

# County Connection

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

## BOARD OF DIRECTORS MEETING AGENDA

Thursday, January 21, 2021  
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:

Join Zoom Meeting

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

Meeting ID: 897 1646 0143

Dial by your location

+1 669 900 6833 US (San Jose)

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Public comment may be submitted via email to: [hill@cccta.org](mailto:hill@cccta.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board of Directors before the meeting. Comments submitted after the meeting is called to order will be included in 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 December 17, 2020\*
  - b) CCCTA Investment Policy-Quarterly Reporting Requirement\*
  - c) Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration\*
5. Report of Chair

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

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) COVID-19 Update  
(Staff will report on the effects of COVID-19 and County Connection including, preparations for frontline workers to get vaccinated.)
  - c) Update on the MTC Blue Ribbon Transit Recovery Task Force\*  
(The General Manager will provide a short PowerPoint presentation on the Bay Area General Managers update on Regional Transit Coordination as it relates to the Blue Ribbon Task Force.)
7. Report of Standing Committee
  - a) Marketing, Planning & Legislative Committee
    - 1) Federal Legislation Update: Coronavirus Response and Relief Supplemental and Appropriations Act of 2021 (CRRSAA)\*  
(Staff will report on the latest information on CRRSAA relative to County Connection.)
8. Board Communication
9. Closed Session:  
Conference with Labor Negotiator (pursuant to Government code Section 54957.6)  
Employee Organizations:  
Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators  
Machinists Automotive Trades District Lodge No. 1173, Machinists  
Teamsters Union, Local 856, AFL-CIO, Transit Supervisors
10. Open Session:  
Report of Action(s) Taken During Closed Session
11. Adjournment

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\*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](http://www.countyconnection.com).

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

**Currently Scheduled Board and Committee Meetings**

Board of Directors:	Thursday, February 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, February 3, 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, February 4, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA
Operations & Scheduling:	Friday, February 5, 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](http://www.countyconnection.com)) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting. This agenda is posted on County Connection's Website ([www.countyconnection.com](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

December 17, 2020

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Ramacier, Sherman, Cheung, Churchill, Gan, Hill, Horta, Kamara, Martinez, McCarthy, Mitchell, Reeb, Rettig and Saechao

**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 November 19, 2020; (b) County Service Area (CSA-T1) Contract Amendment; (c) Security Guard Services Contract and Resolution No. 2021-015. Director Dessayer seconded the motion, and it received the following vote of approval:

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

#### REPORT OF CHAIR:

Director Haydon commended County Connection staff on the great job they are doing during these trying times. Keep up the great work and I appreciate all that you do.

#### REPORT OF GENERAL MANAGER:

##### County Connection/LAVTA Coordination

Rick Ramacier informed the Board that he has been in talks with Michael Tree with LAVTA, on potential efforts to increase paratransit service coordination between County Connection and LAVTA. The agencies are looking at options to see if we were to combine our paratransit services would it be cost effective for both agencies. As things develop, we will continue to inform the Board.

Director Tatzin arrived at 9:10 a.m.

##### Update on the MTC Blue Ribbon Transit Recovery Task Force

Rick Ramacier explained that the Blue Ribbon Task Force has met a couple of times and its focus is the Transit Network Manager, community based and equity principles, which also include how operators can work together with or without funding, and exploring interest in merging agencies, in the hopes of a better product and lower labor costs.

## COVID-19 Update

Rick Ramacier informed the Board that we continue to tell the staff to be safe and thoughtful while at work and away from work. We continue to social distance and to date we have 8 confirmed cases and other departments have been affected by this slight increase. We have decided to have minimum administrative staff in the office. Staff will also send letters to the government asking that transit operators be given the COVID-19 vaccine during the 2<sup>nd</sup> phase of the vaccine rollout. After a brief discussion, Rick Ramacier stated that he will continue to update the Board.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

#### Income Statements for the Three Months Ended September 30, 2020 and Revenue Update for Fiscal Year 2021

Director Dessayer introduced the item and turned the meeting over to Erick Cheung, CFO. Mr. Cheung stated that wages are under budget for \$350K because of vacancies and reductions in service. Other wages are lower by \$250K due to vacancies in the planning, safety and training, and maintenance departments. Fringe Benefits are under budget due to vacancies and because premiums for medical & cafeteria benefits do not increase until January 2021. Materials and supplies are lower due to lower diesel fuel costs and reduced service of \$175K and reduced electricity use for trolleys of \$21K. Also, lower are repair parts and building supplies expenses in the amount of \$50K. Miscellaneous expenses are under budget due to no travel nor training expenses in FY 2021 for \$32K, Special Trip Services are under budget due to COVID-19 which decreased Paratransit Ridership, eliminated trips for Cal State East Bay and Saint Mary's College, but offset by COVID/food delivery trips.

The sales tax information is better than expected so far, but we are now in the busiest time of year and will not know the outcome until February 2021. As additional information becomes available to staff, we will continue to provide updates to the Committee and the Board.

#### Fiscal year 2020 Financial Audit

The County Connection financial audit for fiscal year 2020 has been completed and the summary of the findings are that no noncompliance issues were found. Director Dessayer thanked CFO Erick Cheung and his staff for doing a great job, especially since 95% of the meetings were done on zoom. The staff has been flexible and highly professional throughout the whole process.

