

# County Connection

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

**ADVISORY COMMITTEE  
MEETING AGENDA  
Tuesday, July 9, 2024, 1:00 p.m.**

The Governor has announced that the State of Emergency due to COVID-19 has been lifted as of February 28, 2023. Accordingly, this Committee Meeting will be held in-person at:

**County Connection Board Room  
2477 Arnold Industrial Way, Concord, California**

**Staff and members of the public** may attend in person or may participate remotely via Zoom at:

<https://us02web.zoom.us/j/85742852363>

Or Telephone:

Dial: US: +1 669 900 6833

Webinar ID: 857 4285 2363

**Please Note the following COVID-19 Protocols for in-person attendance:**

Visitors experiencing the following symptoms of COVID-19 may not enter the building:

- Cough
- Chills
- Sore Throat
- Shortness of Breath
- Muscle Pain
- Loss of Taste or Smell
- Fever

Public comment may be submitted via email to: [nova@cccta.org](mailto:nova@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 Advisory Committee Members before the meeting. Comments submitted after the meeting is called to order will be included in the correspondence that will be provided to the full Committee.

Oral public comments will also be accepted during the meeting in person and through Zoom or the teleconference number listed above.

Should Zoom not be operational, please check online at: [www.countyconnection.com](http://www.countyconnection.com) for any updates or further instruction.

The committee may take action on each item on the agenda, even items that are listed as “information only”. 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 committee.

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez  
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of Regular Meeting of March 12, 2024\*
5. Public Comment
6. Consent Calendar:
  - a. Fixed Route Ridership Report\*
  - b. Paratransit Performance Report\*
7. Fall Bid Update-Informational Only\*
8. Advisory Committee Bylaws Review- Discussion and Action\*
9. Committee Member Communications
10. Future Agenda Items
11. Adjournment – Next Meeting September 10, 2024

### **General Information**

Public Comment: Each person wishing to address the committee is requested to complete a speaker's card for submittal to the Committee Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Committee Chair. People who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed, and the matter is subject to discussion and action by the Committee.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: The agenda and enclosures for this meeting are posted also on our website at [www.countyconnection.com](http://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](mailto: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, July 18, 9:00 a.m., County Connection Board Room  
Administration & Finance: Wednesday, July 10, 2:00 p.m., County Connection Offices  
Operations and Scheduling: Wednesday, July 3, 8:00 a.m., 309 Diablo Rd., Danville  
Marketing, Planning & Legislative: Thursday, July 11, 8:30 a.m., 3338 Mt. Diablo Blvd., Lafayette

**The above meeting schedules are subject to change. Please check the County Connection Website ([www.countyconnection.com](http://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](http://www.countyconnection.com)) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California**

## MEMBERSHIP ROSTER/ATTENDANCE REPORT - 2024

| Member Name       | Jurisdiction        | Jan-24 | Mar-24 | May-24 | Jul-24 | Sep-24 | Nov-24 | Original Appointment | Term Expires |
|-------------------|---------------------|--------|--------|--------|--------|--------|--------|----------------------|--------------|
| Andrei Obolenskiy | Pleasant Hill       | P      | A      | C      |        |        |        | Jun-23               | Apr-25       |
| Sarah Birdwell    | Contra Costa County | P      | P      | C      |        |        |        | Jun-23               | Jun-25       |
| Ian McLaughlin    | Walnut Creek        | P      | P      | C      |        |        |        | Apr-22               | Mar-24       |
| Vacant            | Concord             |        |        |        |        |        |        |                      |              |
| Vacant            | Moraga              |        |        |        |        |        |        |                      |              |
| Vacant            | Martinez            |        |        |        |        |        |        |                      |              |
| Vacant            | Danville            |        |        |        |        |        |        |                      |              |
| Vacant            | Orinda              |        |        |        |        |        |        |                      |              |
| Vacant            | Clayton             |        |        |        |        |        |        |                      |              |
| Vacant            | Lafayette           |        |        |        |        |        |        |                      |              |
| Vacant            | San Ramon           |        |        |        |        |        |        |                      |              |

## CCCTA Staff - 2024

| Member Name       | Jurisdiction            | Jan-24 | Mar-24 | May-24 | Jul-24 | Sep-24 | Nov-24 |
|-------------------|-------------------------|--------|--------|--------|--------|--------|--------|
| Bill Churchill    | County Connection Staff | A      | A      | C      |        |        |        |
| Ruby Horta        | County Connection Staff | A      | A      | C      |        |        |        |
| John Sanderson    | County Connection Staff | P      | P      | C      |        |        |        |
| Rosa Noya         | County Connection Staff | P      | P      | C      |        |        |        |
| Pranjal Dixit     | County Connection Staff | P      | P      | C      |        |        |        |
| Ryan Jones        | County Connection Staff | P      | P      | C      |        |        |        |
| Maria Portan      | County Connection Staff | P      |        | C      |        |        |        |
| Laura Corona      | Transdev Staff          | P      | A      | C      |        |        |        |
| Christian Sanchez | Transdev Staff          | P      | P      | C      |        |        |        |

P = Present

A = Absent

C = Cancelled

Vacant

**Summary Minutes  
Advisory Committee  
Tuesday, March 12, 2024**

**Members:** Ian McLaughlin and Sarah Birdwell

**Staff:** Rosa Noya (CCCTA), John Sanderson (CCCTA), Ryan Jones (CCCTA), Christian Sánchez (Transdev)

**Public:** None present

- 1. Call to Order:** Meeting was called to order at 1:00 PM
- 2. Roll Call**
- 3. Approval of Agenda:** The agenda for the March 12, 2024, meeting was approved unanimously. M/S: Birdwell/McLaughlin
- 4. Approval of minutes of January 9, 2024:** The minutes of the January 9, 2024, meeting was approved unanimously. M/S: Birdwell/McLaughlin
- 5. Public Comment:** None
- 6. Consent Calendar:** No comments received. M/S: Birdwell/McLaughlin
- 7. Marketing Plan for Fiscal Year 2025-Discussion:** Mr. Jones reviewed the FY 2025 marketing plan including the feedback received from the last Advisory Committee meeting. He reviewed with committee members some of the plans to accomplish the initiatives for the FY 2025 Marketing Plan. Chair McLaughlin asked what was meant by KPIs. Mr. Jones reviewed the general definition but then also provided examples of types of KPIs available for the Marketing Department. Chair McLaughlin asked about what other ideas for targeted marketing were thought of. Mr. Jones responded that working with other department heads within County Connection to expand a network of agencies to target communications. Member Birdwell commented that a website overhaul is also needed. No comments or questions from the public were received.
- 8. Advisory Committee Vacancies – Update and Discussion:** Chair McLaughlin opened discussion surrounding the ongoing need to fill the vacancies. He reviewed the drafted letter that was prepared by himself and reviewed by staff. Mr. Sanderson mentioned that the Executive Assistant to the Board, Lathina, can assist with emailing all pertinent people the letter- including Board members who have vacancies on the Advisory Committee. Mrs. Noya reviewed some of the additional measures made to promote the

need to fill vacancies including a flyer, social media blast and information on the website. Member Birdwell suggested tagging the respective cities/towns who have vacancies to help promote via social media. No comments or questions from the public were received.

**9. Agenda Planning for Advisory Committee/Board Workshop-Discussion Only:** Chair McLaughlin started the conversation with offering a background on the genesis of this workshop. Mr. Sanderson offered that the date settled on was May 16<sup>th</sup> of 2024- right after the Board meeting. He also asked for the committee members to spend time thinking about what things they will want to ask to see changed. No comments or questions from the public were received.

