

# County Connection

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

## BOARD OF DIRECTORS

### MEETING AGENDA

Thursday, September 28, 2023

9:00 a.m.

**The 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](mailto: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](http://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. Public Hearing: Clipper Fare Changes and Corresponding Title VI Equity Analysis
5. Consent Calendar
  - a) Approval of Minutes of Regular Meeting of July 20, 2023\*
  - b) CCCTA Investment Policy-Quarterly Reporting Requirement for the period-ending June 30, 2023\*
  - c) Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for the year-ended June 30, 2022\*
  - d) 2024 Administrative Employees Cafeteria Adjustment\*  
Resolution No. 2024-06\*
6. Report of Chair
  - a) Election of CCCTA Officers
  - b) Seating of New CCCTA Officers and Announcement of 2023-2024 Committee Assignments
7. 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) Recognition of the services of the departing Director of ADA Services Rashida Kamara
  - b) PEPRU Update
  - c) State Budget Update
8. Report of Standing Committees
  - a) Administrative & Finance Committee
    - 1) Regional Measure 3 Allocation Request\*  
Resolution No. 2024-05\*  
(The A&F Committee and staff request that the Board adopt Resolution No. 2024-005 authorizing the General Manager to submit an allocation request to MTC for RM3 funds.)
  - b) Marketing, Planning & Legislative Committee
    - 1) Clipper Fare Changes and Corresponding Title VI Equity Analysis\*  
Resolution No. 2024-07\*  
(The MP&L Committee and staff request that the Board adopt Resolution No. 2024-07 approving the proposed fare changes.)
  - c) Operations & Scheduling Committee

- 1) Fiscal Year 2023 Fixed Route Performance Report\* (Information Only)
  - 2) Fiscal Year 2023 Paratransit Performance Report\* (Information Only)
  - 3) 2022-23 BART Bus Bridges Update (Information Only)
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. Closed Session:
- a) Liability Claims (Government Code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Shannon Cross
11. Open Session
12. Next Meeting Date: October 19, 2023
13. Adjournment

\*Enclosure

\*\*It will be available at the time of the Board meeting.

\*\*\*For Board members only

\*\*\*\*Teleconference location: 3976 North 300 West, Provo UT 84604

## 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 or a member of the public prior to when the Board votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at [www.countyconnection.com](http://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](mailto: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, October 19, 2023 at 9 a.m., County Connection Board Room
Administration & Finance:	Wednesday, October 4 at 2 p.m., County Connection Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBD
Marketing, Planning & Legislative:	Thursday, October 5 at 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.
Operations & Scheduling:	Wednesday, October 4 at 8 a.m., Supervisor Andersen's Office, 309 Diablo Rd, Danville, CA 94526

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting. This agenda is posted on County Connection's Website ([www.countyconnection.com](http://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

July 20, 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 Andersen, Diaz, Hoffmeister, Hudson, Noack and Wilk. Directors Schroder, Sos, Storer and Tatzin were absent.

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

**PUBLIC COMMUNICATION:** None

#### CONSENT CALENDAR

**MOTION:** Director Hudson moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of June 15, 2023; (b) CCCTA Investment Policy-Quarterly Reporting Requirement for the period-ending March 31, 2023; (c) Adoption of Gann Appropriations Spending Limitation for FY 2023-2024 and Resolution No. 2024-01. Director Noack seconded the motion, and it received the following vote of approval:

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

**REPORT OF CHAIR:** None

#### August Committee & Board Meeting

Chair Worth informed the Board that all of the Committee and Board meetings for August has been cancelled and the next meetings will be held in September.

#### Appointment of Nominating Committee for Election of CCCTA Officers

Chair Worth informed the Board that as is customary, the Nominating Committee, consisting of herself, and the last two Board Chairs, Director Hudson and Director Andersen, have met, and nominate the officers for the next year as follows: Don Tatzin as Chair, Kevin Wilk as Vice Chair and Renata Sos as Secretary. In accordance with the Authority's by-laws, nominations will remain open until the September meeting of the Board at which time nominations will close and the Board will elect its officers.

## **REPORT OF GENERAL MANAGER:**

### State Budget Update

Bill Churchill informed the Board that \$4 Billion of Transit and Intercity Rail Capital Program (TRICP) funds are available for operational purposes. The government plans on cutting Bus Feeder funds to \$760k from \$900k. Some transit operators, for example, Westcat and TriDelta, will be affected the most because they get 25-30% of their funding from the Bus Feeder program.

### Regional Network Management (RNM) Update

Bill Churchill informed the Board that there are regular standing meetings with operators and MTC staff. Nothing new to report but Director Noack is on the MTC Board, so we have a voice at the table. Between now and October, there will be a lot of meetings regarding the fiscal cliff, so look forward to hearing more information in October.

## **REPORT OF STANDING COMMITTEES**

### **Administrative & Finance Committee**

#### Fare Proposal

Melody Reeb, Director of Planning, Marketing, & Innovation, explained the interconnected fare structures of the East Bay operators. Staff met with the other three small operators (WestCAT, TriDelta, and LAVTA) and agreed to move forward with a 50% discount. This would align the Clipper START and Youth fare discounts with those currently offered to seniors and persons with disabilities. BART has indicated that they plan to increase their discount to 50% as well.

Since an increased discount constitutes a fare change, CCCTA will need to conduct an equity analysis and public hearing for the increased Clipper START and youth fare discounts. Staff is also proposing some additional fare changes to simplify our fare structure, increase consistency, and better match fare policies to post-pandemic ridership. Currently, riders using Clipper are charged an extra \$0.25 on Express routes. Correspondingly, a 31-day pass that is valid on Express routes costs an extra \$10. These surcharges introduce complexities that can negatively impact the rider experience and potentially cause conflict between drivers and passengers. For example, if an operator is incorrectly logged in to the Clipper system, a passenger could be inadvertently overcharged. Another example is, if a rider has a 31-day pass for Local routes only, they need to have cash value on their card as well to pay the \$0.25 upgrade fee when riding an Express route.

The surcharges for Express routes were initially implemented in recognition that those routes were providing a premium service, which catered to regional commuters who were higher income and often had employers that subsidized their transit fares. As ridership has recovered post-pandemic, travel patterns have shifted. While Local, School, and Weekend routes have almost fully recovered, Express route ridership has remained mostly stagnant as many office workers have not returned, and many may not return, to a five-day commute.

When the Board approved the two-year extension of the Clipper START and Youth Clipper discounts in June, staff estimated a net fare revenue loss of about \$50,000 annually, assuming a continuation of the 20% discount. For the proposed increase to a 50% discount and elimination of Express route surcharges, staff estimates an additional fare revenue loss of about \$37,000 annually.

The estimated financial impact from the proposal does not take into account additional reimbursement from MTC for the Clipper START program, as those details have not been finalized yet. However, MTC's current proposal would reimburse half of the 50% discount with a minimum guarantee of \$15,000 for the two-year extension.

MOTION: Director Hoffmeister recommended that staff proceed with public outreach, conducting a Title VI Fare Equity Analysis, and holding a public hearing at the September Board meeting. Director Noack seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Wilk, and Worth

No: None

Abstain: None

Absent: Director Schroder, Storer, Sos and Tatzin

Amended and Restated Public Mass Transportation Service Agreement with Sunset Development Company Concerning Bishop Ranch and Resolution No. 2024-03

Melody Reeb, Director of Planning, Marketing, & Innovation, explained that when COVID-19 began in March 2020, fare collection was temporarily suspended, and significant service cuts were being made in response to operator shortages. The majority of those cuts were on Express routes, including those to Bishop Ranch, as ridership demand was very low, and most commuters were working from home. As a result, staff paused all billing related to service and fare reimbursement agreements. Since then, as emergency orders have been lifted and ridership has slowly recovered, staff has been reviewing the agreements with its various partners to determine whether changes are warranted given post-pandemic conditions.

The service reductions that were adopted by the Board in March 2021 included about a 30% reduction in service on the Express routes serving Bishop Ranch due to low ridership and many employees working from home. Although overall systemwide ridership is now about 65% recovered, Express route ridership continues to lag significantly, especially on the routes serving Bishop Ranch, which are still only about 25% of pre-pandemic levels. Usage of the Bishop Ranch employee pass is even lower at 10% of pre-pandemic levels, and only about half of the current riders on Routes 96X and 97X use an employee pass, which suggests that those routes are being utilized to a large degree by others who may be going to service or retail jobs in the surrounding area.

Under the terms of the 2009 agreement, Sunset was paying about \$450,000 in operating subsidies and \$100,000 for pass reimbursement. Under the new agreement, staff estimates receiving an annual fare reimbursement amount of about \$25,000 based on current pass usage. The recently adopted FY 2024 budget did not include any revenue from Sunset, since the new agreement was still under development at the time.

MOTION: Director Hoffmeister moved that the Board adopt Resolution No. 2024-03, authorizing the General Manager to enter into an agreement with Sunset Development for fare reimbursement. Director Hudson seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Wilk, and Worth

No: None

Abstain: None

Absent: Director Schroder, Storer, Sos and Tatzin

Master Funding Agreement with the Metropolitan Transportation Commission for Various Planning, Programming and Other Projects and Resolution No. 2024-02

Amber Johnson, CFO, explained that from time to time, the MTC provides funds to the Authority for various planning, programming, and other projects. MTC has introduced the Master Funding Agreement (MFA) as a way to simplify the funding agreement process between MTC and its partner agencies by agreeing to boilerplate terms up-front and then adding supplemental agreements that add any additional terms that may be needed as new funding sources become available. This is a standard practice that MTC is implementing regionwide. MTC has

enacted these agreements with all congestion management agencies and large operators in the region and is now implementing them with the small operators.

The proposed MFA has been reviewed by the Authority's legal counsel, who advised it is appropriate for the Authority to move forward with the document as written. The Administration & Finance Committee has also discussed and approved the MFA.

**MOTION:** Director Hoffmeister moved that the Board adopt Resolution No. 2024-02, authorizing the General Manager to enter into the Master Funding Agreement with MTC. Director Hudson seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Wilk, and Worth

No: None

Abstain: None

Absent: Director Schroder, Storer, Sos and Tatzin

### **Report from the Advisory Committee**

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

Ian McLaughlin informed the Board that since the advisory committee's last report to the Board three new members have been appointed to fill vacancies on the advisory committee so we're making progress toward full membership. Our advisory committee held its regularly scheduled meeting on July 11, 2023. Based in part on the feedback received at the last Board meeting, we have been more proactive in reaching out to advisory committee members to determine whether they are able to attend the in-person bimonthly meetings and if not, what are the barriers to attendance so that we might address those.

We also received several reports and updates from staff. County Connection staff member Rashida Kamara went over the New Member Orientation and asked for feedback from all members, she also led a discussion on the bylaws and allowed for questions. Melody Reeb provided a report on the Clipper START program; staff member Pranjal Dixit gave an update on the Fall Bid process. Committee members and staff in attendance received the reports and updates on these ongoing projects but no action is required at this time.

**BOARD COMMUNICATION:** None

### **CLOSED SESSION:**

The Board went into closed session at 10:21 a.m. to discuss the following item:

Public Employee Performance Evaluation; Conference with Labor Negotiator (pursuant to Government Code Sections 54957, 54957.6) Agency Designated Representative: Board Chair

Position: General Manager

Following the Closed Session, the Board may consider potential actions to amend the Employment Agreement of the General Manager

### **OPEN SESSION:**

The Board came back into open session at 10:45 a.m. and made the following oral summary: the Board approved a 12-month contract extension to the General Manager's employment agreement with a 3% wage increase to make his new salary \$253,071 annually.



**MOTION:** Director Wilk moved approval of an amendment to the General Manager's employment agreement, consisting of a 12-month contract extension with a 3% wage increase to make his new salary \$253,071 annually. Director Andersen seconded the motion, and it received the following vote of approval:

**Aye:** Directors Andersen, Diaz, Hoffmeister, Hudson, Noack, Wilk, and Worth

**No:** None

**Abstain:** None

**Absent:** Director Schroder, Storer, Sos and Tatzin

**ADJOURNMENT:** Chair Worth adjourned the regular Board meeting at 10:53 am.

Minutes prepared by:

Lathina Hill

Asst to the General Manager/Clerk to the Board of Directors

Date: September 18, 2023

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** August 28, 2023

**From:** Bill Churchill, General Manager

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**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 June 30, 2023.

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 JUNE 30, 2023  
(ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				DEC 2022	MAR 2023	JUN 2023	JUN 2023
<b>FIXED ROUTE</b>							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 1,410,345	\$ 1,214,535	\$ 332,825	\$ 98,253
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 69,499	\$ 69,680	\$ 39,051	\$ 35,490
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 98,351	\$ 167,403	\$ 403,535	\$ 23,758
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 62,929	\$ 58,348	\$ 32,983	\$ 21,703
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 5,277	\$ 5,025	\$ -	\$ -
UNION BANK	274-00-26707	CHECKING	CLIPPER CARDS	\$ 5,135	\$ 5,135	\$ 5,135	\$ 5,135
BMO HARRIS	2087682	CHECKING	AP GENERAL	\$ -	\$ -	\$ 1,722,372	\$ 1,722,372
BMO HARRIS	2088565	CHECKING	PAYROLL	\$ -	\$ -	\$ 47,876	\$ 47,876
BMO HARRIS	2087807	CHECKING	CAPITAL PURCHASES	\$ -	\$ -	\$ 125,197	\$ 125,197
BMO HARRIS	2088706	CHECKING	WORKERS' COMP - CORVEL	\$ -	\$ -	\$ -	\$ -
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			<b>TOTAL</b>	<b>\$ 1,651,561</b>	<b>\$ 1,520,151</b>	<b>\$ 2,708,999</b>	<b>\$ 2,079,808</b>
<b>PARATRANSIT</b>							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 115,747	\$ 119,090	\$ 180,777	\$ 24,743
BMO HARRIS	2088425	CHECKING	AP GENERAL	\$ -	\$ -	\$ 283,760	\$ 283,760
			<b>TOTAL</b>	<b>\$ 115,747</b>	<b>\$ 119,090</b>	<b>\$ 464,537</b>	<b>\$ 308,503</b>
<b>LAIF FUND</b>							
<i>Effective Yield:</i>				<b>2.07%</b>	<b>2.74%</b>	<b>3.17%</b>	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 23,868,887	\$ 19,795,402	\$ 15,311,666	\$ 15,311,666
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 53,577	\$ 53,857	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 2,062,726	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	Rolling Stock II	\$ -	\$ 1,853,833	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley II	\$ 20,224	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak V	\$ 350,453	\$ 203,328	\$ 54,739	\$ 54,739
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument IV (Routes 11/14/16)	\$ 695,120	\$ 461,169	\$ 227,429	\$ 227,429
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 899,913	\$ 863,153	\$ 864,432	\$ 864,432
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,570,351	\$ 1,578,554	\$ 1,589,193	\$ 1,589,193
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End			\$ (273,809)	\$ (273,809)
			<b>TOTAL</b>	<b>\$ 29,521,251</b>	<b>\$ 24,809,296</b>	<b>\$ 17,773,650</b>	<b>\$ 17,773,650</b>
<b>CCCTA EMPLOYEE</b>							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 13,824	\$ 14,219	\$ -	\$ -
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ -	\$ -
			<b>TOTAL</b>	<b>\$ 14,332</b>	<b>\$ 14,727</b>	<b>\$ -</b>	<b>\$ -</b>
<b>8/29/2023</b>			<b>GRAND TOTAL</b>	<b>\$ 31,302,891</b>	<b>\$ 26,463,264</b>	<b>\$ 20,947,186</b>	<b>\$ 20,161,960</b>

KLM/AJ

\* GL balances reduced by outstanding 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 expenditures (cash flow) for the next six months.

