

County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

BOARD OF DIRECTORS MEETING AGENDA

Thursday, July 21, 2022
9:00 a.m.

PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE. (GOVERNMENT CODE SECTION 54953)

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

Committee Directors, staff and the public may participate remotely by calling: Join the Zoom webinar.
When: July 21, 2022, 09:00 AM Pacific Time (US and Canada) Topic: County Connection Board of Directors Meeting

Please click the link below to join the webinar: <https://us02web.zoom.us/j/86243217510>

Or One tap mobile :

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Or Telephone:

Dial (for higher quality, dial a number based on your current location): US: +1 408 6380968

Webinar ID: 862 4321 7510

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.

Should Zoom not be operational, please check online at: www.countyconnection.com for any updates or further instruction.

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CENTRAL CONTRA COSTA TRANSIT AUTHORITY

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 June 16, 2022*
 - b) Approve Resolution Declaring that the Proclaimed State of Emergency for the COVID-19 Pandemic Continues to Impact the Ability for the Board of Directors and its Committees to meet Safely in Person, and Directing that Virtual Board and Committee Meetings Continue*
Resolution No. 2023-001*
 - c) CCCTA Investment Policy-Quarterly Reporting Requirement*
 - d) Disadvantaged Business Enterprise (DBE) Goal for FFY 2023-2025*
Resolution No. 2023-03*
(The A&F Committee and staff recommend that the Board of Directors adopt a DBE overall goal of 5.9% for FFY2023-2025 and approve Resolution No. 2023-003.)
5. Report of Chair
 - a) Report of Nominating Committee for Election of CCCTA Officers
6. Report of General Manager

Under this item, the General Manager will report on matters of relevance to CCCTA including, but not necessarily limited to, the following:

 - a) August Committee & Board Meetings
 - b) COVID-19 Update
 - c) Transit and Intercity Rail Capital Program (TIRCP) Grant Application
(The General Manager will provide an update on the County Connection, CCTA and LAVTA collaborative TIRCP grant application submitted earlier this year.)
7. Report of Standing Committees
 - a) Administration & Finance Committee
 - 1) October Free Rides Promotion*
(The A&F Committee and staff recommend that the Board of Directors authorize free rides and the use of federal funds to cover passenger fares during the month of October 2022.)
 - b) Marketing, Planning & Legislative Committee
 - 1) Pass2Class Promotion*
Resolution No. 2022-040*
(Staff will provide an overview of the Pass2Class promotional partnership with 511 Contra Costa.)
 - 2) FY 2022-23 Short Range Transit Plan Update*- (Information Only)

c) Operations & Scheduling Committee

1) Steam Room Lift Replacement Construction*

Resolution No. 2023-002*

(The O&S Committee and staff recommend that the Board of Directors approve Resolution No. 2023-002, awarding a contract to Makai Solutions to remove and replace the steam room lift.)

2) Travel Training Program*

Resolution No. 2023-004*

(The O&S Committee and staff recommend that the Board of Directors approve Resolution No. 2023-004, authorizing County Connection to enter into an agreement with Independent Living Resources of Solano & Contra Costa Counties.)

3) Fall Bid Update*- (Information Only)

8. Report from the Advisory Committee

- a) Marji McWee, Chair of the Advisory Committee, will give an update from the Advisory Committee*

9. Board Communication – (Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report to be made at another meeting.)

10. Closed Session:

Conference with Chief Negotiator and Labor Counsel Concerning ATU local 1605, Teamsters local 856 & Machinists Lodge 190 collective bargaining agreements and negotiations (pursuant to Government Code Section 54957.6)

11. Open Session:

Report of Action(s) taken during the Closed Session

12. Next Meeting Date: TBA

13. Adjournment

*Enclosure

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

***For Board members only

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, September 15, 9:00 a.m., via teleconference
Administration & Finance:	Wednesday, September 7, 2:00 p.m., via teleconference
Advisory Committee:	TBA.
Marketing, Planning & Legislative:	Thursday, September 8, 8:30 a.m., via teleconference.
Operations & Scheduling:	Friday, September 9, 8:15 a.m. via teleconference

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

June 16, 2022

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Churchill, Chun, Dixit, Glenn, Hill, Horta, Johnson, Kamara, Longmire, McCarthy, Mitchell, Noya, Reeb and Rettig

PUBLIC COMMENT:

Michelle Gray, ATU President spoke on the administrative merit pool for management. She wanted to voice her opinion that the current management make enough money to where the lower level administrative employees need to have the monetary increase instead in order to keep up with the cost of living.

PUBLIC HEARING: CCCTA FY2023 Operating and Capital Budget

At 9:03 a.m., Chair Hudson opened the public hearing regarding the CCCTA FY2023 Operating and Capital Budget. Amber Johnson, CFO, stated that the public hearing is being held for the purpose of discussing and receiving public input on the budget. She advised the public hearing was properly noticed in the East Bay Times. The total FY2023 operating, and capital budget is \$75,681,493. The operating budget of \$47,315,493 is funded 73% with local and state funds, 5% from the farebox and special fare revenues, 16% with federal funds, and 6% with other revenue. The operating budget will support approximately 185,000 revenue hours of fixed-route service and 60,000 revenue hours of County Connection LINK dial-a-ride services.

Chair Hudson asked if there were any comments from the public regarding the FY2023 Operating and Capital Budget. No comments were received, and the public hearing was closed at 9:07 a.m.

CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of May 19, 2022; (b) Resolution No. 2022-036, Declaring that the Proclaimed State of Emergency for the COVID-19 Pandemic Continues to Impact the Ability for the Board and its Committees to Meet Safely in Person, and Directing that Virtual Board and Committee Meetings Continue; (c) FY2022-23 SB1 State of Good Repair Funds; (d) Adoption of Gann Appropriations Spending Limitation for FY2022-23 and Resolution No. 2022-039. Director Haydon seconded the motion, and it received the following vote of approval:

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

Abstain: None
Absent: None

REPORT OF CHAIR:

Appointment of Nominating Committee for Election of CCCTA Officers

Chair Hudson informed the Board that the nominating committee consists of himself and the last 2 Chairs, Director Haydon and Director Andersen. He noted that in accordance with the customary Board rotation of officers, the nominees for the next year will likely be Amy Worth as Chair, Don Tatzin as Vice Chair and Kevin Wilk as Secretary.

Proclamation of Appreciation in Honor of Madeline Chun and Resolution No. 2022-041

All of the Board of Directors, staff and the former General Manager Rick Ramacier offered Madeline Chun well wishes and much gratitude for her expertise, knowledge and friendship throughout the years. Attorney Chun thanked the Board, management team, and entire staff for their public service to the community, and for the privilege of serving as General Counsel to County Connection.

MOTION: Director Hoffmeister moved approval of Resolution No. 2022-041 Appreciation of Madeline Chun. Director Tatzin seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

REPORT OF GENERAL MANAGER:

Report out on meeting with Congressman Mark DeSaulnier

General Manager, Bill Churchill informed the Board that he and Ruby Horta met with Congressman Mark DeSaulnier on June 1, 2022, at the County Connection offices. He was very impressed with our efforts during COVID and the new partnerships that we have engaged in during the pandemic and ever since.

Update on State Legislation

General Manager, Bill Churchill informed the Board that SB917, the Seamless Transit Transformation Act, is the bill that we are watching closely. The bill is to provide comprehensive regional transportation planning for the region comprised of the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma. This bill would require MTC to develop and adopt a Connected Network Plan, adopt an integrated transit fare structure, develop a comprehensive, standardized regional transit mapping and wayfinding system, develop an implementation and maintenance strategy and funding plan, and establish open data standards, as specified. The bill would require the region's transit agencies, as defined, to comply with those established integrated fare structure, regional transit mapping and wayfinding system, implementation and maintenance strategy and funding plan, and open data standards. This bill would require the transit agencies in the region to establish a regional transit coordinating council and would require the council to, among other things, develop and adopt an integrated transit fare structure. As updates occur, we will continue to inform the board.

Update on State Budget

General Manager Bill Churchill gave an update on the budget. In the proposed budget it's about \$10.9 billion for transit with \$5.5 billion in FY2022-23. Although the budget has not been fully released once it is he will come back and update the Board.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Adjustment to Non-Represented Administrative Employees Compensation and Resolution No. 2022-033

Lisa Retting, Director of Human Resources gave a brief history stating that County Connection employees consist of the following groups: Transit Operators, Transit Supervisors, Maintenance and Administrative. The Administrative employee group is the only non-represented group. The other three employee groups are all represented by separate unions with distinct Memoranda of Understanding (MOUs).

It looks reasonably certain that for FY23 the Authority can afford an increase for the non-represented employees. The General Manager requests a 3% increase for all satisfactorily performing administrative employees effective July 1, 2022. This is the same percentage increase included in the MOUs for the represented employees. The General Manager also requests a Merit Pool not to exceed \$50,000, to be allocated at the General Manager's discretion, to management employees. The cost for the above requested increases will not exceed \$245,000 and is accounted for in the budget.

MOTION: Director Noack moved adoption of Resolution 2022-033 which provides a 3% COLA increase for administrative employees and additional \$50,000 merit pool for management employees, not to exceed a total cost of \$245,000 effective July 1, 2022. Director Hoffmeister seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

Revised Fiscal Year 2023 Draft Budget and Ten Year Forecast and Resolution No. 2022-038

Amber Johnson, CFO, explained that County Connection's proposed budget for FY2023 includes \$47 million in operational expenses for fixed route and paratransit services with revenues to offset these costs. An additional \$26 million is proposed in capital expenditures and associated revenue in the budget year (Table 1).

The next fiscal year will continue to be impacted by the COVID-19 pandemic, although with far less severity than two years ago. The proposed FY 2023 budget is based on a continued projected recovery of fixed route and paratransit services. While federal stimulus funds provided much-needed relief from the worst of the financial impacts of the pandemic, changing travel patterns and work from home trends have made a lasting impact to the way transit is utilized in the community and the larger region. As state and local revenues are anticipated to recover, many are not expected to meet pre-pandemic projections. Even when reliable revenue streams return, it is important to remember that the Authority lost a couple years of revenue growth during the pandemic while contractual and inflationary factors that drive expense growth did not stop.

The operating expense budget of \$47.3 million is a 4.4 percent increase over the FY 2022 budget and allows for fixed route service levels to begin to return to pre-pandemic levels. The capital budget of \$28.4 million includes a 40-vehicle bus replacement and 15 vehicle paratransit replacement, funded largely by federal dollars and matched with TDA capital funds. Adoption of the FY 2023 budget will result in expenditure authority of \$47 million in operational expenses and \$26 million in capital expenditures for the budget year.

MOTION: Director Noack moved adoption of the FY 2023 Budget, pursuant to Resolution 2022-038. Director Andersen seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

Marketing, Planning & Legislative Committee

Regional Institutional Pass Pilot and Resolution No. 2022-040

Melody Reebbs gave a brief background stating that in late 2019, the Metropolitan Transportation Commission (MTC) began a Regional Fare Coordination and Integration Study (FCIS) to evaluate the impacts of the region's disparate fare systems on ridership and develop goals for a regional system that would improve the passenger experience and promote higher ridership. The Fare Integration Task Force was formed as a "Special Committee" of the Clipper Executive Board (CEB) to oversee the study, and last Fall, this Task Force adopted a Policy Vision Statement for fare integration in the 9-county region based on the study recommendations. The first action in the Policy Vision Statement is to deploy an all-transit agency institutional/employer pass as a demonstration pilot. The pilot will be rolled out in two phases. Phase 1, which is planned to launch in August 2022 and last for two years, will focus on educational institutions and affordable housing properties that already offer an "all you can use" transit pass under pre-existing agreements, including San Francisco State University, San Jose State University, UC Berkeley, Santa Rosa Junior College, and MidPen Housing. Phase 2, which is expected to begin in early 2023, will expand the program to employers in transit-rich locations such as downtown San Francisco, Oakland, and San Jose and involve defining a pricing structure for the passes. MTC has identified approximately \$6M of regional funds for the two phases of the pilot project, with \$5.5M going to transit agencies to offset fare revenue losses.

MOTION: Director Wilk moved approval of Resolution 2022-040, County Connection's participation in the Regional Institutional Pass Pilot Program. Director Schroder seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

Operations & Scheduling Committee

Award Contract for Consolidation of CCCTA/LAVTA Paratransit Services to Transdev

Rashida Kamara gave some background stating that in December 2021, the Central Contra Costa County Transit Authority's (CCCTA or County Connection) Board of Directors approved a joint Request for Proposals (RFP) to

consolidate paratransit services with the Livermore Amador Valley Transit Authority (LAVTA) using one contractor. Under CCCTA's Procurement Policy, and as a recipient of federal funds, CCCTA is required to competitively procure goods and services. This procurement was developed as a "Best Value" procurement, as indicated in the RFP, and allows CCCTA to select the offer deemed most advantageous and of greatest value. The RFP was released in January 2022, and operators were invited to review the RFP and provide a proposal based on best value. Several prospective bidders participated in the question-and-answer portion of the process. CCCTA ultimately received proposals from RydeTrans and Transdev Services Inc., (the incumbent contractor) by the deadline of April 6, 2022. Neighboring transit agencies were invited to participate as panel members to interview the proposers. The panel was comprised of Jeanne Krieg (Tri Delta Transit), Rob Thompson (WestCAT), Christian Kent (Consultant), Toan Tran (LAVTA), and Rashida Kamara (CCCTA). Standard questions were presented to proposers beforehand to help them prepare for the panel interview. As previously reported to the Board, the evaluation committee rated Transdev Services Inc. as the highest ranked proposer.