**10. Means-Based Fare Program for LINK Paratransit- Informational Only:** Mr. Sanderson provided the Committee with an update on County Connection's proposal for a means-based fare program, named the Low-Income Fare Equity (LIFE) Program, for its ADA paratransit service, LINK. This initiative, influenced by the success of a similar program by Tri Delta Transit, is funded through CCTA's Measure X and aims to directly tackle identified gaps in the Accessible Transportation Strategic Plan.

He outlined plans for seamless integration with County Connection's existing pre-paid fare system to provide fare relief for low-income riders. Pre-paid fares will be distributed as monthly credits. Program information would be shared through the mobile app known as MyTransit App, emails, and texts.

CCTA allocated \$145,000 in Measure X funding for County Connection means-based fare program for 12 months. The Board approved granting authority to the General Manager to negotiate a new MOU with CCTA for cost reimbursement. No comments or questions from the public were received.

**11. Committee Member Communications:** Member Birdwell highlighted that travel training is picking up. Member Birdwell also offered her update on the last PCC meeting. She reviewed that CCTA requested PCC to approve an audit of the Richmond Paratransit program. She also mentioned that a report was provided on the Accessible Transportation Strategic Plan initiatives.

**12. Future Agenda Items:** Member Birdwell wants to incorporate a PCC Report for next meeting.

**13. Adjournment:** The meeting was adjourned at 1:43 pm. Next meeting to be held on May 14, 2024.

Minutes prepared by Rosa Noya on April 15, 2024.

**To:** Operations & Scheduling Committee

**Date:** 6/24/2024

**From:** Pranjal Dixit, Manager of Planning

**Reviewed by:** *Ref*

**SUBJECT:** Fixed Route Operating Reports for May 2024

The following represent the numbers that are most important to staff in evaluating the performance of the fixed route system:

|                                 | FY23-24              |                | <u>Annual Goal*</u>    |
|---------------------------------|----------------------|----------------|------------------------|
|                                 | <u>Current Month</u> | <u>YTD Avg</u> |                        |
| <b>Total Passengers</b>         | 246,372              | 220,207        |                        |
| <b>Average Weekday</b>          | 10,180               | 9,282          |                        |
| <b>Pass/Rev Hour</b>            | 15.2                 | 13.9           | Standard Goal > 17.0   |
| <b>Missed Trips</b>             | 0.60%                | 0.30%          | Standard Goal < 0.25%  |
| <b>Miles between Road Calls</b> | 29,928               | 35,141         | Standard Goal > 18,000 |

\* Based on current standards from updated SRTP

### Analysis

Average weekday ridership was higher in May 2024 (10,180 passengers) than the previous month of April 2024 (9,722 passengers) and is 11.1% higher than May 2023 (9,165 passengers). County Connection also ran emergency BART Bridges on one day in May serving 392 passengers.

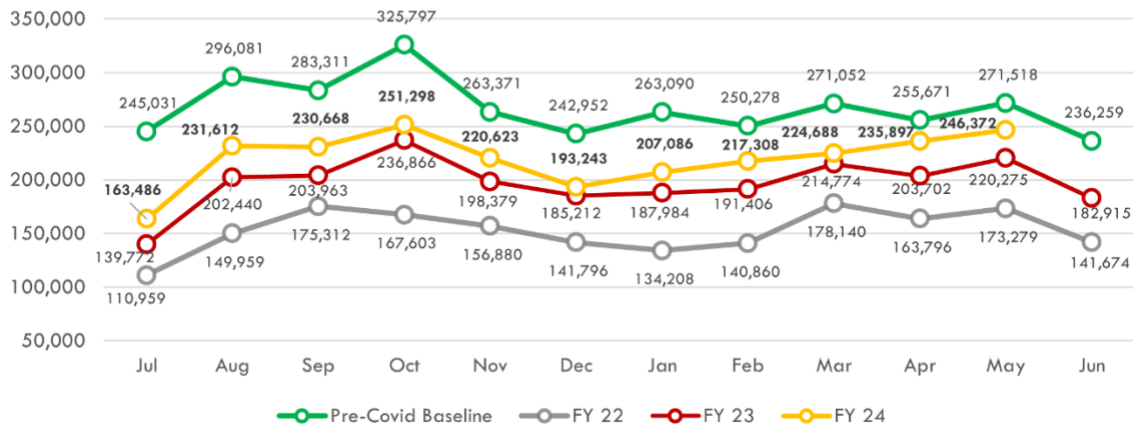
Passengers per hour in May was 15.2, which is higher than April 2024 and higher than May 2023 when passengers per hour was 13.5.

The percentage of missed trips in May was 0.60%, which is higher than the prior month when it was 0.18%.

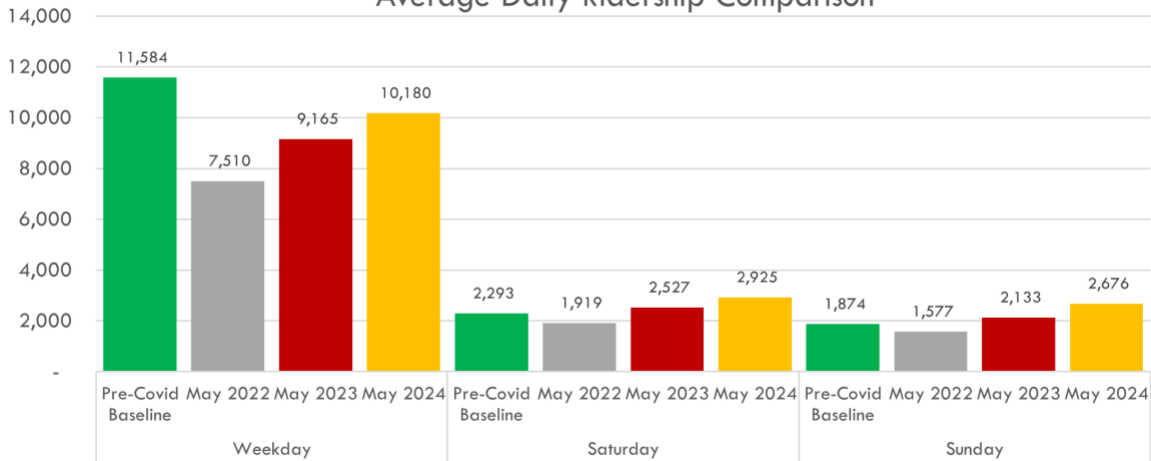
The number of miles between roadcalls was 29,928 miles in May, higher than the prior month in which there were 24,812 miles between roadcalls. The rolling 12-month average is 35,742 miles between roadcalls.

Of a total 246,764 passengers, 133,383 passengers had the potential to use a Clipper card aboard County Connection since 113,381 either used an employer or school pass or were on a free route. About 80.6% of the 133,383 potential Clipper card users paid using Clipper during this month.

