

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, October 19, 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 September 21, 2017*
 - b) CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Report of Chair
6. Report of General Manager
 - a) Recognition of Employees of the 2nd Quarters, 2017
 - b) Update on APTA Annual & Expo Conference
 - c) Update on SB1 Implementation
 - d) Update on Request from USDOT for comment on burdensome federal regulations
7. Report of Standing Committee
 - a) Operating & Scheduling Committee
(Committee Chair: Robert Storer)
 - 1) Slab Replacement Project*
Resolution No. 2018-004*
(The O & S Committee recommends Board approval of Resolution No. 2018-004, authorizing the General Manager to enter into a

contract with GEMS Environmental Management Services Inc. for the Slab Replacement Project.)

- 2) Fixed Route Service Near Schools*
(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. Closed Session:

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

10. 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, November 16 , 9:00 a.m., County Connection Board Room
- Administration & Finance: Wednesday, November 1, 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, November 2, 10:00 a.m., 1676 N. California Blvd., Suite 620, Walnut Creek, CA,
- Operations & Scheduling: Friday, November 3, 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

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

September 21, 2017

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Ramacier, Chun, Barnes, Carroll, Cerda, Cheung, Cordero, Enis, Forrest, Glenn, Gray, Griscti, Hedgpeth, Hill, Horta, Joe, Martinez, Mitchell, Nolen, Oliva, Proctor-Williams, Robinson, Rogers, Rooshen and Taylor

Public Comment:

Ralph Hoffman, a citizen from Walnut Creek came to speak on the importance of transit with all of the traffic congestion on Highways 680, 24 and 4.

Lauren Rubenstein, a resident of the City of Lafayette spoke on the lack of bus service in Lafayette. She would like to see added service for the western end of Lafayette to serve the schools. An added morning route and one more afternoon route would help parents with the dropping off and picking up of their children. Director Andersen suggested that a more global discussion of school tripper service might be in order at a subsequent Board meeting. General Manager Rick Ramacier said that staff will prepare a presentation on the current schools that are served, the process and timeframe for evaluating service requests, and the considerations that go into what is feasible, for the Board's later consideration.

CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of August 17, 2017; (b) CCCTA Investment Policy-Quarterly Reporting Requirement. Director Worth seconded the motion and it received the following vote of approval:

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

REPORT OF CHAIR:

2016 Employee Chair's Award of the Year

On behalf of the Chair, General Manager Ramacier presented the 2016 Chair's Award to all eleven transit employees who responded to and assisted with the impacts on bus service and passengers due to the large sink hole in Orinda. [List names] Director Worth also acknowledged and thanked the employees for their help with the sink hole impacts.

Recognition of the General Manager's Award for 2016

Rick Ramacier presented the General Manager's 2016 Employee of the Year award to Trisha Rogers. Scott Mitchell provided remarks about Trisha Rogers' substantial and dedicated contribution to the success of the maintenance department.

Recognition of 2016 Employees of the Year

Rick Ramacier announced the 2016 Employees of the Year awards by department and thanked each of these individuals for their dedicated service.

Administration: Juanita Proctor-Williams
Maintenance: Jason Blout
Operations: Paul Harden and Ordice Taylor

Seating of CCCTA Officers for 2017-2018:

Chair: Rob Schroder
Vice Chair: Sue Noack
Secretary: Jim Diaz

Committee Assignment Announcement by Chair Schroder:

Administration & Finance Committee
Al Dessayer
Laura Hoffmeister
Don Tatzin

Marketing, Planning and Legislation
Candace Andersen
Kevin Wilk
Amy Worth

Operations and Scheduling
Jim Diaz
Dave Hudson
Sue Noack
Robert Storer

REPORT OF GENERAL MANAGER:

Update on MTC Implementation discussions regarding SB1 State Transit Assistance (STA) Population Based Funds

Rick Ramacier stated that MTC has not released its plan on how it will allocate the SB1 Population Based Funds, yet. MTC has asked Rick Ramacier for his input regarding the small operators and he has met with

the small operators in the area to discuss all of our needs and wants. As developments occur, he will report back to the Board on the final decisions are.

REPORT OF STANDING COMMITTEES

Operations & Scheduling Committee

Updated Policy-on Public Bus Service to Schools

Director Robert Storer stated that the revised policy takes into account what service County Connection can efficiently run to coordinate with school schedules in our service area. Schools must submit the academic school year schedule to County Connection at least 3 months before school starts, so staff have enough time to alter the bus schedules if possible. County Connection will strive to meet the first start bell time and the last end bell time for regular school days. Although we would like to make every request, County Connection must work efficiently and is not a school bus service. We are a public transit company that services schools. Director Noack inquired about where service is provided currently. Director Tatzin inquired on how school requests for new service would be scored.

