

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, September 21, 2017
9:00 a.m.**

**CCCTA Paratransit Facility
Gayle B. Uilkema Memorial Board Room
2477 Arnold Industrial Way
Concord, California**

The County Connection Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
 - a) Approval of Minutes of Regular Meeting of August 17, 2017*
 - b) CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Report of Chair
 - a) 2016 Employee Chair's Award of the Year
 - b) Recognition of the General Manager's Award for 2016
 - c) Recognition of 2016 Employees of the Year
 - d) Seating of CCCTA Officers
 - e) Committee Assignment Announcement
6. Report of General Manager
 - a) Update on the MTC Implementation discussions regarding SB1 State Transit Assistance (STA) Population Based Funds
7. Report of Standing Committee
 - a) Operating & Scheduling Committee
(Committee Chair: Robert Storer)

- 1) Revised Draft Policy-Public Bus Service to Schools*
Resolution No. 2018-003**
(The O & S Committee recommends Board approval of the revised
Draft Policy-Public Bus Service to Schools.)
- 2) Sample Draft of Comprehensive Operations Anyalysis, Route 16*
(Informational Only)

8. Board Communication

Under this item, 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 (on any matter) be made at another meeting.

9. Adjournment

*Enclosure

**It will be available at the Board meeting.

General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk.

Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Board Clerk, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call Katrina Lewis – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, October 19 , 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, October 4, 9:00 a.m. Candace Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, October 5, 10:00 a.m., 1676 N. California Blvd., Suite 620, Walnut Creek, CA,
Operations & Scheduling:	Friday, October 6, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

County Connection

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Concord, CA 94520-5326

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Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

August 17, 2017

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Secretary Sue Noack called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Dessayer, Diaz, Hudson, Storer, Tatzin, Wilk and Worth. Directors Hoffmeister and Schroder were absent.

Staff: Ramacier, Chun, Barnes, Cheung, Hill, Horta, Martinez, Mitchell and Robinson

Public Comment:

Ralph Hoffman, a citizen from Walnut Creek came to praise County Connection on the free trolley in downtown Walnut Creek. He would like to see more free bus lines.

CONSENT CALENDAR

MOTION: Director Tatzin moved approval of the Consent Calendar, consisting of the following items:
(a) Approval of Minutes of Regular Meeting of July 20, 2017. Director Worth seconded the motion and it received the following vote of approval:

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

REPORT OF CHAIR:

Election of CCCTA Officers

Secretary Noack stated that the current and the past two chairs, Directors Hoffmeister, Dessayer and Storer met and recommends the following nominations:

MOTION: Director Dessayer moved to elect Rob Schroder, Board Chair, Sue Noack, Vice Chair and Jim Diaz, Secretary. Director Tatzin seconded the motion and it received the following vote of approval:

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

REPORT OF GENERAL MANAGER:

Update on APTA's approach on Federal Regulatory Reform

Rick Ramacier stated that he was asked to participate on a panel that discusses obstacles in transit. Some of the areas of discussion are; clarification of service animals, civil rights in transit, DBE reform, 13c reform, and drug testing. If and when anything develops from these meetings, he will report back.

Announce Awards BBQ on August 31, 2017

Rick Ramacier announced that County Connection will have an awards bbq on August 31, 2017 at noon to pass out the annual employee awards. All of the board members are invited to come.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Report on the Performance of the Battery Electric Trolleys (BEB)

Rashidi Barnes explained to the board that the battery electric trolleys have been in use since December 2016. We are currently working with National Renewable Energy Laboratory (NREL), who is conducting a third-party evaluation of our BEB's. We will need 8-12 months of tracking data to be able to understand how reliable the system is and the difference in cost between using diesel buses compared to the BEBs. When we have enough data to fully examine the findings, he will come back and give the board an update.

Marketing, Planning & Legislative Committee

TLC Grant-Walnut Creek Bus Stop Access and Safety Improvements

Director Storer informed the Board that County Connection needs to replace 3 paratransit vans for the Link Service. Scott Mitchell, Director of Maintenance, recommends the procurement of the vans from Creative Bus Sales based upon a CalACT consortium RFP for Paratransit Vans led by the Morongo Basin Transit Authority. The funds will come from Grant#2016-057 (\$295,200) and from a local match from TDA funds (\$73,080). The cost will not exceed \$368,280.

MOTION: Director Storer moved adoption of Resolution No. 2018-001, authorizing the General Manager to purchase 3 Paratransit vans from Creative Bus Sales, not to exceed \$368,280. Director Wilk seconded the motion and it received the following vote of approval:

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

BOARD COMMUNICATION: None

CLOSED SESSION:

The Board went into closed session at 9:42 a.m.

Public Employee Performance Evaluation; Conference with Labor Negotiator
Pursuant to Government code Sections 54957, 54957.6
Position: General Manager

OPEN SESSION:

Consideration of Adjustment to the General Manager's Compensation
Resolution No. 2018-002

The Board came out of closed session at 10:17 a.m.

MOTION: Director Dessayer moved approval of Resolution No. 2018-002 authorizing a pay increase for the General Manager, Rick Ramacier in the amount of \$5625.00 making his new annual gross salary amount to \$193, 125. . Director Worth seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Diaz, Hudson, Noack, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Directors Hoffmeister and Schroder

ADJOURNMENT: Chair Hoffmeister adjourned the regular Board meeting at 10:19 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

County Connection

INTER OFFICE MEMO

Agenda Item #4.b.

