

County Connection

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

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, October 15, 2020
9:00 a.m.**

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Committee Directors, staff and the public may participate remotely by calling:

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<https://us02web.zoom.us/j/89716460143>

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Public comment may be submitted via email to: hill@cccta.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board of Directors before the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

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 17, 2020*
 - b) Leased Tires and Related Services Contract *
Resolution No. 2021-011*
(The O&S Committee recommend that the Board approve Resolution NO. 2021-

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

011, authorizing the General Manager to enter into a contract with Goodyear Tire & Rubber Company.)

- c) Bus Advertising Contract Amendment *
Resolution No. 2021-012*
(The A&F Committee recommends that the Board approve Resolution NO. 2021-012, authorizing the General Manager to sign an amendment to the contract with Vector Media for bus advertising.)
- 5. Report of Chair
 - 6. Report of General Manager
 - a) County Connection/LAVTA Coordination
(The General Manager will report on potential efforts to increase coordination between County Connection and LAVTA.)
 - b) Update on Federal legislative activities
(The General Manager will update the Board on potential Federal legislation to provide additional funds to transit due to COVID-19. The General Manager will report on the enactment of a one year extension of the FAST Act.)
 - 7. Report of Standing Committee
 - a) Operating & Scheduling Committee
 - 1) Draft Service Restructuring Proposals*
(Staff will seek Board authority to conduct a public process on three service restructuring concepts in order to address potential funding shortfalls due to COVID-19. Staff will also report on discussion from the A&F Committee on related scenarios planning.)
 - 2) Paratransit Report COVID-19 Update #5 *- Information Only
(Staff will provide an update on paratransit operations in response to COVID-19.)
 - 8. Board Communication
 - 9. Adjournment

*Enclosure

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

General Information

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

Public Comment: If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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

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

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, November 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, November 10, 8:30 a.m., City of Pleasant Hill Offices, 100 Gregory Lane, Pleasant Hill, CA
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, November 5, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA
Operations & Scheduling:	Friday, November 6, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA

The above meeting schedules are subject to change and may be conducted as teleconference meetings. 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

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

September 17, 2020

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Candace Andersen called the regular meeting of the Board of Directors to order at 9:00 a.m. Board Members present were Directors Dessayer, Haydon, Hudson, Noack, Storer, Tatzin, Wilk and Worth. Directors Hoffmeister and Schroder arrived after the meeting convened.

Staff: Ramacier, Chun, Cheung, Churchill, Hill, Horta, Kamara, Martinez, McCarthy, Mitchell and Reebbs

Public Comment: None

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 20, 2020; (b) CCCTA Investment Policy-Quarterly Reporting Requirement; (c) Annual Adjustment to Cafeteria Amounts for Non-Represented Employees, Resolution No. 2021-005; (d) Lifeline Transportation Program Cycle 6 Grant Funding, Resolution No. 2021-010; (e) On-Call General Engineering Consulting Services Contract Award, Resolution No. 2021-008. Director Tatzin seconded the motion and it received the following vote of approval:

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

Director Schroder arrived at 9:04 a.m.

REPORT OF CHAIR:

Seating of CCCTA Officers

Keith Haydon-Chair
Dave Hudson-Vice Chair
Amy Worth-Secretary

2020-2021 Committee Assignments

Administrative & Finance Committee

Al Dessayer
Sue Noack
Don Tatzin

Marketing, Planning & Legislative Committee

Candace Andersen
Rob Schroder
Kevin Wilk
Amy Worth

Operations & Scheduling Committee

Laura Hoffmeister
Dave Hudson
Robert Storer

REPORT OF GENERAL MANAGER:

Update on COVID-19 and the impacts on County Connection

Rick Ramacier informed the Board that as of today, County Connection has 3 confirmed COVID-19 cases, all in the operations department, and no known cases in the maintenance or administrative departments. We are enforcing 6 feet distancing on our buses. In coming months, staff will update you on possible run cuts and changes to our operating budget. Overall we are pleased with how our employees have stayed healthy and positive during these trying times.

Blue Ribbon Task Force

Rick Ramacier informed the Board that he is meeting with the MTC Blue Ribbon Task Force, once a month via Zoom to represent the small transit operators. We are discussing a health and safety plan for transit and coordination with other transit agencies on implementing the plan and when and how we will begin collecting transit fares again. Director Hoffmeister arrived at 9:24 a.m.