  
**Bill Churchill**  
General Manager

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** 09/06/2023

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

**Reviewed by:** WC.

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**SUBJECT:** Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for Fiscal Year 2022

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### **Background:**

Annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to the Federal Transportation Administration (FTA) on Form FFA-10 which is included in the National Transit Database report (NTD).

### **Summary of Issues:**

The FTA Form FFA-10 reports hours, miles, passengers, passenger miles and total operating expenses.

Due to delays in FTA's definition of our urbanized area (or "UZA"), staff completed its NTD reporting later than usual. Staff filed the NTD report in March and Brown Armstrong completed their review in April. Brown Armstrong reviewed the data and financial information and issued the reports without exceptions. Staff presented the report to the Administration & Finance (A&F) Committee in September.

### **Financial Implications:**

There are no financial implications as a result of this report.

### **Recommendation:**

Staff and the A&F Committee recommend that the Board approve this report.

### **Action Requested:**

Staff and the A&F Committee request that the Board approve the Independent Accountant's Report on Applying Agreed-Upon Procedures for Federal Funding Allocation Data Federal Transit for the Fiscal Year Ended June 30, 2022.

### **Attachments:**

Attachment 1: Independent Accountant's Report on Applying Agreed-Upon Procedures for Federal Funding Allocation Data Federal Transit Administration

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**NATIONAL TRANSIT DATABASE REPORTING**

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
FOR FEDERAL FUNDING ALLOCATION DATA  
FEDERAL TRANSIT ADMINISTRATION**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2022**

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Administration and Finance Committee and Board of Directors of  
Central Contra Costa Transit Authority  
and the Federal Transit Administration

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA – 10) of the Central Contra Costa Transit Authority's (the Authority) annual National Transit Database (NTD) report:

- A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured and no systematic errors exist.
- A system is in place to record data on a continuing basis and the data gathering is an ongoing effort.
- Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
- A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
- The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
- The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles (VRM) data, appear to be accurate.
- Data are consistent with prior reporting periods and other facts known about transit agency operations.

We have performed the procedures enumerated in Attachment A to the data contained in the Authority's FFA-10 for the fiscal year ended June 30, 2022. Such procedures, which were agreed to and specified by the FTA in the Declarations section of the *2022 NTD Policy Manual* and were agreed to by the Authority, were applied solely to assist you in evaluating whether the Authority complied with the standards described in the first paragraph of this report and that the information included in the NTD report and that the FFA-10 for the fiscal year ended June 30, 2022 is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and records and Reporting System; Final Rule, as specified in Section 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2022 NTD Policy Manual*. The Authority's management is responsible for compliance with the standards described above. The Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results and findings, if applicable, are described in Attachment A.

We were engaged by the Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the procedures and findings included in this report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the Authority and the FTA and is not intended to be, and should not be, used by anyone other than those specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong*  
*Accountancy Corporation*

Stockton, California  
April 10, 2023

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORTING  
ATTACHMENT A – AGREED UPON PROCEDURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

The procedures listed below, which are referenced in order to correspond to the *2022 National Transit Database (NTD) Policy Manual* procedures, were applied separately to each of the information systems used to develop the reported actual vehicle revenue miles, passenger miles traveled, and operating expenses of the Central Contra Costa Transit Authority (the Authority) for the fiscal year ended June 30, 2022, for the *Motor Bus Service – Directly Operated (MBDO)*, *Motor Bus Service – Purchased Transportation (MBPT)*, and *Demand Response – Purchased Transportation (DRPT)*.

Our procedures and associated findings are as follows:

- A. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2022 NTD Policy Manual*. If there are no procedures available, discuss the procedures with the personnel assigned with the responsibility for supervising the NTD data preparation and maintenance.

**Finding:** We discussed procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2022 NTD Policy Manual* with the personnel assigned with the responsibility of supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- B. Discuss the procedures (written or informal) with the personnel assigned with the responsibility for supervising the preparation and maintenance of NTD data to determine:
- The extent to which the Authority followed the procedures on a continuous basis, and
  - Whether Authority personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2022 NTD Policy Manual*.

**Finding:** We discussed with various personnel the procedures noted in Procedure “A” above to determine whether the Authority follows the procedures on an ongoing basis and that the procedures result in the accumulation and reporting of data consistent with the NTD requirements and definitions as set forth in the *Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule*, and specified in the 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and the most recent *2022 NTD Policy Manual*. No exceptions were noted as a result of applying this procedure.

- C. Ask these same personnel about the retention policy that the Authority follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics Form (FFA – 10).

**Finding:** We noted that the retention policy that is followed by the Authority regarding source documents supporting the FFA – 10 data reported are retained for a minimum of three years by the Authority. In addition, we noted that the Authority maintains the computer files more than three years depending on the need of historical data. No exceptions were noted as a result of applying this procedure.

- D. Based on a description of the Authority’s procedures from Procedures “A” and “B” above, identify all the source documents that the Authority must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.



**Finding:** We identified the source documents that are to be retained by the Authority for a minimum of three years. We randomly selected three months out of the fiscal year ended June 30, 2022, August 2021, December 2021, and March 2022, and verified that each type of source document existed for each of these periods. No exceptions were noted as a result of applying this procedure.

- E. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

**Finding:** We discussed the system of internal control with personnel responsible for supervising and maintaining the NTD data. The method is mostly automated with a few manual procedures. We determined that individuals preparing source documents were independent of individuals posting data summaries, reviewing the source documents, and summarizing data for completeness, accuracy, and reasonableness. No exceptions were noted as a result of applying this procedure.

- F. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

**Finding:** As noted above, the method is mostly automated. As such, there are no physical signatures documenting the supervisors' review and approval of the source documents. The software utilized automatically accumulates the data from the Clever Devices Automatic Passenger Counter on each vehicle. Monthly reports are prepared for the Operating and Scheduling Committee and are reviewed by management electronically, as allowed by the 2022 NTD Policy Manual. Approval is given by authorizing the posting of the monthly data to NTD. No exceptions were noted as a result of applying this procedure.

- G. Obtain the worksheets used to prepare the final data that the Authority transcribes onto the FFA-10. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

**Finding:** We obtained the Authority's year-end cumulative reports that are used to prepare the FFA-10. We compared the prior year data to the current year data and investigated any changes over 10%. We also compared the source documents to the year-end cumulative report (Form S-10). We also recalculated summarizations of supporting documentation which were tested in "D" above. No exceptions were noted as a result of applying this procedure.

- H. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with the Authority's staff. Inquire whether the procedure is one of the methods specifically approved in the 2022 NTD Policy Manual.

**Finding:** During fiscal year 2022, the Authority used the procedure of an estimate of passenger miles traveled (PMT) based on statistical sampling, meeting FTA's 95% confidence and  $\pm 10\%$  precision requirements based on a qualified statistician's determined procedure. No exceptions were noted as a result of applying this procedure.

- I. Discuss with the Authority's staff (the auditor may wish to list the titles of the persons interviewed) the Authority's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the Authority meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an urbanized area (UZA) with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
- Service purchased from a seller is included in the transit agency's NTD report.

- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2017) and determine that statistical sampling was conducted and meets the 95% confidence and  $\pm 10\%$  precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

**Finding:** For MBDO, the Authority uses an alternative sampling technique, which is a statistically valid technique, other than 100 percent count, which was certified by a qualified statistician in 2009 when the Authority was testing the method to ensure it met the mandated accuracy and precision levels. We reviewed the certification of the statistician and determined that the individual was qualified and had the proper credentials. We also ensured that the statistician certified that the Authority's alternative technique used the minimal 95% confidence and +10 precision requirements for estimating boarding and passenger miles. We also obtained an understanding of how the Authority collects data, software utilized, and the estimation process. No exceptions were noted as a result of applying this procedure. For Demand Response Purchased Transportation (DRPT), the Authority does not use estimates, but rather uses the information collected by Transdev, the Purchase Services Seller. This data is derived from driver counts and data generated from Trapeze. The information from the Purchase Services Seller is included in the NTD report. No exceptions were noted as a result of applying this procedure.

- J. Obtain a description of the sampling procedure for estimation of PMT data used by the transit agency. Obtain a copy of the transit agency's working papers or methodology used to select the actual sample of runs for recording PMT data. If the transit agency used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the transit agency missed a selected sample run, determine that a replacement sample run was random. Determine that the transit agency followed the stated sampling procedure.

**Finding:** We obtained a description of the sampling procedure for estimation of PMT data used by the Authority. We obtained a copy of the Authority's working papers and methodology used to select the actual sample of runs for recording PMT data. We determined that the Authority followed the stated sampling procedure. No exceptions were noted as a result of applying this procedure.

- K. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and recompute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

**Finding:** We randomly selected three months, August 2021, December 2021, and March 2022. We obtained the source documents for accumulating PMT data, determined they were complete, and recomputed the accumulation periods without exception. No exceptions were noted as a result of applying this procedure.

- L. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with transit agency staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

**Finding:** We discussed the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of vehicle revenue miles with the Authority staff and determined that stated procedures were not applicable as the Authority does not provide a charter or school bus service.

M. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.
- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.
- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

**Finding:** We discussed with personnel the procedures for the collection and recording of VRM data and noted that VRMs are calculated upon inception of the route based on the distance between the first stop and last stop, including deadhead miles. We noted that the scheduled deadhead miles are systematically excluded to calculate VRMs. Furthermore, daily trip sheets are used to subtract missed trips and unscheduled deadhead miles. We also discussed the accumulation of VRMs for DRPT. We noted that VRMs for DRPT are accumulated and reported by the respective contractors through trip sheets and monthly ridership worksheets by route. These schedules are submitted by the contractors and are reviewed for clerical accuracy by Authority personnel. We recalculated the VRMs and agreed the total VRMs to the Authority's Month-End Ridership Summary report for a sample of trips in the months of August 2021, December 2021, and March 2022. No exceptions were noted as a result of applying this procedure.

N. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

**Finding:** We inquired of personnel the procedures in which the Authority accumulates actual VRMs for rail modes. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

O. If fixed guideway or High Intensity Bus directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet the FTA definition of FG or HIB in that the service is:

- Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
- Bus (Mode: Bus (MB), Commuter Bus (CB), or Bus Rapid Transit (RB)) service operating over exclusive or controlled access rights-of-way (ROW); and
  - Access is restricted;
  - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway; and
  - Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation;

**Finding:** We inquired of personnel the procedures in which the Authority reports VRMs, passenger miles, and operating expenses for fixed guideways segments. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- P. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that the he or she computed mileage in accordance with the FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, recompute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics Form.

**Finding:** We inquired of personnel the procedures in which the Authority measures FG DRMs. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- Q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. The FTA will make a determination on how to report the DRMs.

**Finding:** We inquired of personnel the procedures in which the Authority measures FG DRMs through the use of maps or retracing routes. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- R. Measure FG/HIB DRM from maps or by retracing route.

**Finding:** We inquired of personnel whether other public transit agencies operate service over the same FG as the Authority. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- S. Discuss whether other public transit agencies operate service over the same FG/HIB as the transit agency. If yes, determine that the transit agency coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation Form. Each transit agency should report the actual VRM, PMT, and operating expense (OE) for the service operated over the same FG/HIB.

**Finding:** We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2022 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2022 report year, the Agency Revenue Service Date must occur within the transit agency's 2022 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for FG/HIB segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, the FTA will only consider segments continuously reported to the NTD.

**Finding:** We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- U. Compare operating expenses with audited financial data after reconciling items are removed.

**Finding:** We reconciled OE presented to the audited financial statements. No exceptions were noted as a result of applying this procedure.

- V. If the transit agency purchases transportation services, interview the personnel reporting the NTD data on the amount of purchased transportation (PT)-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form (Form B-30).

**Finding:** We compared the data reported on the Form B-30 to the purchased transportation fare revenues. No exceptions were noted as a result of applying this procedure.

- W. If the transit agency's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the Independent Auditor Statement (IAS-FFA) regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an IAS-FFA for the PT data.

**Finding:** This procedure is not applicable as assurances over the PT services data are included in Procedures "A" through "V" above.

- X. If the transit agency PT services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the transit agency or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the transit agency's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

**Finding:** We obtained copies of the PT contracts and noted that all contracts specified the specific mass transportation services to be provided; specified the monetary consideration obligated by the Authority; specified the period covered by the contract and that this period is the same as, or a portion of, the period covered by the Authority's NTD report; and signed by representatives of both parties to the contract. We determined that executed contracts are maintained for a minimum of three years. No exceptions were noted as a result of applying this procedure.

- Y. If the transit agency provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

**Finding:** We inquired of personnel whether the Authority provides services in more than one UZA, or between a UZA and a non-UZA. This procedure is not applicable as the Authority does not provide services in more than one UZA.