TO: Board of Directors

DATE: September 14, 2017

FROM: Rick Ramacier
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending March 31, 2017.

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 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				SEP 2016	DEC 2016	MAR 2017	MAR 2017
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 2,415,179	\$ 646,035	\$ 2,797,930	\$ 2,790,652
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 42,319	\$ 48,037	\$ 54,403	\$ 42,779
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 285,394	\$ 257,266	\$ 250,000	\$ 250,000
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 63,162	\$ 278,781	\$ 54,860	\$ 9,176
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 10,944	\$ 18,820	\$ 79,699	\$ 79,699
UNION BANK	274-00-26707	Money Market	INFO TRANSIT SYS MAINT-CLEVER DEVICES	\$ 32,646	\$ 32,699	\$ -	\$ -
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 1,001	\$ 608	\$ 1,854	\$ 1,854
			TOTAL	\$ 2,850,645	\$ 1,282,246	\$ 3,238,746	\$ 3,174,160
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 254,322	\$ 254,259	\$ 250,071	\$ 254,345
			TOTAL	\$ 254,322	\$ 254,259	\$ 250,071	\$ 254,345
LAIF FUND							
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 7,569,804	\$ 6,751,075	\$ 7,359,702	\$ 7,359,702
LAIF ACCOUNT		INT-INVEST	2014-15 Rolling Stock	\$ 3,098,756	\$ 2,471,259	\$ 2,476,287	\$ 2,476,287
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 133,223	\$ 125,261	\$ 124,955	\$ 124,955
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 3,281,940	\$ 3,286,932	\$ 3,200,598	\$ 3,200,598
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Shuttle	\$ 254,940	\$ 179,298	\$ 102,384	\$ 102,384
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley	\$ 273,456	\$ 213,373	\$ 177,188	\$ 177,188
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,450,959	\$ 1,453,166	\$ 1,455,643	\$ 1,455,643
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ -
			TOTAL	\$ 16,063,078	\$ 14,480,364	\$ 14,896,757	\$ 14,896,757
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 8,696	\$ 9,276	\$ 9,676	\$ 9,876
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 78	\$ 268
			TOTAL	\$ 9,204	\$ 9,784	\$ 9,754	\$ 10,144
7/18/2017			GRAND TOTAL	\$ 19,177,249	\$ 16,026,653	\$ 18,395,328	\$ 18,335,406

KLM

* 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.



Rick Ramacier
General Manager

To: Board of Directors

Date: 09/13/2017

From: Ruby Horta, Director of Planning & Marketing

Reviewed by:

SUBJECT: Revised Draft Policy - Public Bus Service to Schools

Background:

In May 2017, staff informed the Board of the intricacies in developing the school service schedules (600 series). Staff has prepared a Draft Policy to address how school service should be scheduled in the future. The policy proposes the following for existing school service:

1. Schools submit to County Connection staff the academic year schedule **three (3)** months prior to the beginning of the school year
2. County Connection agrees to meet the first start bell time and the last end bell time. **The start and end bell times refer to the start and end of the regular school day. It does not include “zero” period, or the equivalent of extracurricular classes/activities outside of the regular school day.**

A policy for new school service is already in place and was adopted in 2000.

Attachment: County Connection Public Bus Service to Schools Policy (REVISED DRAFT)

Recommendation:

The Operations & Scheduling Committee requests feedback on the revised policy, which has been reviewed by legal counsel, before it is submitted to the Board for approval.

Financial Implications:

None.

County Connection

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SUBJECT: County Connection Public Bus Service to Schools (REVISED DRAFT)

POLICY: In order to ensure County Connection is meeting its mission as the public transportation provider for Central Contra Costa County, it is necessary to clearly define its ability to meet special scheduling services requested by schools.

This policy has been adopted to ensure compliance with federal regulatory requirements applicable to County Connection as a recipient of federal funds. All public transit services federally funded must be “open to the public.” Federal regulations define “open to the public” as a service which operates (1) on a regular schedule, (2) along a predesignated route with predesignated, publicly accessible stops, and (3) with “doors open” to all members of the public wishing to board at a predesignated fare.

Existing Bus Service to Schools

County Connection will strive to accommodate, taking into account fixed route scheduling demands and federal requirements, school scheduling requests limited to meeting the first start bell time and the last end bell time for regular school days and early dismissals, as noted in the written request submitted by the school. The start and end bell times refer to the start and end of the regular school day. It does not include “zero” period, or the equivalent of extracurricular classes/activities.

County Connection must receive a written request identifying the school’s location and dates and times for early dismissal(s) no later than 3 months prior to the beginning of the period covered by the applicable timetable. To meet federal requirements, all service provided by County Connection, including service to accommodate “early bell times,” must appear on its regularly published timetables. Therefore, County Connection's ability to meet a school’s needs is tied to its publication deadlines.