**MOTION:** Director Dessayer recommends that the Board approve the FY 2020 audit report prepared by Brown Armstrong Accountancy Corporation. Director Noack seconded the motion, and it received the following vote of approval:

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

Due to scheduling constraints, we moved the closed session up in the order of agenda items.

#### **Closed Session:**

The Board entered the closed session at 9:38 a.m.

Conference with Labor Negotiator (pursuant to Government code Section 54957.6)

Employee Organizations:

Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators

Machinists Automotive Trades District Lodge No. 1173, Machinists

Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

#### **Open Session:**

The Board reconvened to open session at 10:29 a.m. The attorney, Julie Sherman, stated that no reportable action was taken in closed session.

## **Marketing, Planning & Legislative Committee**

### Potential State Legislation on Bay Area Transit Governance or Coordination

Rick Ramacier informed the Board that we received a letter from Ian Griffiths, Policy Director, Seamless Bay Area and from Kevin Burke, a citizen from Alamo. These letters were distributed to the Board members and added to the County Connection website. Mr. Ramacier gave a brief background to explain that during the 2020 state legislative session, Assembly Member David Chiu introduced and then subsequently pulled from consideration, AB2057. This legislation would – among other things – have created a state Blue Ribbon Task Force (BRTF) on Bay Area transit governance, funding, and coordination. This BRTF would have included state legislators, Metropolitan Transportation Commission (MTC) members, and other related “stake holders”. It would have been tasked with developing a significant plan to likely change how transit in the Bay Area is funded and governed. The main interest in this effort was to build a better regional system, possibly at the expense of local transit services. The initial reaction of the suburban East Bay legislative delegation could be described as positive. This was despite the potential for this legislation to be damaging to local transit interests.

After AB2057 was pulled from consideration, MTC set up its own Task Force to look at similar issues. Assembly Member Chiu was named to the MTC led MTC Transit Recovery Task Force (MTC BRTF). The MTC BRTF has met five times and is scheduled to meet seven more times. However, Assembly Member Chiu has already sent strong signals that he intends to introduce a bill very similar to AB2057 in the 2021 legislative session in January of 2021. It is likely that this new bill could pose concerns for County Connection and other local transit operators within the region.

Director Hudson left at 10:48 a.m.

Director Andersen left at 10:59 a.m.

## **Operating & Scheduling Committee**

### One Seat Ride Pilot Update

Rashida Kamara, Manager of Accessible Services, informed the Board that the One Seat Ride pilot program went into effect on November 1, 2020. It was decided by the participating agencies that we would meet often to discuss issues and concerns and address them swiftly to keep the program moving. Initially, the participating agencies wanted this to mimic the original idea of making this a “Rider Choice” program with premium fares and special service protocols. Premium service is described as service provided above and beyond the required ADA services for which a customer will pay a higher fare. As a result, we established a premium fare (this fare included the base fare for each agency that a passenger transfers to/from, potentially making the fare \$15.50 for a 3 leg one-way trip), but quickly realized that with free fares still being practiced (as a result of the COVID-19 environment) by some of the participating agencies, many passengers opted to book a traditional transfer trip, rather than pay the premium fare.

On November 11, 2020, members of the participating agencies met to discuss the need to continue to make the services available to everyone who needed it. Persons opting out of using the program expressly stated that it was too expensive. Collectively, the members agreed to revamp the fare structure to ensure passengers would take advantage of the “One Seat” solution.

### 2021 Service Plan Webinar Feedback

Melody Reeb, Manager of Planning, gave a brief background that at the October Board meeting, the Board authorized staff to proceed with the public comment process on three proposed service scenarios for implementation in mid- to late-2021. These scenarios were developed in anticipation of reduced revenues due to COVID-19 and would result in service cuts totaling approximately \$3, \$5, and \$7 million annually. Subsequently, in November, staff presented the public outreach timeline, which included all virtual meetings starting with a webinar in December.

Staff hosted the first virtual webinar on December 1st, from 5pm-6pm and approximately 22 attendees joined the webinar. Staff provided a high-level overview of the three scenarios, County Connection’s financial projections, and concluded with

a summary of the timeline before taking questions from the public. The attendees made suggestions about a few routes and inquired about County Connection's funding sources, the likelihood of reinstating service once eliminated, and any potential for layoffs. Staff reiterated that current service levels are largely consistent with the first scenario, the \$3M reduction. If additional savings must be achieved, it is difficult to determine when service could be reinstated and whether layoffs would be required.

Staff also informed those in attendance about the public hearings scheduled in January that will provide more details.

All costs associated with the public outreach process were included in the FY 2021 promotions budget.

**BOARD COMMUNICATION:**

Chair Haydon informed the Board that he has been reappointed to County Connection Board of Directors.