The RFP instructed potential proposers to provide a fixed and variable cost proposal based on tiers of service. The current paratransit contract already incorporates a fixed and variable cost structure, which allows for a baseline fixed fee regardless of the number of hours of service, plus an hourly rate. Due to fluctuating and unpredictable demand due to the COVID-19 pandemic, the additional element of "tiered pricing" has been introduced to allow for greater flexibility and a scaling of the operation based on demand.

It is difficult to compare the current contract to the new proposed contract due to the combined nature of the services to be provided. The addition of LAVTA as a paratransit partner and formalizing the One Seat pilot program, plus addition of tiered pricing, has created a new service model that is significantly different from the prior model. In addition, the definition of a "billable" hour in the new contract will return to a standard definition, whereas during the height of the COVID pandemic, the definition was broadened to allow for driver retention during periods of slow paratransit demand. Despite this challenge, staff has worked to normalize costs between the two models for comparison purposes.

Transdev's initial pricing proposal including all service partners (CCCTA, LAVTA, and One Seat partners) was 20% higher than current contract pricing. After initial negotiations, total cost was reduced by 1%. After an additional extensive service review, including reductions to Transdev's profit margin, total cost was reduced by an additional 4%, resulting in a net increase of 15% as compared to the current contract.

However, because this contract will be shared with our partners, costs are also allocated across these various partners. LAVTA is the primary partner in the new contract and will be responsible for a significant portion of the baseline fixed fee (memorialized in a separate Memorandum of Understanding between LAVTA and CCCTA), plus their share of hourly charges. As a result, the total cost for CCCTA's portion of the contract under the final proposal is 12% higher than current pricing. Table 1 provides a summary breakdown of the price negotiations and how this affected each partner, using budgeted revenue hour estimates for Year 1.

MOTION: Director Hudson moved adoption of Resolution No. 2022-34 authorizing the General Manager to enter into an agreement with Transdev to provide consolidated paratransit services for both LAVTA and CCCTA commencing July 1, 2022, for the period of four years, at a cost not to exceed \$35,337,282, with the understanding that CCCTA's portion of the contract prices is estimated to be \$25,926,833 over the four-year period. Director Hoffmeister seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

MOTION: Director Storer moved adoption of Resolution No. 2022-035 authorizing the General Manager to negotiate and enter into a MOU with LAVTA to memorialize the respective roles of the parties for the consolidated paratransit services program, contingent on the Board's approval of staff's recommendation to award the paratransit services contract to Transdev:

Aye: Directors Andersen, Haydon, Hoffmeister, Hudson, McCluer, Noack, Schroder, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: None

BOARD COMMUNICATION: None

CLOSED SESSION:

Conference with Labor Negotiator (pursuant to Government Code Sections 54957.6)

Employee Organization: Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators

OPEN SESSION:

Report of Action(s) taken during the Closed Session

Chair Hudson reported that the Board received a briefing from its labor negotiator, Pat Glenn. There was no reportable action.

ADJOURNMENT: Chair Hudson adjourned the regular Board meeting at 11:16 am.

Minutes prepared by:

Lathina Hill

Assistant to the General Manager

Date: July 12, 2022

INTER OFFICE MEMO

To: Board of Directors

Date: July 11, 2022

From: Bill Churchill
General Manager

SUBJECT: Declaring that the Board and Its Committee Meetings Will Continue to be Held via Teleconference

SUMMARY OF ISSUES:

Due to the ongoing COVID-19 pandemic, the General Manager and Legal Counsel recommend the Board adopt a resolution under Assembly Bill 361 (AB 361) (1) making findings that the proclaimed COVID-19 pandemic State of Emergency continues to impact the ability of the Central Contra Costa Transit Authority (CCCTA) Board of Directors (Board) and its committees to meet safely in person, and (2) allowing for CCCTA to use the modified teleconferencing requirements under California Government Code Section 54953 for Board and committee meetings for the next 30 days.

On September 16, 2021, Governor Newsom signed into law AB 361 amending Government Code Section 54953 to allow local agencies to use teleconferencing for public meetings without requiring teleconference locations to be included on published agendas or accessible to the public, and without requiring a quorum of the members of the legislative body of the agency to participate from locations within the boundaries of the agency's jurisdiction, during proclaimed states of emergencies.

Local agency determinations to meet using the modified teleconferencing rules under AB 361 must be reviewed every 30 days following the first teleconferenced meeting held pursuant to this law, which as an urgency statute, came into effect on October 1. The legislative body must reconsider the circumstances of the state of emergency and find that they directly impact the ability to meet safely in person. The Governor's State of Emergency related to the COVID-19 pandemic remains active and the Contra Costa County Health Officer, the California Department of Public Health, and the Department of Industrial Relations have imposed or recommended measures to promote social distancing. Compliance with these measures directly impacts the ability of the public to meet safely in person, and CCCTA cannot ensure social distancing recommendations are met in circumstances of in-person public meetings. Furthermore, there is a continuing threat of COVID-19 to the community, and Board and committee meetings have characteristics that give rise to risks to health and safety of meeting participants. Consequently, it is recommended that CCCTA continue to use remote teleconferencing for public meetings as permitted under AB 361 and to reconsider its determination (and make the necessary findings) every 30 days.

On October 21, 2021, the Board adopted its first resolution under AB 361 documenting the findings described above. The Board also was advised to consider similar actions monthly thereafter until conditions change and remote meetings are no longer necessary and appropriate. The proposed action would enable CCCTA's Board and committees to continue to meet remotely for the next 30 days.

FINANCIAL IMPLICATIONS: There is no impact on the budget.

ACTION REQUESTED: Adopt resolution declaring that the proclaimed state of emergency for the COVID-19 pandemic continues to impact the ability of the Board of Directors and its committees to meet safely in person, and directing that virtual Board and committee meetings continue.

RESOLUTION NO. 2023-001

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

* * *

**FINDING THAT THE PROCLAIMED STATE OF EMERGENCY FOR THE COVID-19
PANDEMIC CONTINUES TO IMPACT THE ABILITY FOR THE BOARD OF DIRECTORS AND ITS
COMMITTEES TO MEET SAFELY IN PERSON, AND DIRECTING THAT VIRTUAL BOARD AND
COMMITTEE MEETINGS CONTINUE**

WHEREAS, the County of Contra Costa, 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 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 ("Service Area");

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to exist in California as a result of the threat of the COVID-19 pandemic, which declaration remains in effect;

WHEREAS, the Contra Costa County Board of Supervisors subsequently declared a local emergency related to COVID-19, which declaration also remains in effect;

WHEREAS, on March 17 and June 11, 2020, the Governor issued Executive Orders N-29-20 and N-08-21, respectively, suspending certain provisions of the Ralph M. Brown Act related to teleconferencing through September 30, 2021 to facilitate legislative bodies conducting public meetings remotely to help protect against the spread of COVID-19 and to protect the health and safety of the public;

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill (AB) 361 into law, amending Government Code Section 54953, effective immediately, to allow legislative bodies to continue to meet remotely under less restrictive requirements during a proclaimed State of Emergency provided that (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) the legislative bodies determine that meeting in person would present imminent risks to the health or safety of attendees, and (3) the legislative bodies make such findings at least every thirty days during the term of the declared state of emergency;

WHEREAS, on October 21, 2021, pursuant to Resolution 2022-012, and monthly thereafter pursuant to Board action, the CCCTA Board of Directors ("Board") made the requisite findings to allow teleconferencing under AB 361 for 30 days;

WHEREAS, the Board has reviewed its previous findings and again concludes that there is a continuing threat of COVID-19 to the community, and that Board and committee meetings have characteristics that continue to give rise to risks to health and safety of meeting participants; and

WHEREAS, to help protect against the spread of COVID-19 and its variants, and to protect the health and safety of the public, the Board desires to take the actions necessary to continue to hold its Board and committee meetings remotely as authorized by AB 361.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority has reconsidered the circumstances of the COVID-19 State of Emergency, and finds and determines that the state of emergency continues to directly impact its ability to meet safely in person;

BE IT FURTHER RESOLVED, that the Board of Directors directs the General Manager and Clerk to the Board to continue to agendize public meetings of the Board, and all CCCTA committees that are subject to the Brown Act, only as online teleconference meetings;

BE IT FURTHER RESOLVED, that CCCTA will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution; and

BE IT FURTHER RESOLVED, that this Resolution will be in effect for the maximum period of time permitted under AB 361 (30 days), and the Board will reconsider the findings in this Resolution each month and may subsequently reaffirm these findings, pursuant to its consent calendar.

Regularly passed and adopted this 21st day of July, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dave Hudson, Chair, Board of Directors

ATTEST: _____
Lathina Hill, Clerk to the Board

INTER OFFICE MEMO

To: Board of Directors

Date: June 15, 2022

From: Bill Churchill, General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending December 31, 2021.

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

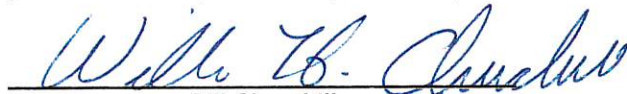
BANK CASH AND INVESTMENT ACCOUNTS AS OF DECEMBER 31, 2021 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK JUN 2021	PER BANK SEP 2021	PER BANK DEC 2021	PER GL* DEC 2021
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 436,403	\$ 692,931	\$ 464,383	\$ 292,169
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 79,800	\$ 132,681	\$ 141,992	\$ 69,398
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 90,656	\$ 100,000	\$ 123,321	\$ 100,000
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 83,600	\$ 37,905	\$ 56,246	\$ 41,595
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 5,034	\$ 5,641	\$ 5,145	\$ 5,145
UNION BANK	274-00-26707	CHECKING	CLIPPER CARDS	\$ 5,180	\$ 5,135	\$ 5,135	\$ 5,135
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			TOTAL	\$ 700,698	\$ 974,318	\$ 796,247	\$ 513,467
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 113,515	\$ 411,821	\$ 838,271	\$ 122,014
			TOTAL	\$ 113,515	\$ 411,821	\$ 838,271	\$ 122,014
LAIF FUND							
Effective Yield:				2.62%	2.06%	2.12%	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 13,931,212	\$ 24,008,876	\$ 23,173,688	\$ 23,173,688
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 53,147	\$ 53,190	\$ 53,223	\$ 53,223
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 2,472,258	\$ 2,473,004	\$ 2,469,577	\$ 2,469,577
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley II	\$ 262,507	\$ 253,505	\$ 253,660	\$ 253,660
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak III	\$ 18,654	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak IV		\$ 180,220	\$ 126,161	\$ 126,161
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument II (Routes 11/14/16)	\$ 459,418	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument III (Routes 11/14/16)		\$ 736,744	\$ 595,114	\$ 595,114
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 901,434	\$ 902,170	\$ 902,720	\$ 902,720
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,557,746	\$ 1,559,018	\$ 1,559,968	\$ 1,559,968
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ -
			TOTAL	\$ 19,656,376	\$ 30,166,727	\$ 29,134,111	\$ 29,134,111
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 13,080	\$ 13,645	\$ 13,917	\$ 13,917
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			TOTAL	\$ 13,588	\$ 14,153	\$ 14,425	\$ 14,425
6/7/2022			GRAND TOTAL	\$ 20,484,177	\$ 31,567,019	\$ 30,783,054	\$ 29,784,017

KLM/AJ

* 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.



Bill Churchill
General Manager

INTER OFFICE MEMO

To: Board of Directors

Date: June 15, 2022

From: Bill Churchill, General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending March 31, 2022.

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
AS OF MARCH 31, 2022
(ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK SEP 2021	PER BANK DEC 2021	PER BANK MAR 2022	PER GL* MAR 2022
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 692,931	\$ 464,383	\$ 520,365	\$ 281,987
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 132,681	\$ 141,992	\$ 95,271	\$ 81,124
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 100,000	\$ 123,321	\$ 174,666	\$ 173,340
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 37,905	\$ 56,246	\$ 68,349	\$ 58,723
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 5,641	\$ 5,145	\$ 8,702	\$ 8,711
UNION BANK	274-00-26707	CHECKING	CLIPPER CARDS	\$ 5,135	\$ 5,135	\$ 5,135	\$ 5,135
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			TOTAL	\$ 974,318	\$ 796,247	\$ 872,513	\$ 609,045
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 411,821	\$ 838,271	\$ 133,098	\$ 135,166
			TOTAL	\$ 411,821	\$ 838,271	\$ 133,098	\$ 135,166
LAIF FUND							
<i>Effective Yield:</i>				<i>2.06%</i>	<i>2.12%</i>	<i>3.65%</i>	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 24,008,876	\$ 23,173,688	\$ 11,872,178	\$ 11,872,178
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 53,190	\$ 53,223	\$ 53,254	\$ 53,254
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 2,473,004	\$ 2,469,577	\$ 2,444,318	\$ 2,444,318
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley II	\$ 253,505	\$ 253,660	\$ 22,220	\$ 22,220
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak IV	\$ 180,220	\$ 126,161	\$ 73,019	\$ 73,019
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument III (Routes 11/14/16)	\$ 736,744	\$ 595,114	\$ 442,888	\$ 442,888
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 902,170	\$ 902,720	\$ 903,239	\$ 903,239
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,559,018	\$ 1,559,968	\$ 1,560,866	\$ 1,560,866
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ -
			TOTAL	\$ 30,166,727	\$ 29,134,111	\$ 17,371,982	\$ 17,371,982
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 13,645	\$ 13,917	\$ 14,457	\$ 14,457
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 508	\$ 508	\$ 508
			TOTAL	\$ 14,153	\$ 14,425	\$ 14,965	\$ 14,965
6/7/2022	GRAND TOTAL			\$ 31,567,019	\$ 30,783,054	\$ 18,392,558	\$ 18,131,158

KLM/AJ

* 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.