- Z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT, or OE data that have increased or decreased by more than 10%, or FG DRM data that have increased or decreased, interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

**Finding:** We compared the data reported on the FFA - 10 to comparable data for the prior report year and calculated the percentage change from the prior year to the current year. For MBDO, DRPT, and MBPT, we noted PMT data has increased by more than 10 percent. In addition for DRPT and MBPT, we noted VRM and OE data has increased by more than 10 percent. We inquired with the Authority management regarding the specifics of operations that led to the decreases in the data relative to the prior reporting period. The increase resulted from businesses and schools opening back up and routes operating at full operations after the Coronavirus (COVID-19) pandemic. No exceptions were noted as a result of applying this procedure.

AA. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the transit agency, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by the FTA.

***Finding:*** We have documented the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No exceptions were noted as a result of applying this procedure.

**To:** Board of Directors

**Date:** 09/07/2023

**From:** Kristina Martinez, Director of Recruitment & EE Development

**Reviewed by:** *Ref*

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**SUBJECT: 2024 Administrative Employees Cafeteria Adjustment**

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### Background:

County Connection contracts with California Public Employees Retirement System (CalPERS) under the Public Employees' Medical and Hospital Care Act (PEMHCA) for Administrative, Amalgamated Transit Union (ATU), and Teamsters employee health benefits. County Connection contributes a fixed employer amount to active and retiree health benefit premiums as required by PEMHCA. In addition, County Connection offers a cafeteria plan contribution towards health benefit premiums (or alternative taxable benefits) for active employees.

The current Memorandums of Understanding (MOUs) with the ATU and Teamsters increase the health benefit cafeteria plan contribution annually using a formula that averages the increases in the two most popular health plans by coverage level, splitting that amount in half, and adding it to the prior year cafeteria plan contribution. As a result of this formula, the average increase in premiums is shared equally between the employee and County Connection.

### Summary of Issues:

In the interest of equity, the Board has historically utilized the same formula to calculate the increase to the cafeteria plan contribution for Administrative staff, as is required for represented employees. In 2023, the most popular health plan for Administrative employees is Kaiser, followed by a tie between PERS Gold and Anthem Blue Cross Traditional. Therefore, the three most popular plans were included in the formula to arrive at the new cafeteria plan contribution. The formula results in the following increases:

Plan Type	Monthly Cafeteria Plan Contribution		
	2023	Increase	2024
Employee Only	\$614.43	\$54.31	\$668.74
Employee Plus 1 dependent	\$960.01	\$108.62	\$1,068.63
Family	\$1,372.74	\$141.21	\$1,513.95

### Financial Implications:

The proposed cafeteria plan contribution for 2024 will result in an annual increase of \$50,183 in expenditures based on current enrollment statistics. There are sufficient funds in the budget to accommodate the proposed increase.

**Recommendation:**

The A&F Committee and staff recommend approval of new monthly Administrative Employee Cafeteria Plan rates for calendar year 2024 as follows:

Employee only:	\$668.74
Employee +1:	\$1,068.63
Family:	\$1,513.95

**Action Requested:**

The A&F Committee and staff request that the Board adopt Resolution No. 2024-06.

**Attachments:**

Attachment 1: 2024 Medical Premiums – Administrative Employees

Attachment 2: Resolution No. 2024-06



**2024 Medical Premiums  
Per Month (\$)  
Employee Group #1  
Administrative Employees**

<u>Basic Plans</u>	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee</u>
Kaiser Permanente*	\$ 1,021.41	\$ 303.56	\$ 717.85	\$ 668.74	\$ 49.11
Kaiser Permanente+1	\$ 2,042.82	\$ 607.12	\$ 1,435.70	\$ 1,068.63	\$ 367.07
Kaiser Permanente+2	\$ 2,655.67	\$ 789.26	\$ 1,866.41	\$ 1,513.95	\$ 352.46
PERS Platinum*	\$ 1,314.27	\$ 392.42	\$ 921.85	\$ 668.74	\$ 253.11
PERS Platinum+1	\$ 2,628.54	\$ 784.84	\$ 1,843.70	\$ 1,068.63	\$ 775.07
PERS Platinum+2	\$ 3,417.10	\$ 1,020.29	\$ 2,396.81	\$ 1,513.95	\$ 882.86
PERS Gold*	\$ 914.82	\$ 270.71	\$ 644.11	\$ 668.74	\$ -
PERS Gold+1	\$ 1,829.64	\$ 541.42	\$ 1,288.22	\$ 1,068.63	\$ 219.59
PERS Gold+2	\$ 2,378.53	\$ 703.85	\$ 1,674.68	\$ 1,513.95	\$ 160.73
Anthem Blue Cross Select HMO*	\$ 1,138.86	\$ 270.71	\$ 868.15	\$ 668.74	\$ 199.41
Anthem Blue Cross Select HMO+1	\$ 2,277.72	\$ 541.42	\$ 1,736.30	\$ 1,068.63	\$ 667.67
Anthem Blue Cross Select HMO+2	\$ 2,961.04	\$ 703.85	\$ 2,257.19	\$ 1,513.95	\$ 743.24
Anthem Blue Cross Traditional HMO*	\$ 1,339.70	\$ 494.86	\$ 844.84	\$ 668.74	\$ 176.10
Anthem Blue Cross Traditional HMO+1	\$ 2,679.40	\$ 989.71	\$ 1,689.69	\$ 1,068.63	\$ 621.06
Anthem Blue Cross Traditional HMO+2	\$ 3,483.22	\$ 1,286.63	\$ 2,196.59	\$ 1,513.95	\$ 682.64
Anthem EPO Del Norte*	\$ 1,314.27	\$ 392.42	\$ 921.85	\$ 668.74	\$ 253.11
Anthem EPO Del Norte+1	\$ 2,628.54	\$ 784.84	\$ 1,843.70	\$ 1,068.63	\$ 775.07
Anthem EPO Del Norte+2	\$ 3,417.10	\$ 1,020.29	\$ 2,396.81	\$ 1,513.95	\$ 882.86
Western Health Advantage HMO*	\$ 807.23	\$ 383.51	\$ 423.72	\$ 668.74	\$ -
Western Health Advantage HMO+1	\$ 1,614.46	\$ 767.01	\$ 847.45	\$ 1,068.63	\$ -
Western Health Advantage HMO+2	\$ 2,098.80	\$ 997.12	\$ 1,101.68	\$ 1,513.95	\$ -
Blue Shield Access HMO and EPO*	\$ 1,076.84	\$ 392.42	\$ 684.42	\$ 668.74	\$ 15.68
Blue Shield Access HMO and EPO+1	\$ 2,153.68	\$ 786.84	\$ 1,366.84	\$ 1,068.63	\$ 298.21
Blue Shield Access HMO and EPO+2	\$ 2,799.78	\$ 1,020.29	\$ 1,779.49	\$ 1,513.95	\$ 265.54
Blue Shield Trio HMO	\$ 946.84	\$ 303.56	\$ 643.28	\$ 668.74	\$ -
Blue Shield Trio HMO+1	\$ 1,893.68	\$ 607.12	\$ 1,286.56	\$ 1,068.63	\$ 217.93
Blue Shield Trio HMO+2	\$ 2,461.78	\$ 789.26	\$ 1,672.52	\$ 1,513.95	\$ 158.57
UnitedHealthcare SignatureValue Alliance*	\$ 1,091.13	\$ 392.42	\$ 698.71	\$ 668.74	\$ 29.97
UnitedHealthcare SignatureValue Alliance+1	\$ 2,182.26	\$ 784.84	\$ 1,397.42	\$ 1,068.63	\$ 328.79
UnitedHealthcare SignatureValue Alliance+2	\$ 2,836.94	\$ 1,020.29	\$ 1,816.65	\$ 1,513.95	\$ 302.70
UnitedHealthcare SignatureValue Harmony*	\$ 937.39	\$ 392.42	\$ 544.97	\$ 668.74	\$ -
UnitedHealthcare SignatureValue Harmony+1	\$ 1,874.78	\$ 784.84	\$ 1,089.94	\$ 1,068.63	\$ 21.31
UnitedHealthcare SignatureValue Harmony+2	\$ 2,437.21	\$ 1,020.29	\$ 1,416.92	\$ 1,513.95	\$ -

Employees who do not elect medical coverage and complete a Certification Form receive \$200.00 per month in Cafeteria Plan Contributions. This amount can be used to purchase vacation, vision benefits, or can be cashed out at calendar year-end.

The monthly Net Employee premium is deducted semi-monthly from paychecks in two equal amounts.

Key:

\* Employee only

+1 Employee plus one dependent

+2 Employee plus two or more dependents (also known as family coverage)

**RESOLUTION NO. 2024-06**

**BOARD OF DIRECTORS  
CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

\* \* \*

**AUTHORIZES FY2024 ANNUAL ADJUSTMENT  
TO ADMINISTRATIVE EMPLOYEES CAFETERIA PLAN AMOUNTS**

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, on December 21, 2006, CCCTA adopted a cafeteria plan for its non-represented administrative staff and management ("Administrative Employees Cafeteria Plan");

WHEREAS, Staff has recommended an adjustment to the non-represented administrative staff and management cafeteria amounts based on a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Administrative Employees Cafeteria Plan; and

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors adopt the recommendations of Staff to adjust the Administrative Employees Cafeteria Plan in accordance with the formula set forth above.

NOW, THEREFORE, BE IT RESOLVED that the CCCTA Board of Directors approves the increases in the Administrative Employees Cafeteria Plan such that the total including the increases, shall be as follows, effective January 1, 2024:

Employee only:	\$668.74
Employee +1:	\$1,068.63
Employee +2 or more:	\$1,513.95

Regularly passed and adopted this 28th day of September, 2023 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Amy Worth, Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Lathina Hill, Clerk to the Board

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** 09/08/2023

**From:** Melody Reeb, Director of Planning, Marketing, & Innovation

**Reviewed by:** *MR*

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**SUBJECT: Regional Measure 3 Allocation Request**

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### **Background:**

Regional Measure 3 (RM 3) raised tolls on the Bay Area's state-owned bridges starting in 2019. Following the dismissal of legal challenges in January 2023, the Metropolitan Transportation Commission (MTC) began allocating funds to eligible projects identified in the RM3 Expenditure Plan, which included \$20 million for transit improvements in Contra Costa County with project selection being delegated to the Contra Costa Transportation Authority (CCTA).

### **Bus Replacement Project:**

Staff is proposing to submit an allocation request for \$5,000,000 in RM3 funds for the replacement of forty (40) 40-foot buses that have reached the end of their useful life. Production of the new buses began in spring, and delivery is expected to be completed this fall. The requested funds would provide local match to a federal grant, and funds cannot be expended until MTC approval of the allocation request, which will be considered at the September 27<sup>th</sup> Commission meeting and contingent upon approval by the Boards of both County Connection and CCTA.

### **Financial Implications:**

Applying \$5 million in RM3 funds towards the new bus purchase would reduce the amount of Transportation Development Act (TDA) capital funds required for the project.

### **Recommendation:**

The A&F Committee and staff recommend requesting \$5,000,000 in RM3 funds for the purchase of new buses.

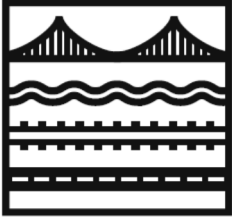
### **Action Requested:**

The A&F Committee and staff request that the Board adopt Resolution No. 2024-05 authorizing the General Manager to submit an allocation request to MTC for RM3 funds.

### **Attachments:**

Attachment 1 – Initial Project Report

Attachment 2 – Resolution No. 2024-05



# Regional Measure 3

## Initial Project Report

### *Project/Subproject Details*

#### Basic Project Information

Project Number	26
Project Title	North Bay Transit Improvements
RM3 Funding Amount	\$100,000,000

#### Subproject Information

Subproject Number	
Subproject Title	County Connection Bus Replacements
RM3 Funding Amount	\$5,000,000

#### I. Overall Subproject Information

**a. Project Sponsor / Co-sponsor(s) / Implementing Agency**

Central Contra Costa Transit Authority (County Connection)

**b. Detailed Project Description** *(include definition of deliverable segment if different from overall project/subproject)*

Match funding to replace forty 40-foot buses as well as related equipment and infrastructure.

**c. Impediments to Project Completion**

N/A

**d. Risk Management** *(describe risk management process for project budget and schedule, levels of contingency and how they were determined, and risk assessment tools used)*

N/A



## Regional Measure 3 Initial Project Report

- e. **Operability** *(describe entities responsible for operating and maintaining project once completed/implemented)*

County Connection will operate and maintain the vehicles, equipment, and infrastructure.

- f. **Project Graphic(s)** *(include below or attach)*

N/A

## II. Project Phase Description and Status

- a. **Environmental/Planning**

Does NEPA apply? Yes  No

N/A

- b. **Design**

N/A

- c. **Right-of-Way Activities / Acquisition**

N/A

- d. **Construction / Vehicle Acquisition / Operating**

Buses are scheduled to begin production at the end of March 2023 and will be delivered starting in mid-April 2023.

