

County Connection

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

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

February 15, 2024

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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

Staff: Churchill, Sherman, Brewer, Dixit, Glenn, Hill, Horta, Johnson, Jones, Martinez, Mitchell, Noya, Reebbs and Sanderson

PUBLIC COMMUNICATION:

Michelle Gray, ATU President, spoke to the Board about longer meal breaks for the drivers for health reasons as well as a better experience for the passengers. Bill Churchill stated that he has regular meetings with the scheduling department to work on this issue.

CONSENT CALENDAR

MOTION: Director Worth moved approval of the Consent Calendar, consisting of the following item: (a) Approval of Minutes of Regular Meeting January 18, 2024; (b) Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for Fiscal Year 2023. Director Noack seconded the motion, and it received the following vote of approval:

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

REPORT OF CHAIR: None

REPORT OF GENERAL MANAGER:

Recognition of 20+ Year Employees that Retired During COVID-19 Pandemic

John Vassallo-29 years	Manolo Andrada-35 years	Lynn Koldewey-33 years
Edgardo Aparicio-26 years	Sharon Ashby-38 years	Maria Grilho-36 years
Robert Douglass-35 years	Mark Romero-39 years	Said Saadat-23 years
Loretta Draper-29 years	Julie Barry-31 years	Oscar Alvarenga-31 years
Michael Moss-24 years	Bernabe Leiva-20 years	

State Legislation Update

Bill Churchill stated that SB 397, SB 926 (Wahab) and AB1837 (Papan) have no reportable updates. In regards to SB 925 (Wiener) last month he informed the Board that Senator Wiener will carry the enabling legislation to authorize MTC to seek a Bay Area Region wide tax measure to help fund among other things public transit. Wiener has also informed us that his legislation would include language that would formalize and strengthen the Regional Network Management efforts already initiated by the operators and MTC. The Board strongly suggested that we “Transit Operators” should develop a counter proposal that would be acceptable to the existing transit Boards. All of the Bay Area GMs have met multiple times on this issue and staff have developed what we believe will be a strong and acceptable proposal. This proposal has been distributed to MTC with the goal of seeking their support and thereby giving the Senator a collaborative operator/MTC model to consider. Since the Senator is carrying the legislation for MTC we think this will be a strong approach. Legal Counsel, Julie Sherman, provided a brief update on pending Brown Act bills.

Regional Network Management (RNM) Update

Bill Churchill will defer this item until next month.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Equal Employment Opportunity (EEO) Program Update and Resolution No. 2024-012

Kristina Martinez stated that the Board of Directors adopted the original CCCTA Affirmative Action Plan on September 15, 1983. Subsequently, the Board adopted annual and triennial updates, which were submitted to FTA in accordance with the Urban Mass Transportation Act (UMTA) Circular C4704.1, dated July 26, 1988.

The Circular is now superseded by the FTA Circular C4704.1A, “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients”, dated October 31, 2016, and revised April 20, 2017 (Circular). The Circular requires CCCTA, as a U.S. DOT recipient, to submit to FTA its updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first.

As established by the FTA, CCCTA submitted its updated EEO Program on February 26, 2020, and received concurrence on December 28, 2022. CCCTA will now submit the EEO Program for the four-year term beginning July 1, 2023, and ending on June 30, 2027, for approval no later than March 1, 2024.

CCCTA’s Equal Employment Opportunity (EEO) Program includes the EEO policy and plan, which serves as a management tool that sets forth the policies, practices, and procedures by which staff will execute its EEO Program. The EEO Program applies to all employees and applicants for employment without regard to race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, taking or requesting statutorily protected leave, pregnancy, age, genetic information, disability, medical condition, military or veteran status, or other protected class, consistent with federal and state laws. The EEO Program complies with laws and regulations mandated by the U.S. Department of Transportation (U.S. DOT), Federal Transit Administration (FTA) and other federal and state agencies.

MOTION: Director Noack moved adoption of Resolution No. 2024-012, Equal Employment Opportunity (EEO) Program update and authorizes staff to forward the program to the FTA. Director Worth seconded the motion, and it received the following vote of approval:

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

Proposed Change to Applicant Background Check Process and Resolution No. 2024-013

Dawud Brewer, Director of Human Resources gave a brief background stating that as part of its recruitment and onboarding process, candidates selected for employment at County Connection must successfully complete a background check, drug screening, and additional requirements specific to their job classification. Currently, County Connection utilizes an outside vendor to perform a candidate's background check as part of the pre-employment process. This cost can vary between \$200-\$600 per person.