Bill Churchill
General Manager

INTER OFFICE MEMO

To: Board of Directors

Date: 07/11/2022

From: Kristina Martinez, Dir. of Recruitment & EE Development/ DBE Officer

Reviewed by: *RM*

SUBJECT: Disadvantaged Business Enterprise (DBE) Goal for FFY 2023-2025

Background:

The Board of Directors adopted the revised County Connection Disadvantaged Business Enterprise (DBE) Program on February 15, 2018, pursuant to U.S. Department of Transportation directives and guidelines in the regulations, 49 CFR Part 26. The program was submitted to the Federal Transit Administration (FTA) on March 14, 2018, and it received concurrence from the FTA on May 23, 2019. As part of the DBE Program, the regulations require grantees to establish a three-year overall goal for participation of small, disadvantaged business enterprises (DBEs) in Federal Transit Administration (FTA) assisted contracts.

DBE Outreach:

County Connection's next goal submission is due to the FTA on August 1, 2022, covering federal fiscal years (FFYs) 2023-2025. To that end, staff completed the DBE Overall Goal and Goal Setting Methodology and recommends a goal of 5.9% for FTA-assisted contracts. The 5.9% overall goal identifies the relative availability of DBEs based on evidence of ready, willing, and able DBEs in relationship to comparable businesses known to be available to compete for County Connection's FTA-assisted contracts.

Prior to submission to the FTA, Federal Regulations require that County Connection provide for consultation and publication. County Connection worked in concert with other U.S. DOT recipients in the region as members of the Business Outreach Committee (BOC) to solicit and receive public comments. Agency staff members held two public participation sessions on April 11, 2022, and April 26, 2022. The purpose of these sessions was to provide the public with a forum for commenting on the three-year goal setting process for participating agencies.

No comments or questions were received during the public participation sessions regarding County Connection's specific contracts or DBE goal-setting process for FFYs 2023-2025.

Additionally, the Regulations require that County Connection publish a notice on its official web site announcing the proposed goal. At their May 4, 2022, meeting, the Administration & Finance (A&F) Committee authorized staff to post the proposed DBE overall goal on the County Connection website. The notice also informed the public that information on the proposed goal and methodology would be available for inspection for thirty (30) days from the date of publication. Comments could also be submitted within that time frame.

At the conclusion of the review and comment period on June 4, 2022, County Connection received no comments or requests for information regarding the proposed goal or goal setting methodology.

Financial Implications:

An approved DBE Program, which includes a three-year DBE overall goal, will enable County Connection to continue to be eligible for federal financial assistance.

Recommendation:

The A&F Committee and staff recommend adoption of Resolution No. 2023-003, which approves a three-year DBE overall goal of 5.9% for federally assisted contracts and authorizes staff to forward the goal and goal setting methodology to the FTA.

Action Requested:

The A&F Committee and staff request Board approval of Resolution No. 2023-003.

Attachments:

Attachment 1: DBE Overall Goal and Goal Setting Methodology, FFY 2023-2025

Attachment 2: Resolution No. 2023-003

Central Contra Costa Transit Authority

Disadvantaged Business Enterprise (DBE) Overall Goal and Goal Setting Methodology FFY 2023-2025

Adopted by the
CCCTA Board of Directors
Date:
Resolution No.

Submitted to the
U.S. Department of Transportation
Federal Transit Administration
Date:

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EXECUTIVE SUMMARY

The U.S. Department of Transportation (U.S. DOT) revised its Disadvantaged Business Enterprise (DBE) Program by issuing a rule to help ensure fair competition for U.S. DOT-assisted contracts. Based on a provision in the Moving Ahead for Progress in the 21st Century Act (MAP-21) that reauthorized the U.S. DOT DBE Program, the rule ensures a level playing field on which minority, women and other disadvantaged small businesses can compete for federally assisted contracts. The rule, 49 CFR Part 26 (Regulations) titled, "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," was published in the *Federal Register* on February 2, 1999 and became effective March 4, 1999. The DBE Regulations were amended at various times and now require recipients to establish and submit overall goals for review every three years. The DBE Regulations are intended by U.S. DOT to pass the strict scrutiny required in the 1995 U.S. Supreme Court ruling in *Adarand v. Peña*. Many of the changes respond to the Court's requirement that affirmative action programs must be narrowly tailored to remedy past discrimination that could not otherwise be remedied through race-neutral means.

Key provisions of 49 CFR Part 26 applicable to the goal-setting methodology include:

- Establishment of DBE goals based on evidence of relative availability of DBEs as a percentage of firms in the relevant contracting markets.
- Use of race-neutral means to meet overall agency DBE goals to the maximum extent feasible. For contracts with subcontracting opportunities, contract-specific goals should only be used if race-neutral methods are insufficient to achieve the annual DBE goal.
- Increased reporting and monitoring during contract performance to ensure actual expenditure of contract funds with DBEs listed in the bid/proposal and contract.

The Central Contra Costa Transit Authority (CCCTA) has had a *DBE Program* in place since October 20, 1983. Pursuant to changes in the Regulations, CCCTA has revised its *DBE Program* at various times. The most recent revision was submitted to the FTA on March 14, 2018 and CCCTA received FTA's concurrence on the revised *DBE Program* on May 23, 2019.

CCCTA established a 4.65% overall DBE goal for federal fiscal years (FFYs) 2020-2022 and it was submitted to the Federal Transit Administration (FTA) on July 30, 2019. The DBE goal was approved on September 19, 2019. CCCTA is now required to establish an overall DBE goal for FFYs 2023-2025 and to submit it to FTA by August 1, 2022. To that end, CCCTA developed a three-year overall goal for the participation of small, disadvantaged business enterprises in FTA-assisted contracts.

The recommended overall goal for DBE participation is 5.9%, which is expected to be met through race-neutral measures applicable to FTA-assisted contracts. Calculation of this goal was based on a percentage of all FTA-assisted contracting funds anticipated to be expended between October 1, 2022 and September 30, 2025. CCCTA anticipates receiving FTA Section 5307 grants for preventive maintenance, which will be used for operating assistance in the paratransit division. CCCTA also anticipates receiving Section 5307 capital grants in FY2023 for revenue fleet replacement. The capital grants will be used for contracting opportunities covered by the DBE program for transit vehicle manufacturers and are not included in the calculation of the DBE goal of 5.9%.

In addition to 5307 grants, CCCTA has received funding for transit operations in support of capital, operating, and other expenses eligible to prevent, prepare for, and respond to the COVID-19 pandemic. This funding was made available to transit operators through three (3) federal COVID-19 relief bills passed by the federal government: the Coronavirus Aid, Relief, and Economic Security

(CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and the American Rescue Plan Act (ARP). CCCTA anticipates receiving ARP funds for eligible operating, capital, and other expenses in FY 2023 and FY 2024.

When establishing this three-year overall goal, CCCTA reviewed its operating and capital budget for FY2023 for its fixed-route and paratransit divisions. The operating budgets have not been developed for the two outlying fiscal years; however, it is anticipated the contracting opportunities will be similar to those identified for FY2023. Thus, the goal is based on CCCTA's operating budget for FY2023.

The 5.9% overall goal identifies the relative availability of DBEs based on evidence of ready, willing and able DBEs in relationship to comparable businesses known to be available to compete for CCCTA's FTA-assisted contracts. The goal reflects staff's determination of the level of DBE participation expected to be achieved absent the effects of discrimination.

CCCTA intends to meet this three-year goal to the maximum extent feasible through race-neutral measures. To ensure public participation in the goal-setting process, CCCTA staff participated in outreach efforts with the DBE and contracting communities. The proposed overall goal was advertised on the CCCTA website and the public was advised of a review and comment period.

METHODOLOGY FOR SETTING OVERALL DBE GOAL

The proposed three-year overall goal of 5.9% DBE participation is based on current and prior-year contracting opportunities in grants received or anticipated to be received from FTA that CCCTA will expend in FY2023 through FY2025. While the amounts of FTA assistance and budgeted items will differ each year, it is anticipated the types and percentages of contracting opportunities will be similar to those projected for FY2023. The total adjusted FTA-assisted funds for FY2023 are \$28,633,630, with \$1,569,749 in contracting opportunities and \$27,063,881 in non-contracting opportunities (see Attachment 1(a)).

This methodology includes an assessment of (1) the number, type and total dollar value of FTA-assisted contracting opportunities; (2) a two-step process prescribed in the U.S. DOT Regulations consisting of an analysis of the availability of DBE contractors/subcontractors relative to all businesses that are ready, willing and able to participate (referred to as "relative availability of DBEs"); and (3) the use of race-neutral methods to achieve the three-year goal.

A. Contracting Opportunities in FTA-Assisted Contracts

Construction, professional and other services, and procurement of supplies and equipment (except transit revenue vehicles) constitute CCCTA contracting opportunities. To determine FTA-funded contracting opportunities, budgets and current grants expected to be expended for the three-year term of FY2023 through FY2025 were reviewed. For the federal COVID-19 relief funds and Section 5307 preventive maintenance grants, the dollar value of the contracting opportunities equal to FTA's share of the total budget in the corresponding fixed-route and paratransit divisions was calculated. In this case, the total FY2023 operating budget is \$47,315,493 and the FTA-funded grants equate to \$7,675,630. Thus, FTA's share of the total operating budget is 16.2%.

The total projected operating budget in FY2024 is \$48,537,000 and the corresponding FTA funds equate to \$5,717,000 (11.8%). For FY2025, CCCTA does not anticipate expending any

federal COVID-19 relief funds in its fixed-route division. Thus, only the FTA-funded contracting opportunities for the paratransit division were reviewed for FY2024. The projected operating budget in FY2025 is \$10,462,000 and FTA's share is \$1,800,000 (17.2%).

B. Consideration of Data Sources for Establishing the Base Figure of DBE Availability

CCCTA developed its three-year overall DBE goal based on the two-step process outlined in the Regulations. In Step 1, a base figure was calculated to determine the relative availability of DBEs in specific areas of expertise applicable to CCCTA's contracting activities. This data was gathered from the California Unified Certification Program (CUCP) DBE Database and the U.S. Census Bureau, County Business Patterns. In Step 2, an assessment of relevant evidence available to CCCTA was analyzed to determine what adjustments, if any, were needed to narrowly tailor the base figure to CCCTA's contracting markets. The following is a review of data sources considered when establishing the base figure in Step 1.

1. U.S. Census Bureau Data

The Regulations suggest that one method of establishing the DBE base figure is to develop a percentage of DBE availability based upon the number of DBE's in the DBE directory firms relevant to CCCTA's contracting activities as the numerator. Data from the U.S. Census Bureau's County Business Patterns (CBP) is then used for all businesses relevant to CCCTA's market within the North American Industrial Classification System (NAICS) code as the denominator.

2. California UCP DBE Database

CCCTA analyzed the number of DBE firms using data from the CUCP DBE database per major NAICS categories. As of March 2022, the California Unified Certification Program (UCP) database consists of approximately 5,500 DBE firms. This database was used in Step 1 to establish ready, willing, and able DBEs relative to CCCTA's contracting opportunities. The CUCP only lists firms that are currently certified as DBEs. Any firm that does not continue to meet criteria established within the DBE program is decertified and removed from the database.

3. U. S. Small Business Administration Certified Firms

A business currently certified under the U.S. Small Business Administration (SBA) 8(a) Program or the Small Disadvantaged Business (SDB) Program is considered eligible for certification as a DBE in the California UCP, providing it meets the business size standard and other eligibility criteria established by U.S. DOT. Several SBA 8(a) and SDB certified firms are included in the California UCP DBE Database.

Information from the U.S. Small Business Administration was not used to determine the availability of DBE firms because (a) some firms may not meet the U.S. DOT business size standard and/or other eligibility criteria within the DBE Program and (2) the firms listed in the U.S. Small Business Administration Programs may also be listed the CUCP DBE Database, which could result in double-counting.

4. Bidders List

CCCTA has compiled a bidders list, as required by the Regulations, for use as an analytical tool. At this time, however, CCCTA does not have a comprehensive bidders list to identify the relative availability of DBEs in its local market area for specific upcoming contracting opportunities.

5. DBE Disparity Studies

DBE disparity studies that comply with the U.S. Supreme Court's ruling in *City of Richmond v. J. A. Croson Co.* are frequently the basis for establishing race conscious DBE programs. In *Croson*, the local goals program for contracts with minority-owned businesses was challenged. The Court found that race-based preference programs would be constitutionally valid only if there is evidence that discrimination in the marketplace caused the underutilization of minority-owned firms and that race-based preferences are necessary to remedy such discrimination. In addition, the Court ruled that any race-based remedies must be narrowly tailored.

CCCTA has not recently participated in a disparity study for use in the DBE three-year overall goal for FFYs 2023-2025. Other U.S. DOT recipients in the region have commissioned new studies that are currently underway, completed, or anticipated to begin. However, these studies measure services for contracting opportunities that are not similar to those of CCCTA. Should CCCTA's goals not be met through race-neutral measures, a local disparity study may be considered in the future.

6. Another U.S. DOT Recipient's Goal

CCCTA will not use the DBE goal of another U.S. DOT recipient for the goal-setting process because CCCTA's contracting opportunities do not closely mirror those of another agency.

C. Step 1: Establishing a Base Figure

A base figure was developed for FY2023 contracting opportunities to express the relative availability of DBEs as a percentage of all firms in the relevant contracting markets, as delineated by NAICS Codes.

1. Analyzing Available Businesses in the Relevant Contracting Markets

CCCTA's vendor listing indicates several contracts are awarded to vendors/contractors located within Contra Costa County, and many of these firms are located within CCCTA's service area. A review of projected contracts revealed there are fifteen NAICS Codes with contracting and potential subcontracting opportunities. While several of these contracts are expected to be awarded to local firms, the remainder may be awarded to regional or statewide firms.

