

County Connection

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CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

March 21, 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, Hudson, Noack, Schroder, Storer, Tatzin, and Worth. Director Hoffmeister arrived after the meeting convened. Director Sos was absent.

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

Director Wilk announced that he would like to attend the meeting via teleconference under AB 2449's emergency exception to the Brown Act. Board Clerk Lathina Hill explained that attendance under the emergency exception requires Board approval.

MOTION: Director Worth moved approval to allow Director Wilk to attend the board meeting via teleconference under AB 2449's emergency exception of the Brown Act. Director Noack seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Hoffmeister and Sos

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. Judy Barrientos, ATU Vice President also spoke on longer meal breaks and their effort in trying to cut down on the number of arbitrations that are currently on the schedule.

CONSENT CALENDAR

MOTION: Director Noack moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting February 15, 2024; (b) Investment Report as of December 31, 2023, (c) Cap and Trade Grant (LCTOP) – FY 2023-24 and Resolution No. 2024-016. Director Andersen seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Hoffmeister and Sos

REPORT OF CHAIR:

Chair Tatzin asked that the A&F Committee look into what other agencies are paying their board members for attending committee meetings and board meetings. CCCTA is currently paying our board members \$100 per meeting, for a maximum compensation of \$200 a month.

REPORT OF GENERAL MANAGER:

Director Hoffmeister arrived at 9:15 a.m.

BART Presentation: Safe and Clean Plan -BART Board Vice President Mark Foley

Mark Foley, BART Board Vice President, gave a presentation on the new Safe and Clean Plan. Some of the highlights were: Commitment to Service Reliability, Commitment to a Clean Ride, Commitment to Safety and Security, Commitment to Progressive Policing, Commitment to New Fare Gates and Commitment to Equity: Clipper START. After some discussion, the Board thanked Mark Foley for his time and the information.

State Legislation Update

General Manager 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 General Managers 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.

Appointment of CCTA Bus Transit Board Ex-Officio Alternate

General Manager Bill Churchill informed the Board that the four Contra Costa County bus operators (AC Transit, County Connection, Tri-Delta Transit, and WestCAT) share a non-voting seat on the Contra Costa Transportation Authority (CCTA) Board of Directors. The seat rotates among the four operators in alphabetical order. The term is for one year. Prior to an agency holding the seat for a given year, that same agency holds the alternate seat for the previous year.

County Connection is set to hold the Ex-Officio Alternate seat from February 1, 2024 through January 31, 2025. The Ex-Officio member does not vote but attends the meetings of the full CCTA Board. The Ex-Officio does not sit on any of the CCTA board standing committees.

MOTION: Director Hudson moved approval of Amy Worth becoming the Ex-Officio Member on CCTA’s board. Director Storer seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Director Sos

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Proposed Updates to Board-Adopted Policies Regarding Expense Reimbursement and Credit Cards * Resolution No. 2024-017* and Resolution No. 2024-018*

Director Storer left at 10:28a.m.

Amber Johnson, CFO, explained that the current expense reimbursement policy is primarily focused on expenses incurred by the Board of Directors, with a small paragraph at the end that includes staff travel reimbursements. With this update, the intent of the policy is to clearly outline what types of reimbursable expenses are permitted for both Board and staff members, in alignment with what is currently typically acceptable in government agencies.

The notable changes are:

1. Expected timeframes for turning in expense reports.
2. Explicit language about expenditures that will not be reimbursed.
3. Removal of reference to the “nine bay area region plus Sacramento” in favor of hotels being reimbursed “when reasonably required for an overnight stay”.
4. An increase to the per diem rate, with additional language about pro-rating the per diem when meals are provided by others, and a bi-annual escalator built in.
5. Provision for reimbursement of other business expenses incurred by employees

She further explained that staff are finding it increasingly difficult to conduct business by check payments, with many supply vendors requiring a credit card unless the purchase meets a significant dollar threshold (for example, \$100,000 or more). Understanding that there has been historical Board sensitivity to widespread credit card issuance, staff are recommending cards be issued to the members of the Executive team (GM, AGM, COO and CFO) in addition to the two positions that currently hold a card (Assistant to GM and Director of IT). Additional language has been added to the policy to ensure compliance with the procurement policy and to outline clear delegation of responsibilities.

MOTION: Director Hoffmeister moved adoption of Resolution 2024-017, approving the updated Expense Reimbursement Policy 02.14, and Resolution 2024-018, approving the updated Credit Card Policy 06.06. Director Hudson seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Sos and Storer

Marketing, Planning and Legislative Committee

Draft 2024 County Connection Federal Legislative Advocacy Program – Information Only

Ryan Jones, Manager of Planning, explained that staff has revised the Federal Advocacy Program brochure for 2024, keeping with a format that has served well to provide an overview of the Authority’s current operation, strategic plans, and needs for future innovation and growth. Included in the brochure are statistics from a 2023 passenger survey, updated language for priorities #1 and #4, as well as new images with focus on our passengers and operating staff. On the back panel of the printed brochure there is a QR code, which will direct to a companion webpage that mirrors the priorities contained in the brochure. The webpage will also include links to various financial, planning, and research documents, including County Connection’s Operating and Capital Budget, Short-Range Transit Plan, Zero Emission Bus Rollout Plan, and Title VI Program Report, as well as an embedded video to our One Seat Regional Ride promotion video. (Note: The current QR code directs to the 2023 Federal

Advocacy Program companion web page. The 2024 Federal Advocacy Program companion webpage is not yet live and will be published once the priorities are finalized following the MP&L Committee meeting in April.)