## III. Project Schedule

Phase-Milestone	Planned	
	Start Date	Completion Date
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)	N/A	N/A
Final Design - Plans, Specs. & Estimates (PS&E)	N/A	N/A
Right-of-Way Activities /Acquisition (R/W)	N/A	N/A
Construction (Begin – Open for Use) / Acquisition (CON)	04/01/2023	06/30/2024



## IV. Project Budget

### Capital

<b>Project Budget</b>	<b>Total Amount - Escalated to Year of Expenditure (YOE)- (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$26,633
<b>Total Project Budget (in thousands)</b>	<b>\$26,633</b>

<b>Deliverable Segment Budget</b> (if different from Project budget)	<b>Total Amount - Escalated to Year of Expenditure (YOE)- (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	
<b>Total Project Budget (in thousands)</b>	

<b>Operating</b>	<b>Total Amount - Escalated to Year of Expenditure (YOE)- (Thousands)</b>
Annual Operating Budget	\$12,322

## V. Project Funding

*Please provide a detailed funding plan in the Excel portion of the IPR. Use this section for additional detail or narrative as needed and to describe plans for any "To Be Determined" funding sources, including phase and year needed.*



## VI. Contact/Preparation Information

### **Contact for Project Sponsor**

Name: Melody Reeb

Title: Director of Planning, Marketing, & Innovation

Phone: (925) 680-2029

Email: reeb@cccta.org

Mailing Address: 2477 Arnold Industrial Way, Concord, CA 94520

### **Person Preparing Initial Project Report** (if different from above)

Name:

Title:

Phone:

Email:

Mailing Address:

**Regional Measure 3  
Initial Project Report - Subproject Report  
Funding Plan**

Project Title:	North Bay Transit Improvements
Subproject Title	County Connection Bus Replacements
Project/Subproject Number:	26
Total RM3 Funding:	\$ 5,000,000

(add rows as necessary)

**CAPITAL FUNDING**

Funding Source	Committed? (Yes/No)	Total Amount (\$ thousands)	Amount Expended (\$ thousands)	Amount Remaining (\$ thousands)
<b>ENV</b>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
ENV Subtotal		\$ -	\$ -	\$ -
<b>PSE</b>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
PSE Subtotal		\$ -	\$ -	\$ -
<b>ROW</b>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
ROW Subtotal		\$ -	\$ -	\$ -
<b>CON</b>				
FY22 FTA 5307	Yes	\$ 17,136	\$ -	\$ 17,136
FY22 FTA 5339	Yes	\$ 912	\$ -	\$ 912
RM-3	Yes	\$ 5,000	\$ -	\$ 5,000
PTMISEA	Yes	\$ 1,899	\$ -	\$ 1,899
AB 664 Bridge Tolls	Yes	\$ 731	\$ -	\$ 731
TDA Capital	Yes	\$ 935	\$ -	\$ 935
				\$ -
				\$ -
				\$ -
				\$ -
CON Subtotal		\$ 26,613	\$ -	\$ 26,613
<b>Capital Funding Total</b>		\$ 26,613	\$ -	\$ 26,613

**OPERATING FUNDING (Annual)**

Funding Source	Phase	Committed? (Yes/No)	Total Amount (\$ thousands)
TDA, STA, Fares, Measure J, etc.	Operating	Yes	\$ 12,322
<b>Operating Funding Total</b>			\$ 12,322



**Regional Measure 3  
 Initial Project Report - Subproject Report  
 Funding Plan - Deliverable Segment - Fully funded phase or segment of total project**

Project Title:	North Bay Transit Improvements
Subproject Title	County Connection Bus Replacements
Project/Subproject Number:	26
Total RM3 Funding:	\$ 5,000,000

(add rows as necessary)

**RM3 Deliverable Segment Funding Plan - Funding by planned year of allocation**

Funding Source	Prior	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	Future committed	Total Amount (\$ thousands)	Amount Expended (\$ thousands)	Amount Remaining (\$ thousands)
<b>ENV</b>														
RM-3												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
ENV Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PSE</b>														
RM-3												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
PSE Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ROW</b>														
RM-3												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
ROW Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CON</b>														
RM-3	CON					\$ 5,000						\$ 5,000		\$ 5,000
FY22 FTA 5307	CON			\$ 17,136								\$ 17,136		\$ 17,136
FY22 FTA 5339	CON			\$ 912								\$ 912		\$ 912
PTMISEA	CON	\$ 1,919										\$ 1,919		\$ 1,919
AB 664 Bridge Tolls	CON			\$ 731								\$ 731		\$ 731
TDA Capital	CON			\$ 935								\$ 935		\$ 935
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
												\$ -		\$ -
CON Subtotal	\$ -	\$ 1,919	\$ -	\$ 19,714	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,633	\$ -	\$ 26,633
RM-3 Funding Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Capital Funding Total	\$ -	\$ 1,919	\$ -	\$ 19,714	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,633	\$ -	\$ 26,633

**Regional Measure 3  
Initial Project Report - Subproject Report  
Cash Flow Plan**

Project Title:	North Bay Transit Improvements	
Subproject Title	County Connection Bus Replacements	
Project/Subproject Number:	26	
Total RM3 Funding:	\$	5,000,000

(please include all planned funding, add rows as necessary)

**RM3 Cash Flow Plan for Deliverable Segment - Funding by planned year of expenditure**

Funding Source	Prior	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	Future committed	Total Amount (\$ thousands)
<b>ENV</b>												
RM 3												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
ENV Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PSE</b>												
RM 3												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
PSE Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ROW</b>												
RM 3												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
ROW Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CON</b>												
RM 3	CON						\$ 5,000					\$ 5,000
FY22 FTA 5307	CON						\$ 17,136					\$ 17,136
FY22 FTA 5339	CON						\$ 912					\$ 912
PTMISEA	CON					\$ 1,919						\$ 1,919
AB 664 Bridge Tolls	CON					\$ 731						\$ 731
TDA Capital	CON					\$ 446	\$ 489					\$ 935
												\$ -
												\$ -
												\$ -
												\$ -
CON Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,096	\$ 23,537	\$ -	\$ -	\$ -	\$ -	\$ 26,633
<b>RM 3 Funding Subtotal</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<b>Capital Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,096	\$ 23,537	\$ -	\$ -	\$ -	\$ -	\$ 26,633

**Regional Measure 3  
Initial Project Report - Subproject Report  
Estimated Budget Plan**

Project Title:	North Bay Transit Improvements
Subproject Title	County Connection Bus Replacements
Project/Subproject Number:	26
Total RM3 Funding:	\$ 5,000,000

1. Direct Labor of Implementing Agency (specify by name and job function)				Estimated Hours	Rate/Hour	Total Estimated cost
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Direct Labor Subtotal						\$ -
2. Overhead and direct benefits (specify)		Rate	x Base			
			\$ -			
			0			
			0			
			0			
			0			
Overhead and Benefit Subtotal						\$ -
3. Direct Capital Costs (include engineer's estimate on construction, right-of-way, or vehicle acquisition)				Unit (if applicable)	Cost per unit	Total Estimated cost
40' Low Floor Diesel Bus		40	\$	654,760	\$	26,190,391
Equipment and infrastructure		40	\$	11,076	\$	443,028
					\$	-
					\$	-
					\$	-
Direct Capital Costs Subtotal						\$ 26,633,418
4. Consultants (Identify purpose and/or consultant)					Total Estimated cost	
Constulants Subtotal					\$ -	
5. Other direct costs					Total Estimated cost	
Other Direct Costs Subtotal					\$ -	
<b>Total Estimated Costs</b>					<b>\$ 26,633,418</b>	

Comments:

**RESOLUTION NO. 2024-05**

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

\* \* \*

**RM3 Implementing Agency Resolution of Project Compliance – Allocation Request**

**Implementing Agency:** Central Contra Costa Transit Authority (CCCTA)

**Project Title:** County Connection Bus Replacements Project

**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 ( 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**, SB 595 (Chapter 650, Statutes 2017), commonly referred to as Regional Measure 3, identified projects eligible to receive funding under the Regional Measure 3 Expenditure Plan;

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 3 funds, pursuant to Streets and Highways Code Section 30914.7(a) and (c);

**WHEREAS**, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 3 funding;

**WHEREAS**, allocation requests to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 3 Policies and Procedures (MTC Resolution No. 4404);

**WHEREAS**, CCCTA is an eligible sponsor of transportation project(s) in the Regional Measure 3 Expenditure Plan;

**WHEREAS**, the County Connection Bus Replacements Project is eligible for consideration in the Regional Measure 3 Expenditure Plan, as identified in California Streets and Highways Code Section 30914.7(a); and

**WHEREAS**, the Regional Measure 3 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which CCCTA is requesting that MTC allocate Regional Measure 3 funds.

**NOW, THEREFORE, BE IT RESOLVED** that CCCTA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission’s Regional Measure 3 Policies and Procedures;

**BE IT FURTHER RESOLVED** that CCCTA certifies that the project is consistent with the Regional Transportation Plan (RTP);

**BE IT FURTHER RESOLVED** that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project;

**BE IT FURTHER RESOLVED** that the Regional Measure 3 phase or segment is fully funded, and results in an operable and useable segment;

**BE IT FURTHER RESOLVED** that CCCTA approves the allocation request and updated Initial Project Report, attached to this resolution;

**BE IT FURTHER RESOLVED** that CCCTA approves the cash flow plan, attached to this resolution;

**BE IT FURTHER RESOLVED** that CCCTA has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the allocation request and updated Initial Project Report, attached to this resolution;

**BE IT FURTHER RESOLVED** that CCCTA is an eligible sponsor of projects in the Regional Measure 3 Expenditure Plan, in accordance with California Streets and Highways Code 30914.7(a);

**BE IT FURTHER RESOLVED** that CCCTA is authorized to submit an application for Regional Measure 3 funds for the County Connection Bus Replacements Project in accordance with California Streets and Highways Code 30914.7(a);

**BE IT FURTHER RESOLVED** that CCCTA certifies that the projects and purposes for which Regional Measure 3 funds are being requested is 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 4-1 et. seq. and the applicable regulations thereunder;

**BE IT FURTHER RESOLVED** that there is no legal impediment to CCCTA making allocation requests for Regional Measure 3 funds;

**BE IT FURTHER RESOLVED** that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of CCCTA to deliver such project;

**BE IT FURTHER RESOLVED** that CCCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866;

**BE IT FURTHER RESOLVED** that CCCTA indemnifies and holds harmless MTC, BATA, and their Commissioners, representatives, agents, and employees from 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 Regional Measure 3 funds. CCCTA agrees at its own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, BATA, and their Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM3 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages;

**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);

**BE IT FURTHER RESOLVED** that assets purchased with Regional Measure 3 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the MTC shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 3 funds were originally used;

**BE IT FURTHER RESOLVED** that CCCTA shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 3 Toll Revenues;

**BE IT FURTHER RESOLVED** that CCCTA authorizes its General Manager or designee to execute and submit an allocation request for the construction/vehicle acquisition phase with MTC for Regional Measure 3 funds in the amount of \$5,000,000, for the project, purposes and amounts included in the project application attached to this resolution;

**BE IT FURTHER RESOLVED** that the General Manager or designee is hereby delegated the authority to make non-substantive changes or minor amendments to the allocation request or Initial Project Report as he deems appropriate; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the CCCTA application referenced herein.

Regularly passed and adopted this 28<sup>th</sup> day of September, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Amy Worth, Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 09/18/2023

From: Melody Reeb, Director of Planning, Marketing, & Innovation

Reviewed by: *Ref*

**SUBJECT: Clipper Fare Change Title VI Fare Equity Analysis**

### Background:

At the July 2023 Board meeting, staff presented a fare change proposal to increase the discount for Clipper START and Youth Clipper from 20% to 50% as well as reduce Express route fares on Clipper to match local fares. The proposal was developed in an effort to incentivize ridership, simplify our fare structure, and increase consistency with regional policies. After reviewing the proposal, the Board authorized staff to proceed with the public hearing process and Title VI Fare Equity Analysis.

### Proposed Changes:

Table 1 below shows a combined summary of the proposed fare changes, including the increased discount for Clipper START and Youth as well as the elimination of Express route surcharges on Clipper. If approved, the proposed fare changes would take effect in January 2024. The Clipper START and Youth fare discounts would remain a pilot program through June 30, 2025. However, the proposed Express route fare changes would be permanent.

**Table 1: Proposed Fare Changes**

Clipper Card Type	Fare Product	Current		Proposed
		Local	Express	All Routes
Adult	Single Ride	\$2.00	\$2.25	\$2.00
Clipper START & Youth (6-18)	Single Ride	\$1.60	\$1.80	\$1.00
	BART-to-Bus Transfer	\$0.80		\$0.50
All	31-day Pass	\$60.00	\$70.00	\$60.00

*No changes are being proposed for cash fares, Senior Clipper, RTC, or LINK paratransit fares.*

### Clipper START & Youth Clipper Discounts

The Clipper START and Youth Clipper fare discounts on County Connection began as a pilot in January 2021 and currently provide a 20% discount off the Clipper single-ride fare for eligible low-income adults as part of the regional Clipper START program, and for youth ages 6-18 when using a Youth Clipper card. The Metropolitan Transportation Commission (MTC), who has been administering the Clipper START program, conducted an evaluation of the first two years of the pilot and identified several strategies to improve the effectiveness of the program and increase participation, one of which is to provide a more

consistent discount across operators. To achieve this, MTC is incentivizing all operators to offer a 50% discount by increasing its reimbursement amount. Thus, County Connection is proposing to increase the discount from 20% to 50% for both Clipper START and Youth Clipper fares. To date, all operators that are part of the Clipper program have indicated that they intend to offer a 50% discount for Clipper START.

The proposal that was presented to the County Connection Board of Directors on July 20, 2023, to authorize the public hearing including a reduction to the East Bay Day Pass threshold for Clipper START and Youth Clipper from \$3.75 to \$1.75. However, this has been removed from the proposal due to impacts on the other East Bay operators that do not provide youth discounts on Clipper.

#### Express Route Clipper Fares

In addition, staff has proposed to reduce Express route Clipper fares to match Local fares. The current fare structure includes surcharges for riders using Clipper on Express routes that are inconsistent with the fares on Local routes. Riders using Clipper on Express routes are charged an extra \$0.25 for a single ride, and a 31-day pass for Express routes costs \$10 more than a 31-day pass for Local routes. The proposal would eliminate these surcharges so that the fare for Express routes is the same as for Local routes and there is a single 31-day pass that is valid on all routes.

#### **Title VI Requirement:**

As a federal grant recipient, County Connection is required to maintain and provide to the Federal Transit Administration (FTA) information on its compliance with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination by recipients of federal financial assistance. The FTA further requires that recipients of FTA financial assistance conduct an analysis on all non-exempt fare changes to assess the impacts of those changes on low-income and minority populations. Since the proposal constitutes a fare change, its implementation requires an equity analysis under the FTA's Title VI regulations.

A fare reduction is deemed to be a benefit, and the required disparate impact analysis examines the allocation of benefits from the fare reduction among minority riders on the affected routes relative to the proportion of minority riders among the system ridership as a whole. Similarly, the required disproportionate burden analysis examines the allocation of benefits from the fare reduction among low-income riders on the affected routes relative to proportion of low-income riders among the system ridership as a whole.

#### **Equity Analysis:**

The impact analyses were conducted using onboard passenger survey data for the Clipper START and Express route fare changes and Census data for the Youth Clipper fare change. The use of Census data for the Youth Clipper analysis was due to the lack of reliable onboard survey data among youth riders, who are less likely to complete these types of surveys and/or provide accurate information such as household income.