Due to limited information for specific NAICS Codes solely in Contra Costa County, it was decided to broaden the geographical data and use information from the U.S. Census Bureau, County Business Patterns (CBP) in nine surrounding Bay Area counties to represent firms that may be interested to participate on CCCTA's projected contracts.

Due to the size and dollar amount dedicated to the contracting opportunity assigned to NAICS codes 485991 and 485999, the data was broadened statewide to represent all firms that may be interested in participating on this contract. This approach complies with a requirement in the Regulations to use as close as possible the same NAICS Codes and geographical base when determining the base figure for the overall goal. When calculating the total number of firms, CCCTA used the number of firms from the CBP as delineated by NAICS codes (refer to Attachment 2, Step 1).

CCCTA anticipates receiving \$1,800,000 of FTA Section 5307 grants for preventive maintenance, which will be used for operating assistance in its paratransit division. CCCTA also anticipates expending a total of \$5,875,630 in federal COVID-19 relief funds, which will be used for expenses eligible to in response to the COVID-19 pandemic for both fixed-route and paratransit divisions. Anticipated contracting opportunities for include the following:

NAICS Code	Major Industry Group
323111	Commercial Printing
424120	Office Supplies
444180	Building Repair Supplies
459999	Other Miscellaneous Supplies
488410	Motor Vehicle Towing
485991	Purchased Transportation
485999	Other Transportation Services
561320	Temporary Help
561612	Security Services
561621	Fire Monitoring
5617	Services to Buildings & Dwellings
562112	Hazardous Waste Collection Services
611430	Professional Development Training
8111	Automotive Repair & Maintenance
811210	Electronic & Equipment Repair & Maintenance

2. Analyzing Available DBEs in the Relevant Contracting Markets

A similar analysis was conducted to determine the number of ready, willing and able DBEs available to participate as prime contractors or subcontractors on CCCTA's projected contracts. The California Unified Certification Program (CUCP) provides data on firms owned by Disadvantaged Business Enterprises (DBEs). The CUCP only lists firms that are currently certified as DBEs. Any firm that does not continue to meet criteria established within the DBE program is removed from the database. When calculating the total number of DBE's, CCCTA used the number of firms as delineated by NAICS codes (refer to Attachment 2(a), Step 1).

3. Calculating the Base Figure

CCCTA compared the available DBE firms and all businesses in the relevant contracting markets. The percentage of DBE availability was determined for each NAICS Code by

dividing the total number of DBE firms by the number of all businesses in that major NAICS Code.

Base Figure = Ready, willing, and able DBEs
All firms ready, willing, and able
(including DBEs and non-DBEs)

To determine the base figure of DBE availability, the calculation includes a weighting factor according to the FTA-assisted contracting expenditure patterns. The budgeted contract amounts were then determined, and a percentage of the total contracts was calculated for each NAICS Code to give a higher weight to areas where more dollars will be expended. The percentage of the total contracts was then multiplied by the percentage of availability for each NAICS Code.

Attachment 2(b), Step 1, delineates the contracting opportunities for each NAICS Code. The total weighted base figure for total availability was calculated to be 1.1%.

D. Step 2: Adjusting the Base Figure

CCCTA adjusted the base figure based on evidence that indicates the availability of DBEs for FTA-assisted contracts will be higher than the calculated availability figure of 1.1%. To determine an adjusted base figure, staff reviewed information related to the proven capacity of DBEs to perform similar contracts. This included information from the U.S. Census Bureau, DBE disparity studies, DBE achievements on CCCTA's prior and current contracting opportunities, and public comments received from representatives of DBE firms, resource agencies and other organizations.

1. U.S. Census Bureau Data

It is noted that there are shortcomings in using data from the U.S. Census Bureau. These limitations include: (a) the data is not current; (b) CCCTA's projected contracts with three- or four-digit major industry group NAICS Codes do not refine the classifications enough; and (c) the data includes firms that are not interested in or are unable to perform CCCTA's contracts.

2. Previous Experience in Meeting the DBE Goal with FTA-Assisted Contracts

The CCCTA Board of Directors adopted the FFY2020 through FFY2022 DBE overall goal of 4.65% on July 18, 2019 for FTA-assisted contracting opportunities. CCCTA achieved the following DBE participation: 13.4% in FFY2019, 5.4% in FFY2020, and 10.7% in FFY2021. Calculations for DBE achievement in FFY2022 are currently underway.

CCCTA will be using federal grants in its fixed-route and paratransit division for operating assistance. Procurement opportunities for operating funds are similar to FY2023 through FY2025 and prior years. As a result, CCCTA adjusted its base figure using past participation. CCCTA averaged the median past participation (10.7%) of this project using the last three fiscal years and the step one base figure (1.1%) to arrive at the overall goal.

Adjustment = Step One Base Figure + Median Past Participation

Based on these factors, CCCTA changed its DBE availability from 1.1% to 5.9% to reflect more accurately the DBE opportunities available. (Please refer to Attachment 2, Step 2.)

3. DBE Participation in Contracts Currently Underway

a. Paratransit Services (NAICS Code 485991)

On June 16, 2022, the CCCTA Board of Directors awarded a contract to Transdev Services, Inc., for maintenance and operation of paratransit services for a four-year base term, commencing July 1, 2019. No DBE goal was set on this project; however, the contractor indicated it would partner with a regional Transportation Network Company, Big Star Transit, LLC (a certified DBE), to assist in the achievement of County Connection's overall DBE goal. CCCTA has also previously utilized a DBE to perform the repair/body work on its vehicles.

4. DBE Participation in New Contracts

No adjustments were made on new contracts because the amounts in each NAICS code are not heavily weighted relative to the total contracting opportunities for the paratransit division. It is anticipated some of these contracts may be awarded to DBE firms.

5. Consultation with DBE Firms, Resource Agencies and Other Organizations

In an effort to provide public participation in the goal-setting process, CCCTA worked in concert with other U.S. DOT recipients in the region as members of the Business Outreach Committee (BOC) in order to solicit and receive public comments.

Agency staff members held virtual consultation and public participation sessions on April 11, 2022, and April 26, 2022. Notices of these BOC public participation sessions were mailed and emailed in early March 2022. The purpose of these sessions was to provide the public with a forum for commenting on the three-year goal setting process for participating agencies. The BOC distributed an electronic invitation and event flyer to approximately 9,300 businesses. The flyer was advertised in the Small Business Exchange and was promoted on Norcal PTAC's event calendar and website at: <https://www.norcalptac.org/events/business-outreach-committee-boc-public-participation-meeting>. Of the 68 firms that registered, 31 representatives attended the session(s). Agency staff members announced their proposed goals, briefly described their contracting opportunities for FFYs 2023-2025, and requested specific information on the availability of ready, willing, and able DBEs for projects. Copies of the invitations for public participation sessions are included in Attachment 3.

The first public participation session on April 11, 2022, included a consultation meeting with various trade groups, minority, women and general contractor groups and community organizations seeking input and/or consultation in establishing three-year overall goals. Notices of the sessions were distributed to approximately 90 groups and organizations by mail and email, which included Chambers of Commerce, members of the Builders Exchange, the U.S. Small Business Administration, Small/Minority/Women Business Development agencies, and Veteran Outreach organizations throughout the

Bay Area. They are knowledgeable about the availability of disadvantaged and non-disadvantaged businesses and the effects of discrimination in contracting opportunities for DBEs.

Of the 4 organizations that registered, two were present, including representation from the NorCal Procurement Technical Assistance Center (PTAC) and the U.S. Small Business Administration. Topics for discussion included DBE participation challenges, how to increase DBE participation, suggestions for resources, the goal setting process, any comments on the proposed goals, and how the BOC could assist firms in their mission. Some of the specific questions between the BOC member agencies and the representatives included:

1. How could the BOC better reach contractors?
2. What are the major barriers for your members in competing for contracting opportunities?
3. What trades are there a lack/plethora of DBE participation?
4. What are some recommended strategies to attract and increase DBE participation?
5. Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
6. How can the Small Business Administration (SBA) provide support to current outreach activities?

Additionally, comments received from the two representatives during the input/dialogue portion of the meeting included:

1. DBE firms have noted how cumbersome the certification process can be.
2. Prime contractors may be reluctant to use DBEs for several reasons, including a competitive market area and lack of previous work experience/years established as a business.
3. Pre-proposal conferences are good for DBE firms to meet the primes and see what requirements are for projects.
4. SBA does liaison work with federal agencies and would like to support outreach efforts and information sharing to help reach the small business community.
5. Most of the agencies that are federally funded do not have a procurement feature for vendors to “opt in” or post a vendor ad to reach a prime for a construction or professional services contract.
6. Let DBEs know of the resources available to them, such as the no-cost services provided by the SBA or Norcal PTAC.
7. Connect with the SBA. There is potential for current small businesses who may qualify for DBE certification.

A presentation on the DBE goal-setting process was led by the Golden Gate Bridge, Highway, and Transportation District (GGBHTD), which provided the opportunity for representatives to understand and to share information regarding the availability of certified and potential DBEs who are ready, able, and willing to compete for DOT-assisted contracts. Questions and comments included:

1. How can Diversity/Outreach Inclusion Programs provide the necessary training on estimating, bidding, and project management? This is the help that DBE firms need!
2. How do you determine the percentage DBE per project solicitation?
3. How do you address when goals are not met?
4. Many businesses are not government procurement sound and benefit from business development programs.
5. A participant who works with DBEs in the Central Valley stated that he wanted to offer similar public participation outreach as the BOC to the Central Valley and was interested in attending future BOC outreach events.
6. After the goal setting is done, do any agencies follow up with resource availability for the DBE contractor?
7. An RFP for professional services is oftentimes less likely to be shown on the transit agencies websites versus capital projects and it is more challenging to find out who will be a prime when you are trying to get on a team.
 - o There are financial burdens in professional services. Are there trainings that can be offered to DBEs to get past some of the professional services challenges for developing bids?
 - o There are some agencies that have very high goals and many of the agency goals seem low.
8. The mentoring and protégé program at Caltrans is a great place to network with primes and get educational opportunities. It was suggested that money needs to be set aside at each agency for DBE education programs on how to maneuver in the government contracting arena. Many DBEs do not understand how to do estimating and how to get a contract with a prime.
9. Emerging A&E firms have a difficult time forming relationships with primes because teams are formed in advance. Many primes are hesitant to work with a smaller DBE firm.
10. I appreciate all of you setting goals for us DBE's. Very often we would not otherwise have an opportunity to participate on these projects. These requirements open the doors for us.
11. I encourage all agencies to continue to focus on supportive services to bolster tradespersons starting business, residential contractors moving into the public works arena, and firms seeking to grow. Working in the public works arena requires a unique skill set and we need to continue to support the DBE firms that are working for your agencies.
12. Thank you for the opportunity to learn about the process.
13. Focus on your Technical Support Service Program to build DBE Success!
14. Work with the Ethic Chambers and Trade Associations on a Training/Education & Development Accelerator Partnering Program
15. Networking with the Primes is the key!

Through this forum, BOC member agencies had the opportunity to respond to questions. Additionally, agencies were able to provide information on resources, training programs, upcoming events, etc. that may be offered through the BOC or with other respective organizations.

No comments or questions were received during the public participation sessions regarding CCCTA's specific contracts or DBE goal-setting process for FFYs 2023-2025. As such, no additional adjustments were made to the base figure derived in Step 1 or the adjustments made in Step 2.

PROJECTION OF PERCENTAGE OF THREE-YEAR OVERALL DBE GOAL TO BE ACHIEVED THROUGH RACE-NEUTRAL MEASURES

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

Because of the small dollar amounts of projected new formal contracts with subcontracting opportunities, CCCTA anticipates setting no contract-specific DBE goals on new contracts to be awarded in FY2023-2025. In conjunction with the Small Business Element in its DBE Program, CCCTA may consider setting an SBE goal on any new contracts with subcontracting opportunities when it is determined that CCCTA will not be able to achieve its DBE overall goal.

In addition, CCCTA will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting and of the availability of ready, willing and able subcontractors, including DBE firms, to perform such work. CCCTA will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, encourage DBE certified firms to maintain their certifications, assist with access and distribution of the California UCP DBE Database, and provide requested technical assistance and related services when feasible.

As a member of the Business Outreach Committee (BOC), CCCTA is assisting with annual projects that include a quarterly newsletter and outreach/networking events. The newsletter highlights agency contracting opportunities and provides information on resource agencies, contracting issues and upcoming outreach events held both in-person or virtually. The BOC plans to host outreach/networking events and certification workshops each year in addition to the public participation meetings focused on contracting and DBE availability for the goal-setting process. The outreach/networking events bring together agency buyers and project managers as well as prime contractors and subcontractors that may be interested in submitting bids or proposals for agency contracts. These events and the certification workshops have provided certification information to interested firms and encouraged them to apply and/or to maintain their current certification status.

Race-neutral measures will comprise 100% of the total contracting opportunities through various types of contracts, including construction, professional services, procurement of materials, supplies and equipment, and other services. CCCTA will monitor carefully its progress during the course of each year and will consider whether it will establish appropriate contract-specific SBE goals if other race-neutral methods do not appear sufficient to achieve the three-year overall DBE participation goal. All contracts that have DBE commitments will be monitored for compliance.

NOTICE OF PROPOSED THREE-YEAR OVERALL DBE GOAL

Federal Regulations require that CCCTA publish a notice on its official Web site announcing the proposed goal for FY2023-2025 contracts assisted by U.S. DOT. On May 5, 2022, the proposed goal

was posted on the CCCTA website at <https://countyconnection.com/notice-of-proposed-dbe-goal/>. A copy of the published notice is also included in Attachment 4.

The notice also informed the public that information on the proposed goal and methodology was available for inspection at CCCTA's office or electronically for thirty (30) days from the date of publication. Comments could also be submitted to CCCTA within that time frame. At the conclusion of the public review and comment period on June 4, 2022, CCCTA received no requests from the public for information regarding development of the proposed goal and no comments about the goal-setting methodology.

