

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

April 20, 2023

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

Chair Amy Worth called the regular meeting of the Board of Directors to order at 9:00 a.m. Board Members present were Directors Andersen (via teleconference), Diaz, Hoffmeister, Noack, Schroder, Sos, Storer, Tatzin and Wilk. Director Hudson was absent.

Staff: Churchill, Sherman, Dixit, Glenn, Hill, Horta, Johnson, Jones, Martinez, Mitchell, Noya and Reeb

**PUBLIC COMMUNICATION:** None

#### CONSENT CALENDAR

**MOTION:** Director Hoffmeister moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of March 16, 2023; (b) CCCTA Investment Policy-Quarterly Reporting Requirement. Director Wilk seconded the motion, and it received the following roll call vote of approval:

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

#### REPORT OF CHAIR:

Chair Worth informed the board that Robert Storer will be Dave Hudson's temporary replacement on the CCCTA/LAVTA Ad Hoc Committee until further notice.

#### REPORT OF GENERAL MANAGER:

##### Tour of Gilling's Facility in Livermore, CA

General Manager Bill Churchill informed the Board that County Connection buses are currently being built at the Gillig Facility in Livermore. We would like to offer tours of the facility for any Board members that are interested. Lathina Hill will be in contact with you all soon to schedule the tours.

##### CEO's Ride Along for Earth Day, April 21, 2023

General Manager Bill Churchill informed the Board that some of the General Managers of the neighboring cities got together and rode different modes of transportation throughout a host of cities and ended in Oakland, CA. It was nice and productive to get together with other transit property representatives.

Employee Events: Bus Rodeo and Employee Awards scheduled for May 6, 2023

General Manager Bill Churchill explained to the Board that since the COVID pandemic started, APTA has not held the previously annual Bus Rodeo. They will resume having this event in 2024. In order to get our operators ready and excited about participating next year, we will be having our own in-house competition at County Connection offices on May 6, 2023. We will also do our annual in-house awards for the employees of the year from the Administration Department, the Maintenance Department and Transportation Department. This will be a family friendly event and all are welcome.

**REPORT OF STANDING COMMITTEES**

**Administrative & Finance Committee**

Award Contract to Brown Armstrong for Independent Year End Financial Audit Services and Resolution No. 2023-031

Amber Johnson, Chief Financial Officer, explained that the current contract with Brown Armstrong Accountancy Corporation (Brown Armstrong) for independent year-end financial audits expired on June 30, 2022. On February 20, 2023, County Connection issued a Request for Proposals (RFP) for financial auditing services. The RFP requested proposals for a contract with an initial three-year term, plus options for two one-year extensions. Responses were due March 17, 2023. A panel consisting of County Connection finance department staff and a finance department staff member from another local transit agency interviewed the accounting companies.

The panel concluded that Brown Armstrong possesses significant experience with governmental accounting, the transit industry, and compliance auditing. Moreover, this firm provided clear schedules and key staff members with deep experience with transit agency audits. Staff believe that Brown Armstrong will effectively and efficiently provide comprehensive year-end audit services and has the expertise to continue to improve the sophistication of the Authority's financial reporting.

The cost to the Authority for the services to be provided shall not exceed the maximum sum of \$299,453, including direct non-salary expenses for an initial three-year term plus two optional one-year extensions. The audit expense is included in the Authority's FY 2024 proposed draft budget and forecast.

**MOTION:** Director Noack moved that the Board adopt Resolution No. 2023-031, authorizing the General Manager to enter into a contract for financial audit services with Brown Armstrong Accountancy Services for a period of up to five years, beginning with FY 2023. Director Hoffmeister seconded the motion, and it received the following roll call vote of approval:

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

Adoption of the Draft Fiscal Year 2024 Proposed Draft Budget and Forecast and Resolution No. 2023-032

Amber Johnson, Chief Financial Officer, explained that County Connection's draft budget for July 1, 2023 to June 30, 2024 (Fiscal Year 2024) proposes \$49.3 million in operational expenses for fixed route and paratransit

services with revenues to offset these costs. An additional \$6.7 million is proposed in capital expenditures and associated revenue in the budget year.

The proposed FY 2024 budget is based on a continued projected recovery of fixed route and paratransit services post-pandemic. 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. State and local revenues have recovered significantly; however, 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 \$49.3 million is a 4.3 percent increase over the FY 2023 budget and allows for fixed route service to continue at existing levels, with an optimistic assumption that vacant operator positions will be filled during the fiscal year. The capital budget of \$6.7 million includes significant multi-year facility upgrade plans, funded by TDA capital.

Several necessary facility maintenance and modernization projects are included in the budget and forecast. Major project additions include a fuel tank replacement, replacement of the five hydraulic lifts in the maintenance facility, concrete pad repairs, expansion of the upper parking lot, and necessary elevator improvements in both buildings. These projects are expected to take place during the next few years and will be funded with TDA capital funds.

In addition, the capital program includes projected costs to convert the Authority's fleet to a zero-emission bus (ZEB) mixed fleet of electric and fuel cell buses, including infrastructure costs, per the adopted ZEB Rollout Plan. It is anticipated that the Authority can utilize 80% federal funding for the bus procurements, and FHWA funding for the infrastructure costs.

Adoption of the draft FY 2024 budget will result in expenditure authority of \$47 million in operational expenses and \$26 million in capital expenditures for the budget year. The draft budget will serve as the basis for the Authority's claim of TDA revenues for fiscal year 2024.