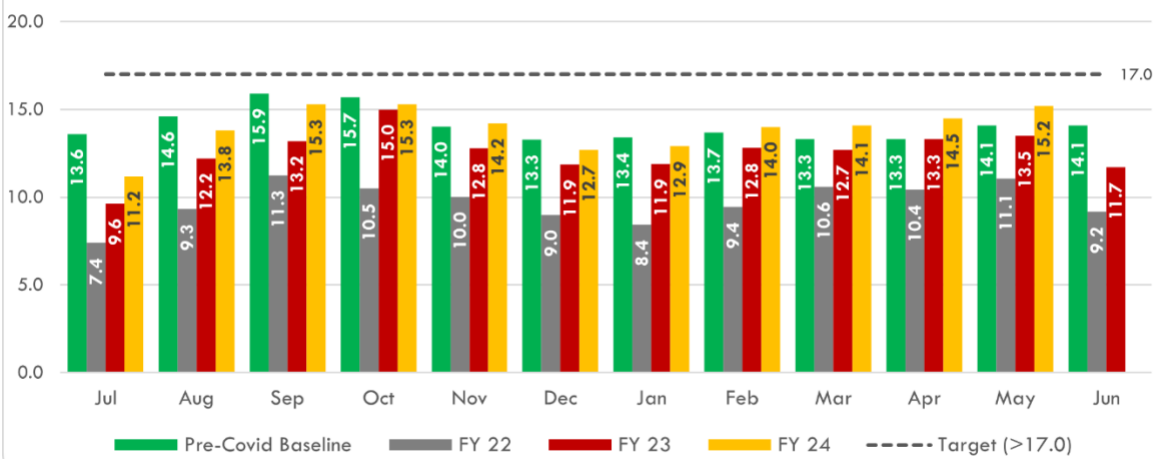
### Total Monthly Fixed Route Ridership



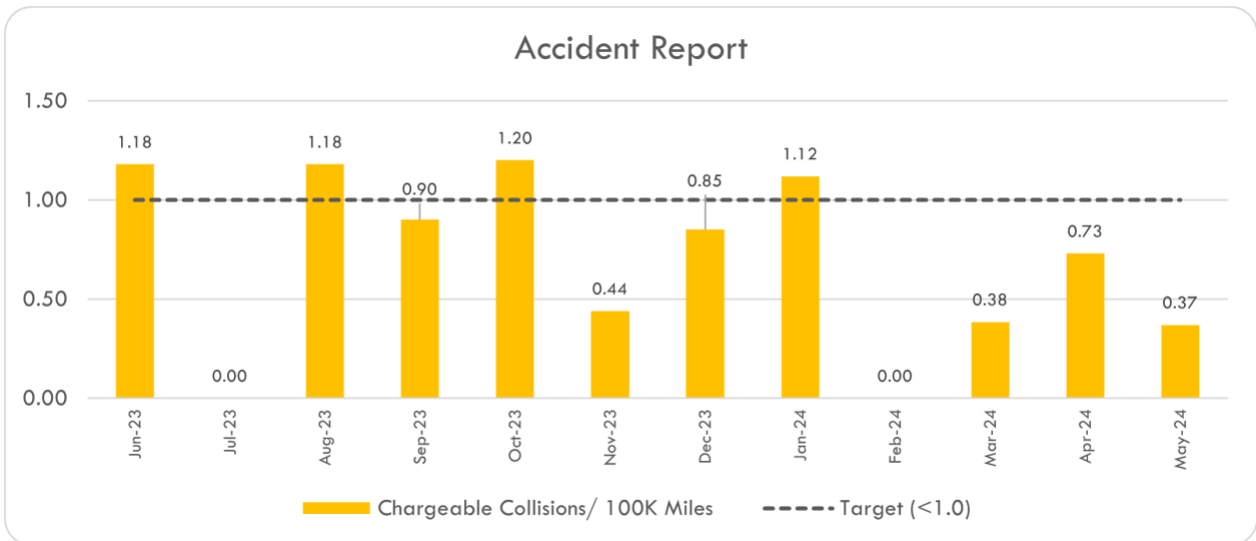
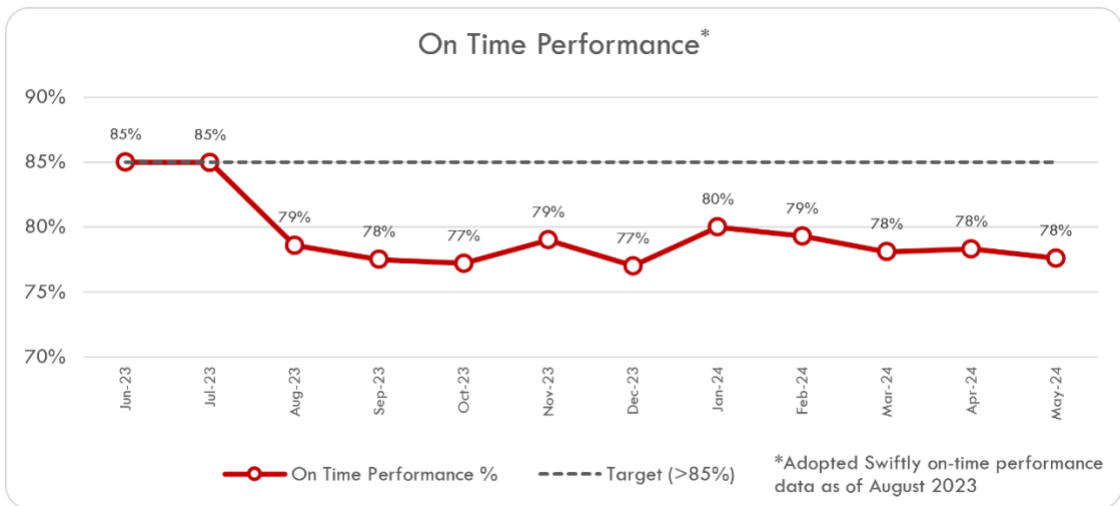
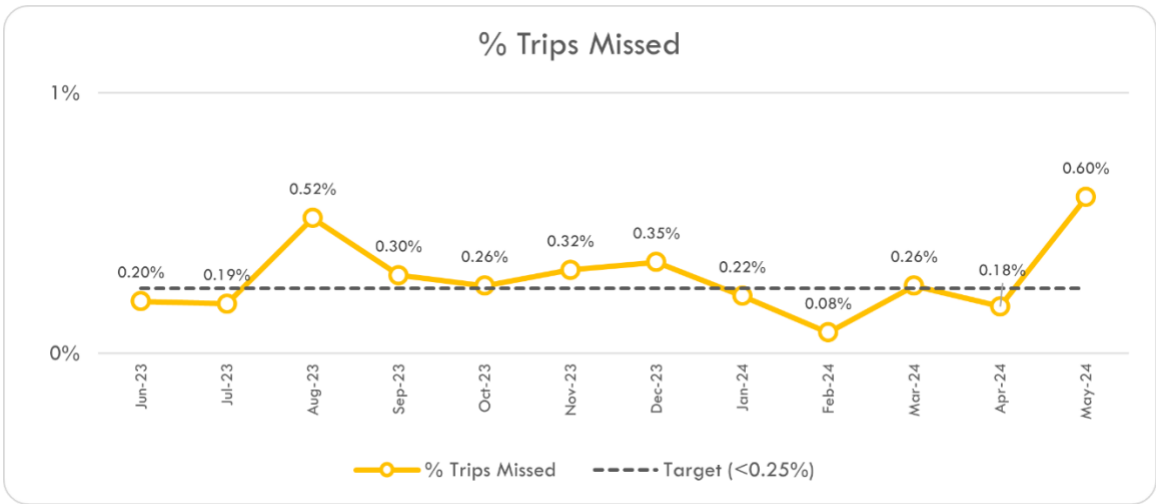
### Average Daily Ridership Comparison