MOTION: Director Hudson moved approval of Resolution No. 2018-003, approving Updated Policy-For Public Bus Service to Schools. Director Dessayer seconded the motion and it received the following vote of approval:

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

Sample Draft of Comprehensive Operations Analysis, Route 16

Sean Hedgpeth, Manager of Planning, presented a sample of a comprehensive operations analysis to evaluate service productivity, using Route 16 as an example. In addition to analyzing data collected on the technology aboard buses, he explained that he has been physically riding County Connection buses and talking to our passengers about service, possible route changes and their overall experience riding our buses. The plan is to complete a comprehensive operations analysis for all routes in the next two months. The analysis will be used to develop service restructure proposals for the Board's consideration in order to increase efficiency, and if necessary, to reduce service based on financial limitations.

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Schroder adjourned the regular Board meeting at 9:52 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

County Connection

INTER OFFICE MEMO

TO: Board of Directors

DATE: October 9, 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 June 30, 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*
				DEC 2016	MAR 2017	JUN 2017	JUN 2017
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 646,035	\$ 2,797,930	\$ 3,671,301	\$ 3,316,815
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 48,037	\$ 54,403	\$ 77,271	\$ 64,651
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 257,266	\$ 250,000	\$ 440,595	\$ 316,131
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 278,781	\$ 54,860	\$ 78,666	\$ 42,873
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 18,820	\$ 79,699	\$ 15,721	\$ 15,721
UNION BANK	274-00-26707	Money Market	INFO TRANSIT SYS MAINT-CLEVER DEVICES	\$ 32,699	\$ -	\$ -	\$ -
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 608	\$ 1,854	\$ 299	\$ 299
			TOTAL	\$ 1,282,246	\$ 3,238,746	\$ 4,283,853	\$ 3,756,490
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 254,259	\$ 250,071	\$ 347,515	\$ 350,757
			TOTAL	\$ 254,259	\$ 250,071	\$ 347,515	\$ 350,757
LAIF FUND							
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 6,751,075	\$ 7,359,702	\$ 2,292,352	\$ 2,292,352
LAIF ACCOUNT		INT-INVEST	2014-15 Rolling Stock	\$ 2,471,259	\$ 2,476,287	\$ 1,075,526	\$ 1,075,526
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 125,261	\$ 124,955	\$ 85,664	\$ 85,664
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 3,286,932	\$ 3,200,598	\$ 3,154,914	\$ 3,154,914
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Shuttle	\$ 179,298	\$ 102,384	\$ 25,374	\$ 25,374
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley	\$ 213,373	\$ 177,188	\$ 176,196	\$ 176,196
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,453,166	\$ 1,455,643	\$ 1,458,426	\$ 1,458,426
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ (8,759)
			TOTAL	\$ 14,480,364	\$ 14,896,757	\$ 8,268,452	\$ 8,259,693
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 9,276	\$ 9,676	\$ 8,684	\$ 8,684
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 78	\$ 810	\$ 508
			TOTAL	\$ 9,784	\$ 9,754	\$ 9,494	\$ 9,192
GRAND TOTAL				\$ 16,026,653	\$ 18,395,328	\$ 12,909,314	\$ 12,376,132

7/18/2017
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: October 5, 2017

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by:

SUBJECT: Slab Replacement Project

BACKGROUND: The concrete slab on the north side of the maintenance building has shifted due to the constant traffic of heavy vehicles over the years. A crack in the concrete has been getting wider over the last couple of years due to the combination of this section being on a hillside and the weight of our buses passing over it continuously.

SUMMARY OF ISSUES: County Connection issued an Invitation For Bids (IFB) for the "Slab Replacement Project." The Bid was advertised on County Connection's website and in the Contra Costa Times. At the bid opening on September 22, 2017, at 2:00 p.m., three (3) bids were received from interested contractors. The bids received were 1) GEMS Environmental Management Services Inc., \$165,005.00, 2) Reflex Engineering Inc., \$170,500.00, and 3) SG Engineering Inc., \$172,880.00.

OPTION 1: The Board of Directors authorize the General Manager to enter into a contract with GEMS Environmental Management Services Inc. for the Slab Replacement Project. Cost not to exceed \$165,005.00.