**ADJOURNMENT:** Chair Haydon adjourned the regular Board meeting at 11:25 a.m.

Minutes prepared by



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Lathina Hill  
Assistant to the General Manager

Date: January 11, 2021

# County Connection



## INTER OFFICE MEMO

**TO:** Board of Directors

**DATE:** January 4, 2021

**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 September 30, 2020.

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*
				MAR 2020	JUN 2020	SEP 2020	SEP 2020
<b>FIXED ROUTE</b>							
UNION BANK	274-00-26650	<b>CHECKING</b>	AP GENERAL	\$ 505,908	\$ 428,797	\$ 695,112	\$ 608,614
UNION BANK	274-00-26693	<b>CHECKING</b>	PAYROLL	\$ 564,594	\$ 71,202	\$ 70,929	\$ 56,484
UNION BANK	274-00-26723	<b>CHECKING</b>	CAPITAL PURCHASES	\$ 207,220	\$ 199,395	\$ 200,000	\$ 200,000
UNION BANK	274-00-26715	<b>CHECKING</b>	WORKERS' COMP - CORVEL	\$ 68,348	\$ 55,828	\$ 49,607	\$ 40,427
UNION BANK	274-00-26685	<b>CHECKING</b>	PASS SALES	\$ 15,483	\$ 14,720	\$ 7,272	\$ 7,272
UNION BANK	274-00-26707	<b>CHECKING</b>	CLIPPER CARDS	\$ 6,305	\$ 5,180	\$ 5,180	\$ 5,180
PAYPAL	27SAXUUFL9732	<b>CHECKING</b>	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			<b>TOTAL</b>	<b>\$ 1,367,883</b>	<b>\$ 775,147</b>	<b>\$ 1,028,125</b>	<b>\$ 918,002</b>
<b>PARATRANSIT</b>							
UNION BANK	274-00-26669	<b>CHECKING</b>	AP GENERAL	\$ 306,375	\$ 221,689	\$ 672,988	\$ 208,517
			<b>TOTAL</b>	<b>\$ 306,375</b>	<b>\$ 221,689</b>	<b>\$ 672,988</b>	<b>\$ 208,517</b>
<b>LAIF FUND</b>							
LAIF ACCOUNT	4007001	<b>INT-INVEST</b>	OPERATING FUNDS	\$ 9,469,268	\$ 8,502,601	\$ 24,978,828.67	\$ 24,978,828.67
LAIF ACCOUNT		<b>INT-INVEST</b>	Lifeline Bus Stop Access	\$ 59,441	\$ 59,704	\$ 55,363	\$ 55,363
LAIF ACCOUNT		<b>INT-INVEST</b>	Facility Rehab	\$ 2,811,497	\$ 2,711,333	\$ 2,721,312	\$ 2,721,312
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Electric Trolley II	\$ 266,687	\$ 268,047	\$ 261,249	\$ 261,249
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Martinez Amtrak III	\$ 129,109	\$ 35,084	\$ 179,760	\$ 179,760
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - FREE Monument II (Routes 11/14/16)	\$ 194,341	\$ -	\$ 685,215	\$ 685,215
LAIF ACCOUNT		<b>INT-INVEST</b>	Pass-Through CA	\$ 889,383	\$ 893,860	\$ 897,121	\$ 897,121
LAIF ACCOUNT		<b>INT-INVEST</b>	Safe Harbor Lease Reserve	\$ 1,536,922	\$ 1,544,657	\$ 1,550,293	\$ 1,550,293
LAIF ACCOUNT		<b>FMV ADJ.</b>	Fair Market Value Adjustment for Year-End	\$ -	\$ 68,854	\$ -	\$ -
			<b>TOTAL</b>	<b>\$ 15,356,648</b>	<b>\$ 14,084,140</b>	<b>\$ 31,329,141</b>	<b>\$ 31,329,141</b>
<b>CCCTA EMPLOYEE</b>							
UNION BANK	274-00-26677	<b>CHECKING</b>	EMPLOYEE FITNESS FUND	\$ 12,588	\$ 12,152	\$ 12,594	\$ 12,594
UNION BANK	274-00-26502	<b>CHECKING</b>	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			<b>TOTAL</b>	<b>\$ 13,096</b>	<b>\$ 12,660</b>	<b>\$ 13,102</b>	<b>\$ 13,102</b>
<b>12/30/2020</b>			<b>GRAND TOTAL</b>	<b>\$ 17,044,002</b>	<b>\$ 15,093,636</b>	<b>\$ 33,043,356</b>	<b>\$ 32,468,762</b>

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  
**From:** Erick Cheung  
Chief Finance Officer

**Date:** January 21, 2021

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

**SUMMARY OF ISSUES:**

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.

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 the reports without exceptions.

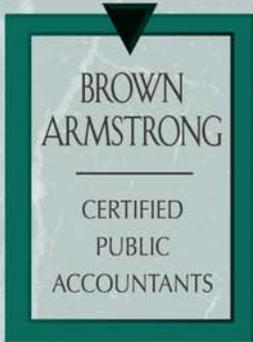
**FINANCIAL IMPLICATIONS:** None.

**ACTION REQUESTED:** The A&F Committee and staff requests that the committee approve the report and forward to the Board.