Report on the status of the HEROES/HEALS Act

Rick Ramacier informed the board that County Connection has received our first allocation of funds from the CARES Act. We anticipate approximately \$4.5 million for our next allocation by the end August 2020. Congress has not passed any follow up legislation to the CARES Act, and at this point we don't know when/if such legislation will be adopted. The proposed Heroes Act would allocate \$15.75 billion for transit, split into a \$11.75 billion bucket for urbanized area formula funds for transit entities serving populations of more than three million that would be distributed using Fiscal Year 2020 formulas, and \$4 billion in grants. We don't expect to hear anything until after the election and possibly not until early 2021.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Update on FY2020 & FY2021 Budget

Director Dessayer introduced the item. He stated that this is not a formal change to the budget, it's just a current look at what the future may hold. Erick Cheung explained that the FY 2021 Adopted Budget estimated revenues of \$40,248,400 for FY 2020 and \$44,456,064 for FY 2021. Due to COVID-19, revenues have been negatively impacted downward based on revised estimates on sales tax, diesel tax, and fares. Staff has updated the revenue for FY 2020 and FY 2021 based on current information. For FY 2020, the amount has improved due to better sales tax revenues than estimated in June but still below assumptions in March. For FY 2021, revenues have decreased.. Unfortunately, the region incurred a spike in COVID-19 cases which meant some restrictions were put back in place and schools began using distance learning. These restrictions have impacted fare and special service revenues, as we have yet to begin collecting fare revenue since March. Even though FY 2020 sales tax revenue came in better than expected, there have been no changes by MTC on TDA revenues of \$14,561,685. Based on the August update, we need \$23,446,530

in TDA funds, which would reduce our TDA reserves by \$8,884,845 to a balance of \$17,081,000. After some discussion, it was stated that the A&F Committee will continue to update the Board and updates occur.

Marketing, Planning and Legislative Committee

Clipper START and Youth Fare

Ruby Horta informed the Board that as of July 2020, Clipper START allows adults who live in the Bay Area and whose earnings are up to 200% of the federal poverty level to qualify for fare discounts. The Clipper START pilot is only available on the Clipper card and requires riders to complete an application process which includes proof of identity and proof of income. Once approved, riders receive a personalized Clipper card that can be used for single-ride discounts on the participating transit agencies' systems.

Staff will be required to complete a Title VI analysis as part of this process. One of the potential inequities, given our current fare structure, is the fact that only low-income adults would be eligible for a discounted fare. The four large operators currently participating in the program already have youth fares in place. In an effort to address this inequity amongst low-income adults and a low-income youth in the same household, staff is proposing implementing a youth fare, available on the Clipper card. There would be no changes proposed to the cash fare, at this time.

MOTION: Director Schroder moved approval that County Connection participate in the Clipper START program, which will provide a 20% fare discount for select populations, and the inclusion of a companion youth fare, with the understanding that the Board will take final action following the completion of the Title VI review and public outreach process. Director Hoffmeister seconded the motion and it received the following vote of approval:

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

Operating & Scheduling Committee

Commitment to Riding Together: Bay Area Healthy Transit Plan and Resolution No. 2021-009

Director Hudson left the meeting at 10:41 a.m.

Bill Churchill explained that In response, the Bay Area's twenty seven operators collaborated on the development of the Riding Together: Bay Area Healthy Transit Plan which provides a unified and comprehensive framework of health and safety mitigation standards, communication efforts and responsibilities for both transit operators and the riding public. This plan was not developed in a vacuum, rather, operators relied upon guidance from the American Public Transportation Association (APTA), US Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Department of Homeland Security (DHS), the World Health Organization (WHO) as well as others to develop a solid foundation to ensure a safe transportation network in the Bay Area. Another key component of the Plan is the assessment of plan effectiveness through monitoring and data collection and the publication of results through a common dashboard that all operators will contribute to each month. The greatest strength of this plan however is its flexible approach that responds appropriately as new information is gained on how to effectively mitigate Covid-19.