OPTION 2: The Board of Directors reject all bids and direct staff to re-advertise the Bid.

FINANCIAL IMPLICATIONS: County Connection has an approved State of Good Repair Grant funds available for this project.

Federal Grant #CA-90-0250:	\$135,000
Local Match from Prop 1B:	<u>\$ 33,000</u>
TOTAL FUNDS AVAILABLE FOR PROJECT:	\$168,000

\$168,000 will sufficiently fund the entire Slab Replacement Project.

RECOMMENDATIONS: The O&S Committee recommend that the Board of Directors authorize the General Manager to enter into a contract with GEMS Environmental Management Services Inc. for the Slab Replacement Project.

ACTION REQUESTED: The O&S Committee recommend that the Board of Directors at its October 19, 2017, meeting, adopt a resolution authorizing the General Manager to enter into a Contract with GEMS Environmental Management Services Inc. for the Slab Replacement Project.

RESOLUTION NO. 2018-004

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

* * *

**AWARDING CONTRACT FOR THE SLAB REPLACEMENT PROJECT TO
GEMS ENVIRONMENTAL MANAGEMENT SERVICES INC.**

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 ("County Connection"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the concrete slab on the north side of the maintenance building has shifted due to the constant traffic of heavy vehicles over the years, and a crack in the concrete has been getting wider due to the combination of this section being on a hillside and the weight of County Connection's buses passing over it continuously;

WHEREAS, in order to correct the slab deficiencies, County Connection issued an Invitation For Bids for the "Slab Replacement Project" on County Connection's website and in the Contra Costa Times;

WHEREAS, at the bid opening on September 22, 2017, at 2:00 p.m., three bids were received from the following contractors: 1) GEMS Environmental Management Services Inc. ("GEMS"), 2) Reflex Engineering Inc., and 3) SG Engineering Inc.;

WHEREAS, Staff and Legal Counsel have reviewed GEMS' bid and determined GEMS submitted the lowest responsive bid, in the not-to-exceed amount of \$165,005.00, and is a responsible contractor;

WHEREAS, as GEMS is a certified Disadvantaged Business Enterprise (DBE), 94% DBE participation is anticipated for the project;

WHEREAS, the Operations and Scheduling Committee recommends the award of the Slab Replacement Project contract to GEMS in the not-to-exceed amount of \$165,005.00;

WHEREAS, a federal State of Good Repair grant in the amount of \$135,000 and local matching TDA funds in the amount of \$33,000 are available for this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby awards the Slab Replacement Project contract, in a form approved by Legal Counsel, to GEMS Environmental Management Services Inc. in the not-to-exceed amount of \$165,005.00.

Regularly passed and adopted this 19th day of October 2017, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Rob Schroder, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: O&S Committee

Date: October 12th, 2017

From: Bill Churchill

Reviewed by:

Assistant General Manager of Administration

SUBJECT: Fixed Route Service Near Schools

Background:

As requested by the Board, staff has prepared this report to provide a broad perspective of K-12 student passengers using County Connection services. It is important to note this body of work did not evaluate potential student ridership to colleges since the issues they present are significantly different from those related to K-12. The goal of this report is to provide the Board with an understanding of the challenges posed by providing students with service adjacent to schools, an idea of how widespread these services extend and hopefully the value of providing the services.

County Connection currently provides service adjacent to 44 schools represented by nine different school districts across its service area. These schools range from elementary schools to high schools and include some continuation schools. Please refer to Attachment A for a complete list of schools and districts. In order to gain a system wide perspective of bus routes and schools, staff developed a service map with an overlay of schools (please see Attachment A). The service map provides a rather clear perspective of the breadth of service to schools in Central County and demonstrates all member jurisdictions receive a significant level of service designed to meet school bell times. Routes outlined in blue represent standard public transit routes while those in red represent school trippers. For perspective, most red lines would have been blue lines prior to the 2009 service reduction.

More challenging for staff to understand is the exact genesis of providing this level of service near schools. One thing is clear; the passage of Proposition 13 in 1978 eroded many K-12 school bus programs in Contra Costa County and the state as a whole, creating a significant unfilled need for student transportation. As County Connection developed through the eighties and nineties, providing service for school children became part of the fabric of transportation demand served. Staff could not locate any documentation that describes a policy or a methodology for adding schools to the service plan during the early development years of the Authority, rather it is assumed that service meeting bell times was added organically as routes were developed near schools and student demand became apparent. Staff has included with this memo an updated Service Expansion Policy that was modified in 2000. This policy provides guidance for several types of service expansion,

including service near schools (please refer to Attachment D). By the year 2000 the existing school tripper service had already been developed and was part of the Authorities service plan.