New Bus Service to Schools

County Connection will consider new bus service to public schools consistent with the criteria set forth in County Connection's service expansion policy and federal regulations. Consideration will take into account the following factors:

- Where service can be interlined with an existing route.
- Where access/egress and boarding locations are not a safety issue.
- Where no new drivers or vehicles are needed to do so OR
- Where the School District (or other third party) pays for additional drivers and/or vehicles needed to provide the service.

DATE OF ADOPTION: TBD

To: Board of Directors

Date: 9/11/2017

From: Sean Hedgpeth, Manager of Planning

Reviewed by:

SUBJECT: Sample DRAFT of Comprehensive Operations Analysis, Route 16

Background:

Last month, County Connection presented two concepts to the board for service restructure:

1. Increase productivity with current revenue hours
2. Reduce service to address the financial forecast

As part of addressing these two concepts, and our commitment to data driven planning, we have started a Comprehensive Operations Analysis, or COA. This will involve using the technology aboard buses including Automatic Passenger Counters (APCs) and GPS, as well as a look at the operating environment, schedule efficiency, and demographic markets of every bus route.

Attached is a draft COA sample of Route 16, with details such as trip and stop level ridership and an overview of the route. More work is planned on developing the graphics as well as adding additional information such as route level on-time performance and a graphical dashboard of key performance indicators.

Staff expects to complete a COA report for all routes in the next two months. The COA will inform us of how we could make service adjustments without negatively impacting too many current riders. Based on the results from the COA and with feedback from the board, staff will prepare service restructure plans with the two concepts in mind. The service restructure proposals will then be presented to the full board and will become the basis for service changes. These service changes will aim to increase efficiency and, if necessary, reduce service based on financial limitations.

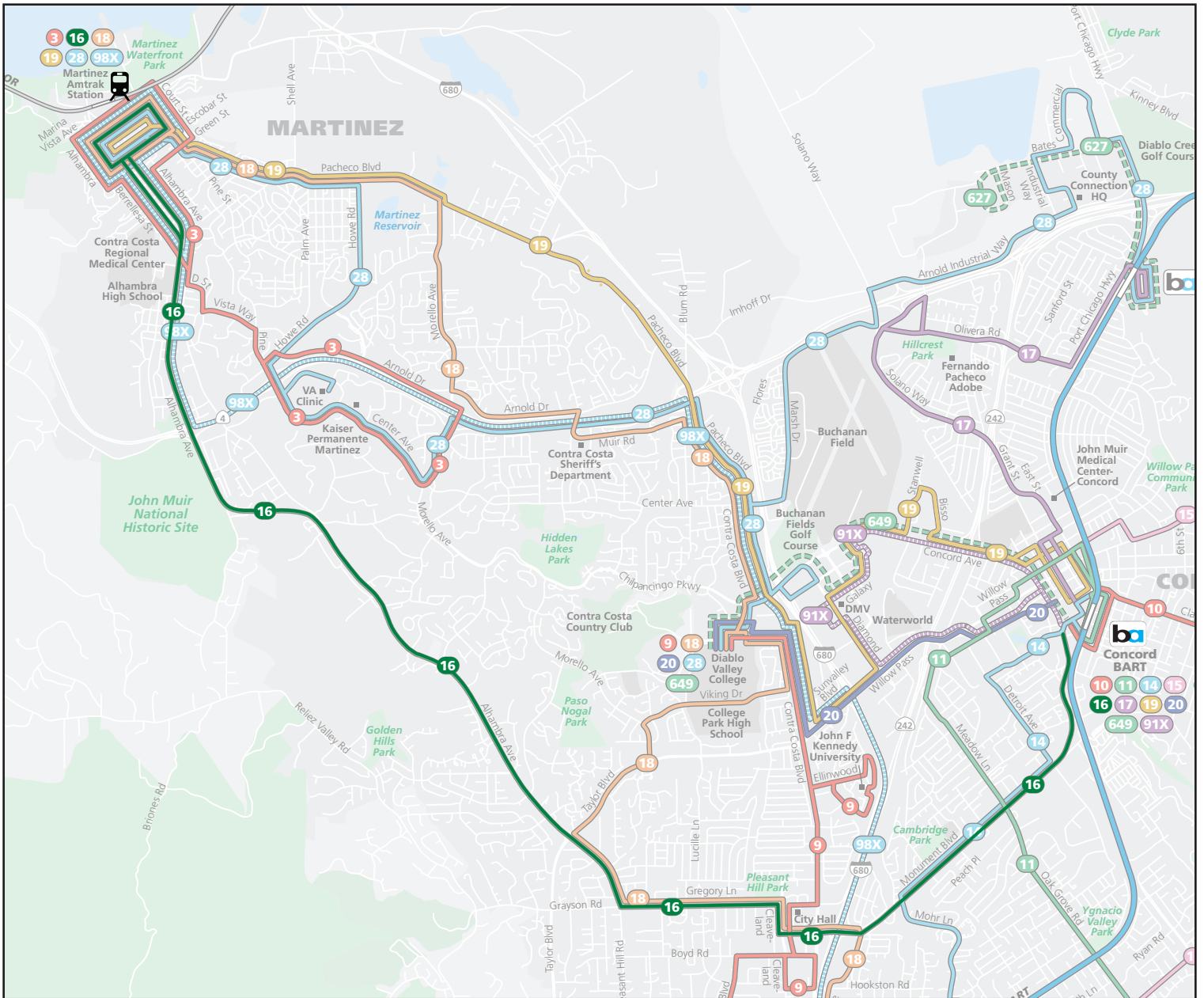
Recommendation:

For information only.

