

# County Connection

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

## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

May 18, 2023

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

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

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

#### PUBLIC COMMUNICATION:

Nicole Gero, Mike McGeger, and Chris (no last name given) all spoke about the importance of Route 27. Director Tatzin arrived at 9:10 a.m.

#### PUBLIC HEARING: 99X Fare and Service Title VI Equity Analysis

At 9:13 a.m. Vice Chair Kevin Wilk opened the public hearing regarding 99X Fare and Service Title VI Equity Analysis. Pranjali Dixit, Manager of Planning, explained that the purpose of this Public Hearing is to receive public comments on proposed changes to Route 99X and elimination of Route 27, which would be replaced by select trips on Route 99X. The proposal also includes offering free rides on Route 99X.

Vice Chair Wilk asked if there were any comments from the public regarding the 99X Fare and Service Title VI Equity Analysis. Nicole Gero, Mike McGeger, and Chris (no last name given) all spoke about the importance of Route 27. The public hearing was closed at 9:17 a.m.

#### CONSENT CALENDAR

MOTION: Director Hoffmeister moved approval of the Consent Calendar, consisting of the following items:  
(a) Approval of Minutes of Regular Meeting of April 20, 2023. Director Andersen seconded the motion, and it received the following roll call vote of approval:

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

#### REPORT OF CHAIR:

Recognition of the 2023 Board Chair's Award

Melody Reeb, Director of Planning and Scheduling

## **REPORT OF GENERAL MANAGER:**

### Employee Events: Bus Rodeo and Employee Awards

### Recognition of the 2023 Employees of the Year

Administration: Sean Hurley

Maintenance: Gardner Daniels

Transportation: Mark Romero and Ivo Todorov

### Recognition of the 2023 General Manager's Award

Michelle Mayers

Director Andersen left at 9:45 a.m.

### Recognition of Retiring Employees

Juanita Proctor-Williams and Lisa Rettig

### CalSTA Listening Session at MTC with Toks Omishakin

General Manager Bill Churchill informed the board that he sat in on a zoom call hosted by Toks Omishakin of MTC. The event was well attended and much appreciated. He allowed GM's to ask questions and explained the fiscal cliff and the ramifications clearly. It was truly a great experience.

## **REPORT OF STANDING COMMITTEES**

### **Administrative & Finance Committee**

#### Non-Emergency Medical Transportation (NEMT) Contract Recommendation 2023-035

Rashida Kamara gave a brief background on the item stating that in January of 2023, staff proposed participating in the Medi-Cal (Medicaid in California) Non-Emergency Medical Transportation (NEMT) program to the Operating & Scheduling (O&S) Committee. This program covers transportation to and from medical appointments, including wheelchair vans, gurney vans and ambulance services. Transit agencies are eligible to provide NEMT trips using Federal Transportation Administration (FTA) Section 5310 eligible vehicles, which allocates funds to improve mobility for seniors and individuals with disabilities. Leveraging the existing fleet for eligible passengers would help both County Connection and its low-income passengers avoid significant costs. Participating in the program requires administrative work and cooperation with Medi-Cal. However, there is potential for substantial revenue collection to help offset these costs.

In February 2023, County Connection staff released a Request for Proposals (RFP) for a NEMT management service that could help the agency qualify as a provider and identify eligible trips. County Connection staff partnered with Deanna Perry, Manager of Accessible Services at Tri-Delta, to be part of the selection process since she has been managing an NEMT reimbursement program for over 8 years. There was one qualified proposal received in response to the RFP from Tranova, LLC (Tranova) a company that provides NEMT oversight and reimbursement programs for other transit agencies. The panel concluded that Tranova possesses the experience and qualifications needed to administer this program.

Tranova proposed a one-time set-up fee of \$49,500 plus an hourly rate of \$150 per hour for ongoing support. Set-up activities include establishing state Medi-Cal approvals, managed care approvals, training, testing, policy development, outreach strategies/materials, and outreach activities. Ongoing support consists of billing Medi-Cal for eligible trips and other miscellaneous support. Monthly costs are estimated at \$2,250, with a projected annual expense of \$27,000. Once the program is up and running, staff conservatively estimates it will generate approximately \$20,000 per month (or \$240,000 per year) in Medi-Cal revenue, which will be more than sufficient to offset the costs. Should the set-up costs exceed Medi-Cal revenue in the first year of the program, Transportation Development Act (TDA) funds will be utilized to bridge the funding gap.