CALIFORNIA UNIFIED CERTIFICATION PROGRAM

The Regulations require all U.S. DOT recipients in their state to participate in a Unified Certification Program (UCP). U.S. DOT designated the California Department of Transportation (Caltrans) as the lead agency for development and implementation of the California UCP. To accomplish that task, statewide meetings were held, and a Memorandum of Agreement (MOA) was developed outlining California's plan for implementation of the UCP. Caltrans submitted the California UCP MOA on May 1, 2001, to U.S. DOT, and the U.S. DOT Secretary approved the MOA on March 13, 2002. Initial implementation of the California UCP began on January 1, 2002, and full implementation was accomplished within 18 months of the U.S. DOT approval date. The most recent amendment to the MOA was made on February 12, 2020.

As required by the California UCP MOA, CCCTA submitted a Declaration Letter to Caltrans advising it is a U.S. DOT recipient with an approved DBE Program in place, acknowledging it is in agreement with the MOA and declaring it will be participating as a non-certifying agency.

CCCTA is impacted by the California UCP as follows: (a) the MOA may propose an annual membership fee; (b) Certifying agencies within the CUCP certify firms as DBEs or ACDBEs; (c) all certified firms are included in the UCP DBE Database; and (d) CCCTA staff may participate as a non-certifying member of the UCP Executive Committee.

Attachment 1 (a)

Budgeted Capital Grants and Operating Funds
With FTA-Assisted Contracting Opportunities, FY2023

Type of Grant/ Budgeted Line Item		Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting Total	
Operating Grants								
Federal COVID-19 Relief Funds, Fixed-Route							5,875,630	
Total Federal COVID-19 Relief Funds							5,875,630	
Total Operating Budget, Fixed-Route Division		173,000	104,500	685,100		36,754,199	37,716,799	
Section 5307, Preventive Maintenance, Paratransit							1,800,000	
Total FTA Operating Funds							1,800,000	
Total Operating Budget, Paratransit Division		8,708,425	4,000	1,500		884,770	9,598,694	
Total FTA Grants, Fixed-Route & Paratransit							7,675,630	
Total Operating Budget, Fixed-Route & Paratransit							47,315,493	
FTA % of Total Operating Budgets							16.2%	
NAICS	Contracting Opportunities, Operating Budgets	Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting	16.2%
323111	Commercial Printing	100,000					100,000	16,222
424120	Office Supplies		23,500				23,500	3,812
444180	Building Repair Supplies		50,000				50,000	8,111
459999	Other Miscellaneous Supplies		35,000				35,000	5,678
488410	Motor Vehicle Towing			10,000			10,000	1,622
485991	Purchased Transportation	5,973,734					5,973,734	969,073
485999	Other Transportation Services	2,724,691					2,724,691	442,006
561320	Temporary Help	25,000					25,000	4,056
561612	Security Services			115,000			115,000	18,656
561621	Fire Monitoring			3,000			3,000	487
5617	Services to Buildings & Dwellings			185,600			185,600	30,108
562112	Hazardous Waste Collection Services			115,000			115,000	18,656
611430	Professional Development Training	30,000					30,000	4,867
8111	Automotive Repair & Maintenance			258,000			258,000	41,853
811210	Electronic & Equipment Repair & Maintenance	28,000					28,000	4,542
	Total Operating Budget	8,881,425	108,500	686,600	-	37,638,968	9,676,525	1,569,749
	@16.3%	1,440,766	17,601	111,382	0	6,105,881	1,569,749	
Total FTA Assisted Contracting & Noncontracting Opportunities, Operating Budgets								7,675,630
	Capital Grants	Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting	Total
	FTA Section 5307 Capital Grant, Revenue Fleet Replacement, Fixed-Route Vehicles and Paratransit Vehicles					20,958,000		20,958,000
	Total Capital Grants					20,958,000		20,958,000
Total FTA Contracting & Noncontracting Opportunities						27,063,881	1,569,749	28,633,630
Proof								28,633,630

Attachment 1 (b)

Budgeted Capital Grants and Operating Funds
With FTA-Assisted Contracting Opportunities, FY2024

Type of Grant/ Budgeted Line Item		Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting Total	
Operating Grants								
Federal COVID-19 Relief Funds, Fixed-Route							3,917,000	
Total Federal COVID-19 Funds							3,917,000	
Total Operating Budget, Fixed-Route Division							38,506,000	
Section 5307, Preventive Maintenance, Paratransit							1,800,000	
Total FTA Operating Funds							1,800,000	
Total Operating Budget, Paratransit Division							10,031,000	
Paratransit Division								
Total FTA Grants, Fixed-Route & Paratransit							5,717,000	
Total Operating Budget, Fixed-Route & Paratransit							48,537,000	
FTA % of Total Operating Budgets							11.8%	
NAICS	Contracting Opportunities, Operating Budgets	Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting	11.8%
323111	Commercial Printing							
424120	Office Supplies							
444180	Building Repair Supplies							
459999	Other Miscellaneous Supplies							
488410	Motor Vehicle Towing							
485991	Purchased Transportation							
485999	Other Transportation Services							
561320	Temporary Help							
561612	Security Services							
561621	Fire Monitoring							
5617	Services to Buildings & Dwellings							
562112	Hazardous Waste Collection Services							
611430	Professional Development Training							
8111	Automotive Repair & Maintenance							
811210	Electronic & Equipment Repair & Maintenance							
	Total Operating Budget							
	@11.8%							
Total FTA Assisted Contracting & Noncontracting Opportunities, Operating Budget								
	Capital Grants	Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting	Total
	Total Capital Grants							
	Total Contracting & Noncontracting Opportunities							
	Proof							

Attachment 1 (c)

Budgeted Capital Grants and Paratransit Operating Funds
With FTA-Assisted Contracting Opportunities, FY2025

Type of Grant/ Budgeted Line Item		Professional Services	Equipment/ Supplies	Other Services	Construction	Non- Contracting	Contracting Total	
	Operating Grants							
	Section 5307, Preventive Maintenance, Paratransit						1,800,000	
	Total FTA Operating Grants						1,800,000	
	Total Operating Budget							
	Paratransit Division						10,462,000	
	FTA % of Total Operating Budgets						17.2%	
NAICS	Contracting Opportunities, Operating Budgets	Professional	Equipment	Services	Construction	NonContract	Contracting	17.2%
424120	Office Supplies							
485991	Purchased Transportation							
485999	Other Transportation Services							
5617	Services to Buildings & Dwellings							
611430	Professional Development Training							
	Total Paratransit Operating Budget							
	@17.9%							
	Total FTA Assisted Contracting & Noncontracting Opportunities, Paratransit Operating Budget							
	Capital Grants	Professional	Equipment	Services	Construction	NonContract	Contracting	Total
	Total Capital Grants							
	Total Contracting & Noncontracting Opportunities							
	Proof							

ATTACHMENT 2 (a)

DBE AVAILABILITY, OVERALL GOAL FOR FFY 2023-2025

Step 1: Base Figure for DBE Availability by NAICS Codes

NAICS Code	Major Industry Group	Number of Certified DBEs	Number of All Firms	DBE Availability	Budget (@ 16.2%)	Weight	Goal
323111	Commercial Printing	8	476	1.68%	16,222	1.03%	0.02%
424120	Office Supplies	0	95	0.00%	3,812	0.24%	0.00%
444180	Building Repair Supplies	4	751	0.53%	8,111	0.52%	0.00%
459999	Other Miscellaneous Supplies	2	440	0.45%	5,678	0.36%	0.00%
488410	Motor Vehicle Towing	0	249	0.00%	1,622	0.10%	0.00%
485991	Purchased Transportation	1	416	0.24%	969,073	61.73%	0.15%
485999	Other Purchased Transportation	2	299	0.67%	442,006	28.16%	0.19%
561320	Temporary Help	23	1,141	2.02%	4,056	0.26%	0.01%
561612	Security Services	13	424	3.07%	18,656	1.19%	0.04%
561621	Fire Monitoring	4	178	2.25%	487	0.03%	0.00%
5617	Services to Buildings & Dwellings	38	5,031	0.76%	30,108	1.92%	0.01%
562112	Hazardous Waste Collection Services	7	13	53.85%	18,656	1.19%	0.64%
611430	Professional Development Training	27	300	9.00%	4,867	0.31%	0.03%
8111	Automotive Repair & Maintenance	3	4,580	0.07%	41,853	2.67%	0.00%
811210	Electronic & Equipment Repair & Maintenance	7	157	4.46%	4,542	0.29%	0.01%
						100.00%	
	Total Budget, Contracting Opportunities				\$ 1,569,749		
	Total Base Figure						1.1%

Source: U.S. Census Bureau, 2019 Economic Census, County Business Patterns

Bay Area Counties: Alameda, Contra Costa, Marin, Napa, Sacramento, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

State of California (485991 & 485999)

Source: California Unified Certification Program (DBE Database)

www.calucp.com

<https://caltrans.dbesystem.com/>

ATTACHMENT 2 (b)

DBE AVAILABILITY, OVERALL DBE GOAL FOR FFY 2023-2025

Step 2: Adjusted Base Figure, Past Participation

FFY	Participation Rate
2021	10.7%
2020	5.4%
2019	13.4%
Median	10.7%

Adjusted Goal =	Step 1 Base Figure + Median Past Participation				
	2				
Adjusted Goal =	1.1% + 10.7%				
	2				
Total Adjusted Goal = 5.9 %					



THE BUSINESS OUTREACH COMMITTEE (BOC) A CONSORTIUM OF BAY AREA TRANSPORTATION AGENCIES



Public Participation Meeting

Virtual Events – Cisco Webex Platform

Registration Required

The BOC hereby notifies all interested parties that member agencies are beginning the process of establishing Triennial Overall Disadvantaged Business Enterprise (DBE) goals for contracts and procurements that may be financed in whole or in part with Federal Transit Administration funds for Federal Fiscal Year 2023-2025. Two sessions offered:

Monday, April 11, 2022
11:30 a.m. – 1:00 p.m. (PST)

[Register Here](#)

Tuesday, April 26, 2022
10:00 a.m. – 11:30 p.m. (PST)

[Register Here](#)

MEETINGS WILL INCLUDE:

- OVERVIEW OF DBE PROGRAM
- DBE GOAL SETTING PROCESS & EXERCISE
- COMMENT PERIOD FOR INPUT ON PROPOSED DBE GOALS
- NOTICE OF UPCOMING CONTRACTING OPPORTUNITIES

WHO SHOULD ATTEND?

Disadvantaged and Small Business Enterprises | Community Based Organizations | Prime Contractors
For questions, contact Artemisé Davenport at adavenport@goldengate.org or 415-257-4581

time to talk

Participating Agencies:

AC Transit ♦ BART ♦ Caltrain/SamTrans ♦ City of Santa Rosa ♦ County Connection ♦ GGBHTD
Marin Transit ♦ MTC ♦ NVTA ♦ Santa Cruz Metro ♦ SFCTA ♦ SFMTA ♦ SMART ♦ SolTrans ♦ Tri Delta Transit
VTA ♦ WestCat ♦ WETA

The BOC serves the disadvantaged and small business communities. It is the policy of the member agencies participating in the Business Outreach Committee that small businesses owned and controlled by socially and economically disadvantaged individuals are provided equal opportunity to participate in the construction, professional service and procurement activities of their agencies.



March 8, 2022

Dear Business Partner:

The Business Outreach Committee (BOC) invites you to participate in a virtual consultation meeting with Bay Area transit and transportation agencies to share information on the availability of Disadvantaged Business Enterprises (DBEs) and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and agency efforts to establish a level playing field in procurement and contracting activities. The BOC seeks your input on the methodology agencies use to determine their overall DBE goals for Federal Transit Administration (FTA) assisted contracts for Federal Fiscal Year (FFY) 2023 - 2025.

Members of trade associations, chambers of commerce, builders exchanges, and technical resource groups are invited to join in this discussion. We have included a list of proposed discussion topics and contact information for the BOC agency representatives that are participating in this meeting.

Immediately following the consultation session, BOC member agencies will conduct a virtual meeting for the public. The Public Participation meeting will include information on the role of recipients, the DBE goal-setting process, a DBE goal-setting exercise, agencies' proposed overall DBE goals, and an open forum to receive comments and/or suggestions on agencies' proposed DBE goals for the upcoming FFY. We are interested in hearing from you and the disadvantaged and small business community on how agencies can improve their DBE Programs. Please share the attached flyer with your clients.

Here are the details of the Consultation Meeting:

Consultation Session

Monday, April 11, 2022, 9:30 AM – 10:30 AM (PST)

Cisco Webex:

<https://goldengate.webex.com/goldengate/j.php?MTID=m2e2e1e06db3f21038644aabb97939b05>

The goal of the BOC is to assist small, disadvantaged and local firms in doing business with Bay Area transportation agencies. We strive to provide opportunities for small, disadvantaged, and/or local companies to expand their capacity by developing relationships with transit agency staff and the contracting community of the San Francisco Bay Area.

For questions, please contact me at adavenport@goldengate.org or 415-257-4581.

Please join us and provide your input on our efforts.