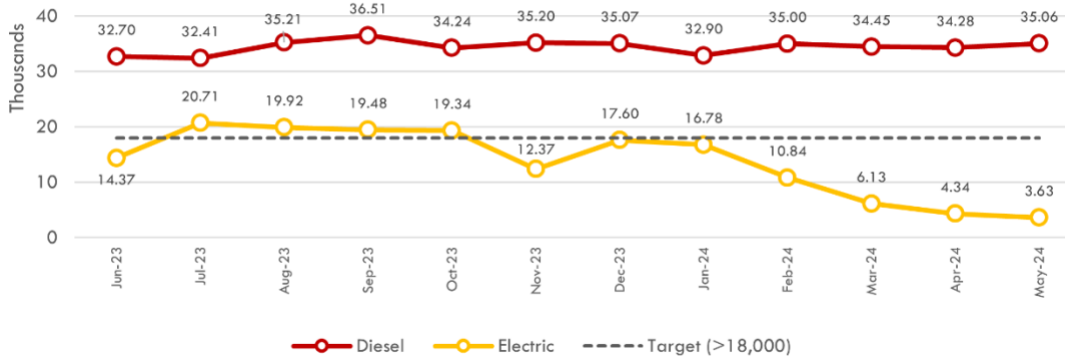
### Passengers/Revenue Hour



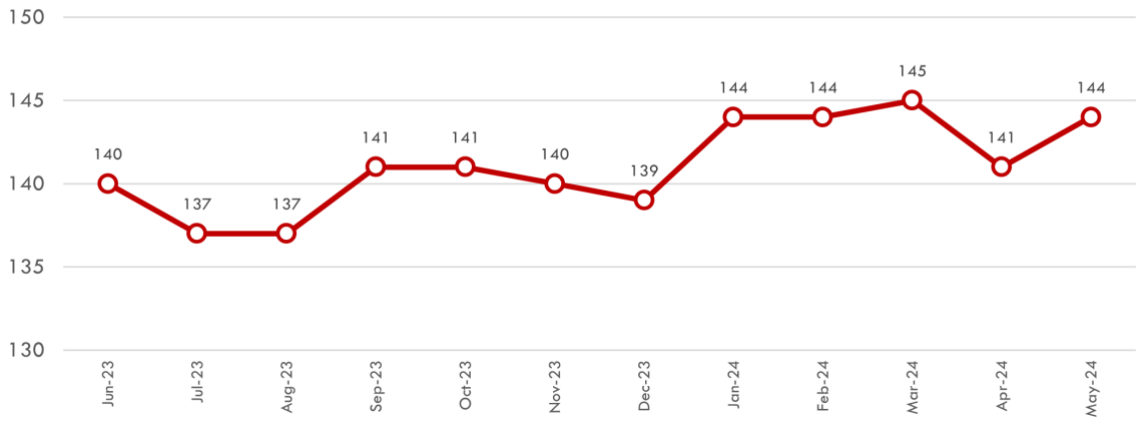




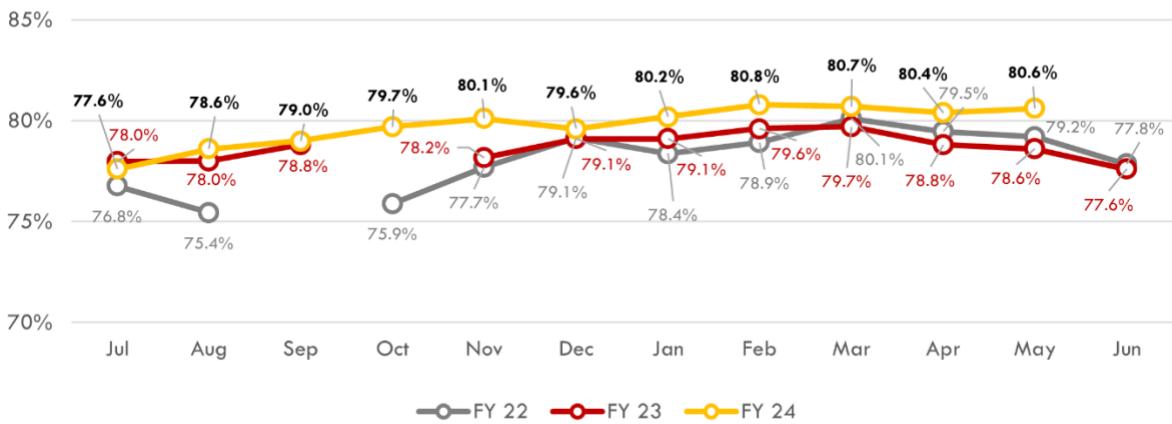
### Trailing 12-Month Miles Between Mechanical Road Calls



### Number of Operators



### % Clipper Usage



To: Operations & Scheduling Committee

Date: 06/12/2024

From: Rosa Noya, Manager of Accessible Services

Reviewed by: *JS*

**SUBJECT: LINK Paratransit Executive Summary Report - April 2024**

### Background:

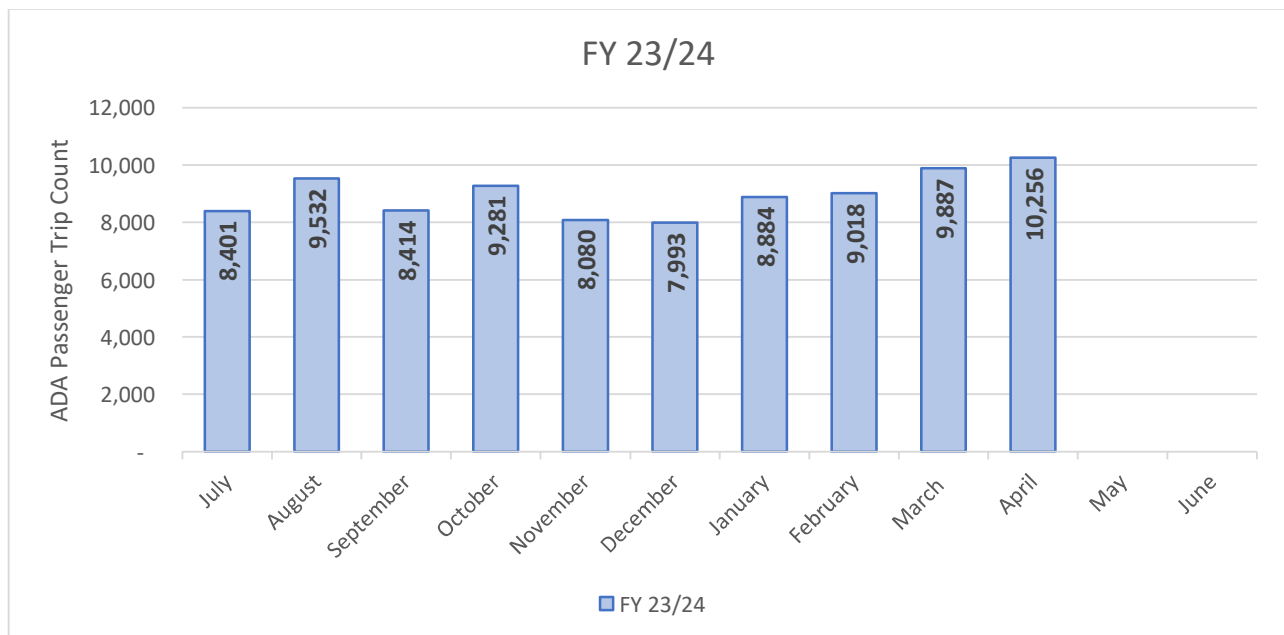
County Connection offers Paratransit services in accordance with the Americans with Disabilities Act (ADA) through its LINK Paratransit program. Presented here is an overview of the Paratransit services rendered during April 2024.