As one of the Bay Area's operators, County Connection staff participated in the development of the plan and is comfortable with the Authority's ability to comply with all requirements it contains. The current County Connection Covid-19 policies, procedures and mitigation efforts meet or exceed all components of the plan.

MOTION: Director Hoffmeister moved approval of Resolution No. 2021-009, committing County Connection to implementing the Riding Together: Bay Area Healthy Transit Plan. Director Storer seconded the motion and it received the following vote of approval:

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

Triennial State TDA Performance Audit

Ruby Horta, explained that in general the audit report is good with indicators meeting requirements including compliance with all sections of the State PUC. The sections reviewed included requirements concerning CHP safety inspections, labor contracts, reduced fares, revenue sharing, and evaluation of passenger needs.

The Director of Accessible Services has been working with the new contractor, Transdev, to address all three areas. Regarding the accident rate in the fixed route division, staff identified a reporting error that led to this finding and has conducted additional training to ensure all reporting is completed in an accurate manner.

MOTION: Director Dessayer moved acceptance the most recent TDA Performance Audit of County Connection conducted by MTC. Director Wilk seconded the motion and it received the following vote of approval:

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

FY2020 Fixed Route Performance Report

Melody Reebbs, Manager of Planning, explained that in the San Francisco Bay Area, overall transit ridership was down. County Connection's ridership declines and subsequent recovery trends have been relatively consistent with other local transit operators in the region. In contrast, regional transit providers in the Bay Area, including BART, have experienced more significant drops in ridership and slower rates of recovery. Similar to County Connection's express routes, this is likely due to the fact that these regional services tend to serve a more traditional commute market, and in particular, one that is currently able to work from home.

FY2020 Paratransit Performance Report Update

Rashida Kamara, Manager of Accessible Services, explained that County Connection is working with the community in several areas. Our current partnerships are with: Meals on Wheels, Church of the Bay in Collaboration with the Mt. Diablo School district (Bel Air Elementary and Riverview Middle), Contra Costa County EOC collaboration and Homeless Relocation Transport. Our agency collaborations are with AC Transit and Bart (East Bay Paratransit), Marin County Health Department and West CAT.

Winter Bid Update

Melody Reebbs, Manager of Planning, explained that staff has been closely monitoring ridership to assess demand and ensure adequate service capacity. Since mid-July, ridership levels have remained relatively constant. Average weekday ridership is around 70% below baseline levels, and weekend ridership is down about 40%. Service capacity has not been an issue to date, with buses carrying an average of around 5 passengers per trip.

The Winter bid will be implemented on October 4th. Given that much is still uncertain and ridership levels have remained steady, staff plans to maintain most of the current service levels while retaining as much flexibility as possible to be able to respond to any changes in demand. The new bid will not include regularly scheduled school service. This will provide additional flexibility for if, and when, schools reopen to be able to deploy service where needed, particularly in recognition that different schools may have different reopening plans. This was an information only item.

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Andersen adjourned the regular Board meeting at 10:47 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

To: Board of Directors

Date: October 6, 2020

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by: 

SUBJECT: Leased Tires and Related Services Contract

BACKGROUND:

Central Contra Costa Transit Authority leases the tires on the revenue vehicles. Every five (5) years, the maximum term allowed by the Federal Transit Administration, County Connection goes to bid for a renewal contract.

SUMMARY OF ISSUES:

An Invitation for Bids (IFB) was issued on August 26, 2020, to seek a new contract for this service. On the bid opening date of September 24, 2020, one bid was received; that bid was from Goodyear.

County Connection is in need of a contract for the continued supply of tires for the revenue buses. The advantage to having a tire company under contract for the supply of tires provides County Connection with a guarantee of tires in the event of a materials shortage for the production of bus tires. Although County Connection received a single bid, the cost analysis did show that the Goodyear bid was fair and equitable.

Staff is recommending that the Committee proceed with approving the submitted bid and requesting the Board of Directors to authorize the General Manager to enter into a contract with Goodyear for a five (5) year contract for Leased Tires and Related Services.

OPTION 1:

The O&S Committee recommend that the County Connection Board of Directors award a contract to The Goodyear Tire & Rubber Company for Leased Tires and Related Services.

OPTION 2:

The O&S Committee direct staff to re-advertise the procurement.