Financial Implications:

To be determined.

Central Contra Costa County Transit Authority Comprehensive Operations Analysis FY16/17



Route 16: Martinez AMTRAK to Concord BART

Monday-Friday, every 40 minutes, 5:15am to 10pm

DRAFT

Route 16: Comprehensive Operations Analysis- Table of Contents

1. **Route Origin and Recent Major Service Changes**
2. **Alignment Statistics and Connections**
3. **Key Performance Indicators**
 - a. **Trends**
 - b. **Efficiency**
4. **Ridership Analysis**
 - a. **Trip Level Ridership by Direction**
 - b. **Stop Level Ridership**
 - c. **Seasonal Ridership**
5. **Demographics by Fare Type**

Route Origin and Recent Major Service Changes

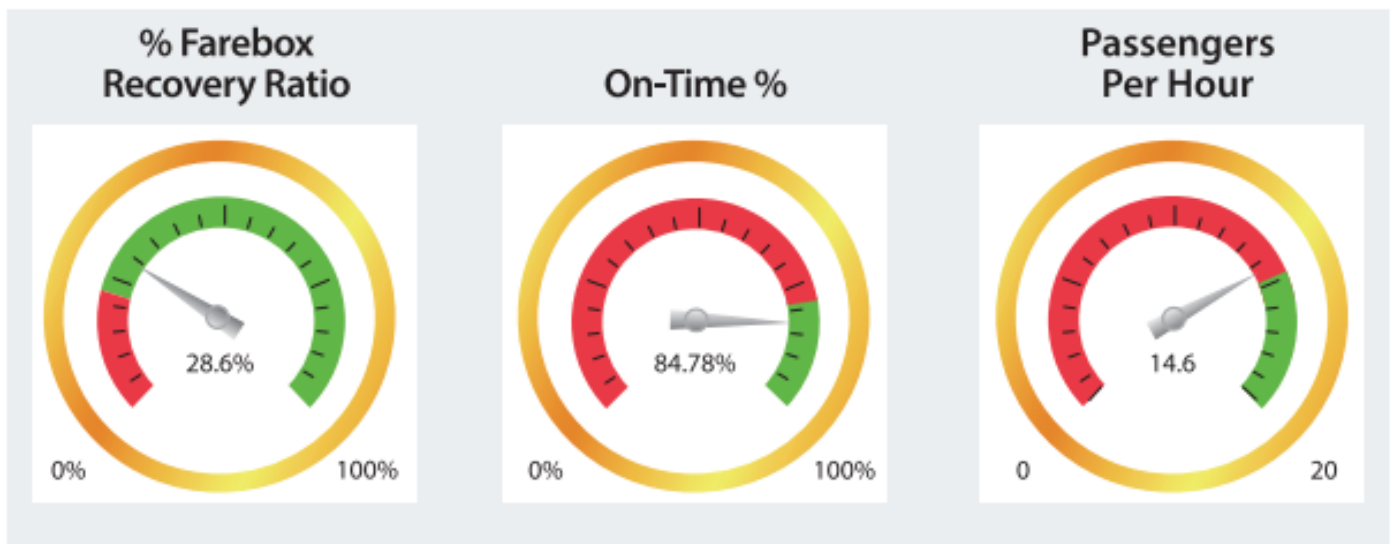
Route 16 was created in 2009 as part of a large service restructuring. Route 16 was born out of Route 116, which followed a similar route to Martinez but served Pleasant Hill BART with no service to the Monument Corridor. Route 16 has been more productive than its predecessor with this new alignment. No major changes have occurred on the route since 2009.

Alignment Statistics and Connections

Route 16’s northern terminus is in Martinez, at the Martinez Amtrak Station. Regional connections to Delta Breeze (200), WestCat (30Z), Amtrak (commuter trains: Capital Corridor and San Joaquin, and once daily Coast Starlight and California Zephyr), as well as other CCCTA routes (3, 18, 19, 28, 98X). The route then takes Alhambra through town sharing the same corridor as Route 3, 98X, 30Z, and 200. It then turns onto Gregory Lane and serves Downtown Pleasant Hill before serving the Monument Corridor. On the Monument Corridor it shares the segment from Mohr to Detroit where it creates a combined frequency of 20 minutes to Concord BART with Route 14 for the Four Corners area. The last segment continues down Monument to Concord BART, with connections to the Pittsburg Bay Point BART line, Delta Breeze 201, as well as CCCTA routes 10, 11, 14, 15, 17, 19, 20, and 91X.