County Connection meets this demand in two ways, providing special school “tripper” service that matches the bell times of schools through the 600 series routes. Some schools happen to be adjacent to regular routes with frequent service such that students can use the route to get to school and the route does not need to be adjusted to meet specific bell times.

Regulatory Requirements:

Although public transit agencies are precluded from operating dedicated school bus service there are ways to allow school children to use public transit systems. Public transit agencies may create special “tripper” buses designed to meet bell times of schools such that students can use these public buses to get to and from their classes. There are a couple of rules that must be followed in order to legally do this. The tripper bus must be open for use by the general public, the schedules and routing must be published in a reasonable time prior to operating the service and the bus must use stops branded similarly to the rest of the bus system. When providing school tripper service County Connection has always complied with federal regulations and has not received any findings through the federal review process.

The Complexities of Providing Service to Schools

Over the last two decades providing cost effective public transportation that allows student access to schools in Contra Costa County has become enormously challenging as schools modify their bell times and schedules. Staff has had to develop relationships with personnel at each of the schools that bus routes serve to ensure the time tables match school bell times. Gone are the days of the standard Monday through Friday 8am to 3pm schedule. Bell times fluctuate from year to year and many schools have created modified schedules where one or more days in the week have a separate unique bell times. For example, some schools have a normal schedule Monday, Tuesday, Thursday and Friday but have “Late-In” bell times at 8:30am on Wednesdays. Other schools have an early out at 2:30pm on Wednesdays and still others schedule their Late-In’s on Mondays. Just to make things even more complicated many schools add 12:00pm early outs at different times throughout the school year. One of the most challenging schedule issues occurred this year with the Acalanes School District implementing a block schedule for all their high schools. The block schedule essentially creates a different bell time for each day.

Attempting to schedule public transit buses to match this bewildering array of bell times across forty four schools and remain within federal guidelines is an extremely difficult task. It is also becoming more expensive to provide these school trippers as schools continue with this trajectory of customized bell schedules. Each tripper represents a relatively small piece of work usually no more

than two hours. Staff connects these small tripper runs with longer standard pieces of work to create a typical eight hour or ten hour assignment for an operator. This becomes almost impossible if the tripper operating times change from day to day to meet bell times. If the tripper cannot be combined with other standard routes then an operator pulls the bus out from division to perform the trip and must then return to division afterward. This adds to labor cost, fuel, miles traveled and maintenance costs.

In addition to scheduling challenges there are significant planning hurdles to overcome as well. In many jurisdictions the general directional flow of student passengers is opposite of the commuter crowd. A good example of this is the large number of students traveling to OIS and Miramonte in Orinda. In this example, students travel from the 24 Freeway corridor and Orinda BART station toward Moraga to reach their destinations. Simultaneously, commuters travel in the opposite direction to reach Orinda BART or the freeway. Planners are required to figure out how to divide the given resources to best fit the needs of two different demographics behaving in opposite ways. These contrasting service demands occur system wide adding to the complexity of designing transportation services to equitably serve the communities.

The dynamic nature of schools and neighborhoods presents an additional challenge in providing transportation services. Communities tend to have a natural ebb and flow in demographics over time. A young community may have many children creating a robust attendance at a particular school, creating significant demand for transportation services. As the community ages and the children grow up and move out, school attendance drops as does the need for transportation and sometimes the school shuts down. There are many examples throughout the service area where this has occurred; several are listed on Attachment A.

Student Ridership Statistics

Accurately calculating student ridership has proven to be a rather challenging endeavor. Bus operators count all passengers boarding the bus and categorize these riders into a number of different demographic categories. The student/youth category was discontinued in FY16 in part to simplify the implementation of Clipper and reduce the number of categories operators had to manage. From a financial perspective removing the student demographic was a non-issue since the fare students pay is the same as adults. Staff used ridership data from FY15 to calculate student ridership and determined that students represent approximately 10% of the total passengers carried. Total student ridership for FY15 was 340,066. Staff assumed student ridership to be stable from year to year and applied the 10% to the total passenger counts in FY16 and FY17 resulting in ridership numbers of 348,558 and 339,758 respectively. Interestingly the student ridership volume for 600 series service and regular routes are fairly similar. Please refer to Attachment C for ridership statistics.