Respectfully,

Artemisé Davenport

Artemisé Davenport

Chair, Business Outreach Committee

Attachments: Public Participation Flyer

Alameda-Contra Costa
Transit District (AC Transit)

Alameda County
Transportation Commission
(Alameda CTC)

Bay Area Rapid Transit
(BART)

California Department of
Transportation (CALTRANS)

California High Speed Rail
Authority (HSR)

Central Contra Costa Transit
Authority (County
Connection)

City of Rio Vista (Delta
Breeze)

City of Santa Rosa

Golden Gate Bridge,
Highway and Transportation
District (GGBHTD)

Marin Transit

Metropolitan Transportation
Commission (MTC)

Napa Valley Transportation
Authority (NVTa)

Peninsula Corridor Joint
Powers Board (Caltrain)

San Francisco Bay Area
Water Emergency
Transportation Authority
(WETA)

San Francisco County
Transportation Authority
(SFCTA)

San Francisco Municipal
Transportation Agency
(SFMTA)

San Mateo County Transit
District (SamTrans)

Santa Clara Valley
Transportation Authority
(VTA)

Santa Cruz Metropolitan
Transit District (SCMTD)

Solano County Transit
(SolTrans)

Sonoma County Department
of Transportation & Public
Works

Sonoma-Marín Area Rail
Transit District (SMART)

Transbay Joint Powers
Authority (TJPA)

Tri Delta Transit (ECCTA)

Western Contra Costa
Transit Authority (WestCAT)

**Business Outreach Committee
c/o GGBHTD, 1011 Andersen Drive, San Rafael, CA 94901**

Proposed Discussion Topics

1. What are the major barriers for your members in competing for contracting opportunities?
2. What trades are there a lack/plethora of DBE participation?
3. What are some recommended strategies to attract and increase DBE participation?
4. Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
5. How can the Business Outreach Committee assist you in your mission?

The Business Outreach Committee includes Civil Rights Officers and Contract Administrators from:




ATTACHMENT 4

NOTICE OF PROPOSED OVERALL THREE-YEAR DBE GOAL

Notice of Proposed DBE Goal - x

https://countyconnection.com/notice-of-proposed-dbe-goal/

A⁺

County Connection [Maps & Schedules](#) [LINK Paratransit](#) [Fares & Passes](#) [How to Ride](#)

Service Bulletin: Masks no longer required but strongly recommended

Notice of Proposed DBE Goal

May 5, 2022

NOTICE OF PROPOSED THREE-YEAR OVERALL DBE GOAL

The Central Contra Costa Transit Authority (CCCTA) announces a 5.9% proposed overall goal for participation by Disadvantaged Business Enterprises (DBEs) in CCCTA contracting opportunities that are budgeted to receive financial assistance from the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) during federal fiscal years (FFYs) 2023 through 2025.

Information on the development of the proposed goal and rationale is available for inspection at the CCCTA office, 2477 Arnold Industrial Way, Concord, CA 94520 for thirty (30) days following the date of this notice. Any person may also submit comments regarding the proposed goal to the DBE Officer for thirty (30) days from the date of this notice. Please contact Kristina Martinez, DBE Officer at (925) 680-2031 or kmartinez@cccta.org to schedule an appointment for inspection of the proposed goal or to request inspection of the proposed goal electronically.

Bill Churchill, General Manager
May 5, 2022

[Notice-of-Proposed-DBE-Goal](#)

[Service Changes Effective February 20, 2022](#) [County Connection LINK receives award from CalACT](#)

Contact Us

🕒 Mon-Fri 6:30AM - 6:30PM
☎ 925-676-7500
✉ help@countyconnection.com
Administrative Offices are closed until further notice.

Information on this website is available in accessible formats (such as CD, audio tape, braille, or large print) by contacting Customer Service at 925-676-7500.

Follow Us

👍 Like us on Facebook
🐦 @cccta on Twitter
📷 @countyconnection on Instagram

Get Updates via Email

About Us

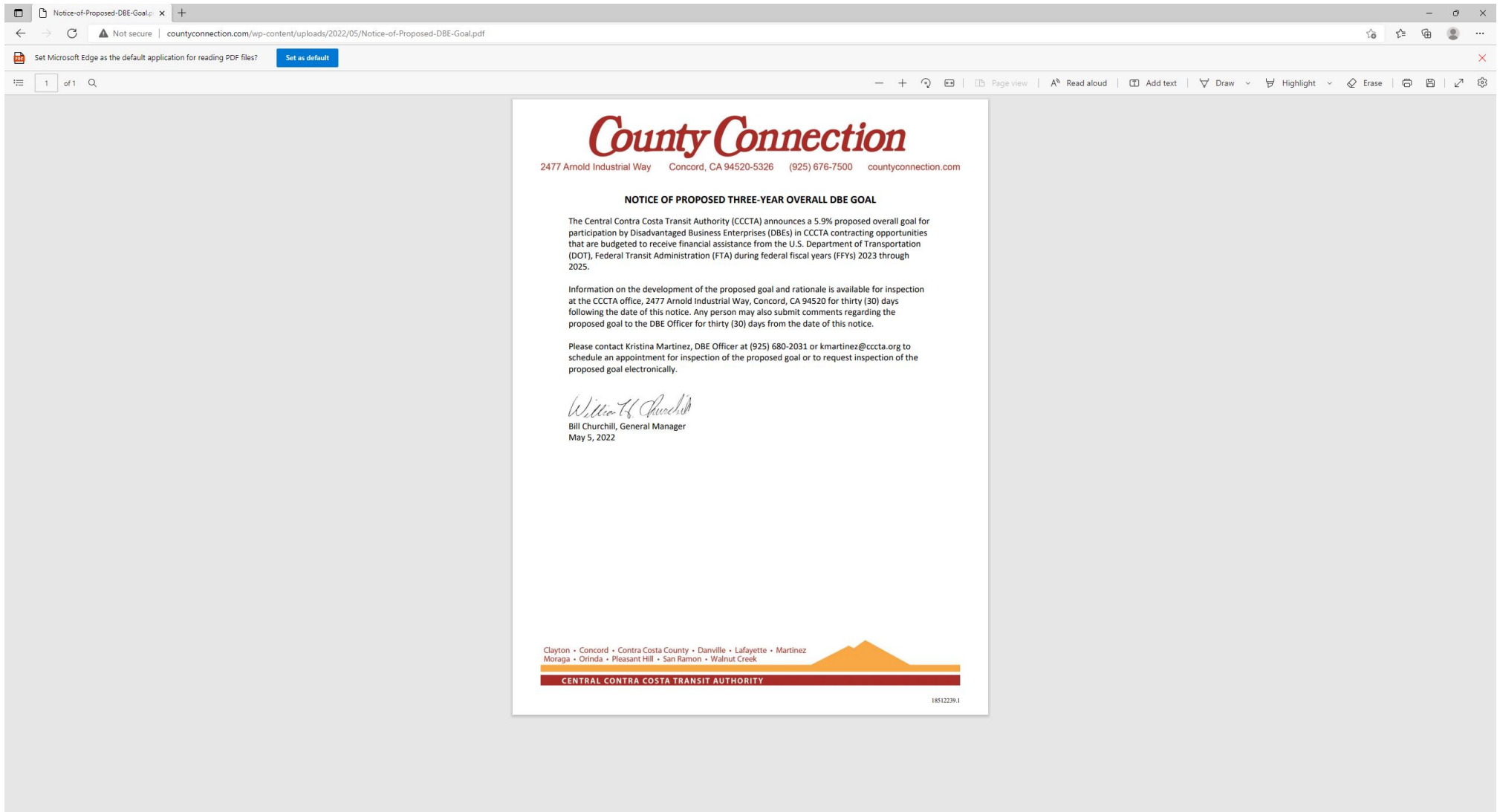
Developer Resources
Civil Rights/Title VI
Jobs
Procurements
Business and Advertising

County Connection

County Connection provides fixed-route and paratransit bus service for communities in Central Contra Costa County.

More About Us

Select Language ▼



RESOLUTION NO. 2023-003

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

**ADOPTING A DISADVANTAGED BUSINESS ENTERPRISE
OVERALL GOAL FOR FFY2023 THROUGH FFY2025**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("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; and

WHEREAS, CCCTA is a recipient of federal funds administered by the Federal Transit Administration ("FTA");

WHEREAS, the U.S. Department of Transportation ("U.S. DOT") issued Regulations (49 CFR Part 26) effective March 4, 1999, which have been amended at various times, regarding the participation of Disadvantaged Business Enterprises ("DBEs") in federally assisted contracts;

WHEREAS, the Regulations require that CCCTA establish a three-year DBE overall goal for FFY2020-2022, which is due to be submitted to U.S. DOT by August 1, 2022; and

WHEREAS, staff prepared the *FFY2023 through FFY2025 DBE Overall Goal and Goal Setting Methodology*, which recommends the establishment of a DBE overall goal of 5.9% applicable to CCCTA contracting opportunities assisted by the U.S. DOT pursuant to requirements set forth in the Regulations;

WHEREAS, the Regulations prescribe that CCCTA provide for public participation by soliciting input from minority, women and general contractor groups, community organizations and other organizations; by publishing the proposed goal before submission on the CCCTA official Internet Web site; and as an option, providing for a thirty-day public inspection and comment period;

WHEREAS, staff participated in public participation sessions on April 11 and April 26, 2022, sponsored by the Business Outreach Committee, at which representatives of minority, women and general contractor groups, community organizations and other U.S. DOT grantees were invited to attend;

WHEREAS, at its May 4, 2022 meeting, the Administration and Finance Committee found the proposed FFY2023 through FFY2025 DBE overall goal to be appropriate and reasonable and authorized staff to publish the proposed goal and begin a public review and comment period;

WHEREAS, the notice was published on the CCCTA Internet Web site on May 5, 2022 announcing the proposed 5.9% DBE overall goal for FFY2023 through FFY2025 for federally assisted contracts, and advising the public that the goal setting methodology was available for inspection for thirty days; and

WHEREAS, at the conclusion of the thirty-day public review and comment period on June 4, 2022, no comments or requests were received from the public for information regarding development of the proposed goal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the 5.9% DBE overall goal for FFY2023 through FFY2025 applicable to U.S. DOT assisted contracts; and

BE IT FURTHER RESOLVED that the Board of Directors directs the General Manager, or his designee, to submit the goal and goal setting methodology to the U.S. DOT through the Federal Transit Administration by August 1, 2022, so as to assure continued CCCTA eligibility for the receipt of federal financial assistance.

Regularly passed and adopted this 21st day of July, 2022 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Dave Hudson, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

INTER OFFICE MEMO

To: Board of Directors

Date: 06/27/2022

From: Melody Reeb, Director of Planning, Marketing, & Innovation

Reviewed by: *Ref*

SUBJECT: October Free Rides Promotion

Background:

In September 2021, County Connection offered a month of free rides on all routes as part of a regional "Return to Transit" marketing effort to encourage transit use. There was a nearly immediate boost in ridership as a result of the promotion, with an overall increase of about 17% compared to the prior month. However, a subsequent rise in COVID cases resulted in ridership declines over the following few months. As ridership begins to recover again and with federal stimulus funds still being available, staff proposes offering another month of free rides in order to encourage additional transit use, especially as employees return to the office. This effort to make transit more accessible aligns well with the goals of the Blue-Ribbon Transit Recovery Task Force and the principles adopted by the Metropolitan Transportation Commission (MTC) for the distribution of federal stimulus funds.

This year, staff is proposing to offer the free ride promotion during the month of October instead of September. Pre-COVID, October has typically been one of the highest ridership months due to schools being in session and a lack of any major holidays. The timing also avoids any overlap with the Pass2Class program, which is offered in partnership with 511 Contra Costa and allows students to ride free during the months of August and September. With the two fare promotions, students will be able to ride County Connection for free for three consecutive months.

Financial Implications:

Based on the promotion that was offered last September, staff estimates that ridership would increase about 30% compared to last October as a result of free fares, in addition to more employees returning to office work. Ridership in October 2021 was close to 170,000. Assuming an average fare of \$2 and a 30% increase in ridership, the estimated fare revenue loss would be about \$442,000. County Connection would apply federal stimulus funds to this promotion.

Recommendation:

The A&F Committee and staff recommend offering free rides during the month of October 2022.

Action Requested:

The A&F Committee and staff request that the Board authorize free rides and the use of federal funds to cover passenger fares during the month of October 2022.

Attachments:

None.

INTER OFFICE MEMO

To: Board of Directors

Date: 06/30/2022

From: Melody Reeb, Director of Planning, Marketing, & Innovation

Reviewed by: *Ref*

SUBJECT: Pass2Class Student Free Rides Program

Background:

511 Contra Costa is a county-wide program that strives to reduce traffic congestion and improve air quality by providing the public with information, resources, and tools that promote mobility options beyond driving alone. Funding for 511 Contra Costa programs is provided primarily by the Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air and Measure J, approved by voters in 2004 and administered by the Contra Costa Transportation Authority (CCTA). The agency provides various incentive programs to commuters and youth such as the Guaranteed Ride Home, Vanpools, and transit passes.

Program Overview:

The Pass2Class program was formerly known as SchoolPool and Southwest Student Transit Ticket Program and provides free bus passes for students. Prior to 2019, students would receive 20-ride punch cards that could be used at any time. Since the elimination of most paper products as a form of payment on County Connection buses, 511 Contra Costa adopted a different type of pass that instead provides unlimited rides for a set period of time.

For the 2022/2023 school year, 511 Contra Costa will fund the purchase of unlimited ride passes that will be valid for two months from August 1st through September 30th. Applications opened on July 7th, and 511 Contra Costa expects to begin distributing the passes (limited to 2 per household) starting July 22nd. The pass will be valid on all County Connection fixed route services.

Financial Implications:

511 Contra Costa will reimburse County Connection at the rate of \$1.60 per ride. All costs associated with this promotion are included in the FY 2022 promotions budget.

Recommendation:

None, for information only.