**ATTACHMENTS:**

- A. Independent Accountant's Report on Applying Agreed-Upon Procedures For Federal Funding Allocation Data Federal Transit Administration

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**  
**NATIONAL TRANSIT DATABASE REPORTING**  
**INDEPENDENT ACCOUNTANT'S REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**  
**FOR FEDERAL FUNDING ALLOCATION DATA**  
**FEDERAL TRANSIT ADMINISTRATION**  
  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2020**



BROWN ARMSTRONG  
Certified Public Accountants

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

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

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

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

We have performed the procedures enumerated in Attachment A to the data contained in the Authority's FFA-10 for the fiscal year ended June 30, 2020. Such procedures, which were specified by the FTA in the Declarations section of the 2020 NTD Policy Manual and were agreed to by the Authority, were applied solely to assist you in evaluating whether the Authority complied with the standards described in the first paragraph of this report and that the information included in the NTD report and that the FFA-10 for the fiscal year ended June 30, 2020 is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and records and Reporting System; Final Rule, as specified in Section 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the 2020 NTD Policy Manual. The Authority’s management is responsible for compliance with the standards described above. The Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

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

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

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

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

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong  
Accountancy Corporation*

Bakersfield, California  
December 30, 2020

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORTING  
ATTACHMENT A – AGREED UPON PROCEDURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

The procedures described below, which are referenced in order to correspond to the *2020 National Transit Database (NTD) Policy Manual* procedures, were applied separately to each of the information systems used to develop the reported actual vehicle revenue miles, passenger miles traveled, and operating expenses of the Central Contra Costa Transit Authority (the Authority) for the year ended June 30, 2020, for the *Motor Bus Service – Directly Operated (MBDO)*, *Motor Bus Service – Purchased Transportation (MBPT)*, and *Demand Response – Purchased Transportation (DRPT)*.

Our results and findings, if any, are as follows:

- A. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 Code of Federal Regulations (CFR) Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2020 NTD Policy Manual*. If there are no procedures available, discuss the procedures with the personnel assigned with the responsibility for supervising the NTD data preparation and maintenance.

**Result:** We discussed procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2020 NTD Policy Manual* with the personnel assigned with the responsibility of supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- B. Discuss the procedures (written or informal) with the personnel assigned with the responsibility for supervising the preparation and maintenance of NTD data to determine:

- The extent to which the Authority followed the procedures on a continuous basis, and
- Whether Authority personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and as presented in the *2020 NTD Policy Manual*.

**Result:** We discussed with various personnel the procedures noted in Procedure “A” above to determine whether the Authority follows the procedures on an ongoing basis and that the procedures result in the accumulation and reporting of data consistent with the NTD requirements and definitions as set forth in the *Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule*, and specified in the 49 CFR Part 630, *Federal Register*, dated January 15, 1993, and the most recent *2020 NTD Policy Manual*. No exceptions were noted as a result of applying this procedure.

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

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

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

**Result:** We identified the source documents that are to be retained by the Authority for a minimum of three years. We randomly selected three months out of the fiscal year ended June 30, 2020, September 2019, January 2020, and February 2020, and verified that each type of source document existed for each of these periods. No exceptions were noted as a result of applying this procedure.

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

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

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

**Result:** As noted above, the method is mostly automated. As such, there are no physical signatures documenting the supervisors' review and approval of the source documents. The software utilized automatically accumulates the data from the Clever Devices Automatic Passenger Counter on each vehicle. Monthly reports are prepared for the Operating and Scheduling Committee and are reviewed by management electronically, as allowed by the *2020 NTD Policy Manual*. Approval is given by authorizing the posting of the monthly data to NTD. No exceptions were noted as a result of applying this procedure.

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

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

- H. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with the Authority's staff. Inquire whether the procedure is one of the methods specifically approved in the *2020 NTD Policy Manual*.

**Result:** During fiscal year 2020, the Authority used the procedure of an estimate of passenger miles traveled (PMT) based on statistical sampling, meeting FTA's 95% confidence and +10% precision requirements based on a qualified statistician's determined procedure. No exceptions were noted as a result of applying this procedure.

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

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

- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2019) and determine that statistical sampling was conducted and meets the 95% confidence and  $\pm 10\%$  precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

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

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

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

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

**Result:** We randomly selected three months, September 2019, January 2020, and February 2020. We obtained the source documents for accumulating PMT data, determined they were complete, and recomputed the accumulation periods without exception. No exceptions were noted as a result of applying this procedure.

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

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

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

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

**Result:** We discussed with personnel the procedures for the collection and recording of VRM data and noted that VRMs are calculated upon inception of the route based on the distance between the first stop and last stop, including deadhead miles. We noted that the scheduled deadhead miles are systematically excluded to calculate VRMs. Furthermore, daily trip sheets are used to subtract missed trips and unscheduled deadhead miles. We also discussed the accumulation of VRMs for DRPT. We noted that VRMs for DRPT are accumulated and reported by the respective contractors through trip sheets and monthly ridership worksheets by route. These schedules are submitted by the contractors and are reviewed for clerical accuracy by Authority personnel. We recalculated the VRMs and agreed the total VRMs to the Authority's Month-End Ridership Summary report for a sample of trips in the months of September 2019, January 2020, and February 2020. No exceptions were noted as a result of applying this procedure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2019 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the transit agency is not the original operator. If a segment was added for the 2019 report year, the Agency Revenue Service Date must occur within the transit agency's 2019 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for fixed guideway/High Intensity Bus segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, the FTA will only consider segments continuously reported to the NTD.