Conclusion:

While providing service to students is clearly challenging, it is also clear they represent a significant component of the total passengers carried by County Connection. Staff recognizes the importance of providing service to this demographic and notes that additions of school service may exacerbate the ability to be efficient and may degrade the Authority's ability to effectively serve other demographics with transportation needs. The Service Expansion policy as modified in 2000 provides a reasonable framework for adding school service in a way that ensures the new service is productive and cost effective.

Additionally, maintaining strong relationships with school personnel and continuing to educate schools and districts as to the challenges of using public transit to move school children will help reduce some of the challenges. Should the Authority someday begin to add service, in particular mid-day service, providing school service may become more cost effective by providing assignments to attach school trippers to.

Recommendations:

None: Information Only

Attachments:

- 1) Attachment A : List of Schools and Districts
- 2) Attachment B : System Map Overlaid with K-12 Schools
- 3) Attachment C : Projected Student Ridership
- 4) Attachment D : Service Expansion Policy

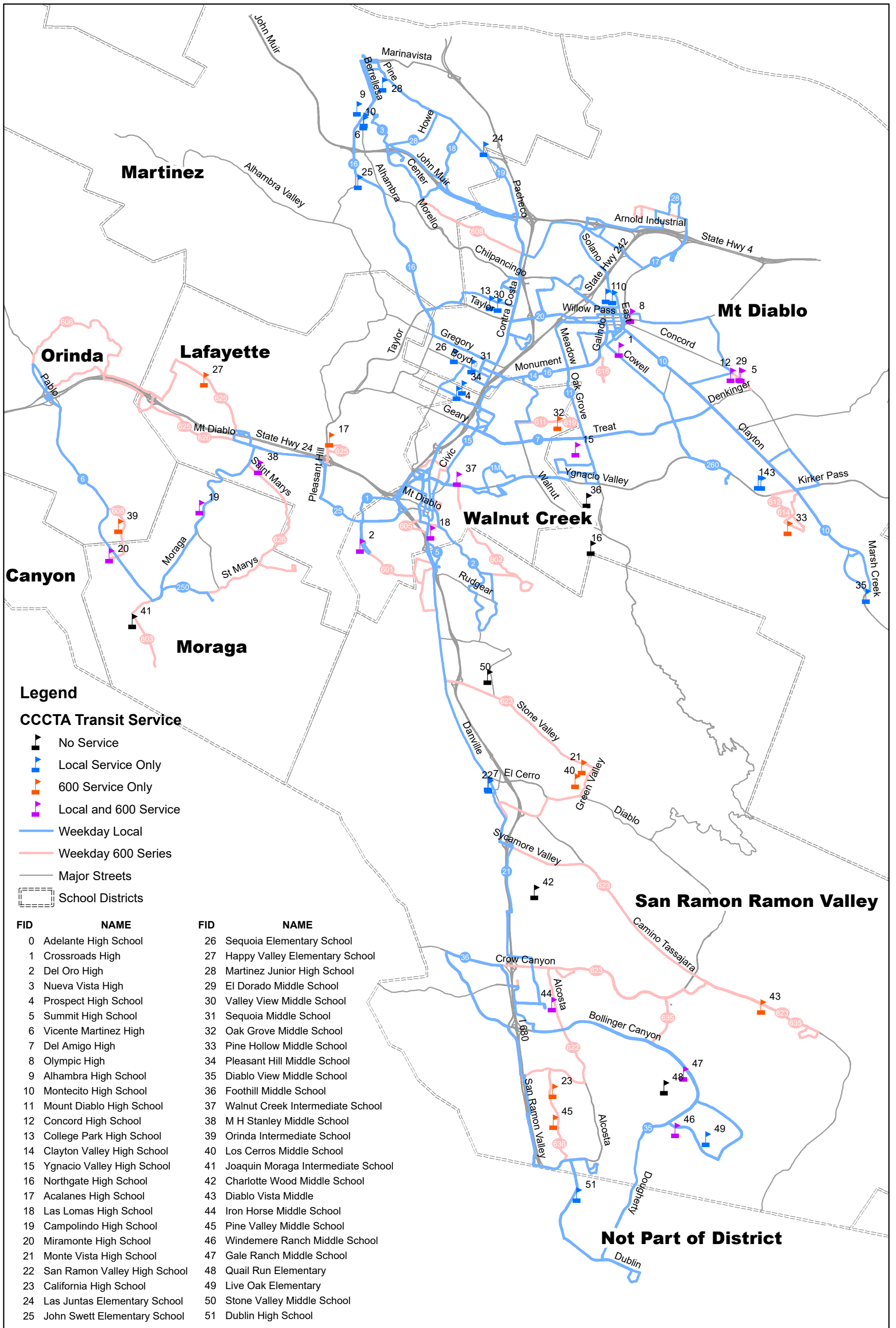
Attachment A

County Connection Service Near Schools

School	City	600 Routes	Regular Route/ No Dedicated Service	No Longer Serviced Date
Acalanes School District				
Acalanes High School	Lafayette	625		
Campolindo High School	Moraga	603	6	
Miramonte High School	Orinda	606	6	
Las Lomas High School	Walnut Creek		2,5,21	
Lafayette School District				
Happy Valley Elementary	Lafayette	625		
Stanley Intermediate School	Lafayette	626		
Martinez Unified School District				
John Swett Elementary	Martinez		16	
Las Juntas Elementary	Martinez		19	
Alhambra High School	Martinez		3,16,98X,	
Vicente Martinez High School	Martinez		18,19,28	
Martinez Junior High School	Martinez		18,19,28	
Moraga School District				
Joaquin Moraga Intermediate	Moraga			6 -03/22/09
Mt. Diablo Unified School District				
Oak Grove Middle School	Concord	611,613,616,619		
Pine Hollow Middle School	Concord	612,614,		
Concord High School	Concord	615	15	
College Park High School	Pleasant Hill	608	18	
Valley View Middle School	Pleasant Hill	608	18	
Nueva Vista High	Concord	615	15	
Summit High School	Concord	615	15	
El Dorado Middle School	Concord	615	15	
Olympic High School	Concord		15	
Crossroads High School	Concord		15	
Prospect High School	Pleasant Hill		9	
Adelante High School	Concord		17,19	
