

# County Connection

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

## ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, February 13, 2019**

**9:30 a.m.**

**Candace Andersen's Office,  
3338 Mt. Diablo Blvd.  
Lafayette, CA 94549**

The committee 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 committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of January 8, 2019\*
4. Update Reimbursement Policy for Directors and Staff\*  
(Staff will recommend that the A & F Committee forward the updated Reimbursement Policy for Directors and Staff to the Board for approval.)
5. Cap and Trade Grant (LCTOP) – FY 2018-19\*  
(Staff recommends that the A&F Committee forward the proposed LCTOP project funding allocation to Board for approval. The one-year free fare pilot for Routes 11, 14, and 16 will cover FY 19-20.)
6. Amendment to Bishop Ranch Agreement\*  
(Staff will recommend that the A&F Committee forward the 6-month extension to the Board, for approval.)
7. Review of Vendor Bills, January 2019\*\*
8. Approval of Legal Services Statement, November and December 2018 –General; November 2018 Labor\*\*
9. Next Scheduled Meeting – March 6, 2019
10. Adjournment

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\*Enclosure

\*\*Enclosure for Committee Members

\*\*\*To be mailed under separate cover

\*\*\*\*To be available at the meeting.

FY2018/2019 A&F Committee

Susan Candell – Lafayette, Al Dessayer-Moraga, Kevin Wilk-Walnut Creek

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

## General Information

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

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

**Consent Items:** All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee 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. 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 Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or [hill@countyconnection.com](mailto: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:	February 21, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, March 6, 10:00 a.m., Hanson Bridgett 1676 North California Blvd., Suite 620, Walnut Creek, CA
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, February 12, 3:00 p.m., County Connection 2477 Arnold Industrial Way, Concord, CA
Operations & Scheduling:	Friday, February 1, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

**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**

Administration and Finance Committee  
Summary Minutes  
January 8, 2019

The meeting was called to order at 9:30 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members:            Director Al Dessayer  
   Director Don Tatzin  
   Director Kevin Wilk

Staff:                                General Manager Rick Ramacier  
   Assistant General Manager Bill Churchill  
   Chief Financial Officer Erick Cheung  
   Director of Planning Ruby Horta  
   Paratransit Coordinator Rashida Kamara  
   Planning Manager Sean Hedgepeth

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of December 4, 2018- Approved.
4. CCCTA Investment Policy – Quarterly Reporting Requirements – CFO Cheung reported that the portfolio as of September 30, 2018 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. County Connection Income Statements for the Three Months Ended September 30, 2018- CFO Cheung reported that the actual expenses of \$8,705,683 are 7.3% under the year to date budget (\$686,262). Wages, fringe benefits, services, materials and supplies are under budget, and no contingency currently needed accounted for most of the variance. The A&F Committee accepted the report for consent.
6. Independent Accountant's reports on Federal Transit Administration National Transit Database Reports – CFO Cheung reported that annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to FTA on Form FFA-10, which is included in the National Transit Database report (NTD). The form reports hours, miles, passengers, passenger miles and total operating expenses. Beginning in FY 2018, the FTA requires a separate report to review appropriate accounting consistent with the NTD Uniform System of Accounts (USOA). We filed the NTD report in October and Brown Armstrong completed their review in December. Brown Armstrong reviewed the data and financial information and issued both reports without exception except for a typing error in the FFA-10 Report Item G which was corrected and resubmitted. The A&F Committee approved the NTD reports to the Board for consent.
7. Proposal for Financial Audit Services – Mr. Cheung stated based on the high quality of audit services provided by Brown Armstrong, the A&F Committee directed staff to request for a proposal for an additional 3 years for FY 2019 to FY 2021 from them. Brown Armstrong has provided a 3 year proposal with an increase for FY 2019 is 2.2% for \$46,500, FY 2020 is 2.15% for \$47,500 and 2.11% for \$48,500. The A&F Committee recommended to the Board to approve the extension for audit services with Brown Armstrong for 3 years with a rotation of partner on the engagement.
8. Route 99X Promotion – Ms. Horta stated the Route 99X was a new route that began service in August 2018. The route connects the Martinez Amtrak station to North Concord BART via the Pacheco Transit Hub. During the first three months of operation, ridership on the route has averaged about 700 passengers per month. In an effort to increase ridership, staff is planning to partner with 511 Contra Costa to run a promotional campaign. As part of this promotion, rides on the route would be free for the month of February. 511 has agreed to reimburse County Connection for fares, and staff is working with legal counsel to develop a formal agreement. This is an informational item only.
9. Contra Costa Transportation Authority's Accessible Transportation Strategic (ATS) Plan – Mr. Churchill stated that Contra Costa Transit Authority (CCTA) was awarded a Caltrans Sustainable Communities Transportation Planning grant to study the potential for a coordinated transportation system for seniors and persons with disabilities. CCTA is calling the new study the Accessible Transportation Strategic (ATS) Plan. The CCTA board authorized their staff at the