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

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

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

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

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

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

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

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

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

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

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

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

**Result:** We compared the data reported on the FFA - 10 to comparable data for the prior report year and calculated the percentage change from the prior year to the current year. For VRM and PMT we noted data has decreased by more than 10 percent, we inquired with the Authority management regarding the specifics of operations that led to the decreases in the data relative to the prior reporting period. The VRM and PMT decreases for MBDO, DRPT, and MBPT are all related to the Coronavirus (COVID-19). All modes of transportation were reduced as shelter in place orders were implemented throughout California beginning in March 2020. The ridership demand due to COVID-19 dropped drastically between March and June as businesses and schools went to alternative options to operate. There was also fewer paratransit riders as that group did not request as many trips because of COVID-19. No exceptions were noted as a result of applying this procedure.

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

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

**TO:** Board of Directors

**DATE:** January 15, 2021

**FROM:** Rick Ramacier  
General Manager

**SUBJECT:** Bay Area Transit Operator's  
Update on Regional Transit  
Coordination

### Background

As you know, the Metropolitan Transportation Commission (MTC) has established the MTC Blue Ribbon Transit Recovery Task Force (BRTF) in response to the crisis public transit faces sparked by the Covid-19 pandemic. To this end, MTC Commission Chair, Scott Haggerty sent a letter to all of the transit board chairs last month. In this letter, he states that a future virtual meeting will be held with local transit board members regarding the work of the BRTF sometime in early 2021.

One of the BRTF objectives is to greatly improve the Bay Area's regional transit network and coordination. They are particularly looking to do so through the creation of a Transit Network Manager (TNM). The creation of a TNM is also a likely focal point of potential state legislation.

Since the creation of the regional Clipper Executive Board (CEB) in 2016. The General Managers of the larger transit systems - including County Connection as the smallest of the group - have been meeting weekly on an informal basis on various common issues. Since the start of the pandemic, these meetings often focus on working together and trading best practices for coping with the pandemic. Since the pandemic began, the smaller operators are now meeting once week as well – including County Connection as the largest of this group.

When the BRTF was seated this past summer, the operators also met weekly on the items being worked on by the BRTF. That has led to forming of a number of ad hoc groups that meet at least once a week. These are the planners, the CFOs, the HR directors, and the public relations folks. A number of joint Bay Area transit operator products have been developed. A few months ago, you adopted one of those products, the "Bay Area Healthy Transit Plan."

Attached is another joint product. This is the Bay Area General Manager/CEOs "Update on Regional Transit Coordination". This work product is to provide a unified report on the BRTF for Bay Area transit board members as well as lay out the General Manager's thoughts on the state of regional transit coordination, governance, and the concept of a TNM. These ideas can also be used when speaking with our legislative delegation about the TNM concept. All of the General Manager/CEOs have committed to present this work to their respective boards in January in advance of any meetings MTC may have with said transit boards about the BRTF.

### Action Requested

No action is requested. Staff wishes to make a brief presentation at your January board meeting on this work. The MP&L Committee supported this idea at its meeting earlier this month. This will be done under the General Manager's report.



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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December 24, 2020

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*Alfredo Pedroza, Vice Chair*  
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*Eddie Abn*  
San Francisco Bay Conservation  
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*Andrew B. Fremier*  
Deputy Executive Director, Operations

*Brad Paul*  
Deputy Executive Director,  
Local Government Services

Mr. Keith Haydon, Jr  
Chair, Board of Directors  
Central Contra Costa Transit Authority  
2477 Arnold Industrial Way  
Concord, CA 94520-5327

RE: Blue Ribbon Transit Recovery Task Force

Dear Chair Haydon, Jr:

I wanted to provide you and your colleagues an update on the activities of the Blue Ribbon Transit Recovery Task Force (Task Force) convened by MTC as part of our action last spring to distribute the first phase of CARES Act funding to transit operators. After focusing initially on COVID-19 health and safety protocols and encouraging the adoption of common messaging that all of the region's transit operators could agree upon, the Task Force has now moved to the next critical stage—long-term recovery and transformation. The Task Force's vision of transit transformation is to:

Design, adequately invest in and effectively manage a public transit network that is equitable, inclusive, frequent, affordable, accessible, reliable; is integrated with unified service, fares, schedules, customer information and identity; and serves all Bay Area populations, resulting in increased transit ridership and reduced growth in vehicle miles traveled.

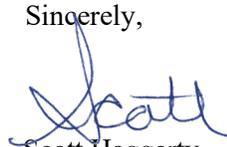
At its meeting on November 16, the Task Force adopted four specific goals and objectives for the Transformation Action Plan, attached. Goals 1 and 2 are foundational to the remainder of the plan: First, acknowledge the fiscal crisis facing operators and defer post-recovery service planning to allow agencies to prioritize difficult fiscal and service choices in the midst of increasing uncertainty. Second, prioritize equity. Third, identify near-term actions to implement network management & governance reforms, and fourth, identify how current MTC and state initiatives can help advance those reforms.

Notably, this effort is related to, but separate from, two other initiatives that MTC is working on with the Bay Area's transit operators of which you may also be aware: A Fare Coordination/Integration Study and a Transit Mapping and Wayfinding Project, both of which seek to improve the transit rider experience and encourage ridership as we recover from the pandemic. Work on those efforts is ongoing, with updates to the Task Force planned for January 2021.