### April 2024 Performance Report:

#### Ridership:

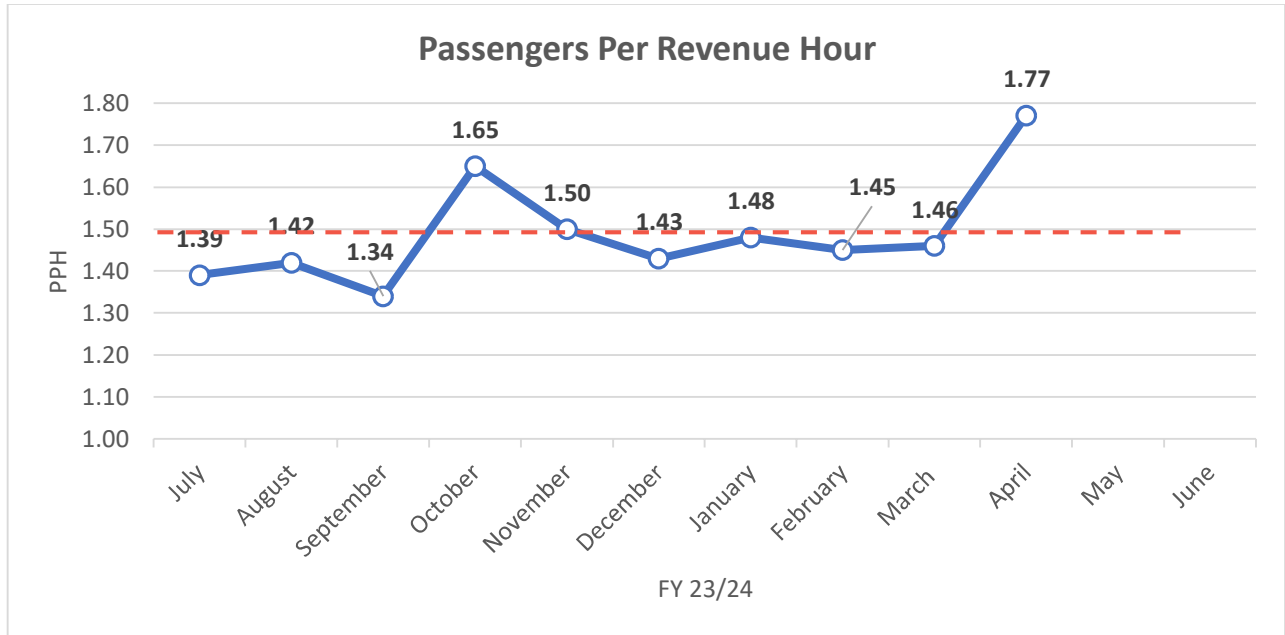
In April there were 10,256 ADA passenger trips, showing an increase from the 9,887 trips reported in March.

It's worth noting that the total reported number of ADA passengers in April 2024 represents approximately 85% of pre-pandemic ridership levels observed in April 2019.



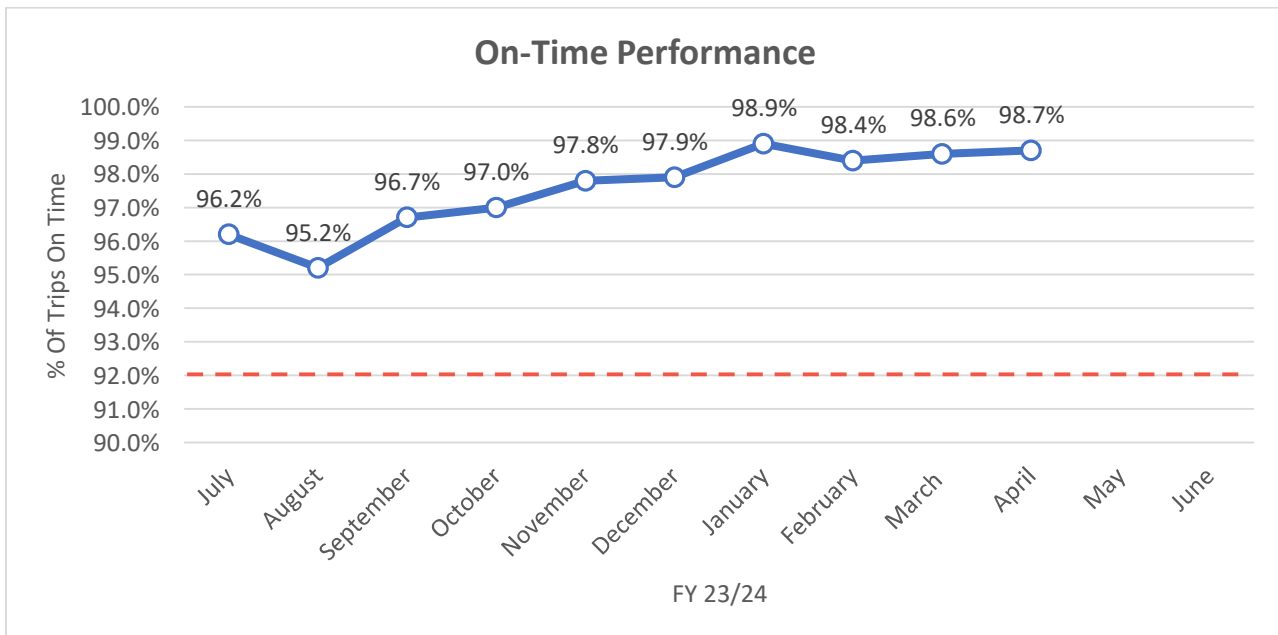
**Productivity:**

In April, the average number of ADA passengers per revenue hour was 1.77, a significant increase from March's 1.46, excluding escorts or attendants. Notably, the LINK Paratransit service aims to maintain a benchmark of at least 1.50 ADA passengers per revenue hour.



**On-time Performance:**

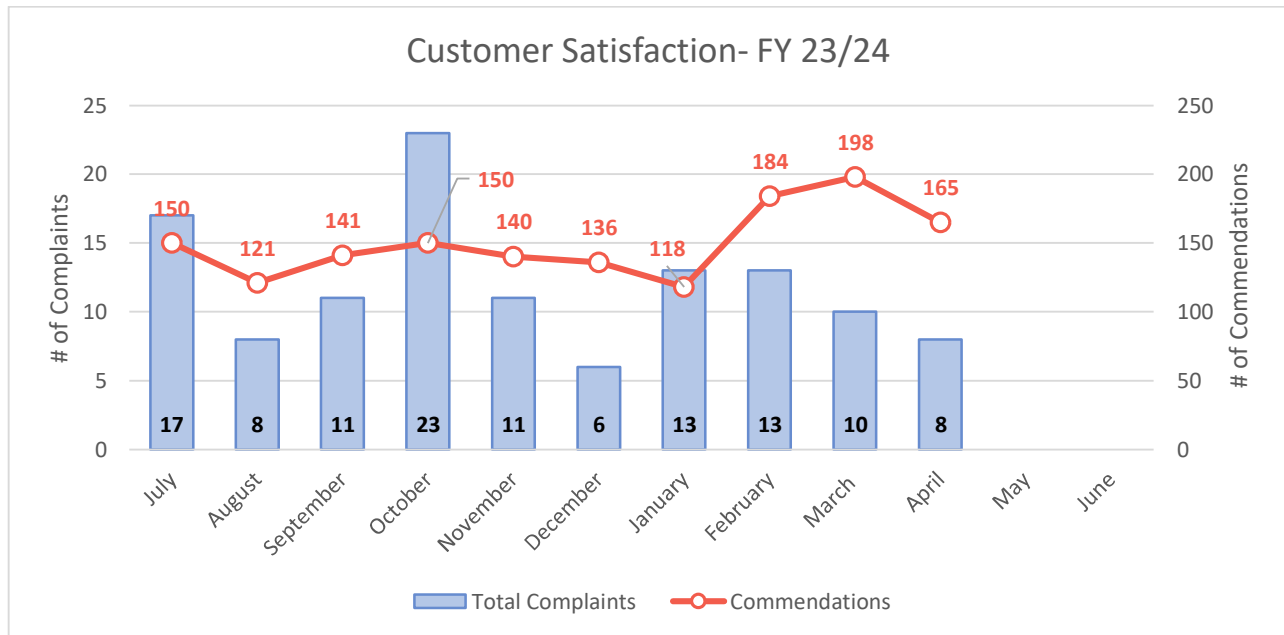
In April, the on-time performance of trips averaged 98.6%, slightly higher than March's impressive 98.4%. This consistently exceeds our standard of 92%, reflecting our strong commitment to maintaining superior service quality.