September 19, 2018 board meeting to reach out to all county public transit operators, the four Regional Transportation Planning Committees (RTPC's) as well as a number of other stakeholders to participate in the study. Additionally, CCTA has requested that each participant in the study sign a Memorandum of Understanding (MOU) prior to the commencement of the study. CCTA has requested each participant review the draft MOU and provide feedback prior to the end of January 2019. County Connection has forwarded to legal for review and has conducted an initial evaluation of the document. Staff has some concerns 1) The MOU requires the Board to sign off on the final recommendations of the study prior to the study having been completed. Should the study recommend a new Authority be developed that provides ADA services for the whole County, then the MOU would require County Connection use the new entity to provide complimentary paratransit services relinquishing a role it has served since 1980. 2) Apparent combining of senior's (ambulatory or not) into the definition of Accessible Transportation, significantly broadening the scope of the population transportation services would be provided for. Currently County Connection provides transportation for persons with disabilities as defined by the Federal Transportation Administration (FTA). By adding ambulatory seniors to the group of eligible riders the potential growth in passengers could quickly wipe out existing funding streams. The MOU in its current form doesn't recognize that each of the groups to be studied each have a specific set federal regulations that govern how transportation services are to be provided.

County Connection staff supports CCTA and Contra Costa County's efforts in the development of a centralized and consolidated transportation program for seniors and persons with disabilities, staff also maintains that it is imperative the Authority maintain autonomy and control over decisions of how to provide paratransit services to our community. County Connection should remain in control of decisions regarding how, when and where required paratransit services are to be provided. Director Tatzin suggested a representative from Contra Costa Transportation Authority and the Contra Costa County be present to address questions and issues at the Board meeting in a collaborative nature. The A&F Committee is supportive of performing the study and discuss the MOU at the Board level. The MOU was forwarded to the Board with the recommendation of a CCTA and County staff person be present to address questions/concerns of the Board.

10. Final Fare Restructure Proposal & Title VI Analysis – Mr. Churchill stated in April 2018, staff presented a draft version of a proposal to modernize the County Connection fare structure, moving away from paper fare products in favor of promoting Clipper card use. Ms. Horta and Mr. Hedgepeth discussed that over the summer, staff conducted the required community outreach for the fare changes across our service area, which was presented to the Board in September 2018. In addition to the required outreach, staff has prepared a Title VI Fare Equity Analysis. If approved by the Board, staff anticipates making the fare changes in March of 2019, which coincides with the proposed implementation of the service restructure. This would allow for significant practical synergies as the fare changes will be represented on all new printed materials that would be updated simultaneously with new route and schedule information. In addition, staff could inform the public of both the new fare and service changes across our various mediums in advance of the restructure. Mitigation for known impacts, such as a proposal to retain free midday fares for Mt. Diablo School District's BRIDGE adult education program, is also included as part of this analysis. No other changes have occurred to the original April 2018 fare proposal.