FINANCIAL IMPLICATIONS: Tires: The IFB response by Goodyear contains fixed rates for each of the five years of the contract period. The rates for tires for the first year of the contract are as follows:

Tires on the 35' and 40' coaches: .0005000/mile

Tires on the 29' coaches: .006000/mile

Tires on the electric trolleys: .012000/mile

The first year annual financial implication for tires will be a decrease of \$58,486.72 - a decrease of 36%.

Service: The rate for Service for the first year of the new contract is \$7,800/month.

The first year annual financial implication for Service will be an increase of \$1,080.00 - an increase of 1.17%.

After the first year, the bid submitted by Goodyear lists the following percentage increases:

Second Year 0% for Tires and 1.17% for Service
Third Year 0% for Tires and 3% for Service
Fourth Year 3% for Tires and 3% for Service
Fifth Year 3% for Tires and 3% for Service

RECOMMENDATIONS: The O&S Committee recommend that the Board of Directors at its October 15, 2020, meeting, adopt Resolution No. 2021-011 authorizing the General Manager to award a five (5) year contract to The Goodyear Tire & Rubber Company at the guaranteed rates specified in their bid of September 23, 2020.

ACTION REQUESTED: The O&S Committee recommend that the Board of Directors at its October 15, 2020, meeting, adopt Resolution No. 2021-011 authorizing the General Manager to enter into a contract with The Goodyear Tire & Rubber Company for a five (5) year period at the guaranteed rates specified in their bid for Leased Tires and Related Services.

RESOLUTION NO. 2021-011

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

* * *

**AUTHORIZING AWARD OF CONTRACT TO THE GOODYEAR TIRE AND RUBBER
COMPANY FOR LEASED TIRES AND RELATED SERVICES**

WHEREAS, the County of Contra Costa and Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, on August 26, 2020, the CCCTA issued an Invitation for Bids for Leased Tires and Related Services for a term of five years;

WHEREAS, one (1) bid was received from the Goodyear Tire and Rubber Company (Goodyear);

WHEREAS, staff and Legal Counsel reviewed the bid and determined that it was responsible and responsive to the specifications;

WHEREAS, staff conducted a price analysis and determined that Goodyear's bid price was fair and reasonable; and

WHEREAS, the Operating and Scheduling Committee concurs with the staff recommendation to award the contract for Leased Tires and Related Services to the Goodyear Tire and Rubber Company for an estimated amount of \$1,166,000 for a five-year term, which amount shall be based on the rates specified in Goodyear's bid and the CCCTA's needs during the contract term.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby awards a contract to the Goodyear Tire and Rubber Company for Leased Tires and Related Services for an estimated amount of \$1,166,000 for a term of five (5) years, beginning November 1, 2020; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute a contract on behalf of CCCTA with the Goodyear Tire and Rubber Company, in full conformity with all of the terms and conditions in the Invitation for Bids and in a form approved by Legal Counsel.

Regularly passed and adopted this 15th day of October 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Keith Haydon, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 10/07/2020

From: Ruby Horta, Director of Planning & Marketing

Reviewed by: WC.

SUBJECT: Bus Advertising Amendment

Background:

County Connection entered into an agreement with Vector Media for the purpose of providing bus advertising services. The agreement established minimum annual guarantees (MAG) as follows: Year 1 - \$525,000, Year 2 - \$575,004, Year 3 - \$625,008, plus two additional one-year terms. Prior to COVID-19, Vector Media was submitting monthly payments of \$43,750, as agreed.

Decreased Advertising Sales:

The COVID-19 pandemic has negatively impacted ad sales. In communicating with the finance and planning staff, Vector Media has requested an adjustment to their MAG. Beginning on April 1, 2020 and continuing through the end of the year, Vector Media proposes to pay a revenue share of fifty-five (55%) percent of actual monthly billings rather than the previously agreed upon MAG. If Vector Media bills more than \$79,545 for two consecutive months prior to the end of 2020, the contract MAG will be reinstated. Vector has agreed to provide monthly sales report to ensure full transparency.

The goal is to return to Year 2 MAG on January 1, 2021. However, if the economy does not recover it is possible that additional relief would be proposed in 2021.

Financial Implications:

Reduction in revenues generated through bus advertising in Year 1 of the agreement with Vector Media.