The Task Force currently consists of 32 members, including California State Transportation Agency Secretary David Kim and, Assemblymember David Chiu, eight MTC Commissioners, nine transit agency general managers and 9 stakeholders representing various interests, including labor, business, social equity, and persons with disabilities. Knowing what a difficult time this is for your agency, we very much appreciate the time your staff are devoting to this effort.

MTC staff will schedule a virtual meeting for the region's transit agency board members early next year to provide an opportunity for you to learn more and ask questions. In the meantime, meetings of the Task Force are open to the public and held via Zoom. Prior meeting materials are available for review on MTC's website [here](#). The final Transformation Action Plan, anticipated to be completed in June 2021, will likely include legislative recommendations and Assemblymember Chiu has made it clear he is interested in authoring legislation on this subject. If you have questions or would like to request a presentation regarding the work of the Task Force work at a future board meeting, please contact Rebecca Long, MTC Manager of Government Relations at [rlong@bayareametro.gov](mailto:rlong@bayareametro.gov) or 510-504-7914.

Sincerely,

  
Scott Haggerty  
Chairman



cc: MTC Commissioner Jim Spering (Blue Ribbon Transit Recovery Task Force Chair)  
Rick Ramacier, General Manager, Central Contra Costa Transit Authority

# Update on Regional Transit Coordination

XXX Board of Directors

January X, 2021



# Presentation Overview

1. Transit Coordination Today
2. Governance
3. Transit Network Management Concepts

## Shared Goals for Bay Area Transit

- Restore and increase Bay Area **transit ridership**
- Improve **regional connections** and overall function of transit systems as an integrated regional network
- Improve the **rider experience**, creating a **world-class network** that is more understandable, reliable, frequent, effective, and easy to use
- Focus on **equity** to ensure that the region's transit network is accessible and affordable to all
- **Identify new revenues** to ensure that new regional integration strategies can be advanced without negatively impacting riders that depend on reliable local services

What we are  
doing today:

## Operator Framework

- **Regular Coordination:** weekly coordination involving multiple disciplines
- **Sharing Best Practices:**
  - Service planning and recovery strategies
  - Public outreach and approval processes for pandemic related service adjustments
  - Social distancing requirements
- **Service Principles:** Developing common service principles during the pandemic and into recovery
- **Regional Efforts:** Engaging with MTC-led regional efforts (i.e. Fare Integration, Mapping, Clipper START)
- **Long-Range Planning:** FASTER regional funding measure involved coordinated on long-range planning

# Coordination Today:

# Ongoing & Planned Efforts

Hold regular coordination meetings for upcoming schedule changes

Establish key regional hubs list and map

Conduct in-depth pilot case studies to improve connectivity at regional hubs

Utilize technology to visualize and better understand connections

Align service sign-up calendars to enable coordinated schedule changes

## **Examples:**

- *Communication between BART and feeder transit agencies in advance of Spring 2021 service adjustments*
- *Minimized scheduled gaps between Caltrain & BART at the Millbrae Station*
- *SFMTA worked with SamTrans and GGBHTD to provide coverage in certain overlapping areas where SFMTA had to scale back service recently*

MTC Blue  
Ribbon Transit  
Recovery Task  
Force  
(BTRTF):  
Transformation  
Action Plan

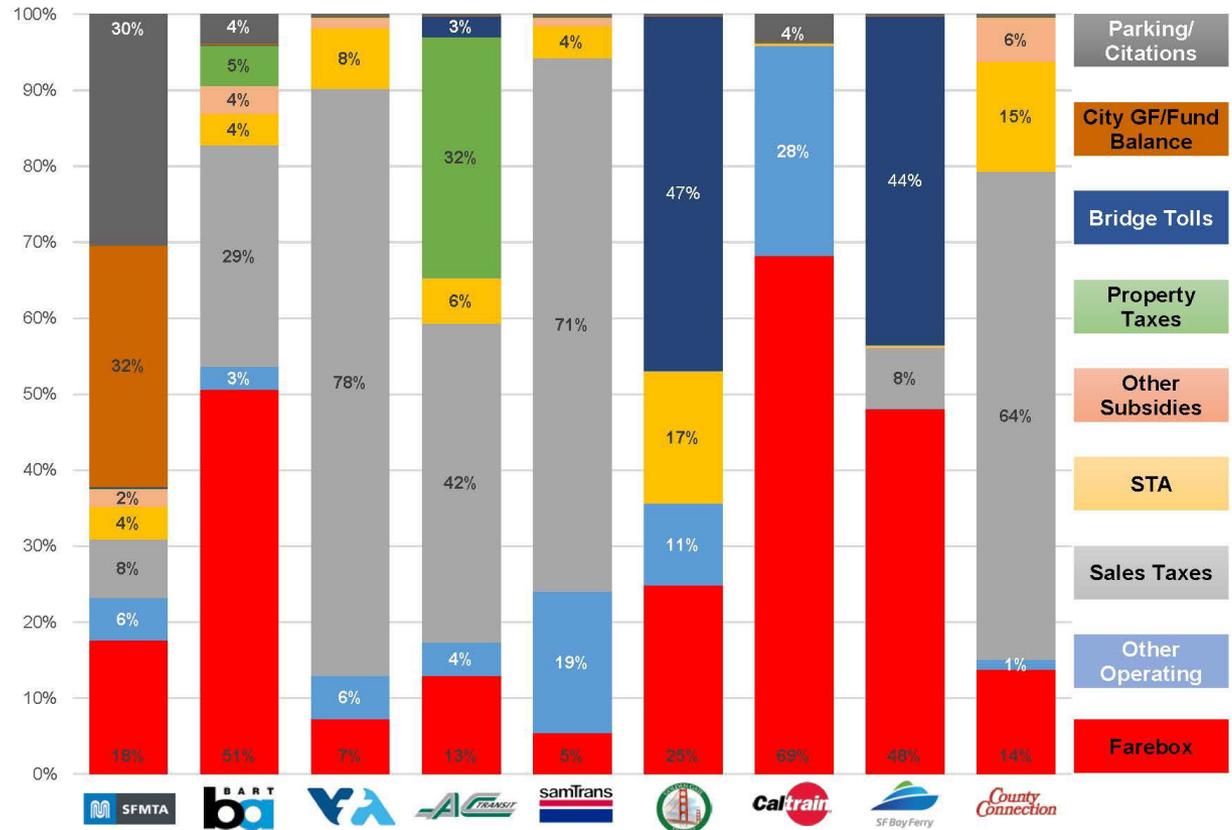
- Task Force Adopted 4 Goals
  1. Recognize Critical Recovery Challenges Facing Transit Agencies
  2. Advance Equity
  3. **Identify near-term actions to implement beneficial long-term Network Management & Governance reforms**
  4. Integrate current MTC and state transit initiatives with Network Management & Governance reforms
- Next Steps:
  - Define Problem Statement & Develop Network Management Concept Alternatives: January/February
  - Spot bill introduced by Assembly Member Chiu: January
  - Legislative Proposal Developed: Spring/Summer
  - Content of Transformation Action Plan anticipated to inform legislation: June
  - Deadline for bill to pass Legislature for 2022 enactment: September 10