Route 16 Alignment Statistics			
Length	22.1 miles	Miles Per Hour Scheduled	16.7
Number of Stops	42 Northbound	Number of Turns	NB: 5R,6L
	43 Southbound		SB: 4R, 4L
Distance Between Stops	0.24 Miles	Road Network	90% 35 MPH
	0.26 NB	4 lane arterial	Over 90%
	0.22 SB	2 lane local streets	About 10%

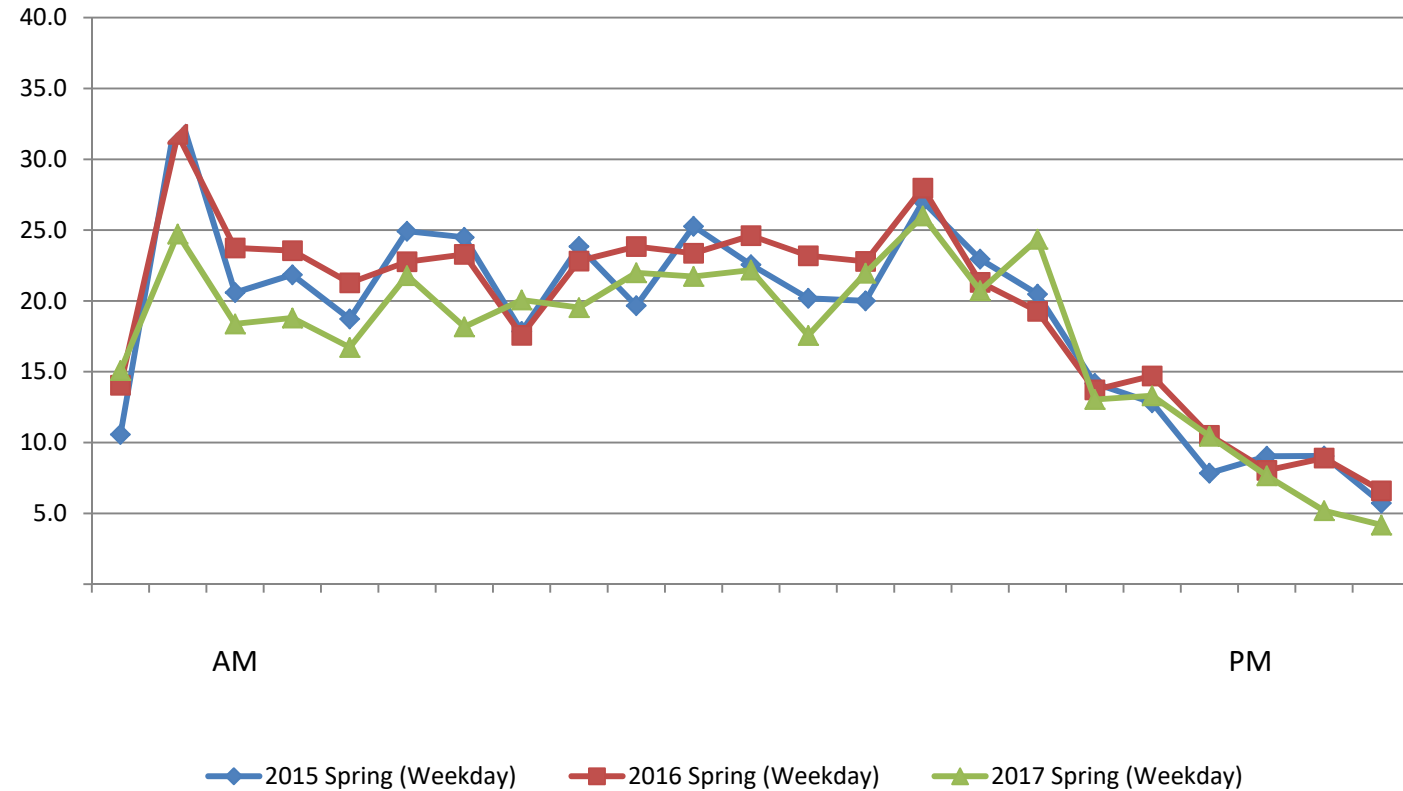
Key Performance Indicator Dashboard



This is a placeholder image of what a route dashboard could look like (not Route 16 numbers). There will also be a trend analysis to show how the KPIs change over the years.