Action Requested:

The A&F Committee and staff request Board approval of the proposed amendment in Resolution No. 2021-012.

Attachments:

Attachment 1: Vector Media Letter

VECTOR MEDIA

560 Lexington Avenue
New York, NY 10022
www.vectormedia.com



September 18, 2020

County Connection
Attn: Ruby Horta
2477 Arnold Industrial Way
Concord, CA 94520

Dear Ruby:

Thank you for speaking with us earlier regarding COVID-19 and its effects upon transit advertising sales. Along with describing our proposed revenue share based payments and providing a timeline for the reinstatement of MAG payments, we have included a plan for proactive communication as the situation surrounding this pandemic evolves.

Beginning on April 1, 2020 and continuing through the end of the year, Vector Media proposes to pay the contractually described revenue share of fifty-five (55%) percent on monthly billings. Vector would make the scheduled payment based on gross revenues that have been billed in the prior month by the 20th of each successive month. The MAG would be fully abated during this time period.

Like County Connection, Vector hopes that monthly sales will trend towards pre-Covid levels by the end of 2020. If Vector bills more than \$79,545 (\$43,750 divided by 55%) for two consecutive months prior to the end of 2020, we would reinstate the contract MAG of \$43,750 per month, unless conditions in the market and related to the pandemic recur or deteriorate.

Additionally, in the interest of total transparency, Vector will provide County Connection with monthly reports from our sales tracking software that will display the pipeline of probable sales and estimated billings for future months. If County Connection desires more frequent updates regarding our sales pipeline, Oliver Berman will be happy to provide this to you.

It is our intention that as of January 1, 2021, the monthly MAG of \$47,917 will be reinstated. However, given the uncertainties regarding the end of this pandemic, future shutdowns or the speed of an economic recovery following the Covid-19 crisis, it is possible that Vector will seek additional relief in 2021, as per the Changes clause of Section 8.

Sincerely,

Tom McNaught
Sr. Director of Strategic Partnerships

RESOLUTION NO. 2021-12

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

* * *

**AUTHORIZING AMENDMENT OF CONTRACT TO PROVIDE BUS ADVERTISING SERVICES
WITH VECTOR MEDIA HOLDINGS CORP.**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon, and Walnut Creek, and the Towns of Danville and Moraga (hereinafter “member jurisdictions”), have formed the Central Contra Costa Transit Authority (CCCTA), a joint exercise of powers agency created under California Government Code Sections 6500, *et seq.*, to provide coordinated and integrated public transportation services within the area of such member jurisdictions;

WHEREAS, on October 17, 2019, CCCTA awarded a three-year contract to Vector Media Holdings Corp. (Contractor) for the purpose of providing bus advertising services (Agreement), for which CCCTA would be paid based upon a percentage of gross revenues and a minimum annual guarantee;

WHEREAS, as a result of the COVID-19 outbreak and subsequent shelter in place orders issued by the public health officers of seven Bay Area jurisdictions, transit ridership has been significantly impacted;

WHEREAS, the Agreement provides a mechanism for the Contractor to request changes to the compensation due to CCCTA as a result of unforeseen circumstances;

WHEREAS, in April 2020, the Contractor availed itself of this mechanism and requested CCCTA consider reducing the compensation due to CCCTA as a result of the impacts of the COVID-19 pandemic;

WHEREAS, CCCTA has analyzed the Contractor's request and has determined the request is reasonable and justified under these circumstances; and

WHEREAS, staff recommends, and the Administration and Finance Committee concurs, that the Contractor's guaranteed compensation be revised to a revenue share of 55% of gross revenue, with no minimum annual guarantee, effective April 1, 2020, with the understanding that original compensation structure will be reinstated on January 1, 2021, unless CCCTA agrees that the revised compensation structure should be extended due to ongoing impacts of COVID-19.

NOW THEREFORE BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the General Manager, or his designee, to execute an amendment to the Agreement with Vector Media Holdings Corp. to adjust the compensation structure to a revenue share of 55% of gross revenue, with no minimum annual guarantee, effective April 1, 2020, with the understanding that original compensation structure will be reinstated on January 1, 2021, unless CCCTA agrees that the revised compensation structure should be extended due to ongoing impacts of COVID-19.