**Customer Satisfaction:**

In April, a total of 8 complaints were registered, with the majority (5) attributed to timeliness issues, two (2), related to the driver’s skill concerns, and the remaining one (1) related to the skill of the scheduling staff.

In April, the LINK paratransit service received 165 commendations, down from 198 in March. Many of these commendations praised the drivers for their exemplary attention to safety and courtesy.



**Safety:**

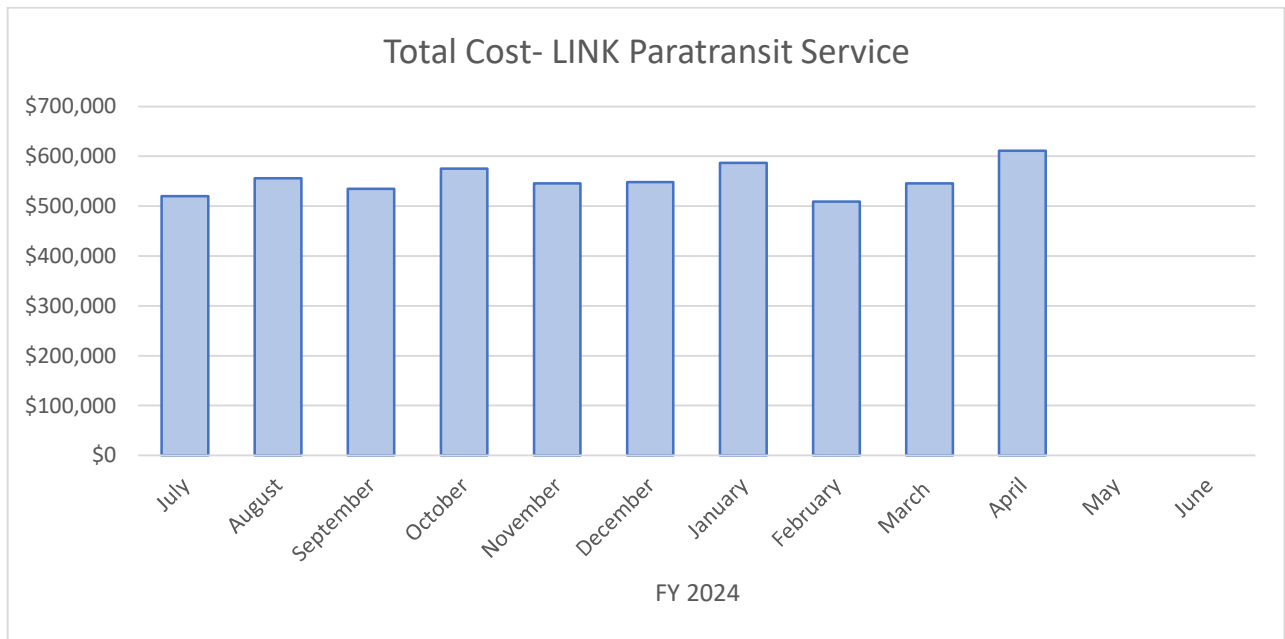
In April, there was one reported preventable accident, resulting in a ratio of 0.88 preventable accidents per 100,000 miles. This is higher than our usual trend of no accidents and exceeds our goal of no more than 0.5 preventable accidents per 100,000 miles.

**Staffing:**

For the month of April , LINK Paratransit had a total of 68 drivers. Our contractor had a successful hiring month in January and has reached a staffing level that will not require any further recruitment for the time being.

**Financial Implications:**

In April, the preliminary unaudited total expenditure for LINK paratransit service was \$611,108, up from \$545,510 in March. Despite this increase, the cost per ADA passenger trip remained relatively stable, with a slight decrease from \$71.73 in March to \$71.62 in April.



**Recommendation:**

None, for Information only.

**Additional updates:**

None.

**Action Requested:**

None, for information only.