Mt. Diablo High School	Concord		17,19	
Ygnacio Valley High School	Concord		15,11,7	
Sequoia Elementary	Pleasant Hill		9	
Sequoia Middle School	Pleasant Hill		9	
Clayton Valley High	Concord		10	
Pleasant Hill Middle School	Concord		15	
Diablo View Middle School	Clayton		10	610-6/21/16
Foothill Middle School	Walnut Creek			609-6/21-16
Northgate High School	Walnut Creek			609-6/21/16
Gateway High School	Bay Point			
River View Middle School	Bay Point			

School	City	600 Routes	Regular Route/ No Dedicated Service	No Longer Serviced Date
Orinda Union School District				
Orinda Intermediate School	Orinda	606		
San Ramon Valley Unified School District				
California High School	San Ramon	622,636,		
Monte Vista High School	Danville	623		
Iron Horse Middle School	San Ramon	636		
Pine Valley Intermediate	San Ramon	622,636		
Diablo Vista Middle School	Danville	635		
Stone Valley Middle	Alamo	623		
Dougherty Valley High School	San Ramon	635	35	
Gale Ranch Middle School	San Ramon	635	35	
Windemere Ranch Middle	San Ramon	635	35	
San Ramon Valley High School	Danville		21	
Del Amigo High School	Danville		21	
Charlotte Wood Middle School	Danville			
Los Cerros Middle School	Danville			
Walnut Creek School District				
Walnut Creek Intermediate	Walnut Creek	601,605,602	15	
Dublin Unified School District				
Dublin High School	Dublin		36	

Attachment B: CCCTA Transit Service to Public Schools



Attachment C
WEEKDAY - Special Service

Route	School	FY 14-15	FY 15-16	FY 16-17
601	Walnut Creek Intermediate	13,334	13,205	16,578
602	Walnut Creek Intermediate	25,830	26,297	24,613
603	Campolindo High School & St Mary's College	4,576	4,680	3,409
605	Walnut Creek Intermediate	13,319	12,479	14,141
606	Orinda Intermediate, Miramonte HS & St Mary's College	58,350	65,539	63,380
608	Valley View Middle School & College Park HS	4,459	4,446	3,197
609 *	Foothill Middle School & Northgate HS	1,182	969	N/A
610 *	Diablo View Middle School	1,869	1,294	N/A
611	Oak Grove Middle School	16,880	15,734	16,466
612	Pine Hollow Middle School	6,296	8,259	6,586
613 *	Oak Grove Middle School	8,739	7,570	10,285
614	Pine Hollow Middle School	6,822	7,289	6,925
615	Concord HS & Elderado Middle School	7,126	5,663	4,236
616	Oak Grove Middle School	7,536	6,929	6,826
619	Oak Grove Middle School	6,884	6,957	8,808
622	California HS	4,695	5,063	4,141
623	Monte Vista HS	7,620	7,600	8,030
625	Acalanes HS	6,484	6,914	6,984
626	Stanley Middle School & St Mary's College	5,167	5,571	6,731
627	Workshop on Mason Circle	14,716	14,272	13,055
635	Dougherty Valley HS	2,645	3,014	3,464
636	California HS & Iron Horse Middle School	11,642	11,528	13,671
649 *	ITT Tech & DVC	131	139	73