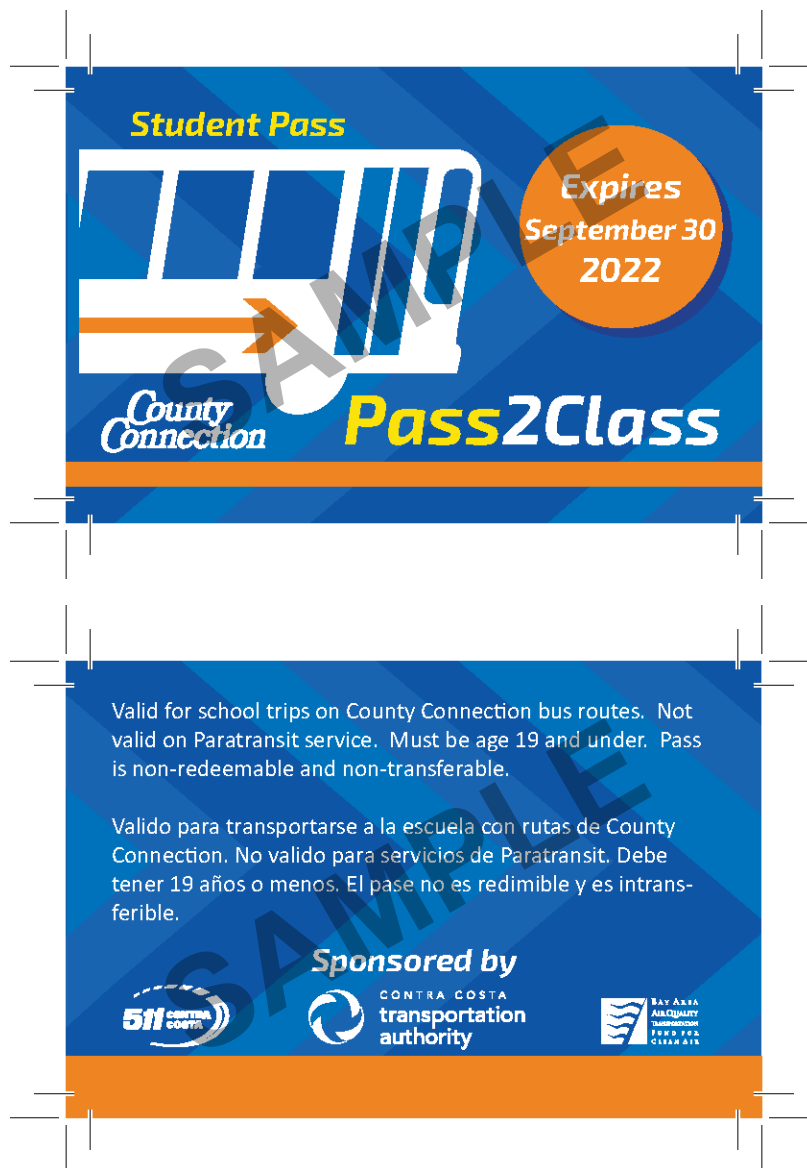
Action Requested:

None, for information only.

Attachments:

Attachment 1: Pass2Class Design

Attachment 1: Pass2Class Design



INTER OFFICE MEMO

To: Board of Directors

Date: 06/27/2022

From: Pranjal Dixit, Manager of Planning

Reviewed by: MR

SUBJECT: FY 2022-23 Short Range Transit Plan Update

Background:

The Short Range Transit Plan (SRTP) is County Connection's operations and financial planning document. In order to effectively execute planning and programming responsibilities, the Metropolitan Transportation Commission (MTC) requires each transit operator receiving federal funding through the Regional Transportation Improvement Program (TIP) to prepare, adopt, and submit an SRTP to MTC every four years in order to remain eligible to receive federal funding. Revised guidelines were established as a result of the Covid-19 pandemic and narrow the scope to a five-year planning horizon with a focus on financial and service planning.

On Board Survey:

As part of the SRTP update, County Connection will undertake passenger surveys with a purpose of collecting demographic and trip origin/destination data used to support future local and regional transit planning efforts. The survey will include questions related to demographic information, travel pattern/choice information and service quality. Additionally, questions related to current and future remote working will be included as part of the survey to better understand post-pandemic commute patterns for improved service planning. The survey will be conducted both onboard the buses and online. The onboard survey is aimed to capture the travel patterns of our existing riders while the online survey will help reach a wider audience to capture former riders who have not yet returned to transit as well as potential new riders in the region.

The survey is planned to be conducted for a period of 3-4 weeks in August to coincide with the start of the new school year. The survey will be available in English and Spanish for both the onboard and online versions.

Financial Implications:

None, for information only.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

Attachment 1: Sample CCCTA Onboard Survey 2022 English

ON-BOARD SURVEY

DEAR RIDER:

Please take a minute to fill this survey out and help us plan for your transit needs. It will only take five minutes. Place the survey in the yellow envelope as you exit the bus, or hand it to the person who gave it to you.

Thank you!

1. What route are you on right now?

2. Where are you going now?

- | | |
|--|---|
| <input type="checkbox"/> ₁ Home | <input type="checkbox"/> ₅ Social/ Recreational |
| <input type="checkbox"/> ₂ Work | <input type="checkbox"/> ₆ Healthcare |
| <input type="checkbox"/> ₃ School | <input type="checkbox"/> ₇ Other (specify) _____ |
| <input type="checkbox"/> ₄ Shopping | |

3. Where are you coming from?

- | | |
|--|---|
| <input type="checkbox"/> ₁ Home | <input type="checkbox"/> ₅ Social/Recreational |
| <input type="checkbox"/> ₂ Work | <input type="checkbox"/> ₆ Healthcare |
| <input type="checkbox"/> ₃ School | <input type="checkbox"/> ₇ Other (specify) _____ |
| <input type="checkbox"/> ₄ Shopping | |

4. How did you get from home to your first bus stop today? (Check only **ONE**)

- ☐₁ Walked – how many minutes? _____
- ☐₂ Used a wheelchair or scooter – how many minutes? _____
- ☐₃ Rode my bicycle – how many miles? _____
- ☐₄ Drove my car – how many miles? _____
- ☐₅ Someone gave me a ride – how many miles? _____
- ☐₆ Other (specify) _____

5. Did you transfer to connect to this bus?

- ☐₁ No
- ☐₂ Yes – Which route? _____

6. How many total transfers will you make on this one-way trip?

- | | |
|--|---|
| <input type="checkbox"/> ₁ None | <input type="checkbox"/> ₃ Two |
| <input type="checkbox"/> ₂ One | <input type="checkbox"/> ₄ Three or more |

7. How often do you ride County Connection?

- | | |
|---|---|
| <input type="checkbox"/> ₁ One day a week | <input type="checkbox"/> ₃ 3-4 days a week |
| <input type="checkbox"/> ₂ 2-3 days a week | <input type="checkbox"/> ₄ 5 or more days a week |

8. What is your primary reason for choosing County Connection for this trip?

- | | |
|---|--|
| <input type="checkbox"/> ₁ Cost | <input type="checkbox"/> ₄ Avoiding traffic/parking |
| <input type="checkbox"/> ₂ Convenience | <input type="checkbox"/> ₅ Not able to drive |
| <input type="checkbox"/> ₃ Lack of Car | <input type="checkbox"/> ₆ Prefer public transit to driving |
| <input type="checkbox"/> ₇ Other (specify) _____ | |

9. How did you pay your fare today?

- | | |
|--|--|
| <input type="checkbox"/> ₁ Cash | <input type="checkbox"/> ₅ Employer/School pass |
| <input type="checkbox"/> ₂ Clipper Card | <input type="checkbox"/> ₆ Amtrak/ACE Transfer |
| <input type="checkbox"/> ₃ Promo | <input type="checkbox"/> ₇ No fare required on this route |
| <input type="checkbox"/> ₄ Monthly Pass | <input type="checkbox"/> ₈ Other (specify) _____ |

10. How would you have made this trip if County Connection had not been available?

- | | |
|--|--|
| <input type="checkbox"/> ₁ Drive own vehicle | <input type="checkbox"/> ₄ Ride bicycle |
| <input type="checkbox"/> ₂ Carpool/vanpool | <input type="checkbox"/> ₅ Walk |
| <input type="checkbox"/> ₃ Taxi/Uber/Lyft | <input type="checkbox"/> ₆ Wouldn't make trip |
| <input type="checkbox"/> ₇ Get a ride with friend/family member | |
| <input type="checkbox"/> ₈ Other (specify) _____ | |

11. What is your approximate annual household income?

- | | |
|--|--|
| <input type="checkbox"/> ₁ Less than \$10,000 | <input type="checkbox"/> ₅ \$50,000 to \$74,999 |
| <input type="checkbox"/> ₂ \$10,000 to \$24,999 | <input type="checkbox"/> ₆ \$75,000 to \$99,999 |
| <input type="checkbox"/> ₃ \$25,000 to \$34,999 | <input type="checkbox"/> ₇ \$100,000 to \$149,000 |
| <input type="checkbox"/> ₄ \$35,000 to \$49,999 | <input type="checkbox"/> ₈ \$150,000 or more |

12. How many people live in your household and in which Zip Code?

Zip Code _____ # People in Household _____

#People who work full time _____

#People who work part time _____

13. Are you Hispanic or Latino?

- ☐₁ Yes ☐₂ No

14. Which of the following do you most identify with?

- ☐₁ White
- ☐₂ Black/African American
- ☐₃ Asian
- ☐₄ Native Hawaiian/Pacific Islander
- ☐₅ American Indian/Alaskan Native
- ☐₆ Multiracial
- ☐₇ Other (specify) _____

15. Do you speak a language other than English at home?

- ☐₁ No
☐₂ Yes ► indicate language:
☐₃ Spanish ☐₄ Tagalog ☐₅ Farsi
☐₆ Vietnamese ☐₇ Chinese
☐₈ Other (specify) _____

16. How well do you speak English?

- ☐₁ Very well ☐₃ Not well
☐₂ Acceptable ☐₄ Not at all

17. What is your gender?

- ☐₁ Male ☐₂ Female ☐₃ Other

18. What is your age?

- ☐₁ Under 18 ☐₃ 36 to 55 ☐₅ 75 or older
☐₂ 19 to 35 ☐₄ 56 to 74

19. How do you typically obtain schedule information and updates about County Connection? (Check all that apply)

- ☐₁ Printed schedule ☐₆ Social Media
☐₂ County Connection website ☐₇ Bus driver
☐₃ At the bus stop ☐₈ Friends/Family
☐₄ Mobile app ☐₉ Customer service call center
☐₅ Bus Tracker real-time info
☐₁₀ Other (specify) _____

20. What is your employment status?

- ☐₁ Employed full-time ☐₃ Retired
☐₂ Employed part-time ☐₄ Not employed

21. Are you a student?

- ☐₁ Full-time student ☐₃ Not a student
☐₂ Part-time student

22. In the last month, typically how many days of the week did you work or attended classes remotely?

- ☐₁ Completely on-site ☐₄ Completely remote
☐₂ 1-2 days a week ☐₅ N/A
☐₃ 3-4 days a week

23. In the next year, how many days of the week will you work or attend classes remotely?

- ☐₁ Completely on-site ☐₄ Completely remote
☐₂ 1-2 days a week ☐₅ N/A
☐₃ 3-4 days a week

24. How do you access the Internet?

- ☐₁ Smartphone ☐₃ Tablet
☐₂ Computer ☐₄ I don't access the internet

25. If you could only choose one thing to improve County Connection service, what would you pick?

- ☐₁ Nothing ☐₅ More reliable service
☐₂ More frequent service ☐₆ Cheaper fares
☐₃ Faster service ☐₇ Cleaner buses or stops
☐₄ Buses run earlier or later ☐₈ More service on weekends
☐₉ Other (specify) _____

26. How do you rate County Connection in the following areas?

Characteristics	Poor 1	Fair 2	Neutral 3	Good 4	Excellent 5
a. On-time/reliability	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
b. Frequency of service	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
c. Time service begins	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
d. Time service ends	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
e. Length of trip	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
f. Driver courtesy	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
g. Connections with other buses/transit	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅
h. Condition of buses	<input type="checkbox"/> ₁	<input type="checkbox"/> ₂	<input type="checkbox"/> ₃	<input type="checkbox"/> ₄	<input type="checkbox"/> ₅

Thank you
for your participation in this survey.
Your responses will be kept strictly confidential.



To: Board of Directors

Date: July 1, 2022

From: J. Scott Mitchell, Chief Operating Officer

Reviewed by: WC.

SUBJECT: Steam Room Lift Replacement Construction

Background:

At the May 19, 2022, Board Meeting, staff received approval from the Board for the purchase of a platform lift for the Maintenance Building steam room off the Sourcewell Contract.

Summary of Issues:

A separate construction project is required for the removal and disposal of the existing lift and installation of the new platform lift.

County Connection issued an Invitation for Bid (IFB) for the lift installation on May 19, 2022. The IFB was advertised on County Connection's website and in the Contra Costa Times. At the bid opening on June 15, 2022, one bid was received from Makai Solutions for \$70,953.00.

While only one bid was received, staff determined the bid price was fair and reasonable by comparing the bid to bids received by other contracting entities (in the past couple of years) and applying inflationary factors to those previous bids.

Financial Implications:

The removal and replacement of the steam room lift will not exceed \$70,953.00. County Connection has Prop IB Facilities Grant funds available for this project.

Recommendations:

The O&S Committee recommend that the Board of Directors at its July 21, 2022 meeting, adopt Resolution No. 2023-002 authorizing the General Manager to approve the removal and installation of the steam room lift not to exceed \$70,953.00.

Action Requested:

The O&S Committee recommend that the Board of Directors at its July 21, 2022 meeting, adopt Resolution No. 2023-002 authorizing the General Manager to award the contract to Makai Solutions to remove and replace the steam room lift.