**Attachments:**

Attachment 1: April 2024 MOP

CCCTA PARATRANSIT

Performance Report: 04/01/2024-04/30/2024

LINK and BART Statistics

FY 23/24 April Variance from Goal FY 22/23 April YTD 23/24

| <b>Ridership Statistics</b>                         |  |               |  |               |                 |
|---|--|---------------|--|---------------|-----------------|
| 1   | ***ADA Passengers                                | 8,533         |  | 7,065         | 23,917          |
| 2   | Companions                                       | 62            |  | 54            | 155             |
| 3   | Personal Care Assistants                         | 458           |  | 472           | 15,842          |
| 4   | ***One Seat Passengers                           | 1,723         |  | 1,168         | 1,816           |
| 5   | Total Passengers                                 | 10,776        |  | 8,759         | 26,160          |
| <b>Scheduling Statistics</b>                        |  |               |  |               |                 |
| 6   | Total Number of No Shows & Late Cancels          | 1,119         |  | 786           | 1,774           |
| 7   | Total Number of Cancellations                    | 1,022         |  | 430           | 3,230           |
| 8   | Same Day Trips                                   | 149           |  | 96            | 378             |
| 9   | Denial Trips                                     | -             |  | -             | -               |
| 10  | Go Backs/ Re-scheduled                           | 23            |  | 28            | 47              |
| <b>Effectiveness Indicators</b>                     |  |               |  |               |                 |
| 11  | ***Revenue Hours                                 | 5,789.05      |  | 4,236.24      | 17,470.26       |
| 12  | ADA Passengers per RVHr.                         | 1.77          |  | 1.67          | 1.37            |
| 13  | Average Trip Length (miles)                      | 12.26         |  |               | 12.26           |
| 14  | Average Ride Duration (minutes)                  | 20.04         |  |               | 22.14           |
| 15  | *Total Cost per ADA Passenger                    | \$70.92       |  | \$ 69.02      | \$ 141.70       |
| 16  | ***Service Miles                                 | 125,776.00    |  | 99,908.00     | 335,310         |
| 17  | Billable Service Hours                           | 7,881.00      |  | 5,678.30      | 20,693.30       |
| 18  | Fuel Cost  | \$ 61,329.57  |  | \$ 38,142.46  | \$ 145,233.37   |
| 19  | Total Cost                                       | \$ 605,146.03 |  | \$ 487,639.29 | \$ 2,225,010.62 |
| <b>On Time Performance Statistics</b>               |  |               |  |               |                 |
| 20  | Percent on-time                                  | 98.7%         |  | 78.7%         | 97.2%           |
| 21  | Arrived 15-29 minutes past window                | 36            |  | 837           | 336             |
| 22  | Arrived 30-59 minutes past window                | 16            |  | 535           | 158             |
| 23  | Arrived 60 minutes past window                   | 3             |  | 133           | 21              |
| 24  | Total Missed Trips                               | 4             |  | 7             | 17              |
| 25  | Transfer Trips                                   | 536           |  | 354           | 1,515           |
| <b>One Seat Pilot Data</b>                          |  |               |  |               |                 |
| 26  | Total Trips                                      | 3,577         |  | 1,168         | 6,126           |
| 27  | ***Total Cost OS                                 | \$ 72,096.75  |  | \$ 129,965.82 |                 |
| 28  | Non-CCCTA Cost (Cost for Agencies)               | \$ 40,789.89  |  | \$ 24,722.40  | \$ 89,634.35    |
| 29  | ***Total Miles                                   | 37,281.70     |  |               | 66,955.30       |
| 30  | Non-CCCTA Miles (Agency Miles)                   | 20,641.01     |  | 13,809.40     | 65,005.64       |
| 31  | Non-CCCTA Revenue Hours                          | 662.71        |  | 417.83        | 1,583.59        |
| 32  | **Total One Seat Revenue Hours                   | 1,190.40      |  | 822.86        | 3,439.45        |
| 33  | Total Fare Collected                             | \$ 5,748.00   |  | \$ 4,143.50   | \$ 14,991.00    |
| 34  | Non-CCCTA Fare Collected                         | \$ 3,489.50   |  | \$ 2,471.25   | \$ 8,895.50     |
| <b>Customer Service</b>                             |  |               |  |               |                 |
| <b>Complaint Standard Goal = 2/1,000 passengers</b> |  |               |  |               |                 |
| 35  | Total Complaints                                 | 8             |  | 49            | 25              |
| 36  | Timeliness                                       | 5             |  | 32            | 16              |
| 37  | Driver Complaints                                | 2             |  | 4             | 2               |
| 38  | Equipment / Vehicle                              | 0             |  | 3             | 0               |
| 39  | Scheduling/Staff Skill                           | 1             |  | 0             | 7               |
| 40  | Commendations                                    | 165           |  | 528           | 315             |
| 41  | Avg. wait time in Queue for reservation/dispatch | 2:24          |  |               | 2:43            |
| <b>Safety &amp; Maintenance</b>                     |  |               |  |               |                 |
| <b>Accident Standard Goal = .5/100,000 miles;</b>   |  |               |  |               |                 |
| <b>Roadcall Standard Goal = 4/100,000 miles</b>     |  |               |  |               |                 |
| 42  | Total accidents per 100,000 miles                | 0.88          |  | 0.00          | 1.00            |
| 43  | Roadcalls per 100,000 miles                      | 2.64          |  | 0.00          | 1.00            |
| <b>Eligibility Statistics</b>                       |  |               |  |               |                 |
| 44  | Total ADA Riders in Data Base                    | 1,864         |  | 1,688         | 7,007           |
| 45  | Total Certification Determinations               | 45            |  | 73            | 257             |
| 46  | Initial Denials                                  | 0             |  | 1             | 0               |
| 47  | Denials Reversed                                 | 0             |  | 0             | 0               |

\*Total Cost per ADA Passenger excludes cost of the One Seat Pilot

\*\*One Seat Revenue Hours are total combined hours for all of the Agencies

\*\*\*The miles, passenger count and revenue hours for the One Seat have been separated in this report

Transdev G.M.: *Laura Corona*

Date: 05/21/2024

**To:** Advisory Committee

**Date:** 06/21/2024

**From:** Pranjal Dixit, Manager of Planning

**Reviewed by:** *Ref*

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**SUBJECT:** Fall Bid Update

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### **Background:**

The COVID-19 pandemic necessitated significant service changes to maintain transit accessibility across the service area in response to fluctuating ridership. As businesses have reopened and some in-office work has resumed, ridership has shown steady growth. This growth has been further supported by system-wide and regional fare promotions like Monument Free, Summer Youth Pass, Pass2Class, and Clipper START. However, ongoing challenges persist. Despite dedicated recruitment and training efforts, operator shortage and retention remain a significant barrier to expanding service levels. Additionally, increased traffic congestion necessitates frequent schedule adjustments to ensure reliable service delivery.

### **Ridership Trends:**

Ridership has been growing steadily year-over-year as seen in Figure 1. This positive trend is particularly pronounced for weekend and school ridership, as illustrated in Figure 1. Notably, weekend ridership has surpassed pre-pandemic levels as of May 2024, likely due in part to the expansion of the Monument Free program and shift in travel patterns. School ridership has also shown significant recovery, reaching 98% of pre-pandemic levels. Weekday ridership currently sits at 74% of pre-pandemic levels for local routes and 49% for express routes.

### **On-Time Performance:**

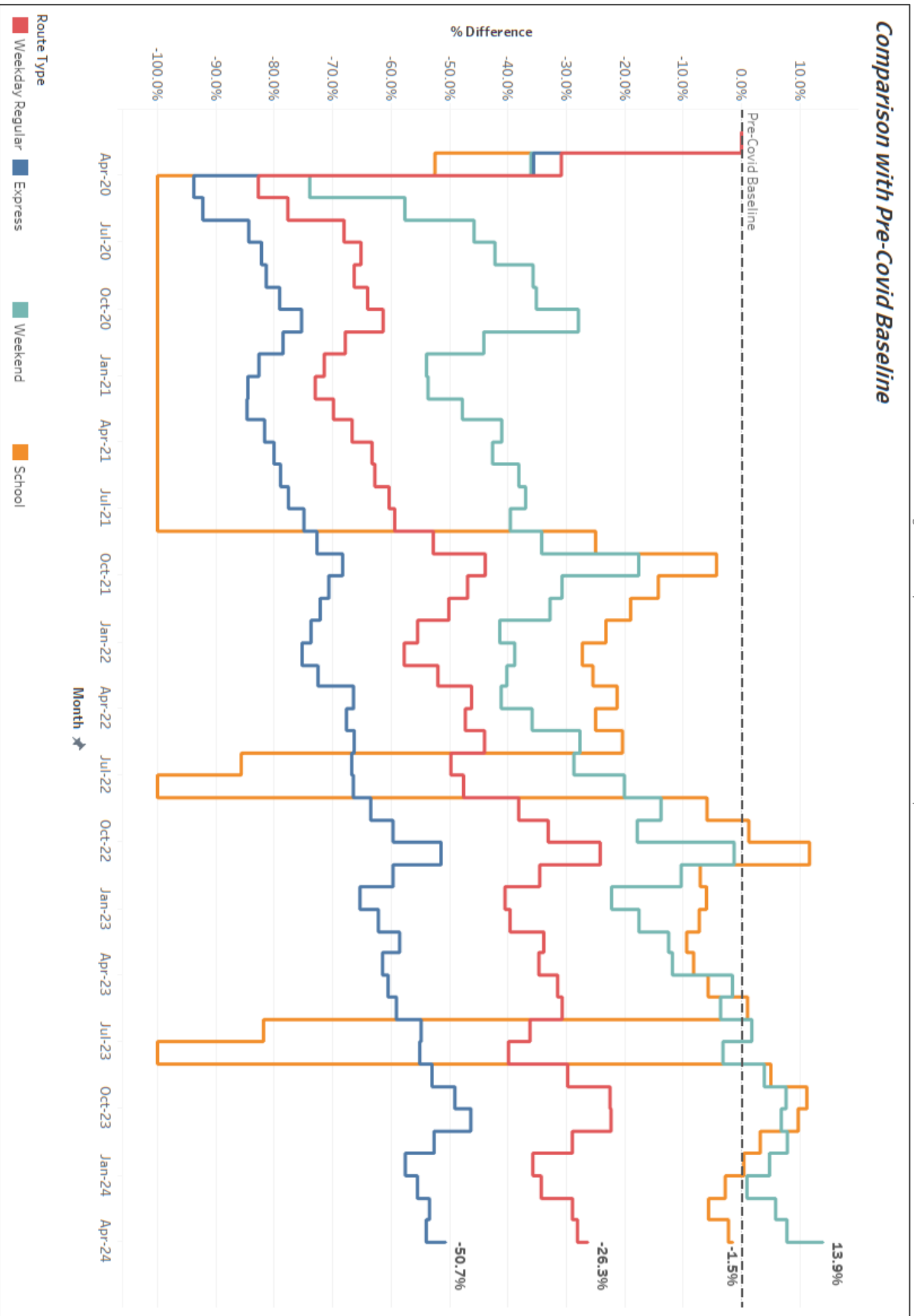
Several changes were implemented during the Summer Bid in response to operator suggestions and to improve on-time performance. These included the following route adjustments:

- Routes 5, 10, 20, 91X, 98X, 321, and 335 schedule and runtimes were adjusted with the primary goal of improving on-time performance.
- The service frequency on Route 91X was reduced from 30 minutes to 40 minutes.
- Service on Routes 10 and 20 was scaled back after 6PM to better align with ridership.

Staff is monitoring the performance and will make changes accordingly after further analysis.



Figure 1: Comparison with Pre-Covid Ridership



**Fall Bid:**

The Fall bid will be implemented on August 11, 2024, and will include several service adjustments. Along with an analysis of current schedule and ridership levels, these changes were guided by passenger input, operator suggestions and maximizing efficiency of resource usage. The changes will include the following:

- Routes 6 will experience adjustments to schedules during peak hours particularly aimed at improving on-time performance and recovery time for operators.
- Route 91X routing will be modified slightly to eliminate a segment on private property.
- Minor trip adjustment is being made on Route 93X during peak hour to improve on-time performance.

**Financial Implications:**

None. The service levels for the Fall bid are consistent with the proposed FY 2025 budget.

**Recommendation:**

None, for information only.

**Action Requested:**

None, for information only.

**Attachments:**

None

## **Central Contra Costa Transit Authority Advisory Committee**

### **Role and Function**

Approved June 16, 2011  
Amended September 19, 2019

#### **Purpose**

The primary purpose of the Central Contra Costa Transit Authority Advisory Committee will be to review, analyze and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit service. The Advisory Committee will be asked to consider and make recommendations on finance and planning documents that include but are not limited to the following:

- CCCTA Ten Year Short Range Transit Plan
- Annual operating and capital budget
- Annual marketing plan
- Other issues such as operations, scheduling, administration, finance, and legislation.

#### **Composition**

The Advisory Committee shall be comprised of eleven (11) members from Central Contra Costa County. Each member jurisdiction will be requested to recommend one member from that jurisdiction for appointment by the CCCTA Board of Directors. Each member jurisdiction may also recommend an alternate member from that jurisdiction for appointment by the CCCTA Board of Directors. The following criteria should be considered:

- Representative should be active in community participation and involvement
- Representative should reside in the appointed community
- Representative should be a current or former user of fixed-route and/or paratransit service, or an advocate for transit users in their communities.

#### **Term**

- Members will be appointed for a two-year term, with no limit on the number of terms served.
- If during his/her term, a representative resigns, is removed, or unable to continue to serve, the recommending jurisdiction will be requested to appoint a successor, to be approved by the CCCTA Board of Directors to serve the balance of the term.
- If a member misses three or more consecutive meetings without cause, the Advisory Committee may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction.

#### **Officers**

- The Advisory Committee will elect officers who will serve one-year terms. Officers will include a chair and a vice chair.

## **Meetings**

- The Advisory Committee will meet every other month. However, if the Committee wishes to have a special meeting, any member may request that the Chair ask the staff liaison to schedule such a meeting.
- A majority of those present shall be required to adopt an action.

## **Charge**

The Advisory Committee is charged with the responsibility of acting as ADVISORS to the CCCTA Board of Directors, and of collecting and reporting service issues and concerns received from the jurisdictions. Members may volunteer, or be appointed by the Chair to attend scheduled CCCTA Committee meetings, participate in Advisory Committee subcommittees, or undertake other duties for the Advisory Committee.

Furthermore, the Committee is charged with the responsibility of acting as DISSEMINATORS of information in their community, and of assisting in the education of their jurisdictions regarding the fixed-route and accessible services that are available.

In fulfilling these responsibilities the Committee will:

- Make formal recommendations in the form of written communications and reports to the CCCTA Board of Directors, and where appropriate, supplement with oral comments
- Appoint a member to serve as the Committee liaison to the Contra Costa County Paratransit Coordinating Council
- Act as a forum for fixed-route, accessible services, and LINK paratransit users to express concerns or ideas about the services to the Authority.

In fulfilling this charge, individual members may be expected to:

- Network with other interested citizens and groups in the community.
- Maintain a working relationship with the Board representative from his/her jurisdiction
- Assist CCCTA staff at community or business events

## **Conflict of Interest Regulations**

An Advisory Committee member shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties, functions or responsibilities on the Citizens Advisory Committee (CAC). Such member shall not perform any work, service, or counsel for compensation outside of his or her responsibilities where any part of his or her efforts will be reviewed by the CAC.

Members of the CAC shall comply with the provisions of the California Political Reform Act (Government Code Section 87100, *et seq.*) and doctrine of common law conflicts of interest. Each member shall file an Annual Statement of Economic Interest. Individual members shall disclose and disqualify themselves from participating in any decision in which they have a financial interest under the standards of the California Political Reform Act.

**County Connection Advisory Committee**  
**Proposed changes to Committee Bylaws**  
**July 9, 2024**

**Composition/Membership** → Currently one member and one alternate from each jurisdiction serving 2-year terms

**Add At-large members** – Suggested by Board of Directors

- Number: 3-5?
- Selection Process?

**Member terms**

- Extend to 3 years?
- Members continue (as acting) until resignation or replacement?
- Allow Board action to re-nominate/re-appoint, w/o action from City?
- Alternate automatically becomes primary when seat is vacated early?

**Removal** → currently no mechanism; requested by Board

- Code of conduct?
- Attendance? (currently Committee requests resignation or Board removes)

**Meeting schedule** → Currently Bi-monthly, mid-day (time not specified in Bylaws)

- Make meetings monthly?
- Move meetings to late afternoon/evening?
- Schedule full year in advance? Calendar year or Fiscal year?

**Mandate/Purpose/Charge**

Current Purpose = Consider & make recommendations regarding:

- 10-year SRTP,
- Annual Budget,
- Annual Marketing Plan
- “Other issues...”

Current Charge = “Advisors” & “Disseminators”

- Make recommendations (written & oral) to Board
- Appoint liaison to PCC (note: not reciprocal/recognized by PCC)
- Act as forum for users to express concerns or ideas

**Proposed Changes**

- Adopt new Mission & Vision statement?
- Consolidate “Purpose” & “Charge” sections?
- Review Board/Subcommittee agendas & Attend meetings?
- Consider & make recommendations re: legislation?
- Coordinate with other CACs?
- Consider “Over the horizon” issues? (i.e.: strategic, not operational)