Total Ridership on 600'S 236,303 241,411 241,599

Projected Student Riders @ 77% of Total 181,953 185,887 186,031

Projected Student Riders on Fixed Routes (not 600's) 158,113 162,672 153,727

Projected Total Student Riders Fixed Routes + 600's 340,066 348,558 339,758

*** NOTES:** FY 15-16 - Route 613 - APC #'s used for ridership in some mths - data not on 'Fare Check' rpt.
FY 16-17 - Routes 609 & 610 were discontinued
Route 649 discontinued as of December 2016

Attachment D

SUBJECT: Service Expansion

POLICY: In April of 1991, CCCTA adopted a Policy on Service Expansions/Demonstration Projects which was general in nature, and which contained four elements addressing maximization of the existing system, financial planning and contributions by member jurisdictions, performance measures for new services, and demonstration project definitions.

In FY 2000, the Operations and Scheduling (O&S) Committee requested that staff take another look at this area and develop a more comprehensive set of guidelines for service expansion that would set priorities and include definitions for service development.

Assumptions

1. The recommendations herein are consistent with CCCTA's Mission Statement.
2. All new service shall be subject to the productivity standards contained in CCCTA's Productivity Standards Policy for new service.
3. All new or improved service requested by private entities shall be fully subsidized by the private entity. This subsidy should include full subsidy of all operating cost, and any "lost opportunity cost" and capital cost (if possible). The costs shall be adjusted at least biannually to reflect the actual cost of providing the service.
4. All new service shall maximize opportunities for interlining and minimize deadhead and non-productive time and/or miles.
5. All new service assumes the availability of operating funds, whether public or private, and the availability of vehicles and human resources (drivers) to operate the service without negatively impacting existing service. No new service in any category shall be undertaken without adequate funds to continue the service for at least one full year, or, in the case of limited-time circulators, for the time period requested.
6. The priorities and assumptions herein apply only to general public services, and not to specialized service for ADA eligible riders as provided by LINK.
7. The priorities listed below recognize that improvements made in one priority area may also benefit users in another priority area (i.e., improvements for routes serving commuters may also benefit the transit dependent.)

8. The priorities below can include creative approaches to service provision, including the use of vans, flex routing, subscription services, substitution of one type of service for another, and other approaches meant to maximize opportunities for productivity and to reduce operating costs.
9. All service improvements are subject to a public hearing process and Board approval, except for minor adjustments as listed in Priority A. All service improvements must demonstrate that they do not have opposition from a majority of the community they are intended to serve, including neighborhoods in which vehicles are proposed to operate.
10. Special event services are not included in this list of priorities, as they are not considered a type of service that competes for or strains the capital, human and financial resources of CCCTA. These services are not operated regularly and are not operated during peak times. In all cases, they are also heavily subsidized by the venue for which the service is being provided.

Definitions

Circulator Service: Service which serves a single community, operates all day, and circulates between at least two major origins and destinations, one of which is a Central Business District or major shopping area. Circulators may also serve collector points, such as park and ride lots. Circulators may be short term (holiday periods, for example) or ongoing. The overall goal of circulator service is to encourage the use of alternative transportation to reduce congestion and the demand for parking in the downtown business district.

Commute Service: Service scheduled to connect with BART during the morning (6 am to 8:30 or 9:00 am) and afternoon (4:00 to 6:30 or 7:00 pm) commute peaks which serve major employment centers or transit hubs, and which operates with limited stops, and headways no greater than 20 minutes. The overall goal of commute service is to reduce congestion and offer transit alternatives to Single Occupant Vehicle (SOV) drivers.

Expanded Service: Changes to an existing route which involve the addition of more than one hour of new service, additional days of service, additional origins and/or destinations not covered by the existing route, and which may or may not require additional equipment and drivers to deliver. Those expansions, which do not require additional vehicles or drivers, would take precedence over those that do. Expanded service is often passenger driven, and a higher priority will be given to expanded service, which responds to the needs of transit dependent users. Priority will also be given to service expansions included in one or more adopted planning documents (SRTP, Contra Costa County Welfare to Work Transportation Plan, CCTA Transportation Plan, etc.)