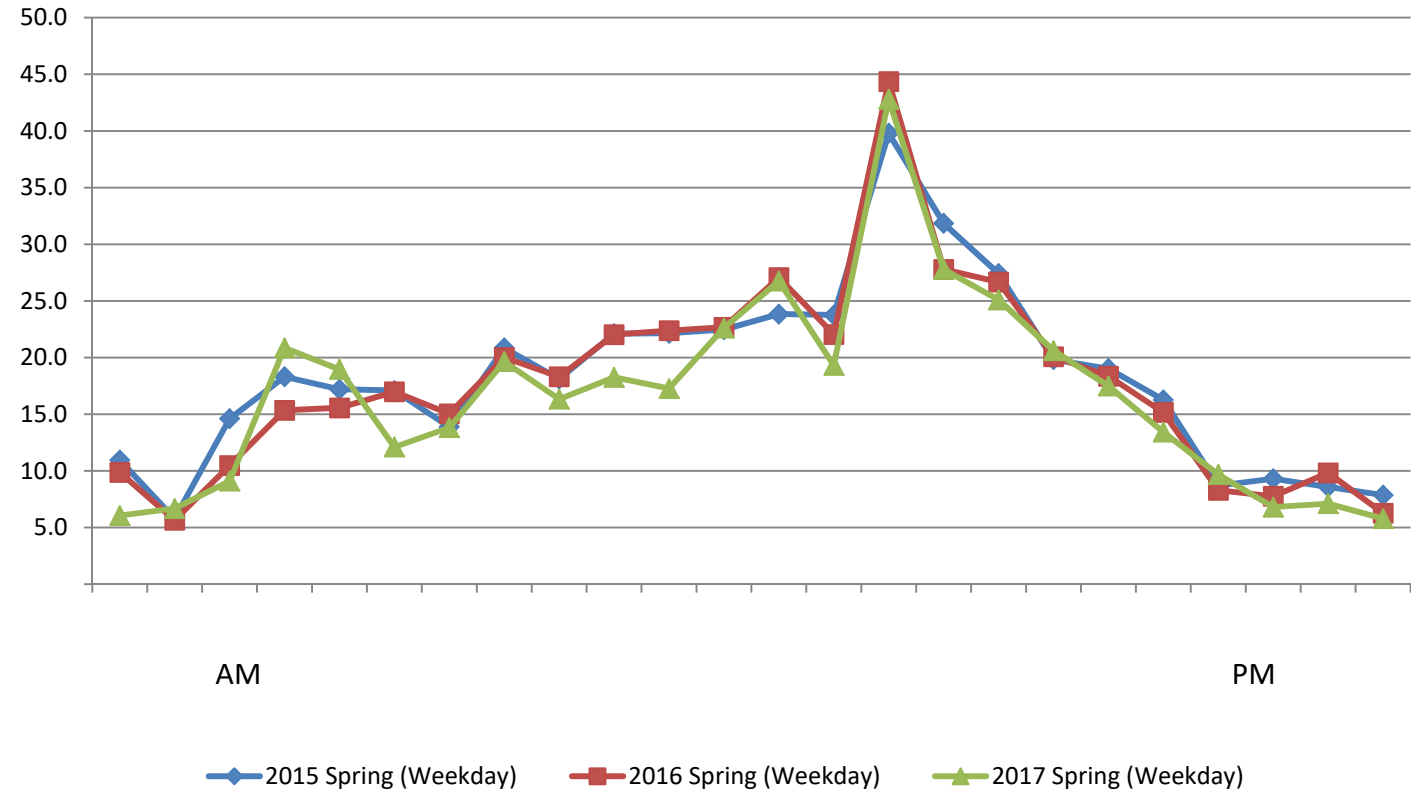
Route 16 (to Martinez) Trip Level Ridership (Spring 2015-Spring 2017)

Sum of	Column Labels		
	2015 Spring (Weekday)	2016 Spring (Weekday)	2017 Spring (Weekday)
6:28:00 AM	10.6	14.1	15.1
7:08:00 AM	33.7	31.8	24.7
7:48:00 AM	20.6	23.7	18.4
8:28:00 AM	21.9	23.6	18.8
9:08:00 AM	18.7	21.3	16.7
9:48:00 AM	24.9	22.8	21.8
10:28:00 AM	24.5	23.3	18.2
11:08:00 AM	17.9	17.6	20.1
11:48:00 AM	23.8	22.8	19.5
12:28:00 PM	19.7	23.8	22.0
1:08:00 PM	25.3	23.4	21.7
1:48:00 PM	22.6	24.6	22.2
2:28:00 PM	20.2	23.2	17.6
3:08:00 PM	20.0	22.8	22.0
3:48:00 PM	27.0	28.0	26.0
4:28:00 PM	23.0	21.3	20.7
5:08:00 PM	20.5	19.3	24.4
5:48:00 PM	14.2	13.7	13.0
6:28:00 PM	12.8	14.7	13.3
7:08:00 PM	7.8	10.5	10.5
7:48:00 PM	9.0	8.0	7.7
8:28:00 PM	9.1	8.9	5.2
9:18:00 PM	5.7	6.6	4.2
Grand Total	433.3	449.7	403.6