The MP&L Committee reviewed the initial draft brochure and provided guidance and feedback on its content, which has been incorporated into the current draft. After staff receives additional input from the Board, a final brochure will be presented to the MP&L Committee for final review at the April meeting.

Title VI Program Update and Resolution No. 2024-019

Melody Reeb, Director of Planning, Marketing, & Innovation, explained that the most significant changes in this triennial report were updates to demographic information as well as service profiles and performance. As part of its Title VI Program, County Connection must evaluate its services to ensure that they are provided equitably across minority and low-income populations based on adopted standards and policies. These metrics assess various aspects of the system, including service quality, accessibility, and distribution of amenities. Staff used the most recent onboard passenger survey conducted in October and November 2023 as well as Census Block Group data from the 2022 American Community Survey (ACS) to analyze service area demographics, including race and income.

The analysis concluded that all service standards and policies were met except for on-time performance. In addition to changes in methodology and reporting that resulted in lower but more accurate on-time performance results, staff have been continually monitoring service and making runtime adjustments in response to changing traffic patterns post-pandemic.

Since the last Title VI Program submission in 2021, County Connection has conducted three equity analyses for major service or fare changes. None of the equity analyses found any disparate impact based on race or disproportionate burden on low-income riders due to the changes that were being proposed.

MOTION: Director Anderson moved adoption of Resolution 2024-019, approving the 2024 Title VI Program and authorizing the General Manager to submit the final Title VI Program Report to the FTA. Director Noack seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Sos and Storer

FY2025 Marketing Plan

Ryan Jones, Manager of Marketing & Communication, gave a brief background stating that as of December 2023, County Connection has recovered approximately 80% of our ridership from our pre-pandemic numbers. Loss in ridership and other impacts, such as a loss of staff and operators due to COVID-19, are long-lasting and require the Authority to continue to develop strategic engagement strategies that can withstand operational and economic fluctuations in the years ahead. The Marketing Plan for FY 2025 is intended to build upon our current marketing efforts and outlines a strategy to connect with more customers within our service area, as well as those who travel to Central Contra Costa County, and build upon our relationship with regional transit partners.

Staff is expanding upon channels of communication for general engagements (i.e. planned and unplanned service interruptions, schedule changes, events). Additionally, staff will look at how messages trend online, which help to provide valuable data, further shaping ongoing strategic engagement.

Staff will continue to plan Mobile Lobby events and are looking to include community events that involve working with area schools, universities (DVC, Saint Mary's), transit communities, and community partners (511 Contra Costa, Food Bank of Solano & Contra Costa, Contra Costa Health Services) to promote new programs, recruit staff, and provide education on public transit technologies (i.e. Clipper, navigation apps). As well, we will be working more with senior care facilities and Independent Living to promote and schedule trainings for those who may need help to ride our fixed-route buses.

With much of the workforce continuing to work from home, staff will put more energy into attracting youth and families to ride transit. Youth & Family Programming is for everyone and will entail content geared for families with youth (ages 3-18) living in Central Contra Costa. The primary content will focus on transit passes and promotions for youth, particularly those utilizing (or able to utilize) our 600-series school buses. Additional content will spotlight areas of interest around the region that families might visit on a County Connection fixed-route bus, such as parks, hiking trails, shopping centers, and the theater. Additionally, staff is exploring a rider rewards program for youth, a social media campaign for schools to showcase their "green" clubs and students who ride transit (tagging County Connection Instagram account).

MOTION: Director Noack moved approval of the proposed FY 2025 Marketing Plan. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Sos and Storer

Operations & Scheduling Committee

Approval of Revised Public Transportation Agency Safety Plan (PTASP or Plan)* Resolution No. 2024-015*

Scott Mitchell, Chief Operating Officer, explained that on February 17, 2022, FTA issued a Dear Colleague Letter regarding changes to PTASP requirements as a result of the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA). One of the new requirements is for transit agencies that receive Section 5307 funding to establish a Safety Committee compliant with 49 U.S.C. § 5329(d)(5) by July 31, 2022. The Safety Committee is then required to approve an update to the agency's PTASP to incorporate the new requirements by December 31, 2022.

The Safety Committee is responsible for identifying and recommending risk-based mitigations or strategies as well as deficiencies. The Safety Committee consists of an equal number of frontline employee and management representatives. County Connection staff established and convened its first Safety Committee meeting on March 29, 2022. The Safety Committee continues to meet quarterly and oversees any revisions to the Plan. Transportation and Training have implemented an Accident Reduction Program into the PTASP this year.

The purpose of the PTASP is to make working on and managing the bus transit system inseparable from delivering safe and "accident-free" service. This covers all the operations on property, onboard our buses, at our bus stops, and everywhere the County Connection operates. To fulfill this purpose, the Plan establishes safety programs and practices that prevent accidents, injuries and illnesses; provides guidance on how to prepare for an accident or emergency and provides guidance on how to respond to hazards and incidents.

MOTION: Director Hudson moved adoption of Resolution No. 2024-015 authorizing the General Manager to approve the revised Public Transportation Agency Safety Plan (PTASP). Director Andersen seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors and Sos and Storer

BOARD COMMUNICATION: None

CLOSED SESSION:

Liability Claims (Government Code Section 54956.95) Claim against Central Contra Costa Transit Authority;
Claimant: Shannon Cross

Conference with Labor Negotiator (pursuant to Government code Section 54957.6) Negotiator: General Manager
Employee Organizations:

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

Machinists Automotive Trades District Lodge No. 1173, Machinists

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

OPEN SESSION:

The Board of Directors came back into open session with no reportable action for either closed session item.

ADJOURNMENT: Chair Tatzin adjourned the regular Board meeting at 11:46 am.

Minutes prepared by:

Lathina Hill

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

Date: April 1, 2024