Fully Subsidized: Service for which at least operating costs, based on the actual cost per hour and cost per mile from the prior year of the system as a whole, is

paid by a third party. Based upon availability of vehicles, the subsidy may also include a capital cost for vehicles.

High Demand: Average ridership of at least 28 passengers per hour or at least 2.5 passengers per revenue mile, or an average load factor which exceeds 70%. These averages exceed the system standard by at least 50%.

Minor Service Change: An adjustment to an existing route or routes which provides new or relocated stops, new or adjusted time points, small amounts of new service (less than one hour per day), reconfigurations which do not affect running time, and other small adjustments which do not require the addition of drivers or equipment to the route. Minor service changes are most often passenger and/or operator driven.

New Service: Service which does not take the place of a discontinued service and which does not duplicate existing service, or which serves a new area or new origins/destinations not currently served, or which is subsidized by the requesting sponsor and/or new funds available to CCCTA.

Private Entity: Any business, agency, government body, organization, company, or corporation which is not a member of the CCCTA Joint Powers Agency.

Productivity Standards Policy: The Productivity Standards Policy adopted by the CCCTA Board of Directors on December 21, 1995.

School Service: Added buses at school start and dismissal times which operates on school days only. Schedules are developed to coordinate with school bell times. Service is open to the general public, but tends to carry heavy loads of middle school and high school students for one or two AM and PM peak trips. The overall goal of school service is to offer student transportation for schools, which do not have “yellow school bus” service.

Transit Dependent: Adult riders paying cash fare to ride, or using a regular 20- or 40-ride punch pass, and seniors and disabled riders as defined on operator trip cards. Through periodic onboard surveys (every three years), transit dependency will be further defined by income, availability of a vehicle to make the trip, and availability of a valid driver’s license.

Priorities

A. Minor Service Changes to Existing Routes that do any of the following without adding more vehicles or drivers.

- Improves on time performance.
- Adjusts time points within the schedule.
- Adds time (not more than one hour) at the beginning or end of the day, or midday by extending a run, which would otherwise go out of service.

- Adds new stops along an existing route.
- Adjusts routing to better serve new or relocated trip generators without jeopardizing existing productive portions of the route or reducing headways.
- Splits a route into two pieces to make it more direct without increasing total revenue hours.
- Adjusts BART meet times to reduce wait times for BART/bus transfers.
- Adjusts running time by utilizing existing layover or recovery time.
- Improves safety (pedestrian access, vehicle access).

These service changes will be done at the discretion of staff, within existing budgeted resources, and consistent with bid change dates if the change affects a run cut.

B. Improvements to Existing Routes Which Show High Demand by (in priority order)

- Increasing frequency (reduced headways).
- Extending hours of operation (beyond one hour) earlier or later based on demand.
- “Layering” express service over high demand routes which have an end to end running time of more than 45 minutes.
- Adding Sunday service.
- Restructuring a route to make it more productive by (any one of the following)
 - Serving new trip generators/eliminate non-productive route segments
 - Using fewer vehicles to deliver same level of service
 - Improving on time performance.

These improvements generally require additional resources in the form of vehicles, drivers and funding. Those improvements, which can be accomplished without additional drivers or vehicles, will take priority over those that do.

Improvements listed in planning documents will receive priority.

Improvements, which use other than CCCTA funds, will receive priority (for example, welfare to work funds to add Sunday service or extended hours).

C. Improvements to Commute Service including but not limited to:

- Service requested by private entities, which pay the cost for providing such service. Priority will be given to fully paid costs including capital. Second priority to fully paid operating and lost opportunity cost, third priority to fully paid operating cost, and fourth priority to partially paid operating cost only if it is determined by the Board that the overall

community benefit justifies an investment of CCCTA funds. These services could include any of the following:

- Development of direct express service in cooperation with other regional providers to work sites, which are now poorly served, and for which at least partial funding is available. This includes commute service for persons transitioning from welfare to work.
- Shuttles to/from BART or other rail to key trip generators/collectors (employment sites, park and ride lots, etc) where demand is fully documented.
- Late evening shuttles from BART to neighborhoods or key collector points using smaller vehicles.

D. New Circulator Service

- As requested by member jurisdictions where operating costs are at least 80% subsidized by the member jurisdiction or other third party if fares are to be charged, and 100% subsidized if circulator is free.

E. New School Service

- 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: August 17, 2000