The attached Title VI Fare Equity Analysis did not find any disparate impact based on race or any disproportionate burden to low-income populations from any of the proposed fare changes. For the Clipper START discount, the analysis found that minority and low-income riders would be more likely to receive the discount by a margin of 5.8% and 37.6%, respectively. For the Youth Clipper fare discount, minority and low-income riders would also be more likely to receive the discount by a margin of 11.6% and 0.2%, respectively.

For the Express route fare reduction, minority and low-income riders would be less likely to receive the discount by a margin of 5.6% and 5.0%, respectively. However, this is well within the 20% threshold set



forth in County Connection’s disproportionate burden policy. In addition, most minority riders (58.8%) and all low-income riders (100%) would qualify for the Clipper START program, which would provide a greater discount across all routes.

**Public Outreach:**

In July 2023, staff began outreach to receive public comment on the proposed fare changes. A public hearing has been scheduled for September 28, 2023, preceding the Board of Directors meeting. The public may also submit written comments via mail, email, and online through County Connection’s website.

The deadline for receiving written comments was September 20, 2023. A total of 4 comments were received, all in support of one or more elements of the proposed changes. A summary of written comments received is included as Attachment 2. These comments, as well as any received at the public hearing, will be included in the final Title VI report, which will be submitted to the FTA.

**Financial Implications:**

When the Board approved the two-year extension of the Clipper START and Youth Clipper discounts in June, staff estimated a net fare revenue loss of about \$50,000 annually, assuming a continuation of the 20% discount. For the proposed increase to a 50% discount and reduction in Express route Clipper fares, staff estimates an additional fare revenue loss of about \$37,000 annually (see Table 2 below).

**Table 2: Estimated Annual Fare Revenue Loss**

<b>Fare Change</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Clipper START	\$2,000	\$4,500	\$2,500
Youth Clipper	\$48,000	\$72,500	\$24,500
Express routes	--	\$10,000	\$10,000
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$87,000</b>	<b>\$37,000</b>

For the two-year pilot extension of the Clipper START program, MTC will be providing a one-time upfront payment to transit operators based on anticipated fare revenue losses as opposed to quarterly reimbursement payments. County Connection is expected to receive a total of \$28,271 to cover FY 2024 and FY 2025.

**Recommendation:**

The MP&L Committee and staff recommend that the Board approve the proposed fare changes and the attached Title VI Fare Equity Analysis. The analysis has been reviewed by legal counsel, and the public outreach section will be updated upon completion of the scheduled public hearing.

**Action Requested:**

The MP&L Committee and staff request that the Board adopt Resolution No. 2024-07 approving the proposed fare changes.

**Attachments:**

Attachment 1: Title VI Fare Equity Analysis

Attachment 2: Summary of Public Comments

Attachment 3: Resolution No. 2024-07

*County Connection*

# Title VI Fare Equity Analysis

## 2023 Clipper Fare Changes

CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
September 2023

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# 1 INTRODUCTION

As a federal grant recipient, the Central Contra Costa Transit Authority (County Connection) is required to maintain and provide to the Federal Transit Administration (FTA) information on its compliance with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination by recipients of federal financial assistance. The FTA further requires that recipients of FTA financial assistance conduct an analysis on all fare changes to assess the impacts of those changes on low-income and minority populations.

County Connection is proposing the following changes to Clipper® fares:

- Increasing the discount for Clipper START and Youth Clipper riders from 20% to 50% off the Clipper single-ride fare; and
- Eliminating Express route surcharges on Clipper fares for single rides and 31-day passes.

The proposed changes will reduce the fares for certain riders, which constitutes a fare change requiring an equity analysis under the FTA's Title VI regulations. The following equity analysis concludes that there is no disparate impact based on race, and no disproportionate burden on low-income riders, from either of the proposed fare changes.

## 2 TITLE VI POLICIES

In October 2012, the FTA released Circular 4702.1B (Circular), which provides guidelines for compliance with Title VI. Under the Circular, transit operators are required to study proposed fare changes and “major service changes” before the changes are adopted to ensure that they do not have a discriminatory effect based on race, color, national origin or low-income status of affected populations. As a first step, public transit providers must adopt their own “Major Service Change,” “Disparate Impact,” and “Disproportionate Burden” policies. County Connection’s Board of Directors adopted these policies in June 2013. The adopted Disparate Impact and Disproportionate Burden policies, which apply to fare equity analyses, are described below.

### 2.1 Disparate Impact Policy

The Disparate Impact Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on minority populations relative to non-minority populations on the basis of race, ethnicity or national origin.

The threshold is the difference between the burdens borne by, or benefits experienced by, minority populations compared to non-minority populations. Exceeding the threshold means either that a fare or major service change negatively impacts minority populations more than non-minority populations, or that the change benefits non-minority populations more than minority populations. A change with disparate impacts that exceed the threshold can only be adopted (a) if there is substantial legitimate justification for the change, and (b) if no other alternatives exist that would serve the same legitimate objectives with less disproportionate effects on the basis of race, color or national origin.

County Connection establishes that a fare change, major service change or other policy has a disparate impact if minority populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-minority populations, unless (a) there is substantial legitimate justification for the change, and (b) no other alternatives exist that would serve the same legitimate objectives with less disproportionate effects on the basis of race, color or national origin.

## 2.2 Disproportionate Burden Policy

The Disproportionate Burden Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on low-income populations relative to non-low-income populations.

The threshold is the difference between the burdens borne by, and benefits experienced by, low-income populations compared to non-low income populations. Exceeding the threshold means either that a fare or service change negatively impacts low-income populations more than non-low-income populations, or that the change benefits non-low-income populations more than low-income populations. If the threshold is exceeded, County Connection must take steps to avoid, minimize or mitigate impacts where practicable.

County Connection establishes that a fare change, major service change or other policy has a disproportionate burden if low-income populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-low-income populations, unless avoiding, minimizing, or mitigating the disproportionate effects is impracticable.

## 2.3 Public Outreach

In developing the above policies, County Connection staff conducted public outreach (detailed below), including three public meetings with language services available, to provide information and get feedback on the draft policies. Staff incorporated public input gathered through this outreach into the policies proposed for Board approval.

March 28, 2013 – Monument Corridor Transportation Action Team

*Public Comments: Include an annual review to ensure that major service change threshold has not been crossed.*

April 15, 2013 – Public Meeting at the San Ramon Community Center

*Public Comments: Consistent with prior comment to include an annual review for major service changes.*

May 14, 2013 - Public Meeting at the Walnut Creek Library

*Public Comments: None*

April 1<sup>st</sup> – June 1<sup>st</sup>, 2013 – Draft policies made available for public comments on County Connection Website

June 20, 2013 – Public Hearing and Proposed Adoption at the County Connection Board of Directors Meeting

*Public Comments: None*

### 3 PROPOSAL DESCRIPTION

The proposed fare changes are described in the following sections, and a summary of the current and proposed fare amounts is shown in Table 1.

#### Clipper START & Youth Clipper Discounts

The Clipper START and Youth Clipper fare discounts on County Connection began as a pilot program in January 2021 and provide 20% off the Clipper single-ride fare. The Clipper START program is a regional program administered by the Metropolitan Transportation Commission (MTC) to provide discounted fares for low-income adults. Adults (ages 19-64) with incomes at or below 200% of the federal poverty level are eligible for the discount, which is provided using a specially encoded Clipper card. MTC is providing funding to transit operators to partially offset the cost of the program. Because the Clipper START program is limited to adults over the age of 18, County Connection implemented a similar 20% discount for youth riders (ages 6-18) when using a Youth Clipper card. Some transit operators chose to offer greater than a 20% discount in implementing the Clipper START program at their agencies, but MTC only offered funds to offset 50% of fare revenue losses resulting from a 20% discount.

MTC conducted an evaluation of the first two years of the Clipper START pilot program and identified several strategies to improve the effectiveness of the program and increase participation. One strategy is to provide a more consistent discount across operators. In addition to extending the pilot program

through June 2025, MTC is incentivizing all operators to offer a 50% discount by increasing its reimbursement amount. Thus, County Connection is proposing to increase the discount from 20% to 50% for both Clipper START and Youth Clipper fares, including single rides and BART-to-Bus transfers.

Express Route Fares

The current fare structure includes surcharges for riders using Clipper on Express routes that are inconsistent with the fares on Local routes. Riders using Clipper on Express routes are charged an extra \$0.25 for a single ride, and a 31-day pass for Express routes costs \$10 more than a 31-day pass on Local routes. These surcharges introduce complexities that can negatively impact the rider experience and potentially cause conflict between drivers and passengers. The surcharges for Express routes were initially implemented in recognition that those routes were providing a premium service, which catered to regional commuters who were higher income and often had employers that subsidized their transit fares. However, ridership and travel patterns on Express routes have changed significantly post-COVID, with a shift towards more local travel. In an effort to simplify the fare structure and recognize this shift in ridership, County Connection is proposing to eliminate all Express route surcharges on Clipper so that the fare for Express routes is the same as for Local routes, and implement a 31-day pass that is valid on all (local and Express) routes.

Express route surcharges were eliminated from cash fares in March 2019. The proposed change will both provide consistency and further increase the differential between cash and Clipper fares on Express routes to incentivize more Clipper usage. In addition, the change would bring County Connection’s fare structure more in-line with the recommendations from the regional Fare Coordination and Integration Study (FCIS), which calls for a flat local fare.

Summary of Changes

Table 1 below shows a combined summary of the proposed fare changes, including the increased discount for Clipper START and Youth as well as the elimination of Express route surcharges on Clipper.

**Table 1: Proposed Fare Changes**

Clipper Card Type	Fare Product	Route Type	Current Cost	Proposed Cost	Absolute Change	Percentage Change
Adult	Single Ride	Express	\$2.25	<b>\$2.00</b>	-\$0.25	-11.1%
Clipper START & Youth (6-18)	Single Ride	Local	\$1.60	<b>\$1.00</b>	-\$0.60	-37.5%
		Express	\$1.80	<b>\$1.00</b>	-\$0.80	-44.4%
	BART-to-Bus Transfer		\$0.80	<b>\$0.50</b>	-\$0.30	-37.5%



All	31-Day Pass	Express	\$70.00	<b>\$60.00</b>	-\$10.00	-14.3%
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*No changes are being proposed for cash fares, Senior Clipper, RTC, or LINK paratransit fares.*

If approved, the changes would take effect on January 1, 2024. The Clipper START and Youth fare discounts would remain a pilot program through June 30, 2025. However, the proposed Express route fare changes would be permanent.

## 4 EQUITY ANALYSIS

Pursuant to the Title VI Circular, a reduction in fare is a fare change and requires an equity analysis. Because a reduction in fare is a benefit, the disparate impact analysis examines the allocation of benefits from the fare reduction among minority riders who receive the discount relative to their share of the ridership as a whole. Similarly, the disproportionate burden analysis examines the allocation of benefits from the fare reduction among low-income riders relative to their share of the ridership as a whole.

### 4.1 Methodology and Data

#### Methodology

The Circular requires County Connection to conduct a fare equity analysis for all fare changes, regardless of the amount of increase or decrease, to evaluate the effects of fare changes on minority and low-income populations. The following actions do not require a fare equity analysis:

- (i) “Spare the air days” or other instances when a local municipality or transit agency has declared that all passengers ride free.
- (ii) Temporary fare reductions that are mitigating measures for other actions.
- (iii) Promotional fare reductions. If a promotional or temporary fare reduction lasts longer than six months, then FTA considers the fare reduction permanent and the transit provider must conduct a fare equity analysis.

For proposed changes that would increase or decrease fares on the entire system, or on certain transit modes, or by fare payment type or fare media, the fare equity analysis must analyze available information generated from ridership surveys indicating whether minority and/or low-income riders are disproportionately more likely to use the mode of service, payment type, or payment media that would be subject to the fare change.

Both the Disparate Impact Policy and Disproportionate Burden Policy require an examination of the cumulative impacts of a fare change. As a result, this analysis determines potential impacts of the proposed changes by comparing the percentages of low-income and minority riders who would receive each discount based on relative ridership against the percentages of low-income and minority riders who use the system as a whole. These metrics will identify whether low-income and minority riders would experience a disproportionately lower benefit than non-low income and non-minority riders due to the proposed fare changes.

### Definitions

**Minority** – FTA defines a minority person as anyone who is American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or other Pacific Islander.

**Low-Income** – FTA defines a low-income person as a person whose household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines. However, FTA encourages the use of any locally developed threshold provided that the threshold is at least as inclusive as the HHS poverty guidelines. This analysis defines low-income as 200% of the federal poverty level, which is the same threshold that will be used to determine eligibility for the proposed Clipper START discount.

### Data Sources

#### *Onboard Passenger Survey*

An onboard passenger survey (Onboard Passenger Survey) was conducted on County Connection buses in October 2019 and a total of 1,188 responses were collected. The survey was conducted on both weekdays and weekends using handheld tablet personal computers on which the online survey was administered. A sampling plan was developed to ensure that the distribution of completed surveys mirrored the actual distribution of passengers using the system. The sampling plan included completion goals that were set by route and time period based on ridership.

The Onboard Passenger Survey data provides demographic information on County Connection’s riders, including race and income. Survey respondents who declined to answer questions about income or ethnicity are excluded from the analysis. In order to protect privacy, survey respondents were asked to report their income bracket as opposed to their specific income. Because of this, the analysis uses the median of the selected income bracket to compare against the federal poverty level. Table 2 below shows how low-income status—defined in this analysis as 200% of the 2020 federal poverty guidelines—is determined based on household size and income bracket. Using these thresholds, each individual survey response was categorized as either low-income or non-low-income based on responses to the questions about household size and income.

**Table 2: Low-Income Thresholds by Household Size**

Household Size	Low-Income Threshold
1	Under \$25,000
2	Under \$35,000
3-5	Under \$50,000
6-7	Under \$75,000
8-10	Under \$100,000

*American Community Survey*

While County Connection’s Onboard Passenger Survey provides a representative sample of adult riders, these types of surveys generally underrepresent youth riders, as they are less likely to complete the survey and/or be able to provide accurate information such as household income. Due to this absence of reliable demographic data on County Connection’s youth riders, data from the American Community Survey (ACS) was used for analyzing the proposed increase to the youth fare discount. More specifically, the analysis uses data from the 2021 ACS 5-year estimates for all Census tracts and 2020 Decennial Census for all Block Groups within County Connection’s service area. Staff also considered using school data from the California Department of Education, but determined that the available data is incomplete because it excludes private schools. Staff ultimately decided not to use the California Department of Education data.