Regularly passed and adopted this 15th day of October 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Keith Haydon, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 10/07/2020

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

Reviewed by: *RH*

SUBJECT: Options for service reductions related to projected loss of funding

Background:

COVID-19 has had significant negative impacts on several revenue sources for transit, ranging from local and state sales tax to farebox recovery. The CARES Act funds, allocated this past summer, provided a temporary relief. However, without additional recovery funds, County Connection, along with all other transit agencies will need to make significant service reductions in the upcoming months. It is difficult to predict the severity of the reduction that will be needed; thus, staff has drafted three scenarios that consider \$3, \$5, and \$7 million service reductions.

In addition to presenting the three scenarios to the Operations and Scheduling Committee, staff also presented two additional scenarios to the Administrative and Finance Committee. The additional scenarios, as requested, outlined best- and worst-case outcomes. On one end we could assume the economy will recover completely resulting in no service cuts, thus an immediate return to normalcy. On the other hand, the financial situation would be so dire that any significant service provision would be unlikely, thus requiring the dissolution of the authority. The A&F Committee agreed to proceed with the three scenarios, as presented to O&S since the two additional options would either not require any service cuts or require a different level of involvement from attorneys and accountants.

Financial Uncertainties:

At the September 2020 Board meeting, the Chief Financial Officer presented the revised FY 2021 budget. Assuming no significant service changes to expenses or revenue projections, it is estimated that County Connection's TDA reserves would be depleted in FY 2023. However, it should be noted that service adjustments have been implemented since March and the most recent bids have incorporated varying levels of service reductions. However, these service adjustments have all been implemented as temporary measures in response to COVID-19, the need to support essential services, and an effort to maintain connectivity to BART.

To address the medium to long-term financial uncertainties, County Connection must proceed with a public outreach process demonstrating the intent to implement service reductions in response to financial pressures.

Three Proposals:

Staff has drafted service reduction scenarios with the goal of demonstrating three financial outcomes. The three service reduction scenarios include cuts totaling approximately \$3, \$5, and \$7 million. It should be noted, the scenarios developed prioritize essential services based on regional efforts to ensure these services are protected. In the event of an expedited recovery, staff would reassess the service proposals and adjust as needed. The three scenarios are summarized below:

Scenario 1 (\$3M) would include service reductions to Routes 4, 6, 7, 35, 92X, 95X, and 96X.

Scenario 2 (\$5M) would include Scenario 1 reductions in addition to eliminating Routes 91X, 315 and service level reductions on Routes 10, 15, 17, 20, 93X, 98X, and 99X.

Scenario 3 (\$7M) includes Scenario 1 and 2 in addition to the elimination of most Bishop Ranch service, Routes 92X, 93X, 95X, 96X and 97X.

All options retain school service assumptions of what County Connection typically operates during a normal school year.

Given the need for a public comment process, the earliest staff could implement these service reductions would be Summer of 2021, unless a different agreement is negotiated with the union to adjust the Spring 2021 bid period.

Financial Implications:

Based on the scenarios presented above, the savings generated would be in the range of \$3 to \$7 million, depending on final recommendation.

Recommendation:

The O&S committee and staff recommend Board discussion of the proposed scenarios.

Action Requested:

The O&S committee and staff forward the proposed scenarios to the Board. The Board will be asked to authorize staff to proceed with the public comment process on the proposed scenarios, for implementation in mid- to late- 2021. The final recommendation will be dependent on public input and the updated revenue projections, as they become available.

To: Board of Directors

Date: October 8, 2020,

From: Rashida Kamara, Manager of Accessible Services

Reviewed by: *WC.*

SUBJECT: Paratransit Report COVID-19 Update #5

Background:

Seven months ago, the Governor of California issued a shelter in place order due to the rapidly spreading COVID-19 virus. Paratransit service was dramatically reduced as a result of that order. LINK service, along with their contractor Transdev, collaborated with county and city programs to provide essential services to the community. Such services included Meals on Wheels, school lunches, grocery deliveries and the transporting of COVID-19 positive passengers for the County Health department.

In addition, for the past two months, LINK has been working with social service agencies like Regional Center of East Bay to develop safe protocols that would be implemented as part of their reopening plan.