**MOTION:** Director Noack moved that the Board approve the proposed FY 2024 Draft Operating and Capital Budget and adopt Resolution No. 2023-032 authorizing filing applications and supporting documents for allocations of funds by the MTC. Director Sos seconded the motion, and it received the following roll call vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Noack, Schroder, Sos, Storer, Tatzin, Wilk, and Worth

No: None

Abstain: None

Absent: Director Hudson

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

### Transit Corridor Study and Resolution No. 2023-034

Melody Reeb, Director of Planning, Marketing, & Innovation, explained that in October 2022, the Metropolitan Transportation Commission (MTC) released a call for projects for the FY 2022-23 Transit Performance Initiative (TPI) program, which is a competitive grant program to fund low-cost capital investments that improve operations and customer experience on major transit corridors and systems. The goal of the program is to provide funding for lower-cost improvements that increase transit speeds and reliability, especially buses experiencing traffic

delays on high-ridership, high-frequency routes. New to this year, proposals for the planning and development of future TPI-eligible projects were also considered.

On March 22, 2023, MTC approved award of the full requested funding amount of \$400,000 for County Connection's proposed study. Staff plans to use the on-call planning contract with Transportation Management & Design (TMD) that was recently approved by the Board to assist with completing the study. Staff will be working closely with the cities of Concord and Walnut Creek throughout the process and will provide periodic updates to the Committee and Board as well as TRANSPAC and other regional partners as the study progresses. Once the study is complete and a program of projects has been developed, staff would then seek additional funding for implementation of the recommended improvements.

**MOTION:** Director Andersen moved that the Board adopt Resolution No. 2023-034 authorizing the General Manager to execute and file an application with MTC for TPI funding for the Transit Corridors Study by the MTC. Director Wilk seconded the motion, and it received the following vote of approval:

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

### **Operating & Scheduling Committee**

#### Innovative Clean Transit Rule-Zero Emission Bus Rollout Plan and Resolution No. 2023-033

Ruby Horta, Asst. General Manager – Administration, explained that based on outcomes of the zero-emission fleet transition planning study completed by the Center for Transportation and the Environment (CTE), County Connection plans to transition its fleet to a mix of battery electric buses (BEB) and fuel cell electric buses (FCEB). By 2040, County Connection expects to operate a zero-emission fleet of 125 transit buses, including a mix of 30-ft., 35-ft., and 40-ft. vehicles.

Paratransit service was excluded from County Connection's ZEB Transition Plan and ICT Rollout Plan because at the time of completion, CARB had not revised its regulation regarding cutaway vehicles. The current policy allows agencies to defer cutaways until either January 1, 2026 or until a model that has passed the Altoona bus testing is procured and has obtained a Bus Testing Report.

**MOTION:** Director Noack moved that the Board adopt Resolution No. 2023-033, approving the Zero-Emission Bus Rollout Plan and submission of plan to CARB. Sos seconded the motion, and it received the following roll call vote of approval:

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

#### Go San Ramon Update

Pranjal Dixit, Manager of Planning, gave the Board some background by stating that in 2019, County Connection launched Go San Ramon, an on-demand pilot program, in partnership with the City of San Ramon and the Livermore Amador Valley Transit Authority (LAVTA). The program provides a 50% fare subsidy (up to \$5) for rideshare trips on Uber and Lyft within the designated service area, which includes parts of south and west San Ramon, as well as the San Ramon Transit Center, San Ramon Regional Medical Center, Kaiser, Alcosta Senior

and Community Center, and West Dublin and Dublin/Pleasanton BART stations. LAVTA currently administers the program, and the City of San Ramon covers the costs of the fare subsidies and administrative fee.

The program has been averaging 45 trips per month, which is in line with the City of San Ramon's budgeted contribution for this fiscal year. The current contract is effective until April 30, 2023, and the City has expressed interest in extending the pilot and expanding the service area to residents along Dougherty Road. However, given current ridership levels, expanding the program will require additional funding. The City is looking into using TDM funds from Measure J/Transportation Fund for Clean Air (TFCA) grant for commuter trips to offset the cost of expanding the service area.

All fare subsidies and administrative fees for the program are being paid by the City of San Ramon up to \$5,000 per year. For FY 2023, staff expects the City's contribution to cover most, if not all, of the program costs. For FY 2024, City of San Ramon plans to use additional funding through Measure J/Transportation Fund for Clean Air (TFCA) grant to cover the subsidies for commuter trips. This was an information item only.

## **REPORT FROM THE ADVISORY COMMITTEE**

Ian McLaughlin, Chair of the Advisory Committee will give an update from the Advisory Committee

Ian McLaughlin explained that due to the lack of a quorum, the advisory committee was unable to elect a new chair and vice chair, and those action items will be ajenized for the next advisory committee meeting where a quorum of committee members is present. With two recent resignations from the advisory committee, in order to have a fully functional advisory committee, we respectfully request recruitment of advisory committee members from the following Districts: Danville, Clayton, unincorporated county, Martinez, Lafayette, San Ramon, Pleasant Hill, and Orinda. Mr. McLaughlin looks forward to working with County Connection as the Chair of the Advisory Committee.

**BOARD COMMUNICATION:** None

**ADJOURNMENT:** Chair Worth adjourned the regular Board meeting at 10:33 am.

Minutes prepared by:

Lathina Hill

Assistant to the General Manager

Date: May 9, 2023