## 4.2 Impact Assessment

The analysis and findings for each of the three proposed fare changes—Clipper START, Youth Clipper, and Express route Clipper fares—are described in the following sections.

### Clipper START

Based on the Onboard Passenger Survey data, 56.1% of all County Connection riders identify as minority, and 62.4% are considered low-income. Of the riders who would qualify for the Clipper START program, 61.8% identify as minority, and all are low-income.

*Disparate Impact*

The Onboard Passenger Survey data shows that there is no disparate impact on minority riders from the increased Clipper START discount. Of the low-income riders who would qualify for the program, 61.8% are minority, which is higher than the system as a whole (56.1%) by a margin of +5.8%. Thus, minority riders are more likely to receive the benefits of the increased discount than non-minority riders.

*Disproportionate Burden*

There is also no disproportionate burden on low-income riders from the increased Clipper START discount. All users (100%) of the Clipper START discount would be low-income given that this is the eligibility criteria for the program. When compared to the system as a whole, this is a differential of +37.6%. The increased fare discount does not create a burden on low-income riders. In fact, the increased discount benefits low-income riders more than non-low income riders.

Table 3 below shows the results of the impact analysis for the Clipper START program.

**Table 3: Clipper START Impact Analysis Results**

	% Minority	% Low-Income
<b>Eligible for Clipper START</b>	<b>61.8%</b>	<b>100.0%</b>
Systemwide	56.1%	62.4%
<b>Difference from Systemwide</b>	<b>+5.8%</b>	<b>+37.6%</b>
<i>Results</i>	<i>No Disparate Impact</i>	<i>No Disproportionate Burden</i>

Youth Clipper

Based on Decennial Census data, 51.8% of all residents within County Connection’s service area identify as minority, and based on ACS data, 13.9% are considered low-income. Of all residents in the service area that would qualify for the increased youth fare discount, 63.4% are minority, and 14.1% are considered low-income.

*Disparate Impact*

There is no disparate impact on minority riders from increasing the Clipper youth fare discount. The percentage of minority youth in County Connection’s service area that would qualify for the increased discount is higher than the overall minority population in the service area by a margin of +11.6%. Thus, minority riders are more likely to receive the benefits of the increased discount than non-minority riders.

*Disproportionate Burden*

There is also no disproportionate burden on low-income riders from increasing the Clipper youth fare discount. The percentage of low-income youth in County Connection’s service area that would qualify for the increased discount is higher than the overall low-income population in the service area by a margin of +0.2%. Therefore, the increased fare discount does not create a burden on low-income riders. In fact, the increased discount benefits low-income riders more than non-low income riders.

Table 4 below shows the results of the impact analysis for the Youth Clipper fare.

**Table 4: Youth Clipper Fare Impact Analysis Results**

	% Minority	% Low-Income
<b>Eligible for Youth Fare</b>	<b>63.4%</b>	<b>14.1%</b>
Service Area	51.8%	13.9%
<b>Difference from Service Area</b>	<b>+11.6%</b>	<b>+0.2%</b>
<i>Results</i>	<i>No Disparate Impact</i>	<i>No Disproportionate Burden</i>

### Express Route Fares

Based on the Onboard Passenger Survey data, 50.5% of riders on Express routes identify as minority, and 57.4% are considered low-income. On the system as a whole, the percentage of minority riders is 56.1%, and the percentage of low-income riders is 62.4%.

It is important to note that Local routes tend to carry more minority and low-income riders compared to Express routes, which means those populations would be less likely to benefit from the proposed reduction in Express route Clipper fares. However, most minority riders (58.8%) and all low-income riders (100%) would qualify for the Clipper START program, which would provide a greater discount across all routes.

### *Disparate Impact*

There is no disparate impact on minority riders from the proposed change to Express route Clipper fares. The percentage of minority riders on Express routes who use Clipper as a payment method (50.5%) is lower than the system as a whole (56.1%) by a margin of -5.6%, which means that minority riders would be less likely to benefit from a reduction in Express route Clipper fares. However, the differential of -5.6% is still within the 20% threshold set forth in the Disparate Impact Policy.

### *Disproportionate Burden*

There is also no disproportionate burden on low-income riders from the proposed change to Express route Clipper fares. The percentage of low-income riders on Express routes who use Clipper as a payment method (57.4%) is lower than the system as a whole (62.4%) by a margin of -5.0%, which means that low-income riders would be less likely to benefit from a reduction in Express route Clipper fares. However, the differential of -5.0% is within the 20% threshold set forth in the Disproportionate Burden Policy.

Table 5 below shows the results of the impact analysis for the Express Route Clipper Fare.

**Table 5: Express Route Clipper Fare Impact Analysis Results**

	% Minority	% Low-Income
<b>Express Route Riders Using Clipper</b>	<b>50.5%</b>	<b>57.4%</b>
Systemwide	56.1%	62.4%
<b>Difference from Systemwide</b>	<b>-5.6%</b>	<b>-5.0%</b>
<i>Results</i>	<i>No Disparate Impact</i>	<i>No Disproportionate Burden</i>

## 5 PUBLIC OUTREACH

In August 2023, staff began conducting outreach to solicit feedback from the public on the proposed Clipper fare changes. County Connection invited public comment at a public hearing on September 28, 2023, as well as by mail, email, and online through County Connection’s website. Notices for the public hearing were placed on all fixed-route buses, and published in the East Bay Times. Information about the proposed changes was available on County Connection’s website and announced through several social media posts on Twitter, Facebook, Instagram, and NextDoor. All materials were translated into Spanish per County Connection’s Limited English Proficiency (LEP) Plan. Copies of outreach materials and public hearing notices are attached in Appendix B.

### 5.1 Public Comment

[Placeholder for public comment]

# APPENDIX A: RESOLUTION NO. 2013-019 AND COUNTY CONNECTION'S TITLE VI POLICIES

## RESOLUTION NO. 2013-019

### Central Contra Costa Transit Authority

#### Board of Directors

\*\*\*

#### **Adoption of Major Service Change, Disparate Impact, and Disproportionate Burden policies required for compliance with Title VI of the Civil Rights Act of 1964**

**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; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964 requires recipients of Federal grants and other federal financial assistance to operate their programs and services in a nondiscriminatory manner without regard to, race, color or national origin; and

**WHEREAS**, the Federal Transit Administration (FTA) issued Circular FTA C 4702.1B, effective October 1, 2012, setting forth requirements and guidelines for Title VI compliance; and

**WHEREAS**, as set forth in the above-referenced Circular, the Board of Directors is required to adopt policies to guide the equitable distribution of County Connection services; and

**WHEREAS**, the County Connection is also required to adopt policies to define when a service change is sufficiently broad or large to necessitate a review of its potential impacts on minority and low-income populations, and to define when a fare change or major service change will have a disparate impact on minority populations or impose a disproportionate burden on low-income populations, all of which policies and definitions are required to be subject to public input; and

**WHEREAS**, over the past three months, staff has presented draft policies to the Marketing, Planning, and Legislative Committee and the public through public meetings, and accepted public comment on the policies; and

**WHEREAS**, the General Manager recommends the Board approve the attached definition of "Major Service Change," and Disparate Impact and Disproportionate Burden policies, which comply with FTA requirements and which will guide future decisions regarding and monitoring of County Connection programs and services to ensure they are provided equitably, without discrimination based on race, color or national origin.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the Central Contra Costa Transit Authority hereby approves the attached definition of "Major Service Change," and Disparate Impact and Disproportionate Burden policies.

Regularly passed and adopted this 20th day of June, 2013 by the following vote:



AYES: Directors Andersen, Haskew, Horn, Hoffmeister, Manning, Schroder and Worth

NOES: Directors Dessayer and Weir

ABSTENTIONS: None

ABSENT: Directors Hudson and Storer



Erling Horn, Chair, Board of Directors

ATTEST:



Lathina Hill, Clerk to the Board

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### **Title VI of the Civil Rights Act - Proposed Major Service Change Policy / Disparate Impact Policy / Disproportionate Burden Policy**

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#### **Summary of Issues:**

In October 2012, the Federal Transit Administration released new guidelines for compliance with Title VI of the Civil Rights Act of 1964 (Title VI Circular 4702.1B). Under the Circular, transit operators are required to study proposed fare changes and “major” service changes before the changes are adopted to ensure that they do not have a discriminatory effect based on race, ethnicity, national origin or socio-economic status of affected populations. As a first step, public transit providers must adopt their own “Major Service Change,” “Disparate Impact,” and “Disproportionate Burden,” policies. The three policies, and County Connection's proposals, are described below.

#### **Major Service Change Policy**

##### **Description:**

This policy establishes a threshold for when a proposed service increase or decrease is “major,” and thus must be subject to a Title VI Equity Analysis.

County Connection previously defined major service decreases in its adopted “Public Hearing Policy.” The new Policy will apply this threshold to both increases and decreases, and provide for changes to be measured not just individually, but on a cumulative basis over a 12-month period.

##### **Proposed Policy:**

County Connection defines a major service change as:

1. An increase or decrease of 25 percent or more to the number of transit route miles of a bus route; or
2. An increase or decrease of 25 percent or more to the number of daily transit revenue miles of a bus route for the day of the week for which the change is made; or
3. A change of service that affects 25 percent or more of daily passenger trips of a bus route for the day of the week for which the change is made.

Changes shall be counted cumulatively, with service changes being “major” if the 25 percent change occurs at one time or in stages, with changes totaling 25 percent over a 12-month period.

The following service changes are exempted from this policy:

1. Changes to service on a route with fewer than 10 total trips in a typical service day are not considered “major” unless service on that route is eliminated completely on any such day.

2. The introduction or discontinuation of short- or limited-term service (e.g., promotional, demonstration, seasonal or emergency service, or service provided as mitigation or diversions for construction or other similar activities), as long as the service will be/has been operated for no more than twelve months.
3. County Connection-operated transit service that is replaced by a different mode or operator providing a service with similar or better headways, fare, transfer options, span of service, and stops.

## **Disparate Impact Policy**

### **Description:**

The Disparate Impact Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on minority populations relative to non-minority populations on the basis of race, ethnicity or national origin.

The threshold is the difference between the burdens borne by, or benefits experienced by, minority populations compared to non-minority populations. Exceeding the threshold means either that a fare or major service change negatively impacts minority populations more than non-minority populations, or that the change benefits non-minority populations more than minority populations. A change with disparate impacts that exceed the threshold can only be adopted (a) if there is substantial legitimate justification for the change, and (b) if no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin.

### **Proposed Policy:**

County Connection establishes that a fare change, major service change or other policy has a disparate impact if minority populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-minority populations, unless (a) there is substantial legitimate justification for the change, and (b) no other alternatives exist that would serve the same legitimate objectives but with less disproportionate effects on the basis of race, color or national origin.

## **Disproportionate Burden Policy**

### **Description:**

The Disproportionate Burden Policy establishes a threshold for determining whether proposed fare or major service changes have a disproportionately adverse effect on low-income populations relative to non-low-income populations.

The threshold is the difference between the burdens borne by, and benefits experienced by, low-income populations compared to non-low income populations. Exceeding the threshold means either that a fare or service change negatively impacts low-income populations more than non-low-income populations, or that the change benefits non-low-income populations more than low-income populations.

If the threshold is exceeded, County Connection must avoid, minimize or mitigate impacts where practicable.

**Proposed Policy:**

County Connection establishes that a fare change, major service change or other policy has a disproportionate burden if low-income populations will experience 20% more of the cumulative burden, or experience 20% less of the cumulative benefit, relative to non-low-income populations unless the disproportionate effects are mitigated.

## APPENDIX B: PUBLIC OUTREACH MATERIALS & NOTICES OF PUBLIC HEARING

### Webpage

<https://countyconnection.com/2023-fare-proposal/>

### Social Media Graphics

County Connection

# PUBLIC HEARING

**PROPOSED  
CLIPPER FARE  
CHANGES**

**THURS, SEPT 28, 2023 @ 9AM**  
GAYLE B. UILKEMA  
MEMORIAL BOARD ROOM  
2477 ARNOLD INDUSTRIAL WAY  
CONCORD, CA 94520

*SEE LINK FOR DETAILS*

County Connection

# AUDIENCIA PÚBLICA

**CAMBIOS  
PROPUESTOS EN LAS  
TARIFAS DE CLIPPER**

**28 DE SEPTIEMBRE DEL 2023  
A LAS 9:00 AM**  
GAYLE B. UILKEMA  
MEMORIAL BOARD ROOM  
2477 ARNOLD INDUSTRIAL WAY  
CONCORD, CA 94520

*Ver enlace para más detalles*

Legal Notice

NOTICE OF PUBLIC HEARING

The Central Contra Costa Transit Authority (County Connection) will hold a public hearing to receive public comment on the following proposed changes to Clipper fares:

- Increasing the discount for Clipper START and Youth Clipper riders from 20% to 50% off the Clipper single-ride fare
- Elimination of Express route surcharges on Clipper for single rides and 31-day passes

Further information on the fare change proposal is available on the County Connection website or by calling (925) 676-7500.

Comments can be submitted in writing via mail, email, or online, or at the scheduled public hearing. Written comments must be received by September 20, 2023. It is anticipated that the Board of Directors will take action on the proposed fare changes at their regular meeting scheduled for September 28, 2023, following the public hearing.