Penal Code section 11105(b)(11) authorizes a city, state, county, special district, and joint powers authorities to request criminal record information from the Department of Justice (DOJ) to assist in fulfilling employment, certification, or licensing duties. This is completed through a system for electronic submission of applicant fingerprints and subsequent automated background check and response, commonly known as Live Scan and is used by a variety of other public entities statewide.

Comparable to our current process, the DOJ background check fees total approximately \$80 per person which would be a significant savings and allow for expeditious statewide records check rather than the manual process being employed by our current vendor.

The DOJ has established a confirmation program to process background responses. As such, individuals are designated by agencies to serve as Custodian of Records for hiring decisions, and for the security of related DOJ records. The Custodian(s) of Records must complete the livescan process and be confirmed by the DOJ. The Director of Human Resources and Manager of Human Resources have been designated as the Authority's Custodians of Records.

MOTION: Director Noack moved adoption of Resolution No. 2024-0143, approving the Application for Authorization Pursuant to Penal Code Section 11105(b)(11), including a signed resolution outlining the request to obtain state and federal level summary information. Director Worth seconded the motion, and it received the following vote of approval:

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

Financial Management Software Contract Award--Information Only

Amber Johnson, CFO gave a brief background stating that the Authority has been discussing replacement of its accounting software since 2017. After conducting an informal search for replacement accounting software packages during the months of October to December 2023, staff published a formal Request for Proposals (RFP) on December 22, 2023. The RFP document requested proposals to purchase and implement a cloud-based accounting software application that will record the Authority's financial activity and examine its financial position. Responses were due January 15, 2024.

Each proposal was ranked from 1-10 in each of the above categories, then that ranking was weighted using the percentage of the category. The maximum score a proposal could receive was 10 using this system.

Based on the initial scoring, FE NXT and Accufund received rankings of 9.5 or above, and were deemed the most qualified to provide accounting software that best meets the needs of the Authority. Staff attended demonstrations by both vendors to assess the functionality, usability, and capability of both software packages. In addition, staff utilized this opportunity to assess the proficiency and customer service of the project manager who would lead the implementation. Staff also contacted references provided by both vendors to further assess the software functionality and reliability.

Staff concluded that AccuFund possesses significant experience with governmental fund accounting systems, electronic workflows, and grant and project accounting tools. AccuFund offers a GASB-compliant, affordable solution with robust functionality, and the team is well suited to lead staff in the set-up and implementation of the new software.

The total proposed cost of the AccuFund system is quoted at \$87,580, including implementation costs, for an initial three-year term. Included in the quote is the ongoing annual subscription cost of \$17,760. This will replace the \$21,327 annual cost of the Authority's current accounting software support agreement with Nomad for the PowerUP system.

The contract includes a not-to-exceed amount of \$100,000 for the three-year term to allow room for additional training or implementation costs that might be discovered during the implementation phase. This expense can be accommodated in the Authority's FY 2024 budget and forecast.

As part of the financial analysis, staff also considered how much time might be saved with modern financial management software. By reducing manual processes, staff conservatively estimates that 124 hours or \$13,155 in staff time will be saved annually utilizing increased software productivity. Of course, this figure should not be counted as a "bottom line" savings since these staff hours will be absorbed by other critical areas of financial management of the Authority. This is an information only item.

Marketing, Planning and Legislative Committee

Regional Mapping & Wayfinding Project Update – Information Only

Melody Reeb, Director of Planning, gave a brief background stating the Regional Mapping & Wayfinding Project being led by the Metropolitan Transportation Commission (MTC) aims to develop fully standardized wayfinding, mapping, and transit information throughout the Bay Area, which was identified as a key action item in the Bay Area Transit Transformation Action Plan. The intent is to make transit easier to understand to retain existing and attract new riders as well as provide resources and guidelines for transit operators. In 2022, MTC awarded a contract to Applied Wayfinding to lead system development, including regional branding and design standards, prototypes for pilot implementation, and a governance and operations and maintenance (O&M) strategy. Initial signage prototypes will be tested at the El Cerrito Del Norte BART station and the Santa Rosa Transit Mall and SMART station this spring, followed by an evaluation to refine the standards for wider implementation. A subsequent subregional pilot is planned for the East Bay and will include County Connection's service area.