The base cash fare is proposed to increase 50 cents to \$2.50 for adults and 25 cents for senior/disabled to \$1.25. This is viewed as a cash surcharge, as the Clipper fares have no proposed increase. All paper products, including punch cards, paper monthly passes, and paper transfers are proposed to be eliminated. These fare products are intended to be replaced by Clipper products. This is following suit from the transit industry as a whole, including our neighboring agencies such as AC Transit and SFMTA. In addition to moving away from paper products, staff proposes the elimination of the Midday 10am-2pm Free Fare program.

The initial proposal was presented to the Board in April 2018 and staff received authorization to conduct the public hearing process. Staff scheduled six (6) public hearings from June 25th to July 25th in the following cities: Martinez, Lafayette, Concord, Pleasant Hill, Walnut Creek and San Ramon. Additionally, comments were encouraged via mail, email, phone, and on our website. The comments received were presented at the September Board meeting. In addition to the public hearing process, the fare proposal requires a Title VI review to ensure low income and minority communities are not disproportionately impacted. Legal counsel has reviewed the public hearing process as well as the Title VI analysis.

Staff has completed the Title VI analysis based on the final fare proposal. According to circular 4702.1B, issued October 1, 2012 of Title VI of the 1964 Civic Rights act, fare changes are required to undergo a Fare Equity Analysis. As part of our board adopted Major Service Change Policy, fare or service changes must not have more than a 20% disparate impact to minorities or a disproportionate burden to minorities. The attached Title VI analysis did not find any disparate

impacts to minorities or any disproportionate burdens to low-income populations, with only a 6.1% burden and 6.3% impact.

Estimated revenue generated by this fare proposal will depend on the level of ridership loss. Staff estimates that ridership may drop between 5-10%, which would equate to an annual increase of revenue between \$500,000 (at a 10% drop) and \$700,000 (at a 5% drop).

The A&F Committee recommended the Fare restructure for approval to the Board

11. February Board Workshop Reminder – Board meeting in February will be a workshop which is estimated to last 2 hours.
12. Review of Vendor Bills, December 2018- Reviewed.
13. Legal Services Statement, October 2018, General & Labor- Approved.
14. Adjournment- Adjournment in memory of Ralph Hoffman. The meeting was adjourned. The next meeting is set for scheduled Wednesday, February 13<sup>th</sup> at 9:30 am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549 and March 6<sup>th</sup> at 10am in Walnut Creek

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Erick Cheung, Chief Financial Officer

**To:** Administration and Finance Committee

**Date:** February 13, 2019

**From:** Erick Cheung  
Chief Finance Officer

**SUBJECT:** Update Reimbursement Policy for Directors and Staff

**SUMMARY OF ISSUES:**

The Board last reviewed and updated the Reimbursement Policy in January 2008. Staff has updated the policy based on current operating procedures, eliminating some of the redundancy in the policy, and incorporating the reorganization that was done last year.

**FINANCIAL IMPLICATIONS:** None.

**ACTION REQUESTED:** Staff requests that the A&F Committee approve the updated Reimbursement Policy for Directors and Staff to the Board.

**ATTACHMENTS:**

- A. Reimbursement Policy Draft Change Version

SUBJECT: Reimbursement to Central Contra Costa Transit Authority (CCCTA) Directors and Staff for Actual and Necessary Expenses Incurred in Connection with the Performance of Their Official Duties

POLICY: A. Meeting Reimbursement

Each member of the Board of Directors shall receive \$100 for each meeting that the Director attends of the Board or of the Committee to which the Director has been appointed, for a maximum monthly compensation of \$200. The Chair of the Board shall receive this maximum monthly compensation for attending at least one Board or Committee meeting or for performing duties to coordinate the CCCTA staff and Directors. Except for attendance at Board and Committee meetings, Directors may be reimbursed for actual and necessary travel and other expenses incurred in performance of authorized Board duties, in accordance with expense reimbursement policies approved by the Board of Directors.

B. Official Duties Other than CCCTA Meetings

If a Director (as deemed necessary by the Authority Board of Directors) represents the CCCTA in meetings or activities other than CCCTA Board or Committee meetings, such Director shall be reimbursed for his/her expenses as provided in this Paragraph B.