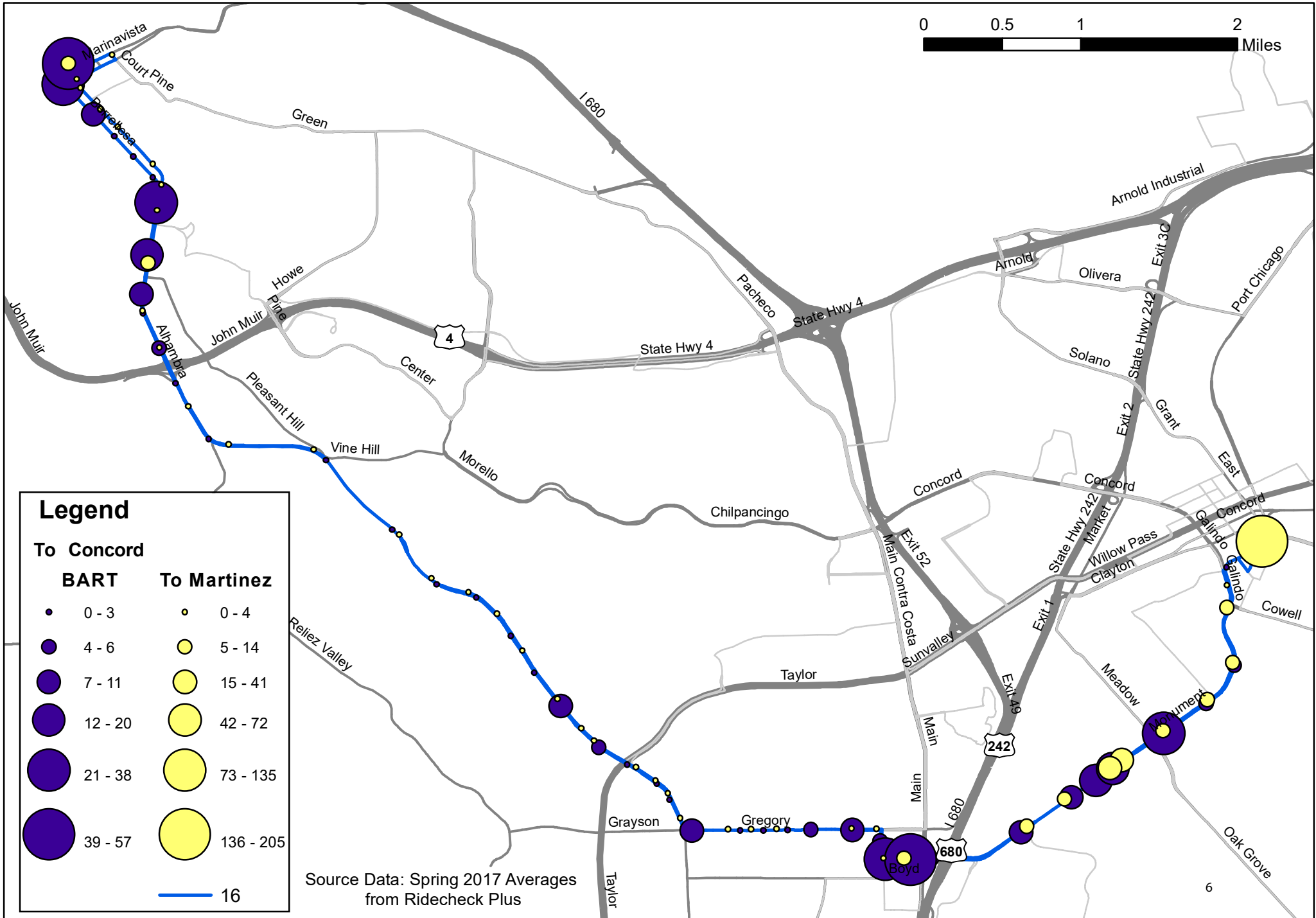


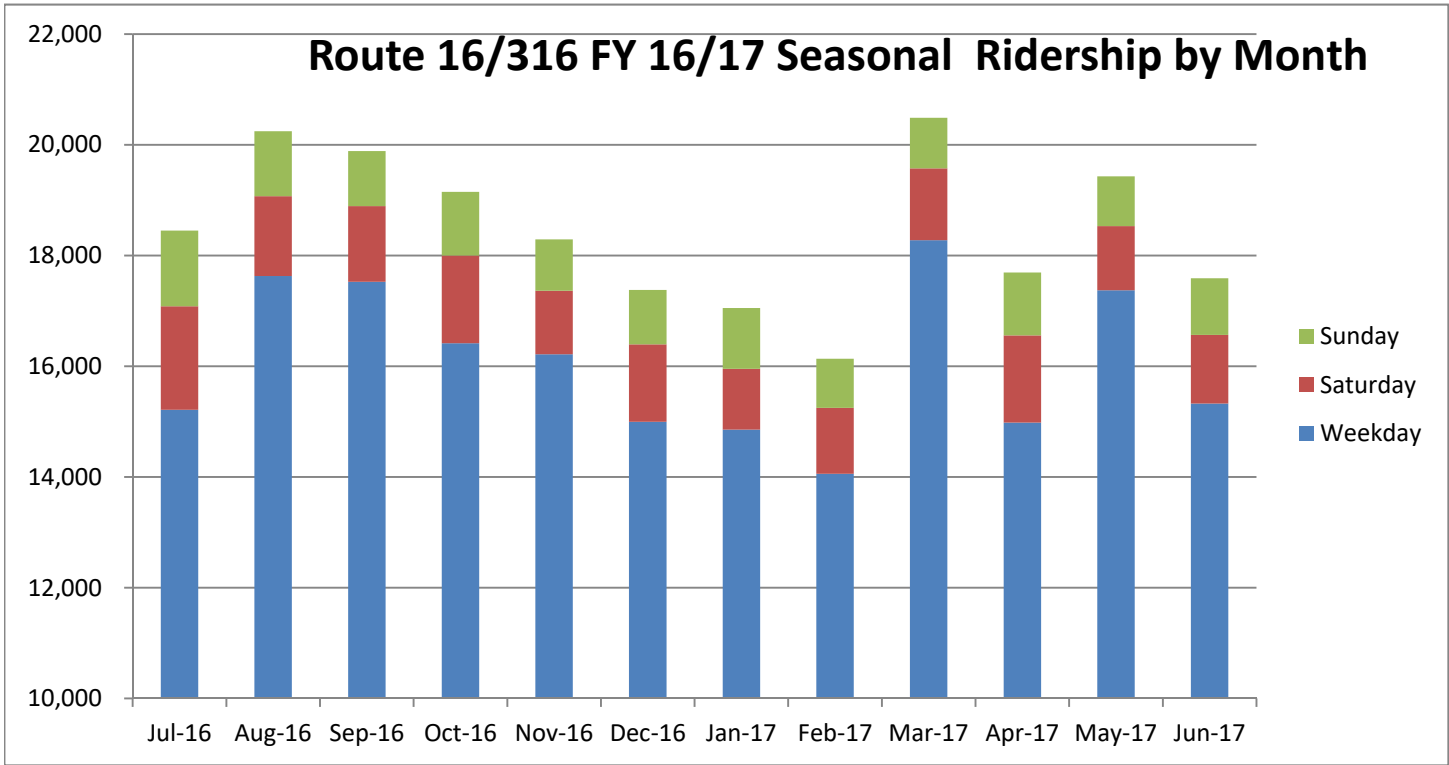
Route 16 (to Concord BART) Trip Level Ridership (Spring 2015-Spring 2017)