County Connection's bus stop signs have been long overdue for replacement but given the ongoing work on the Regional Mapping & Wayfinding Project, staff have held off on signage replacement in anticipation of a new set of regional standards. More recently, County Connection's sign vendor has stopped producing bus stop signs, so staff will need to seek out a new vendor, providing an opportunity to reevaluate the design as well. Now that the new standards are taking shape, staff will be able to move forward with signage updates while maintaining consistency with the direction of the region. This is an information only item.

Operations & Scheduling Committee

Countywide Travel Training Program Expansion and Resolution No. 2024-014

John Sanderson, Director of ADA & Specialized Services, explained that under the new Countywide Travel Training pilot program, trainees will not be limited to their home agency's service area. Instead, travel trainers and trainees will be able to access the full range of public transit options throughout Contra Costa County, including trips that involve more than one operator. For example, a trip from Antioch to Concord, using Tri Delta, BART, and County Connection, is not currently within the scope of any travel training program, but would be under the new countywide pilot.

With lessons learned from the existing County Connection program and the WCCTAC pilot, as well as input from our partner agencies, existing programs will operate effectively as one, under a common umbrella. Staff anticipates that additional lessons will be learned over the course of the pilot term, which can then be leveraged to either transition the pilot to a permanent program or inform future efforts.

The Countywide Travel Training pilot program is fully funded through a combination of Measure J and Measure X grants and would be cost-neutral to County Connection. The West County satellite is fully supported by Measure J funds, the Central County program will also continue to operate using Measure J funds in the form of a grant from TRANSPAC, and Measure X funds will be used to support the startup and operation of the East County satellite.

MOTION: Director Storer moved adoption of Resolution No. 2024-014, granting approval to enter into an MOU with CCTA allowing for the reimbursement of County Connection's costs associated with operating the Countywide Travel Training pilot program. Director Noack seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Hoffmeister, Hudson and Sos

Report from the Advisory Committee

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

Ian McLaughlin explained that the Advisory Committee currently consists of three members, with eight seats vacant after the term of the representative from the Moraga district expired in November, the Committee member from Concord resigned his seat in January, and the vice chair from Martinez resigned his seat in February, creating additional vacancies to join the existing vacancies for the districts of Danville, Orinda, Clayton, Lafayette and San Ramon. Filling these vacancies would bring our Advisory Committee to a full roster of eleven members, and we respectfully renew our request that the Board help facilitate appointments of members from those jurisdictions. In addition to recruiting new committee members through the traditional channels, at the January meeting the Advisory Committee discussed this issue as part of our discussion about improving collaboration between the Advisory Committee and the Board. Committee member Obolensky suggested that we send a letter on behalf of the Advisory Committee to each district with a vacant seat to prompt them to recruit a representative. The Advisory Committee unanimously approved the resolution to send such a letter, which we are currently drafting and plan to send in February. When recruiting new members, we seek to identify candidates who are potential or actual local riders, closely connected with their communities, and who can bring diverse perspectives and viewpoints to the advisory committee, especially viewpoints from underrepresented and marginalized

populations. The recent appointees bring a valuable new perspective and a breadth of practical and professional experience to the Advisory Committee, and we hope that future appointees will do the same. We also encourage each Board member to connect directly with the advisory committee member serving the same jurisdiction. Even in our current composition with numerous vacancies, recent appointments have brought new energy and experience to the Advisory Committee, which is positioned to assume a more impactful role in County Connection governance. At this point, as we continue the lengthy process of reconfiguring the Advisory Committee after a lengthy period of dormancy, we would benefit from some more specific guidance from the Board about what kinds of information it would find useful for the Advisory Committee to gather and provide. There are several ways the Board could provide this guidance, including through staff and/or written communication. At prior Board meetings we have discussed holding a joint Board/Advisory Committee meeting in the near future, and there was support from the Board for the idea. If there is still support from the Board, I still personally think such a meeting could be useful on a number of levels, and I hope it wouldn't exceed the time commitment threshold of our Advisory Committee members. Board members thanked Mr. McLaughlin for his comments.

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Tatzin adjourned the regular Board meeting at 10:25 am.

Minutes prepared by:

Lathina Hill

Asst to the General Manager/Clerk to the Board of Directors

Date: March 11, 2024