1. For meetings within the San Francisco Bay Region (the nine Bay Area counties) and Sacramento County, the Director's expenses shall be reimbursed as follows:

a. Travel

(1) Public Transportation Services. The Director shall receive actual costs. Directors shall endeavor to use public transportation where reasonably convenient and available.

(2) Privately Owned Vehicles. The Director shall be reimbursed for the use of a privately owned vehicle at the same rate that the U.S. Internal Revenue Service allows for mileage deductions. Related bridge tolls and parking fees shall also be reimbursable.

b. Meals. The Director will be reimbursed for meals on the basis of actual receipted costs, which shall be reasonable in amount.

c. Personal Phone Calls. None authorized. CCCTA business phone calls are permissible and reimbursable.

2. For travel outside the San Francisco Bay region and Sacramento County, the Director shall be reimbursed as follows:

a. Meals and Incidental Expenses. The Director shall receive a per diem allowance of fifty dollars (\$50.00) per each day of travel.

Banquet meals are not included in this dollar amount if the meal is provided to conference attendees.

b. Travel

- (1) The costs of lodging shall be reimbursed at the single occupancy conference hotel rates. The Director may choose to stay at a different hotel than the one selected but will be reimbursed only up to the single occupancy conference hotel rate.
- (2) Transportation shall be reimbursed at the cost of the most expeditious means of travel; i.e., economy airfare or private automobile, to be determined in advance. Use of rental car services shall be reimbursable to a Director when more economical than taxi service or other ground transportation.
- (3) Privately Owned Vehicle. The Director shall be reimbursed for the use of a privately owned vehicle at the same rate that the U.S. Internal Revenue Service allows for mileage deductions. Related bridge tolls and parking fees shall also be reimbursable.

c. Personal Telephone Calls. Two (2) personal telephone calls per day shall be reimbursed at actual cost with receipts. CCCTA business phone calls are permissible and reimbursable.

3. Receipts. Receipts are required for all lodging and transportation related expenses. A receipt for transportation expenses may be prepared by the Director if the expense is less than \$25.00. All costs to be reimbursed must be substantiated as to date, time, place, amount and business purpose. Mileage for use of a personal vehicle will be reimbursed at the rate allowed by the Internal Revenue Service.

4. Reasonable Consideration. The Director shall travel in a manner which will be most economically advantageous to the CCCTA consistent with reasonable individual scheduling.

~~a. Director's claims shall be reviewed and approved by the Administration & Finance Committee. (Duplicates section below)~~

~~b. Consideration will be given to alternate arrangements of lodging/transportation if the overall cost to CCCTA is less than or equal to the prevailing local rates of combined lodging/transportation.~~

C. Travel/Business Expense Approval

~~1. 1.—Director's Approvals. The Administration & Finance Chair shall approve Director's reimbursement form after a signed reimbursement form has been submitted. Another member of the Administration & Finance Committee will approve the reimbursement form if the Chair is not available or the reimbursement form belongs to the Chair.~~

Reimbursement/Advances with no incidental costs. There are occasions that a Director may be reimbursed for an eligible expense (i.e. flight) and/or advanced funds for additional expenses (i.e. Conference registration) prior to the activity or event. The Director after completion of the eligible activity shall verify expenses were incurred and eligible under the reimbursement policy by submitting a signed travel reimbursement form to Administration and Finance Chair for approval.



2. Other Expenses. Director’s expenses shall not be reimbursable except as provided in Paragraphs A and B of this policy, unless such expenses have been specifically:

- a. Approved by the CCCTA Administration & Finance Committee; or
- b. Approved by the Chair, CCCTA Board of Directors, and the Chair of the Administration & Finance Committee, where said Committee cannot be conveniently convened to consider the matter.

All expenses approved under this Paragraph C.1-2 shall be specifically reported to the CCCTA Board of Directors.