**Mail:** Director of Planning & Marketing  
2477 Arnold Industrial Way  
Concord, CA 94520

**Email:** [planning@countyconnection.com](mailto:planning@countyconnection.com)

**Online:** <https://countyconnection.com/2023-fare-proposal>

**Public Hearing:** Thursday, September 28, 2023 at 9:00 am  
Gayle B. Uilkema Memorial Board Room  
2477 Arnold Industrial Way  
Concord, CA 94520

**Teleconference option:**  
Web link: <https://us02web.zoom.us/j/85399133311>  
By phone: 408-638-0968 (Meeting ID: 853 9913 3311)

Bill Churchill, General Manager  
Central Contra Costa Transit Authority  
2477 Arnold Industrial Way  
Concord, CA 94520  
**CCT 6773494; Aug. 21, 2023**

# PUBLIC HEARING

## PROPOSED CLIPPER FARE CHANGES

We're seeking  
community input on:

*Increased discount  
for Clipper START  
and Youth Clipper*

— & —

*Reducing Clipper  
express fare to  
match local fare*

SCAN QR CODE  
FOR ALL DETAILS ▶



### COMMENT IN PERSON

SEPTEMBER 28, 2023 @ 9AM

GAYLE B. UILKEMA  
MEMORIAL BOARD ROOM  
2477 ARNOLD INDUSTRIAL WAY  
CONCORD, CA 94520



**ZOOM:** Be a virtual guest!  
(Scan QR code below for link)



**CALL-IN:** 408-638-0968  
Meeting ID: 853 9913 3311

### WRITTEN COMMENTS \*



**VIA MAIL**  
Director of Planning & Marketing  
2477 Arnold Industrial Way  
Concord, CA 94520



**VIA EMAIL**  
[planning@countyconnection.com](mailto:planning@countyconnection.com)

### COMMENT ONLINE

[countyconnection.com/2023-fare-proposal](https://countyconnection.com/2023-fare-proposal)

*\* Written comments must be received  
by September 20, 2023.*

# AUDIENCIA PÚBLICA

## CAMBIOS PROPUESTOS EN LAS TARIFAS DE CLIPPER

Estamos buscando  
la opinión de la  
comunidad sobre:

- ▷ *Descuento incremental para Clipper START y Youth Clipper*
- ▷ *Reducción de la tarifa exprés de Clipper para que coincida con la tarifa local*

ESCANEA EL CÓDIGO  
QR PARA TODOS  
LOS DETALLES ▷



### COMENTA EN PERSONA

28 DE SEPTIEMBRE DEL 2023  
A LAS 9:00 AM  
GAYLE B. UILKEMA  
MEMORIAL BOARD ROOM  
2477 ARNOLD INDUSTRIAL WAY



¡Sé un/a invitado/a virtual!  
Escanee el código QR a  
continuación para ver el enlace



LLAMAR: 408-638-0968  
Identificación de la reunión:  
853 9913 3311

### COMENTARIOS POR ESCRITO \*



#### POR CORREO

Director of Planning & Marketing  
2477 Arnold Industrial Way  
Concord, CA 94520



#### POR CORREO ELECTRÓNICO

[planning@countyconnection.com](mailto:planning@countyconnection.com)

#### COMENTE POR INTERNET

[countyconnection.com/2023-fare-proposal](https://countyconnection.com/2023-fare-proposal)

\* Los comentarios escritos deben recibirse  
antes del 20 de septiembre del 2023



## APPENDIX C: PUBLIC COMMENTS

[Placeholder]

**APPENDIX D: RESOLUTION NO. 2023-XX,  
APPROVING THE PROPOSED FARE CHANGE AND  
EVIDENCING CONSIDERATION OF THIS EQUITY  
ANALYSIS**

[Placeholder]

Attachment 2:

# Summary of Public Comments

As of September 20, 2023

All comments are presented as submitted, no revisions were made.

#	Public Comment	Staff Response
1	I want a \$2.00 fare but what about a no-charge on the transfer to another bus on the route.	Thank you for your comment. We currently provide free bus transfers when using Clipper, and that would continue to be the case under this proposal.
2	Thank you busdrivers for tolerating long bus rides as well as occasional mishaps.! It's nice of you to extend courtesy care to waive bus ride fares ( " free ride" ,) on the buses for the working class and the other patrons.! Thank you for as well as trying to swing some more discounts on the bus tarrifs. Great Work! Sincerely, June P. Tsujimoto 7September. 2023: ^ 😊🌸	N/A
3	<i>See attached email</i>	<i>See attached email</i>
4	My son has been using youth clipper since he was a 6th grader currently now a sophomore in high school . I believe fares should be lowered for youth & latest to make even more affordable. My child was denied a ride because his youth clipper card did not have enough money . No fault of a child when it's parent responsibility. My child would have had enough if fare was cheaper , and had better universal policy about leaving students . I currently hold a clipper start card just learned it was avail . It's been very useful for me to get to DVC which provide me fare to get to school . By lowering the fare it help students ride longer and maximize their benefits.	N/A

## Melody Reeb

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**From:** Melody Reeb  
**Sent:** Thursday, September 7, 2023 3:45 PM  
**To:** 'Meiko Lopez-Jones'  
**Cc:** Planning; Customer Service  
**Subject:** RE: Proposal to change fare in 2023

Hi Meiko,

Thank you for your feedback. We expect that the proposed fare changes will provide a benefit to riders such as yourself, as it would lower fares for Clipper START as well as Express routes. This means that on Routes 6, 21, and 96X, you would only pay \$1.00 per ride (or if transferring, you'd continue to ride at no cost).

Please let me know if you have any questions

Thanks,

**Melody Reeb** (she/her)  
Director of Planning, Marketing & Innovation  
County Connection  
2477 Arnold Industrial Way, Concord, CA 94520  
O: (925) 680-2029  
[reebs@cccta.org](mailto:reebs@cccta.org)

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**From:** Meiko Lopez-Jones [REDACTED]  
**Sent:** Thursday, September 7, 2023 1:53 PM  
**To:** Customer Service <customerservice@cccta.org>  
**Cc:** Planning <Planning@cccta.org>  
**Subject:** Proposal to change fare in 2023

**CAUTION:** \*This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This is Meiko Lopez-Jones I currently work in Walnut creek and depend on your route 21,96x, your 4 and your 5 and in Lafayette your 6 to get me to my destinations for work. I currently have a vehicle that is being used by my son and I commute from Vallejo from the soltran bus line that recently changed their routes on August 6th which makes me late to work daily because of the Y bus going to walnut Creek every 2 hours instead of hourly. I have been thrown through a tizzy from the decision they made. I am a clipper start card holder and depend on the fares being low for my transportation budget. This helps me provide for my three children and allows me to have a smaller transportation budget for me and my family.

I plead to your organization to keep all fares the same or the lowest fare increase as possible. My clipper start card helps me pay low fares or reduced fare so the burden on commuting to your county is not so costly. Thus allows me to have an affordable rent and commute affordable too. All this while riding your organizations well run routes. There is no complaint of the routes and time. I plead to your organization to keep fares for me and my clipper start use low. I count on my transfers to be no cost so I may get around independently.

Thank you for your consideration.

**RESOLUTION NO. 2023-07**

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

\* \* \*

**APPROVING CLIPPER FARE CHANGES AND CORRESPONDING TITLE VI EQUITY  
ANALYSIS**

**WHEREAS**, the County of Contra Costa and 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 Sections 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**, on November 19, 2020, the Board of Directors ("Board") approved implementation of the Clipper START Program and Youth Fare Program pursuant to Resolution No. 2021-014, and the pilot programs were launched on January 25, 2021;

**WHEREAS**, on September 16, 2021, the Board approved an 18 month extension of the Clipper START Program and Youth Fare Program pursuant to Resolution 2022-007;

**WHEREAS**, on June 15, 2023, the Board approved a two year extension of the Clipper START Program and Youth Fare Program through June 30, 2025;

**WHEREAS**, the Clipper START Program and Youth Fare Program currently provide a 20% discount off the Clipper single-ride fare for eligible low-income adults and youth ages 6-18, respectively, when using a Youth Clipper card;

**WHEREAS**, the Metropolitan Transportation Commission ("MTC"), the regional transportation planning agency for the San Francisco Bay Area that administers the Clipper START Program, conducted an evaluation of the first two years of the pilot program and identified several strategies to improve the effectiveness of the program and increase participation, including incentivizing all operators to offer a 50% discount by increasing MTC's reimbursement amount;

**WHEREAS**, staff proposes increasing the discount from 20% to 50% for Clipper START and Youth Clipper fares for the duration of the pilot programs;

**WHEREAS**, CCCTA's current fare structure includes a \$0.25 Clipper surcharge for single rides and \$10 surcharge for a 31-day pass on Express routes, and staff proposes eliminating these surcharges so that the Express route fares are consistent with Local route fares;

**WHEREAS**, Federal Transit Administration ("FTA") Circular 4702.1B, which implements Title VI of the Civil Rights Act of 1964 ("Title VI"), requires CCCTA to conduct a service and fare equity analysis ("Title VI Analysis") on proposed service and fare changes to assess whether the changes have disproportionate burdens on low-income populations or disparate adverse impacts on minority populations;

**WHEREAS**, CCCTA staff began outreach to receive public comments on the proposed changes in July 2023 and conducted a noticed public hearing on September 28, 2023;

**WHEREAS**, the Title VI Analysis found that none of the proposed fare changes have a disparate impact on minority populations or a disproportionate burden on low-income populations; and

**WHEREAS**, the Board has reviewed the proposed fare changes and 2023 Clipper Fare Changes Title VI Fare Equity Analysis, considered the public input received, and considered the financial implications of the proposed fare changes.

**NOW THEREFORE BE IT RESOLVED** by the Central Contra Costa Transit Authority Board of Directors as follows:

1. The 2023 Clipper Fare Changes Title VI Fare Equity Analysis, attached hereto as Exhibit A and incorporated by reference, is hereby approved.
2. The 50% discount for Clipper single-ride fare for the Clipper START Program and Youth Fare Program, as described with more particularity in the attached Exhibit A, is hereby approved for the duration of the pilot programs.
3. Elimination of the \$0.25 Clipper surcharge for single rides and \$10 surcharge for a 31-day pass on Express routes, as described with more particularity in the attached Exhibit A, is hereby approved.
4. The General Manager, or designee, is hereby authorized to take all actions necessary and proper to implement the actions listed above.
5. The General Manager, or designee, is hereby authorized to take all necessary steps to submit documentation relating to the 2023 Clipper Fare Changes Title VI Fare Equity Analysis to the Federal Transit Administration.

Regularly passed and adopted this 28th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Amy Worth, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

**To:** Board of Directors

**Date:** 8/28/2023

**From:** Pranjal Dixit, Manager of Planning

**Reviewed by:** MR

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**SUBJECT: Fiscal Year 2023 Fixed-Route Performance Report**

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**Background:**

The annual performance report for fixed routes provides a summary of key performance indicators and recent trends for July 2022 through June 2023. Overall, total fixed-route passengers increased by 29.1% from FY 2022 to FY 2023. Total weekday ridership was up 28.5% and weekend ridership was up 35.1% over FY 2022.

FY 2023 was the first full year since the shelter-at-home orders were lifted, mask mandates were relaxed, and schools came back in-person, ridership has seen a steady increase, aided by systemwide and regionwide fare promotions. Average weekday ridership fluctuated between 20%-40% below normal pre-COVID levels throughout FY 2023. Weekend ridership recovered more quickly than on weekdays and ranged between 20% below to 2% above pre-pandemic ridership.

Bus schedules were changed three times in the 2022-2023 fiscal year to accommodate changes in bell times, BART service, and traffic congestion. In August 2022, schedules were changed to reflect new bell times, several of which were implemented as a result of Senate Bill 328 requiring later start times for high schools. The schedules were also adjusted to align with BART service changes on weekends. In November 2022, routes in Martinez were restructured to realign routes to better serve the demand. In January 2023, schedules were further adjusted to improve on time performance and operator layovers to adjust for increased traffic congestion and changes in travel patterns. Overall, about 0.64% of scheduled trips were missed over the course of FY 2023, which was 65% lower than the previous year.

Overall, on-time performance in FY 2023 was 85%, which was lower than the previous year. However, this was largely a result of changes to the methodology for calculating on-time performance to account for early departures at timepoints starting in July 2022. Additionally, along with the increase in ridership, traffic conditions worsened as the post-pandemic reopening of businesses continued, leading to a decline in on-time performance.

There was a significant increase in passengers riding for free and using employer or school passes. County Connection continued its annual Pass2Class program promotion to allow students to ride the buses for free for two months starting in August 2022. Additionally, beginning in July 2022, the Monument Free program was expanded to provide free rides on weekend Routes 311, 314, and 316. County Connection also implemented free fares for all passengers for the month of October 2022, which aided in strong ridership recovery.

Clipper usage among fare-paying riders also saw significant improvement, which could be attributed to continued adoption of regional fare programs like Clipper START and Clipper Youth discount programs which were implemented in January 2021. Of those who paid a fare, average Clipper usage was 78.7%, which was higher than the pre-COVID average of 76.4%.

**Financial Implications:**

None, for information only.

**Recommendation:**

None, for information only.

**Action Requested:**

None, for information only.