# Existing Governance & Local Authority

- Transit Agency Authority Varies by Agency but Typically:
  - Accountable to boards to deliver transit operations and capital projects as defined in enabling legislation and/or funding measures
  - Sets fares, budgets, levels of service, schedules, etc.
  - Eligible recipient of funding from various local/county, regional, state, and federal sources
  - Transit funding throughout region is often tied to specific jurisdictions with specific requirements
  - Specific to BART:
    - BART District created by State Legislation
    - May place funding measures on the ballot for authorization by residents of the District
- MTC Authority Related to Transit Coordination
  - Long history of legislation granting MTC transit coordination authority (dating to 1970s)
  - MTC Resolution 3866 (last updated in 2015)
    - Contains requirements related to Transit Coordination, Fare and Schedule Coordination, and Regional Transit Information
    - Allows MTC to identify, recommend, establish and coordinate transit connectivity improvements, requirements and performance standards –and condition regional discretionary funds based on compliance
  - MTC may exert influence by withholding funding; however, doing so may work against the purposes of advancing coordination and providing better service

# Existing Funding Streams: Selected Comparison of Revenues

- Funding streams/sources vary substantially by agency, are locally relevant, and can come with restrictions on their use



FY19-20 Adopted Budgets – Revenue Share Comparisons

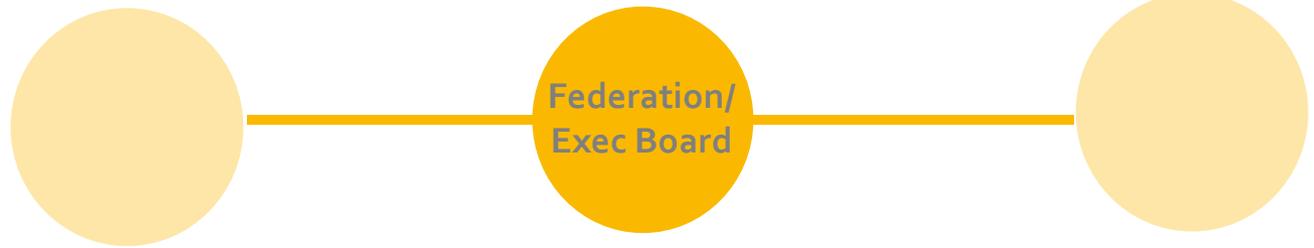
# Network Management and Governance Decision-Making Authority Spectrum



**Decision Areas:** Service/Schedules | Fares | Branding | Funding

## Critical Questions:

- As the Task Force and Draft Legislation Advance, what is the preferred balance of decision-making authority?
- What new funding will be identified to achieve a successful transformation?



## Transit Network Management Federation/ Exec Board Concept:

## Authority & Governance

- **Draft Concept** under development by Transit Operators for discussion
- **Formalizes unprecedented coordination** happening now
- Retains individual **agency control** and board **accountability**
- Recognizes **financial realities**
- Identifies **near-term priority action items**
- Ensures **public accountability & engagement**, such as Creation of a Policy Advisory Committee
- Suggests ideas for **membership** composition, including a subset of small & large operator general managers and MTC's Executive Director

# Transit Network Management:

## Key Opportunities and Challenges

### Opportunities

- Improved **regional coordination**
- Potential to improve **customer experience**, particularly related to travel on multiple systems
- Potential for improved **efficiency**
- **Transit priority** for improved reliability, frequency, and travel time savings
- Develop a **business case** for transformation that is both impactful and achievable

### Challenges

- Additional **funding** to support efforts not identified
- Loss of **local control and accountability**
- **Fares** are integral to complex funding structures unique to each locality and agency
- Tradeoffs between **regional and local** service – investment in regional service without negative impacts to local service
- Brand recognition is linked to **accountability and voter support**
- Quantifying **customer benefits**

# County Connection

## Local Transit Service

County Connection provides vital local transit service for communities in Central Contra Costa County.