32. Staff Approvals. Staff expenses shall not be reimbursable except as provided in Paragraph B of this policy, unless such expenses have been specifically approved by the General Manager or Assistant General Manager. For staff expenses permitted to be reimbursed under Paragraph B of this policy, staff Travel/Business Expense Forms shall be approved by the next higher level of management not directly involved in the incurred expenses as listed herein:

<u>Staff Submitting Form</u>	<u>Approval Required</u>
Manager and below	Department Director
Department Director <del>Manager</del>	<del>AGM, COO, CFO</del> Assistant General Manager
<del>Assistant General Manager</del> , COO, CFO	General Manager
General Manager	Board Chair or A&F Committee <u>Chair</u>

The Travel/Business Expense Form for the General Manager shall be reviewed by the Chief Finance Officer prior to final approval by the Board Chair or A&F Committee Chair. Other management staff shall be approved as noted above and reviewed by the Finance Manager prior to reimbursement.

43. Outstanding Advances. Directors may receive a travel advance for anticipated expenses permitted under this policy. No Director shall receive a travel advance until all prior advances have been processed and closed. No advance shall be allowed to remain open for more than ninety (90) days. In the event a travel/business expense advance is not cleared within the ninety (90) day period, the Chair of the Administration & Finance Committee shall contact the Director holding the advance to expedite its completion.

In the case of an outstanding staff advance, the General Manager shall contact the staff person holding the advance to expedite its completion. In case of an outstanding General Manager advance, the Chair of the A&F Committee shall expedite its completion.

D. Effective Date. This policy shall be effective September 19, 1985.

DATE OF ADOPTION: November 21, 1985

DATES OF REVISION: November 17, 1988  
December 17, 1992

August 19, 1993  
January 20, 1994  
December 19, 1996  
January 1, 2008 – Resolution No. 2008-008  
February 21, 2019

**To:** Administration & Finance Committee

**Date:** 02/04/2019

**From:** Ruby Horta, Director of Planning & Marketing

**Reviewed by:** *WC.*

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**SUBJECT: Cap and Trade Grant (LCTOP) – FY 2018-19**

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**Background:**

The Cap and Trade funding program for transit is titled Low Carbon Transit Operations Program (LCTOP). The initial three years of funding were available from FY 2014-15 to FY 2016-17 and funds were primarily used to operate the Martinez Shuttle – Route 3. Prior to FY 17-18, at least 50% of LCTOP funds had to be used **within ½ mile** of a disadvantaged community (DAC). The FY 17-18 guidelines stated that eligible projects must be “**within a DAC**”. Route 3 was ½ mile from the DAC, thus no longer eligible for these funds. Due to low productivity and lack of funding, Route 3 was eliminated in Fall 2018.

Route 99X was designed to meet the new guidelines, connecting the Martinez Amtrak Station to BART via Pacheco Blvd. and Morello Ave. Additionally, given the increased amount of funds, staff added three trips to the existing weekend route (316), also serving the DAC. These service changes were implemented in Fall 2018. Staff used the remaining 50% of the funds for the Low/No electric bus project – the second set electric buses.

**New Guidelines (FY 18-19)**

The California Legislature passed Senate Bill 1119 (SB 1119) in 2018, to increase project flexibility by allowing transit agencies to waive the requirement of expending 50% of their total allocation within and benefiting a DAC if the recipient transit agencies expend the funding provided pursuant to the following guidelines:

- a) New or expanded transit service that connects with transit service serving disadvantaged communities or in low-income communities
- b) Transit fare subsidies including, but not limited to, discounted or free student transit passes.
- c) The purchase of zero-emission transit buses and supporting infrastructure.

This bill provides the flexibility needed to implement a fare subsidy project in the Monument Corridor.

## Proposed Projects

MTC has published an estimate for the region and County Connection is expected to receive \$1.1M.

