the battery. It includes the unusable top and bottom portion of the battery's total energy.

Block: Refers to a vehicle schedule, the daily assignment for an individual bus. One or more runs can work a block. A driver schedule is known as a "run."

Charging Equipment: The equipment that encompasses all the components needed to convert, control and transfer electricity from the grid to the vehicle for the purpose of charging batteries. May include chargers, controllers, couplers, transformers, ventilation, etc.

Depot Charging: Centralized BEB charging at a transit agency's garage, maintenance facility, or transit center. With depot charging, BEBs are not limited to specific routes, but must be taken out of service to charge.

Energy: Quantity of work, measured in kWh for ZEBs.

Energy Efficiency: Metric to evaluate the performance of ZEBs. Defined in kWh/mi for BEBs, mi/kg of hydrogen for FCEBs, or miles per diesel gallon equivalent for any bus type.

Fuel Cell Electric Bus: Zero-emission bus that utilizes onboard hydrogen storage, a fuel cell system, and batteries. The fuel cell uses hydrogen to produce electricity. Its waste products are heat and water. The electricity powers the batteries, which powers the bus.

Greenhouse Gas Emissions: Common GHGs associated with diesel combustion include carbon dioxide (CO_2), carbon monoxide (CO), nitrous oxides (NO_x), volatile organic compounds (VOCs), and particulate matter (PM). These emissions negatively impact air quality and contribute to climate change impacts. Zero-emission buses have no harmful emissions that result from diesel combustion.

Hydrogen Fueling Station: The location and equipment that houses the hydrogen storage, compression, and dispensing equipment to support fuel cell electric buses. If hydrogen is produced onsite, it will also include this equipment.

On-route Charging: The behavior of using on-route located charging equipment to charge a BEB in-service. With proper planning, on-route charged BEBs can operate indefinitely, and one charger can

charge multiple buses.

Operating Range: Driving range of a vehicle using only power from its electric battery pack or on-board hydrogen storage, fuel cell, and battery to travel a given driving cycle.

Route Modeling: A cost-effective method to assess the operational requirements of ZEBs by estimating the energy consumption on various routes using specific bus specifications and route features.

Useful Life: FTA definition of the amount of time a transit vehicle can be expected to operate based on vehicle size and seating capacity. The useful life defined for transit buses is 12-years. For cutaways, the useful life is 7 years.

Validation Procedure: Confirms that the demonstrated bus performance is in line with expected performance. Results of validation testing can be used to refine bus modeling parameters and to inform deployment plans. Results of validation testing are typically not grounds for acceptance or non-acceptance of a bus.

Zero-Emission Vehicle: A vehicle that emits no tailpipe emissions from the onboard source of power. This is used to reference battery-electric and fuel cell electric vehicles, exclusively, in this report.

Well-to-wheel Emissions: Quantity of greenhouse gas, criteria pollutants, and/or other harmful emissions that includes emissions from energy use and emissions from vehicle operation. For BEBs, well-to-wheel emissions would take into account the carbon intensity of the grid used to charge the buses. For FCEBs, well-to-wheel emissions would take into account the energy to produce, transport, and deliver the hydrogen to the vehicle.

Prepared by Center for Transportation and the Environment

RESOLUTION NO. 2023-033

BOARD OF DIRECTORS
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA

*** * ***

ADOPTING ZERO EMISSION BUS ROLLOUT PLAN AND APPROVING SUBMISSION OF ROLLOUT PLAN TO CALIFORNIA AIR RESOURCES BOARD

WHEREAS, the County of Contra Costa, the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon and Walnut Creek, and the Towns of Danville and Moraga (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 ("Service Area");

WHEREAS, in 2018, the California Air Resources Board ("CARB") adopted the Innovative Clean Transit ("ICT") Regulation, which requires public transit agencies to transition to a 100 percent zero-emission bus ("ZEB") fleet by 2040;

WHEREAS, the ICT Regulation includes the following requirements for bus procurements for small agencies such as CCCTA:

- January 1, 2026 - 25% of all new bus purchases must be zero-emission
- January 1, 2027 - 25% of all new bus purchases must be zero-emission
- January 1, 2028 - 25% of all new bus purchases must be zero-emission
- January 1, 2029+ - 100% of all new bus purchases must be zero-emission
- March 2021-March 2050 – Annual compliance report due to CARB

WHEREAS, the ICT Regulation requires each agency to submit a ZEB Rollout Plan ("Rollout Plan") to CARB by July 1, 2023;

WHEREAS, the Rollout Plan must be approved by the transit agency's governing body through the adoption of a resolution prior to submission to CARB;

WHEREAS, pursuant to the requirements of the ICT Regulation, the Rollout Plan includes the following components:

- Introduction, including CCCTA's operations, service area, and environmental factors;
- Current fleet composition and future bus purchases;
- Facilities and infrastructure modifications, including a description of each operating and maintenance facility and potential facility modifications needed to support a ZEB fleet;
- Disadvantaged communities, which describes the disadvantaged communities (DACs) that will be impacted by the ZEB transition;
- Workforce training, which provides background on personnel training requirements for ZEB implementation;
- Costs and funding opportunities, which outlines rough order-of-magnitude costs and potential funding sources for ZEB implementation; and
- Start-up and scale-up challenges, which describes challenges the agency will have to mitigate

during ZEB implementation; and

WHEREAS, staff recommends and the Operations & Scheduling Committee concurs that the Board of Directors adopt CCCTA's Zero-Emission Bus Rollout Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby adopts CCCTA's Zero-Emission Bus Rollout Plan and approves it for submission to the California Air Resources Board.

Regularly passed and adopted this 20th day of April, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Amy Worth, Chair, Board of Directors

ATTEST:

_____

Lathina Hill, Clerk to the Board

County Connection

INTER OFFICE MEMO

To: Board of Directors **Date:** 04/11/2023

From: Pranjal Dixit, Manager of Planning **Reviewed by:** MR

SUBJECT: Go San Ramon Update

Background:

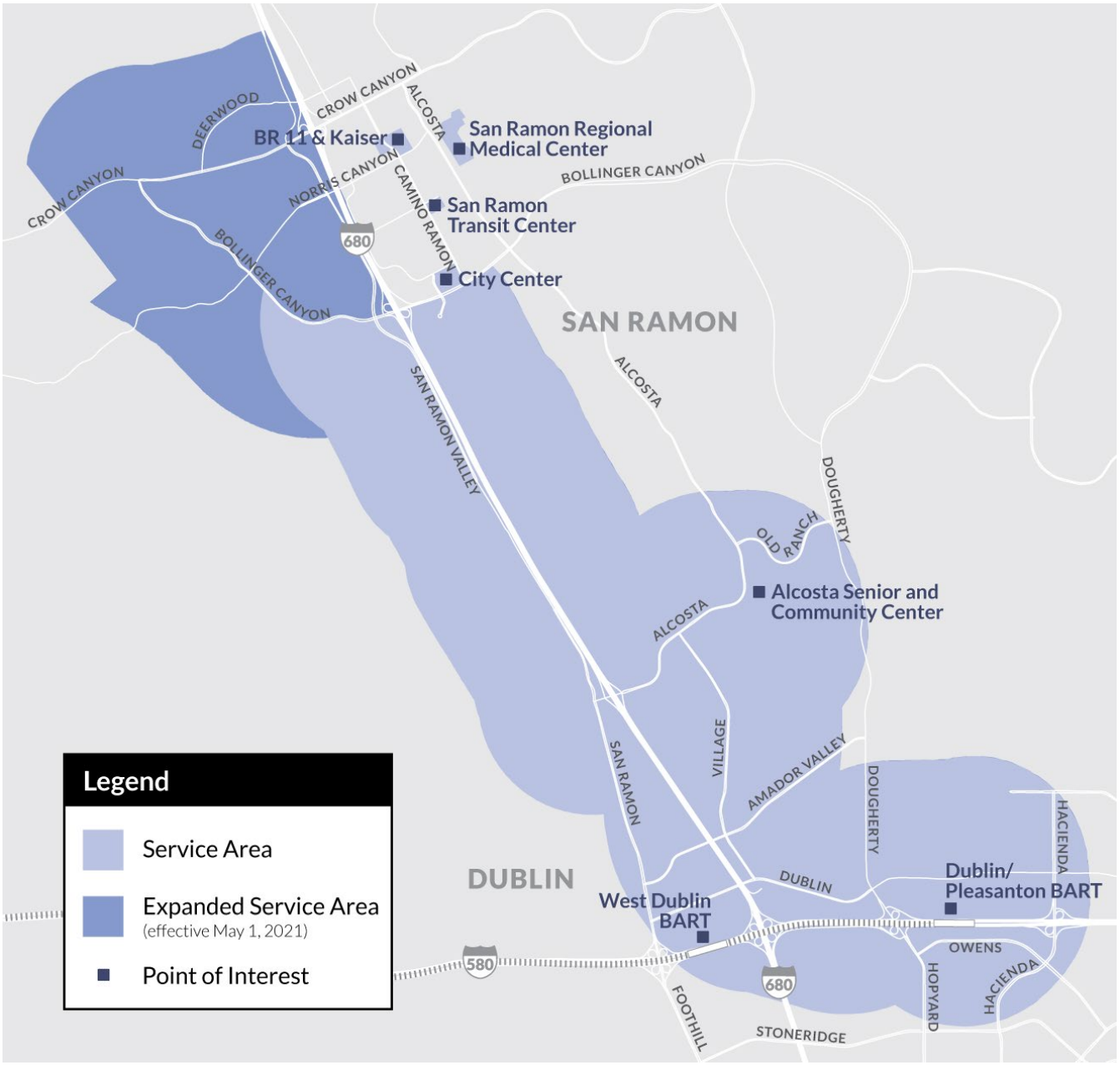
In 2019, County Connection launched Go San Ramon, an on-demand pilot program, in partnership with the City of San Ramon and the Livermore Amador Valley Transit Authority (LAVTA). The program provides a 50% fare subsidy (up to $5) for rideshare trips on Uber and Lyft within the designated service area, which includes parts of south and west San Ramon, as well as the San Ramon Transit Center, San Ramon Regional Medical Center, Kaiser, Alcosta Senior and Community Center, and West Dublin and Dublin/Pleasanton BART stations. LAVTA currently administers the program, and the City of San Ramon covers the costs of the fare subsidies and administrative fee.