### Our Riders

Compared to Central Contra Costa County residents, our riders are:

**4.4X** more likely to have no car

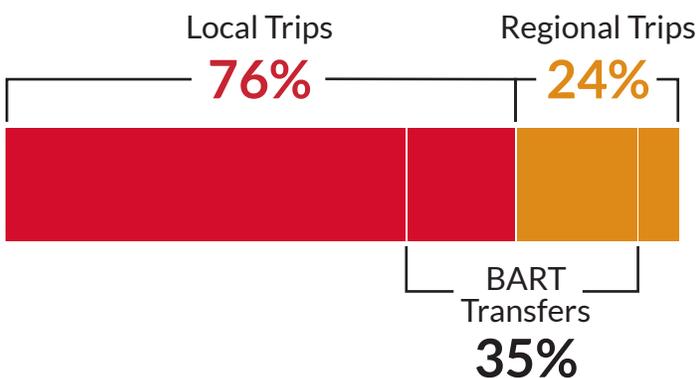
**3.8X** more likely to be in a 3+ worker household

**3.0X** more likely to earn less than \$50,000/year

**2.7X** more likely to be ages 18-24

### Local vs. Regional Trips

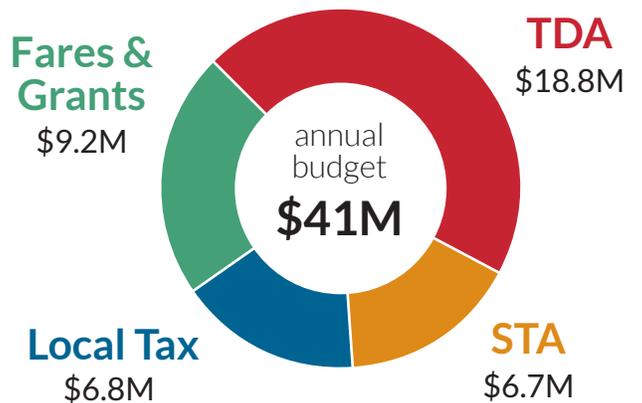
While most routes serve a BART station, most of our riders (76%) are making local trips within Central Contra Costa.



Also, while 35% of our riders transfer between our buses and BART, roughly half of them stay within Central Contra Costa.

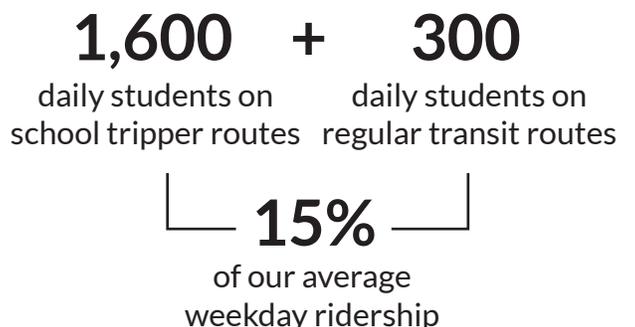
### Funding

MTC manages over 60% of all operating funds available to County Connection (TDA & STA)



### Transit to Schools

County Connection provides service that takes students to and from school



Up to **30** of 83 vehicles in peak service are used to operate school trippers



**TO:** Board of Directors

**DATE:** January 15, 2021

**FROM:** Rick Ramacier  
General Manager

**SUBJECT:** Coronavirus Response and Relief  
Supplemental and Appropriations  
Act of 2021 (CRSAA)

### Background

As reported to both the A&F Committee and the MP&L Committee this month, CRRSAA was enacted by the federal government recently. This Act provides roughly \$14 billion for Covid-19 related relief to public transit. Through a unique mechanism in the bill, each Urbanized Area (UZA) can receive no more than 75% of the reported 2018 transit operating expenses in each UZA to the Federal Transit Administration (FTA). This is applied to the CARES Act and CRRSSAA funds combined. This is UZA specific, not transit operator specific. So, in the case of an UZA with more than one transit operator, not all transit operators may receive up to 75% before their UZA reaches that percentage.

In the Bay Area, we have 12 UZAs and 24 FTA transit grantees. Thus, this is a bit of puzzle for Bay Area. In the shake out of all of this, five Bay Area operators are not eligible for funding directly from CRRSAA. One of them is County Connection.

However, the Metropolitan Transportation Commission (MTC) is working on developing a method by which every Bay Area operator is provided additional funding towards making up for documented lost revenues due to the pandemic. Thus, County Connection is likely to be provided additional funding of some unknown amount under this effort by MTC. How much will not likely be known until sometime in February at the earliest.

Staff will keep you up-to-date as this process unfolds. Staff was not counting on any additional federal Covid-19 relief funding beyond what we have received in the CARES Act relative to planning for the FY22 operating budget or relative to future fixed route services levels.

### Action Requested

None.