<b>Cap &amp; Trade Allocations</b>					
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Revenue Based	\$ 40,496	\$ 123,087	\$ 56,812	\$ 110,058	\$ 161,497
Population-Based	\$ 145,385	\$ 492,491	\$ 228,378	\$ 640,697	\$ 971,709
<b>Subtotal</b>	<b>\$ 185,881</b>	<b>\$ 615,578</b>	<b>\$ 285,190</b>	<b>\$ 750,755</b>	<b>\$ 1,133,206</b>
Local Funds	\$ 50,419	\$ -	\$ 22,819	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 236,300</b>	<b>\$ 615,578</b>	<b>\$ 308,009</b>	<b>\$ 750,755</b>	<b>\$ 1,133,206</b>
<b>Projects Funded</b>					
Martinez Shuttle	\$ 236,300	\$ 308,009	\$ 308,009	\$ -	\$ -
Electric Trolley/Bus	\$ -	\$ 307,569	\$ -	\$ 375,377	\$ -
Martinez Amtrak to BART	\$ -	\$ -	\$ -	\$ 375,378	\$ 375,378
Subsidized Fares (11, 14, 16)	\$ -	\$ -	\$ -	\$ -	\$ 757,828
<b>Total Expenses</b>	<b>\$ 236,300</b>	<b>\$ 615,578</b>	<b>\$ 308,009</b>	<b>\$ 750,755</b>	<b>\$ 1,133,206</b>

Staff proposes to use these funds to continue operating Route 99X and additional Route 316 trips (approximately \$375,000) and the remaining \$757,000 to pilot a fare subsidy project for the following weekday routes: 11, 14 and 16. All of these routes serve AB 1550 low-income communities and an MTC community of concern, which is centered around Downtown Concord and the Monument Corridor. Making these routes free will unleash a lot of latent demand and staff believes that using these funds is the best way to stimulate ridership in the corridor. Staff estimates that ridership will likely increase by at least 25%, which allows for full utilization of the FY 18-19 LCTOP allocation.

Route	Ridership	25% increase	Fares
11	78,261	98,292	\$ 146,455
14	145,053	182,179	\$ 271,446
16	181,647	228,139	\$ 339,927
			\$ 757,828
99X/316			\$ 375,378
			<b>\$ 1,133,206</b>

**Recommendation:**

Staff recommends that the A&F Committee forward the proposed LCTOP project funding allocation to Board for approval. The one-year free fare pilot for Routes 11, 14, and 16 will cover FY 19-20.

**Financial Implications:**

Using FY 2018-19 LCTOP to fund service operating within the DAC and pilot a fare subsidy project for one year on Routes 11, 14, and 16.

**To:** Administration & Finance Committee

**Date:** 2/6/2019

**From:** Ruby Horta – Director of Planning & Marketing

**Reviewed by:** *WC.*

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**SUBJECT: Bishop Ranch Agreement - Amendment**

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**Background:**

County Connection has had a partnership with Sunset Development, the owners of Bishop Ranch, since 1997. This partnership provides a fare agreement for employees at Bishop Ranch, as well as frequent commute period service on Routes 96X from Walnut Creek BART and 97X from Dublin BART.

As part of Comprehensive Operations Analysis (COA), which was conducted in late 2017/early 2018, staff identified some possible improvements to these routes. The COA looked at running times and ridership, including stop level boardings. This data showed that passengers riding to Bishop Ranch make rational decisions based upon travel time. The data shows that most riders elect not to ride through to the end of lengthy stop sequences, but instead electing to get off upon arriving in the Bishop Ranch area. Taking this into account, staff designed a new service plan that has a simpler, more streamlined service to better address passenger needs.

**Amendment Request:**

The current agreement expires in March 2019 and rather than rush into a new agreement, under the current terms, staff proposes an extension. Over the last several months, County Connection staff has been meeting with Sunset Development and the City of San Ramon to discuss a service restructure on Routes 96X and 97X. County Connection staff as well as Sunset Development staff agreed that a 6-month extension would allow both entities to 1) proceed with the public hearing process and 2) evaluate new terms for the ongoing partnership. Legal counsel has reviewed the amendment.

**Financial Implications:**

No changes. Current terms will continue through the 6-month extension.

**Recommendation:**

Staff recommends that the A&F Committee forward the 6-month extension to the Board, for approval.