Service Area:

After a "soft launch" on November 1, 2019, that initially limited to the Valley Vista Senior Housing facility and key destinations including the Transit Center, Regional Medical Center, and BART, the program then fully launched in the rest of the south San Ramon service area on March 1, 2020.

Starting May 1, 2021, the program service area was expanded to include additional areas of west San Ramon. The current service area is shown on the following page. Additionally, starting in May 2022, changes were made to ensure the trip either had to start or end in the City of San Ramon.

Current Go San Ramon Service Area



Proposed Changes:

The program has been averaging 45 trips per month, which is in line with the City of San Ramon's budgeted contribution for this fiscal year. The current contract is effective until April 30, 2023, and the City has expressed interest in extending the pilot and expanding the service area to residents along Dougherty Road. However, given current ridership levels, expanding the program will require additional funding. The City is looking into using TDM funds from Measure J/Transportation Fund for Clean Air (TFCA) grant for commuter trips to offset the cost of expanding the service area.

Financial Implications:

All fare subsidies and administrative fees for the program are being paid by the City of San Ramon up to $5,000 per year. For FY 2023, staff expects the City's contribution to cover most, if not all, of the program costs. For FY 2024, City of San Ramon plans to use additional funding through Measure J/Transportation Fund for Clean Air (TFCA) grant to cover the subsidies for commuter trips.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

None

County Connection Advisory Committee Report to Board, April 2023

The purpose of the advisory committee is to facilitate and provide feedback to the County Connection Board reflecting the voices and needs of the communities, riders, and other stakeholders represented by our advisory committee members.

March 2023 Advisory Committee Meeting

Our advisory committee held its regularly scheduled meeting on March 14, 2023. Since the Covid state of emergency has ended in California and public meetings can no longer be held remotely absent a specific legal exemption, the March advisory committee meeting was conducted in person at the County Connection offices. Prior to the meeting chair Marji McWee, representing the unincorporated county district, resigned from the advisory committee so the meeting was conducted by vice chair Ian McLaughlin acting as interim chair. There was not a quorum of members present for the meeting so the committee was not able to consider any action items, but our meeting agenda included the following items:

The CCCTA legal counsel's office (Dayna Louie from the Hanson Bridgett law firm) provided the committee and staff with training on the Brown Act, which has particular relevance now that all advisory committee meetings will be conducted in person going forward.

Reports From Staff

At the March regular meeting the advisory committee also received several reports and updates from County Connection staff: staff member Melody Reebs provided a report on the regional fare transfer policy; staff member Pranjal Dixit provided a report on route 99x; and staff member Ryan Jones provided an update on the FY23-24 Marketing Plan. Committee members and staff in attendance received the reports and updates on these ongoing projects but no action is required at this time.

Selection of Chair/Vice Chair

Due to the lack of a quorum, the advisory committee was unable to elect a new chair and vice chair, and those action items will be agenized for the next advisory committee meeting where a quorum of committee members is present.

Committee Vacancies/Continuing Requests of the Board

With two recent resignations from the advisory committee, in order to have a fully functional advisory committee we respectfully request recruitment of advisory committee members from the following Districts: Danville, Clayton, unincorporated county, Martinez, Lafayette, San Ramon, Pleasant Hill, and Orinda.

When recruiting new members, please consider constituents who are local riders, closely connected with their communities, and who can bring diverse perspectives and viewpoints to the advisory committee, particularly viewpoints from underrepresented and marginalized populations.

Our next advisory committee meeting is scheduled for May 9, 2023

Respectfully submitted,

Ian McLaughlin, Vice Chair