**Attachments:**

CCCTA Performance Measurement  
CCCTA Performance Indicators  
CCCTA Boardings by Fare Type



## CCCTA PERFORMANCE MEASUREMENT

Fiscal Years 2022 and 2023

PERFORMANCE MEASURE	FY 21-22	FY 22-23	% Change FY22 to FY23
Weekday Passenger Boardings	1,668,815	2,143,989	28.5%
Saturday Passenger Boardings	91,905	120,814	31.5%
Sunday Passenger Boardings	73,744	102,915	39.6%
<b>Fixed Route Total Passengers</b>	<b>1,834,464</b>	<b>2,367,719</b>	29.1%
Other Passengers <sup>(1)</sup>	69	56,859	
<b>Grand Total Passenger Boardings</b>	<b>1,834,533</b>	<b>2,424,578</b>	32.2%
Average Weekday Ridership	6,544	8,408	28.5%
Total Revenue Hours	185,211	188,263	1.6%
Total Revenue Miles	2,145,814	2,247,706	4.7%
Operating Cost <sup>(3)</sup>	<sup>(2)</sup> \$31,747,880	<sup>(3)</sup> \$ 34,552,471	8.8%
Farebox Revenue	<sup>(2)</sup> \$1,936,353	<sup>(3)</sup> \$2,440,019	26.0%
Number of Weekdays	255	255	0.0%
Number of Saturdays	52	52	0.0%
Number of Sundays	52	52	0.0%
Total Scheduled Trips	259,736	259,496	(0.1%)
Total Missed Trips	4,803	1,663	(65.4%)
<b>Passenger Boardings per Day</b>			
Weekday	6,544	8,408	28.5%
Saturday	1,767	2,323	31.5%
Sunday	1,418	1,979	39.6%

(1) 'Other Passengers' include Bus Bridges & Special Events

(2) FY 21-22 Operating Cost & Farebox Revenue have been updated to **"post Audit"** figures

(3) FY 22-23 Operating Cost & Farebox Revenue figures are still being finalized

## CCCTA PERFORMANCE INDICATORS

Fiscal Years 2022 and 2023

PERFORMANCE MEASURE	FY 21-22	FY 22-23	% Change
			FY22 to FY23
Passengers/Revenue Hour	9.91	12.88	30.0%
Passengers/Revenue Mile	0.85	1.08	26.2%
Cost/Revenue Hour	\$171.41	<sup>(1)</sup> \$183.53	7.1%
Cost/Passenger	\$16.25	<sup>(1)</sup> \$13.24	(18.5%)
Percent of Missed Trips	1.85%	0.64%	(65.3%)
Farebox Recovery Ratio	6.1%	<sup>(1)</sup> 7.1%	15.8%
Accidents/100,000 Miles	0.98	0.97	(1.0%)
Maintenance Employee/100,000	9.43	9.56	1.4%
Operator OT/Total Operator Hour	8.66%	8.12%	(6.3%)
Percent of Trips On-time	93%	<sup>(2)</sup> 85%	(9.0%)
Lift Availability	100.0%	100.0%	0.0%
Lift Boardings	24,951	26,509	6.2%

*(1) FY 22-23 Operating Cost & Farebox Revenue figures are still being finalized*

*(2) Methodology to calculate on-time performance was modified at the beginning of FY 22-23*

## CCCTA BOARDINGS BY FARE TYPE

Fiscal Years 2022 and 2023

Fare Type	FY 21-22	% of Total	FY 22-23	% of Total	% Change
					FY22 to FY23
Adult Cash <sup>(1)</sup>	163,827	8.9%	247,402	10.2%	51.0%
Clipper Card <sup>(2)</sup>	809,675	44.1%	930,727	38.4%	15.0%
Senior & Disabled <sup>(3)</sup>	71,357	3.9%	80,316	3.3%	12.6%
Free	754,023	41.1%	1,113,886	45.9%	47.7%
Employer/School Pass <sup>(4)</sup>	35,652	1.9%	52,246	2.2%	46.5%
<b>Totals</b>	<b>1,834,533</b>	<b>100.0%</b>	<b>2,424,576</b>	<b>100.0%</b>	<b>32.2%</b>

*(1) Includes Adult cash, paper passes, and transfers*

*(2) Includes all uses of Clipper Cards including Seniors*

*(3) Includes 'Midday Free'*

*(4) Includes 'St Mary's', 'JFKU' 'Free', 91X, Ace 92X & 'Summer Youth Pass' Passengers*

To: Board of Directors

Date: 9/21/2023

From: Rosa Noya, Manager of ADA and Special Services

Reviewed by: WC.

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**SUBJECT: Fiscal Year 2023 Paratransit Performance Report**

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### **Background:**

LINK Paratransit service has continued to experience ridership growth through the third year of the COVID-19 Pandemic. Unlike years one and two, LINK has ceased performing alternative services like Meals on Wheels, school lunches and food bank trips. These programs have also experienced a reasonable amount of recovery, although they have all asked LINK to standby.

With increased ridership came a few challenges: drivers retired while others moved on to new ventures. This change in the labor force caused a strain on the service and on-time performance suffered. Complaints were at an all-time high as passengers and drivers alike became accustomed to being back in close quarters with each, others still had a sense of caution when it came to COVID outbreaks, all while dealing with increased traffic patterns on our freeways.

Staffing issues were further compounded with the loss of Transdev Operations and Safety Manager. As was written in the Paratransit contract with Transdev, monetary penalties for service failures were imposed. Transdev, being a good partner, used that incentive to cast a wide net in their recruiting efforts. On-time performance although starting at 92.9% of July 2022, dropped to an all-time low of 72.8% in November 2022. In response to this trend, Transdev provided several staff solutions which resulted in us ending the fiscal year at 94.3%, the best service performance, since taking over the contract.

### **Partnerships and Service Trends:**

Choice in Aging (CIA): Choice in Aging renewed their contract with SilverRide, after the Board approved their on-going contract with County Connection, thus continuing their ability to provide door through door service for selected individuals whose ride with traditional paratransit services are affected. Choice in Aging, like many social service agencies, struggled to open their doors fully due to low participation. In addition, they also suffered and continue to suffer with staffing issues. In the last 6 months of the fiscal year, as they continue to see growth, they increased their vehicle needs from two (2) to three (3) to accommodate more passengers. This partnership continues to benefit both Choice in Aging and County Connection LINK. Having to cater to these additional passengers on the paratransit service during our labor shortage would have been difficult and would further degrade the services we are providing.

One Seat Ride: A program established by County Connection and in partnership with Tri-Delta, WestCat and LAVTA, continues to increase. This program continues to allow passengers that are travelling from one jurisdiction to another without transfers. This successful program is going on its third year and continues to provide efficient service for both the passengers and is cost effective for

the operators. Currently, East Bay Paratransit has inquired about joining the program which would close the loop for many passengers wanting to travel to West County.

Livermore Amador Valley Transportation Partnership: As a result of a successful collaborative pilot project with LAVTA, County Connection released a joint Request for Proposal (RFP) to provide Paratransit Services using one contractor for both services. Transdev, the incumbent, won the four-year (with one option year) contract after a competitive bid. We have completed year one and will not develop another RFP until 2027.

Travel Training: County Connection received a TRANSPAC grant over a two-year period for FY23 and FY24. This grant is used to perform travel training for ADA passengers, seniors, and persons with disabilities in certain TRANSPAC supported cities. County Connection, through the Board’s approval, enlisted Independent Living Resources (ILR) to provide travel training. Start-up was slow due to writing the scope of work, developing the program, hiring a travel trainer and the unexpected long and wet winter.

<b>Fiscal Year</b>	<b>FY 21</b>	<b>FY22</b>	<b>FY23</b>
<b>LINK ADA</b>	34,552	56,876	79,321
<b>One Seat</b>	2,359	8,986	14,382
<b>Choice In Aging</b>	-	1,790	4,557

**Financial Implication:**

Staff budgeted \$7,828,061 for the FY 2023 Paratransit Service and spent \$6,927,403 on operating costs. This number could have been higher, but Transdev was charged almost \$300,000 in liquidated damages for areas in which they failed to meet service standards. This overall only accounts for County Connection’s LINK service.

**Recommendation:**

None, for Information only.

**Action Requested:**

None, for information only.

**Attachments:**

Attachment 1: Paratransit Statistics

Paratransit Statistics							
	FY 17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	Change from FY21-22 to FY22-23
Operating Cost	\$ 5,517,364.00	\$ 6,296,163.52	6,287,242.98	\$ 4,753,460.94	\$ 6,433,818.00	\$6,927,403	7.7%
Farebox Revenue	\$ 504,028.00	\$ 532,080.88	\$ 397,550.02	\$ 112,477.49	\$ 107,206.00	\$ 362,778.00	238.8%
<b>Net Subsidy</b>	<b>\$ 5,013,336.00</b>	<b>\$ 5,764,082.64</b>	<b>\$ 5,889,692.96</b>	<b>\$ 4,640,983.45</b>	<b>\$ 6,326,612.00</b>	<b>\$ 6,564,625.00</b>	<b>3.8%</b>
Total Passengers	146,331	152,606	113,553	38,324	74,031	93,703	26.5%
Revenue Hours	70,222	79,565	55,393	63,484.91	50,123.00	47,690.00	(4.8%)
Non-Revenue Hours	22,031	21,691	30,001	29,221.29	21,029.82	17,709.00	(16.6%)
<b>Total Hours</b>	<b>91,260</b>	<b>101,256</b>	<b>85,393</b>	<b>92,706.20</b>	<b>71,152.82</b>	<b>65,399.00</b>	<b>(7.9%)</b>
Total Revenue Miles	1,054,542	1,185,946	1,017,246	760,081	783,408	1,117,692	42.7%
Non-Revenue Miles	265,002	282,923	189,883	121,856	71,255	149,706	110.5%
<b>Total Miles</b>	<b>1,318,993</b>	<b>1,468,869</b>	<b>1,207,129</b>	<b>881,937</b>	<b>854,663</b>	<b>1,267,398</b>	<b>48.1%</b>
Road Calls	24	26	12	4	9	11	22.2%
Complaints	44	146	43	13	73	437	497.3%
Accidents	5	8	6	4	2	5	150.0%

Notes:

FY 22 Audited

FY23-Unaudited excludes PCA and companions

LAVTA not included.

GOAL	Measurement	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	Standard	Met?
<b>EFFICIENCY</b>												
Cost Control	Cost/Revenue Hr	\$ 69.42	\$ 70.88	\$ 74.78	\$ 78.57	\$ 79.13	\$ 132.14	\$ 190.35	\$ 145.71	\$ 81.41	Increase < inflation	No
	Cost/Passenger	\$ 32.63	\$ 35.19	\$ 38.02	\$ 40.58	\$ 41.25	\$ 85.53	\$ 140.82	\$ 95.29	\$ 75.18	Increase < inflation	No
	Farebox Recovery	10.2%	8.8%	9.9%	9.1%	12.4%		COVID			10.7%	No
Safety	Accidents/100k Miles	0.83	0.45	0.46	0.38	0.3/100k Miles	0.2	0.78	0.59	0.39	0.3/100k Miles	No
<b>EFFECTIVENESS</b>												
Market Penetration	Passengers per RVhr	2.1	2	1.97	1.94	1.92	1.65	1.15	1.46	1.66	1.5	yes
	Denials	0	0	0	0	None	0	0	0	0	None	yes
Service Quality	Miles between Roadcalls	22	1.9	1.7	1.8	3.0 / 100K miles	100K	100K	100K	0.87	3.0 / 100K miles	Met
	Percent of Trips On-time	84%	81%	74%	75%	79%	91%	96%	95%	83%	90% or 92% w/incentive	no
	Complaints/100k miles	0.5	0.5	0.5	3.3	11	0.0	0.0	0.0	34.5	2.0 / 100K miles	Met
	Employee Turnover	39%	23%	11%	32%	11%	0%	0%	33%	26%	5%	No
<b>EQUITY</b>												
Improving Transit Access	Lift Availability	100%	100%	100%		100%	100%	100%	100%	100%	100%	Yes

Note: FY 22-23 figures are pre-audit

To: Board of Directors

Date: 08/31/2023

From: Yvette Glenn, Director of Transportation

Reviewed by: *WC.*

**SUBJECT: 2022-23 BART Bus Bridges Update**

### Background:

County Connection and Bay Area Rapid Transit (BART) have had a long-standing partnership for providing Bus Bridges on the C-Line that has existed for over 20 years. This partnership has been profoundly important in protecting the regional trips coming into and out of Contra Costa County. The following data includes information and updates on the current ridership for FY23 bus bridges. The data captured was used to provide information on our current ridership/passenger counts, labor used, hours of operation, and total mileage traveled for all bus bridges.

Post-pandemic County Connection, alongside other transit agencies, continues to face significant labor shortages, which has had an impact on our ability to provide bus bridges for BART. In previous years County Connection was able to provide up to 24 buses per day for bus bridges, however, with labor shortages at an all-time low, County Connection could only guarantee a maximum of 12 buses per day. As a result, the total number of passengers carried on Bus Bridges is down from previous years. Also, to carry the volume of passengers required on the planned Bus Bridge from Rockridge to Orinda both AC Transit and County Connection had to collaborate and work together to provide a sufficient number of buses.

Staff worked closely with BART to support and manage each Bus Bridge, providing field supervision as well to ensure a successful deployment. BART has since requested two additional bridges for October 14-15, 2023, and October 28 -29, 2023.

### Scheduled BART Bus Bridge:

Scheduled Bus Bridges are agreed upon well in advance and are designed to give BART the opportunity to conduct critical track and equipment maintenance to maximize system reliability and safety.

Dates	Operator/ Coaches	BART Service Hours	Bus Bridge Location	Passenger Carried
October 15 – 16, 2022	24	All day Saturday and Sunday	Concord-Pleasant Hill	9,921
October 29-30, 2022	24	All day Saturday and Sunday	Concord-Pleasant Hill	9,362
November 12-13, 2022	25	All day Saturday and Sunday	Concord-Pleasant Hill	9,060
February 18-19,2023	22	All day Saturday and Sunday	Rockridge-Orinda	1,195
April 1-2 2023	17	All day Saturday and Sunday	Rockridge-Orinda	3,841
April 15-16, 2023	18	All day Saturday and Sunday	Rockridge-Orinda	4,797
May 13-14, 2023	18	All day Saturday and Sunday	Rockridge-Orinda	4,668
May 27-28-29, 2023	24	All day Saturday and Sunday	Rockridge-Orinda	6,895
June 10-11,2023	17	All day Saturday and Sunday	Rockridge-Orinda	4,392
<b>Grand Total</b>				<b>54,131</b>

**Unscheduled BART Bus Bridge:**

Unscheduled bus bridges result from a vast variety of emergency situations ranging from trees falling on the track, truck and or equipment failure, fires and even at times unauthorized individuals entering the track area. In these situations, staff are required to respond quickly to design and implement a solution. Generally, County Connection can respond within fifteen to twenty minutes with buses on the road mitigating the emergency.

Dates	Operator/ Coaches	BART Service Hours	Bus Bridge Location	Passengers Carried
February 21, 2022	4	6:00 pm - 7:00 pm	Lafayette-Pleasant Hill	0
May 19, 2022	12	6:00 pm - 9:00 pm	Concord-Pleasant Hill	238
June 9, 2022*	27	5:00 am - 7:00 am	All-BART Stations	73
June 21, 2023	15	6:00 pm - 9:00 pm	Concord-Pleasant Hill	2,635
July 14, 2022	1	3:30 pm - 4:00 pm	Concord-Pleasant Hill	60
July 19, 2022	15	5:30 am - 10:00 am	Concord-Pleasant Hill	2,299
July 25, 2022	4	7:00 am - 8:30 am	Rockridge-Orinda	173
September 9, 2022	15	7:30 pm - 11:00 pm	Concord-Pleasant Hill	2,260
January 24, 2023	7	6;30 am - 10:30 am	Orinda-Walnut Creek	285
<b>Grand Total</b>				<b>8,023</b>

\*Mutual Aid only

**Financial Implications:**

Per the agreement, BART covers all costs associated with any bus bridge.

**Recommendation:**

None, for information only

**Action Requested:**

None, for information only

**Attachments:**

None