RESOLUTION NO. 2023-002

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

* * *

**AUTHORIZING AWARD OF A CONTRACT
TO MAKAI SOLUTIONS TO PROVIDE THE REMOVAL AND REPLACEMENT
OF THE STEAM ROOM PLATFORM LIFT**

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

WHEREAS, on May 19, 2022, County Connection released an Invitation for Bids ("IFB") for the removal and disposal of an existing steam room platform lift and the installation of a new steam room platform lift, which lift was previously purchased pursuant to a previous procurement;

WHEREAS, by the IFB's bid opening date of June 15, 2022, a sole bid from Makai Solutions was received in the amount of \$70,953.00;

WHEREAS, staff and Legal Counsel reviewed the bid and determined the bid was responsive and the bidder was responsible;

WHEREAS, staff further determined that Makai Solutions' bid's pricing is fair and reasonable; and

WHEREAS, staff recommends award of the contract to Makai Solutions, which recommendation was supported by the Operations and Scheduling Committee at its July 1, 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby awards a contract to Makai Solutions for the removal and replacement of a new steam room platform lift in the not-to-exceed amount of \$70,953.00; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute a contract with Makai Solutions on behalf of County Connection in full conformity with all of the terms and conditions of the solicitation documents, subject to approval as to form by Legal Counsel.

Regularly passed and adopted this 21st day of July 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dave Hudson, Chair, Board of Directors

ATTEST:
Lathina Hill, Clerk to the Board

INTER OFFICE MEMO

To: Board of Directors

Date: 07/11/2022

From: Rashida Kamara, Director of ADA and Specialized Services **Reviewed by:** *RK*

SUBJECT: Travel Training Program

Background:

Currently, residents of Central Contra Costa have access to one travel training program. This specific program is geared towards people with disabilities and is provided by the Independent Living Resources of Solano & Contra Costa Counties (ILRSCC). Findings from the Contra Costa Accessible Transportation Strategic (ATS) Plan point to the need for transit agencies and non-profit organizations to champion an existing travel training program with the intent to expand to other geographic areas. County Connection, in partnership with the ILRSCC, can accomplish this by expanding existing services to both people with disabilities **and** seniors living in Central County service area.

Enhancing Access to Transportation Resources:

In March of 2021, the Contra Costa Transportation Authority (CCTA) published the findings from an extensive study on Contra Costa County's Accessible Transportation Services. Twenty-two different strategies were identified and categorized under two different tiered groups through input from survey findings. Travel training was identified as a short-term, Tier 1 strategy in that this and other types of programs/ services have been found to:

- Have a high transportation benefit
- Have a strong community support
- Leverage existing programs/resources
- Easy to implement (cost effective)

The established need in Contra Costa County for travel training programs for seniors and people with disabilities along with the impact on ridership associated with COVID-19 provide a great opportunity to start a program that will enhance access to transportation resources in the area, for these two groups.

TRANSPAC Measure J Line 20a Grant:

TRANSPAC, the Regional Transportation Planning Committee (RTPC) for Central Contra Costa issued a Call for Projects in late December 2021 for Measure J Line 20a funds to be used for *"Additional Transportation Services for Seniors & People with Disabilities"*. These funds are available for FY 2022-2023 through 2023-2024. County Connection was awarded close to \$80K in grant funding to provide a travel training program to Central County service area.

The new travel training program will include expanded services such as:

- Orientation to existing fixed route systems in the area
- One on-one and group training sessions to navigate the existing fixed route systems, including trip planning, familiarization with existing accessibility features, and learning how to navigate the ADA Paratransit system effectively.
- How to use available technologies to aid with trip planning, bus locating, fare purchasing, etc.
- How to access and navigate alternative transportation services including:
 - Transportation Network Company (TNC) operators that provide services to disabled and elderly
 - Enrollment of eligible applicants for city-based programs
 - Special services such as Alamo Creek Shuttle, St. Mary's Shuttle, and Go San Ramon
 - Non-Profit organizations that provide transportation services to seniors and disabled people

Ongoing evaluation of the travel training program's effectiveness will be performed through monthly and quarterly reports. This will provide a means for County Connection to gauge the impact on riders and transportation service agencies in Central County and is also a requirement of all recipients of TRANSPAC funding. Key performance indicators will include the number of trainees, the cost per training, and noted changes in trainees' riding habits or use of associated transportation apps/software.

Financial Implications:

County Connection was awarded \$79,124 of Measure J Line 20a funds over a two-year period to provide the travel training program described, herein. All associated expenses will be covered by the grant.

Recommendation:

The O&S Committee and staff recommend entering into a contract with ILRSCC for the purposes of providing travel training.

Action Requested:

The O&S Committee and staff request that the Board of Directors adopt Resolution No. 2023-004, authorizing the General Manager enter into an agreement with ILRSCC for the course of two years to start in July 2022 in the amount of \$79,124.

Attachments:

Resolution No. 2023-004

RESOLUTION NO. 2023-004

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

* * *

**AUTHORIZING AWARD OF A CONTRACT
TO THE INDEPENDENT LIVING RESOURCES OF SOLANO & CONTRA COSTA COUNTIES
TO IMPLEMENT AND ADMINISTER A TRAVEL TRAINING PROGRAM
FOR SENIORS AND PEOPLE WITH DISABILITIES**

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

WHEREAS, in December 2021, the Regional Transportation Planning Committee for Central Contra Costa ("TRANSPAC") issued a call for projects for Measure J Line 20a funds to be used for transportation services for seniors and people with disabilities;

WHEREAS, County Connection submitted a proposal related to providing a new travel training program and was awarded \$80,000 in grant funding from TRANSPAC for the implementation of a new travel training program;

WHEREAS, County Connection will engage the Independent Living Resources of Solano & Contra Costa Counties ("ILRSCC") to implement and administer the travel training program; and

WHEREAS, staff recommends award of a contract to ILRSCC in the amount of \$79,127.00, which recommendation was supported by the Operations and Scheduling Committee at its July 1, 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby awards a contract to Independent Living Resources of Solano & Contra Costa Counties for the implementation and administration of a travel training program for seniors and people with disabilities in the not-to-exceed amount of \$79,127.00; and

BE IT FURTHER RESOLVED that the General Manager is authorized to execute a contract with the Independent Living Resources of Solano & Contra Costa Counties on behalf of County Connection, subject to approval as to form by Legal Counsel.

Regularly passed and adopted this 21st day of July 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dave Hudson, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 06/22/2022

From: Pranjal Dixit, Manager of Planning

Reviewed by: MR

SUBJECT: Fall Bid Update

Background:

In response to the Covid-19 pandemic, staff implemented major service changes to ensure transit availability throughout the service area based on changes in demand. Over the past year, as the shelter-at home orders were lifted, mask mandates were relaxed, and schools came back in-person, ridership has seen a steady increase, aided by systemwide and regionwide fare promotions. However, despite extensive recruitment and training efforts, operator shortage remains a key hurdle to increasing service.

Ridership Trends:

Ridership grew through the Spring, and showed strong year-over-year growth, boosted by declining Covid cases. However, ridership has seen large swings in the last couple of months due to school closures during Spring break, and Easter and Memorial Day holidays. As of May, weekday regular routes were down 44% from pre-Covid baseline levels, school routes were down 31%, express routes were down 66%, and weekend routes were down around 31%.

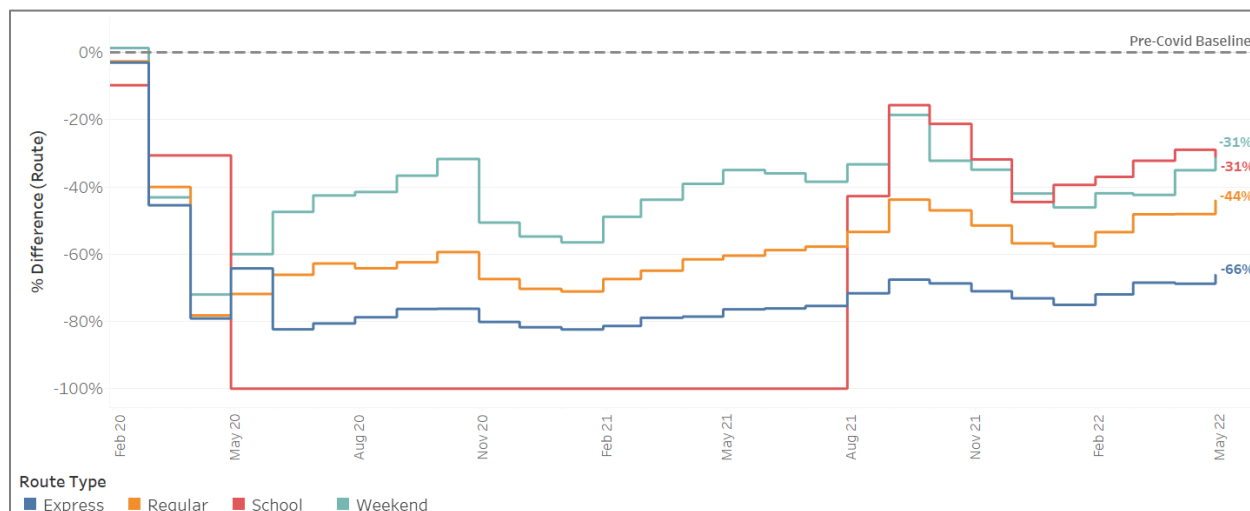


Figure 1: Comparison with Pre-Covid Ridership

Fall Bid:

The Fall bid will be implemented on August 7th. Along with the analysis of current schedule and ridership levels, staff's decisions were also guided by changes in BART schedules and school bell times.

BART will be implementing schedule changes in September that include shifts to weekday and weekend trips. Particularly, the Sunday schedule, which operates on a lower frequency compared to Saturday, has been modified to have similar trip start times as Saturdays.

The changes for Fall bid include shifting weekend trips on one route to facilitate seamless connection with BART's new schedule and shifting school trips on seven routes to match the new school bell time schedule for the upcoming school year. Due to Senate Bill 328, many schools had to change their bell schedules for the fall, which resulted in several schools now having differing end times depending on the day of the week. To accommodate those changes, schedules were modified to at least meet the latest afternoon bell time. Finally, in response to changing traffic conditions, additional time has been built into the schedule on four routes to improve on-time performance and reliability.

Financial Implications:

None.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

County Connection Advisory Committee Report to Board, July 2022

Our purpose is to bring feedback to the County Connection Board that reflects the voices of the community, riders, and stakeholders. This will help the Board more fully understand factors impacting the system's ridership and help inform its decisions.

Committee Discussion Points at its July 2022 Meeting

- After hearing staff updates on new programs/projects, we made recommendations for program design and implementation of the Clipper Institutional Pass pilot and two new Measure J line 20a/TRANSPAC Grant programs. For the new travel training program, we have offered to participate in the early definitional/scope setting processes.
- We have provided staff with ideas for outreach and marketing for the programs presented to us.
- We will participate in an upcoming program pilot for the Transdev app as part of the LINK/LAVTA program rollout. The app's new features will allow riders to self-schedule rides and use real-time tracking for their shuttle's arrival, both of which are empowering. The committee will also offer ideas for the transition planning of the LINK/LAVTA program.
- Committee members are becoming involved in outreach within the community. Through one-on-one conversations with riders and non-riders, we are gathering feedback and developing an understanding of public sentiment about the factors, perceptions, and barriers that influence ridership in today's environment. (See next section)

Strategic Feedback for the Board

We have started strategic level conversations with staff to understand the agency's current philosophy on route design and fleet composition. We conveyed what we are hearing from the public:

- Constituents often observe that they won't use County Connections because it is inconvenient, requires circuitous routes, and they are waiting too long for the next bus—unless the rider is going to BART. Taking a short distance trip across the county often takes hours to complete.
- COVID aside, many would be more inclined to take the bus, if the agency used shuttles with frequent headways on direct routes that served today's most visited intra-county destinations.
- In recent years, the county has developed many districts including high-density housing, commercial/retail, and large healthcare campuses. These districts include the transit villages, but others are in outlying areas far from the BART stations.
- With all this development, the increasing population is becoming more concentrated. Meanwhile, the county's demographics are shifting—some is attributable to the pandemic, while other trends are part of the natural/social factors. More vehicles are on the road again and many traffic routes and patterns have evolved. On the other hand, the agency's current routes reflect the COVID reductions in service which overlaid the existing design which had been built upon earlier patterns and conditions. We're now in a changed environment.
- People who are traveling to/from these intra-county destinations want to go the most direct route which is usually most easily achieved by automobile. In contrast, taking a bus typically adds extra wait and travel time while it swings by a BART station or a transit center. The bus often lays over there, and many riders must transfer to another route to continue their trip. Waiting for that next bus usually requires more time. Most time-pressured people won't give up the extra hours required to travel this way—especially when the same trip in a car would take less than 30 minutes door-to-door. How might running frequent shuttles across these parts of the county change that experience? (Continued on next page)

- Rethinking the strategic vision and related operational philosophies with an eye towards the county's future growth and the needs of non-BART riders may improve our service to them and their willingness to ride County Connections.

Requests of the Board

- Set a date for a joint meeting: At a recent board meeting, Director Worth suggested a joint meeting. We were encouraged by this idea and agree it would be beneficial. We will be asking staff to help us facilitate this for later this year.
- District Representation: While our group is becoming increasingly effective and gaining momentum, there are still empty seats at the table. Filling them is important and will allow us to round out our perspectives especially since for those outlying areas not nearby a BART station. Since these areas are most impacted by the observations above, voices from these districts will be important to future planning and strategic discussions.

The four open seats are:

- | | |
|-------------|-------------|
| • Clayton | • Martinez |
| • Lafayette | • San Ramon |

When recruiting members, consider constituents who are local riders and who bring diverse perspectives such as students of all ages, commuters, intra-county travelers, veterans, disabled, seniors, parents, people whose incomes are below poverty thresholds, and other underrepresented or marginalized groups.

Our Next Meeting is Scheduled for September 13, 2022

Respectfully submitted,
Marjorie McWee, Chair