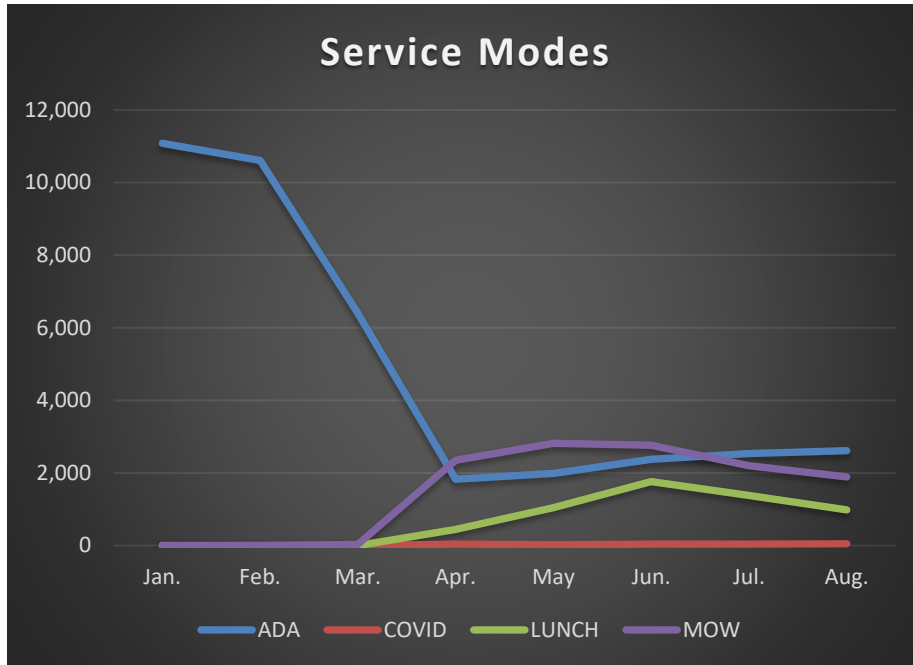
County Connection and County Health Department's, Health and Safety Training update:

LINK has been working with the County Health department to streamline Contact Tracing protocols. Last month, the County Health department provided County Connection with an initial zoom training on their new Contact Tracing protocols. They are launching a new protocol and details will be on their website. This protocol update is a direct result of how procedures continue to change in the transit industry in an effort to keep everyone safe and stop the spread. County Connection was first to receive this training and provided valuable feedback to the County Health department. The County Health department will incorporate our real-life scenarios in the training and will make it available via zoom for other transit agencies in the future. There were eight members from the County Health department, two from County Connection and two from Transdev that attended. Some of those contact tracing protocols include:

- Passengers or employees notifying County Connection of a positive status in a timely manner.
- Notifying County Health department of a Positive Status.
- Working with County Health Department Investigation team to determine possible exposures.
- Providing on-going training for staff and passengers on how to prevent the spread of COVID-19.
- Providing on-going training for CCCTA management on the developments of the spread, how to contain it, and updated protocols.
- Training the contractor on proper N95 mask fitting. (Although Transdev provide surgical masks, if drivers choose to wear a N95 mask, they must be fitted properly.)

Maintaining this partnership with the County Health department has been extremely helpful in managing our operations in a safe manner and minimizing the spread of COVID-19 on our Transit System.

Service Trends: Each month we continue to document essential services associated with COVID-19 transports in comparison to Paratransit Service. We continue to experience an increase in ADA paratransit trips in comparison to meal trips. In addition, we are also seeing an increase in COVID-19 transport trips. This indicates to us that even though more people are using the service and the state seems to be increasing their reopening plan, the amount of COVID-19 transports indicate there is still a need to be cautious. We continue to practice social distancing, wearing and using proper PPE, and transporting only one passenger at a time.



Month	ADA	COVID-19	LUNCH	MOW
Jan.	11,079	0	0	0
Feb.	10,606	0	0	0
Mar.	6,402	0	0	28
Apr.	1,827	40	446	2,346
May	1,984	26	1,045	2,817
Jun.	2,372	38	1,762	2,759
Jul.	2,538	41	1,379	2,203
Aug.	2,613	48	983	1,894

Recommendation: None
Information only