Sum of PASSENGERS_ON	Column Labels		
Trip Start Time	2015 Spring (Weekday)	2016 Spring (Weekday)	2017 Spring (Weekday)
5:22:00 AM	11.0	9.9	6.1
5:40:00 AM	5.8	5.7	6.7
6:20:00 AM	14.6	10.5	9.1
6:55:00 AM	18.3	15.3	20.9
7:40:00 AM	17.2	15.6	19.0
8:20:00 AM	17.1	17.0	12.1
9:00:00 AM	13.9	15.0	13.8
9:40:00 AM	20.9	20.0	19.7
10:20:00 AM	18.1	18.3	16.3
11:00:00 AM	22.1	22.0	18.3
11:40:00 AM	22.1	22.4	17.3
12:20:00 PM	22.5	22.7	22.6
1:00:00 PM	23.8	27.1	26.8
1:40:00 PM	23.8	22.0	19.3
2:20:00 PM	39.8	44.4	42.8
3:00:00 PM	31.9	27.8	27.8
3:40:00 PM	27.4	26.7	25.1
4:20:00 PM	19.8	20.1	20.6
5:00:00 PM	19.0	18.4	17.5
5:40:00 PM	16.3	15.2	13.4
6:20:00 PM	8.7	8.3	9.7
7:00:00 PM	9.3	7.8	6.8
7:40:00 PM	8.6	9.8	7.1
8:25:00 PM	7.9	6.3	5.8
Grand Total	439.8	428.0	404.4

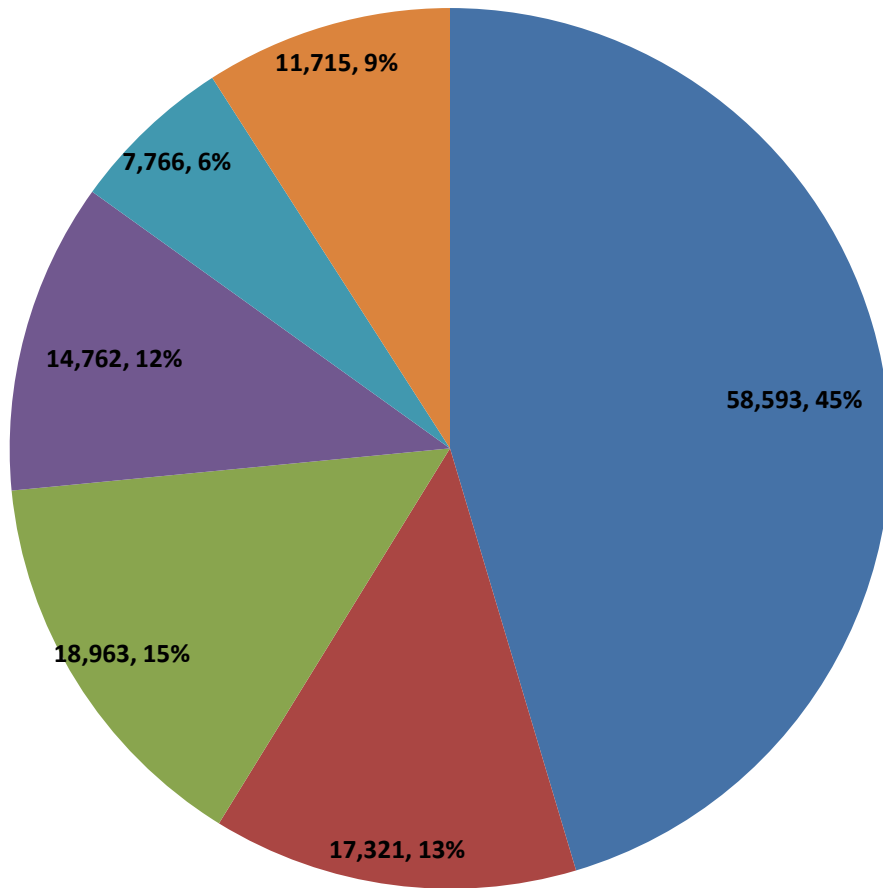


Route 16 Average Weekday Boardings by Stop





Route 16 FY16/17 Fare Demographics



- Adult Cash/ Transfers
- Senior Cash/ Transfers/ Punch
- Clipper
- Adult Punch/ Monthly Pass
- BART
- Free/other