**MOTION:** Director Sos moved that the Board adopt resolution No. 2023-035 authorizing the General Manager to enter into an agreement with Tranova LLC to provide NEMT reimbursement management services for a two-year base term with three one-year options commencing July 1, 2023, at the cost of \$49,500 for initial start-up and \$150 per hour for ongoing services. Director Hoffmeister seconded the motion, and it received the following roll call vote of approval:

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

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

### 99X Fare and Service Change Title VI Equity Analysis and Resolution No. 2023-037

Melody Reeb explained that staff completed a Title VI Service Equity Analysis for the proposed route and fare changes. The proposal includes elimination of Route 27 and a change to the Route 99X alignment that affects more than 25% of the daily transit revenue miles, so it is considered a “major” service change under County Connection’s Major Service Change Policy. Each route change independently constitutes a major service change. However, due to the interconnected nature of the proposal, this analysis evaluates the changes to both routes as a single major service change. In addition, the proposal to provide free fares on Route 99X constitutes a fare change pursuant to the Circular.

As part of the 2013 Title VI Policy update, the Board established a threshold of 20% for determining both disparate impacts to minorities and disproportionate burdens on low-income populations. The analysis evaluates the impacts of the service plan by comparing the proportion of minority and low-income riders who would be affected by the change to the system as a whole.

Both the Service and Fare Equity analyses did not indicate any disparate impact to minorities or disproportionate burden on low-income populations as result of the proposed service and fare changes.

On the Service Equity Analysis, while minority riders would be impacted slightly more than their proportion of population systemwide, the differential of +1.4% is well within the 20% threshold set forth in the disparate impact policy. Low-income riders would be impacted less than their proportion of population on the system as a whole by a margin of 3.9%.

In April 2023, staff began outreach to receive public comment on the proposed service and fare change. A public hearing has been scheduled for May 18, 2023 preceding the Board of Directors meeting. The public may also submit written comments via mail, email, and online through County Connection’s website. As of May 10, 2023, which was the deadline for written comments, a total of two (2) comments have been received. One (1) was in favor of the proposal, and the other was related to specific trip times, which staff will take into consideration when finalizing schedules. All comments received will be included in the final Title VI report, which will be presented to the FTA.

MOTION: Director Wilk moved that the Board adopt Resolution No. 2023-037 authorizing the Route 99X fare and service change and elimination of Route 27. Director Schroder seconded the motion, and it received the following roll call vote of approval:

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

### **Operating & Scheduling Committee**

#### Forklift Replacement and Resolution No. 2023-036

Scott Mitchell explained that County Connection needs to replace two forklifts used by the Maintenance Department. The California Air Resources Board has mandated that all diesel forklifts be replaced by electric forklifts by December 31, 2025. The two existing forklifts are diesel. One forklift was built in 1982 and one was built in 1990. Both forklifts have reached the end of their useful life. There is a one-year lead time to order and build the new forklifts.

MOTION: Director Storer moved that the Board adopt Resolution No. 2023-036, authorizing the General Manager to release a purchase order and Letter to Proceed to PAPE Material Handling for the purchase of two (2) forklifts. Total cost of the forklifts, including tax and delivery, not to exceed \$230,000. Director Hoffmeister seconded the motion, and it received the following roll call vote of approval:

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

### **Report from the Advisory Committee**

#### Appointment of Sarah Birdwell to the Advisory Committee Representing Contra Costa County and Andrei Obolenskiy Representing Pleasant Hill

MOTION: Director Hoffmeister moved the appointment of Sarah Birdwell to the Advisory Committee Representing the Contra Costa County and Andrei Obolenskiy Representing Pleasant Hill. Director Sos seconded the motion, and it received the following roll call vote of approval:

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

**BOARD COMMUNICATION:** None

**ADJOURNMENT:** Chair Worth adjourned the regular Board meeting at 10:26 am.

Minutes prepared by:

Lathina Hill  
Assistant to the General Manager

Date: June 3, 2023