

County Connection

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

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

July 18, 2024

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, Hudson, Noack, Sos, Storer, Tatzin, Wilk and Worth. The City of Martinez member position is vacant.

Staff: Churchill, Sherman, Glenn, Hill, Horta, Johnson, Jones, Longmire, Martinez, Mitchell, Sanchez, Sanderson, VanBuskirk and Voltz

PUBLIC COMMUNICATION: None

CONSENT CALENDAR

MOTION: Director Anderson moved approval of the Consent Calendar, consisting of the following item: (a) Approval of Minutes of Regular Meeting June 20, 2024; (b) OPEB Actuarial Valuation and GASB 75 Report for Fiscal Year Ending June 30, 2024; Director Noack seconded the motion, and it received the following vote of approval:

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

REPORT OF VICE CHAIR:

Appointment of Nominating Committee for Election of CCCTA Officers

Vice Chair Wilk informed the Board that as is customary, the Nominating Committee, consisting of Don Tatzin the current Chair, and the last two Board Chairs, Director Worth and Director Hudson, will meet and nominate the officers for the next year as follows: Kevin Wilk as Chair, Renata Sos as Vice Chair and Robert Storer as Secretary. In accordance with the Authority's Bylaws, nominations will remain open until the September meeting of the Board at which time nominations will close and the Board will elect its officers.

Recognition of the 2023 Board Chair's Award

The 2023 Board Chair's Award was awarded to -Pranjal Dixit, Manager of Planning.

REPORT OF GENERAL MANAGER:

Recognition of the 2023 Employees of the Year

Administration: Kassandra Vasquez

Maintenance: Glenn VanBuskirk

Transportation: Ernest Caceres and Ivaylo Todorov

Recognition of the 2023 General Manager's Award

Lisa Sanchez-Maintenance Department.

August Committee & Board Meeting

Vice Chair Wilk informed the Board that the Committee and Board meetings for August have been cancelled and the next meetings will be held in September.

Legislative Update

General Manager, Bill Churchill, informed the Board that last month the Governor announced a discretionary spending freeze for three months on the \$2.4 billion of the SB125 fiscal mitigation funds for three months. This is known as the section 74 spending freeze authorized by AB 106, a bill that includes a suite of budget reduction strategies.

For the Bay Area, this represents a loss \$530 million that was anticipated to support BART and the BART extension to San Jose. Part and parcel to Metropolitan Transportation Commission's (MTC) fiscal cliff mitigation strategy was receiving these funds early and earning interest to help offset the region's shortfalls. The freeze will result in the additional loss of \$4.5 million in planned earned interest. We are now hearing that the SB 125 funds may not be released until the end of the legislative session in September resulting in an even greater loss of interest income.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

Regional Fare Transfer Policy

Pranjal Dixit, Manager of Planning, explained that with the current MTC Policy, each agency is responsible for its own Title VI obligations, and that remains the case for the Regional Transfer Policy. Therefore, it is up to each agency to determine whether a Title VI analysis is needed, and whether compliance obligations (if any) can be met through adoption of another agency's analysis or a joint analysis, or if the agency must conduct its own analysis. Further meetings are being convened over the next few months, and MTC will be setting up infrastructure to assist with procurements of consultants to conduct these analyses.

Any Title VI analysis for the No-Cost and Reduced Cost Interagency Transfer Pilot Program is required to be completed before the rollout, which will be coincident with the launch of Clipper 2.0.

MTC has identified \$22.5 million in funding through the Transit Transformation Action Plan to support the implementation of the pilot and offset fare revenue losses. The pilot is expected to last for 18 to 24 months depending on usage. Under the proposed funding model, transit agencies would be responsible for the first \$0.50 of each transfer discount, and MTC would reimburse the remaining amount. However, the reimbursement from MTC would then be reduced to account for the estimated increase in fare revenue generated from additional trips being made as a result of the program. Because County Connection already provides transfer discounts that exceed

the initial \$0.50 that operators would be responsible for, staff anticipates that all additional costs in terms of foregone revenue would be covered by MTC.

MOTION: Director Hoffmeister moved adoption Resolution 2025-02, authorizing the General Manager to execute an MOU with MTC for the No-Cost and Reduced Cost Interagency Transfer Pilot Program. Director Noack seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

Bus Accelerated Infrastructure Delivery (BusAID) Update

Pranjal Dixit, Manager of Planning, explained that in September 2021, the MTC adopted the Transformation Action Plan (TAP), which identified near-term actions to improve the region's transit system. The BusAID program is a TAP initiative to reduce transit travel times and improve transit reliability. BusAID emphasizes near-term, quick-build solutions to address problem "hotspot" locations identified by transit operators.

County Connection will be receiving \$385,000 in OBAG 3 (STP/CMAQ) federal funds from MTC for the project. A minimum 11.47% local match is required, which amounts to \$49,880. Transportation Development Act (TDA) funds will be used for the local match.

MOTION: Director Noack moved adoption of approve Resolution 2025-03, authorizing the General Manager to enter into the Master Funding Agreement with MTC. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

Compensation structure for Executive-level staff

Amber Johnson, CFO, explained that a money purchase plan is an employer-sponsored qualified defined contribution retirement plan under section 401(a) of the Internal Revenue Code that provides a fixed employer contribution. This type of money purchase plan is commonly referred to as a "401(a) Plan." Governmental employers often use these plans as incentives to help attract and retain qualified employees. The main advantage of 401(a) Plans over cash compensation is that they offer tax-deferred retirement savings. The employer can design the plan's eligibility criteria, contribution formula, vesting schedule, and distribution provisions to best suit its and its employees' needs, so long as it is established and maintained for the exclusive benefit of employees or their beneficiaries and otherwise meets qualified plan requirements.

Since PEPRRA limitations prohibit the Authority from contributing the full 4% COLA to the 401(a) Plan, the remaining 2% would be provided to each Executive Team as regular taxable compensation. The addition of the proposed 401(a) Plan would be cost neutral to the Authority as the Executive Team would be shifting a portion of their approved COLA to the retirement plan.

The cost of the proposed new compensation structure is within the amount of the COLA and merit pool item that was approved by the Board last month and is included in the approved fiscal year 2024-2025 budget. There would be nominal savings to the Authority as the value shifted to the 401(a) Plan would not be considered when calculating the Authority's PERS contribution.

MOTION: Director Noack moved that the General Manager can establish a 401(a) Plan for the Executive Team, to fund the plan with 2% of ongoing base salary and preserve 2% of the COLA wage increase. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

Operations & Scheduling Committee

Swiftly Modules

Pranjal Dixit, Manager of Planning, informed the Board that Swiftly leverages a strategic combination of three data sources to track real-time bus location and calculate on-time performance and run times at every stop along each route – General Transit Feed Specification (GTFS) Realtime feed, BusTime Application Programming Interface (API) coming from the existing Clever Devices system, the platform collects vehicle location data from the CradlePoint routers already installed on the buses to help fill in gaps from the other two data sources.

In addition to higher frequency of data, the data from the routers has much lower latency (i.e., the delay between the data being generated and received), which means it more closely reflects real-time conditions. Swiftly's platform was able to provide 40% more stop-level data and recover 7% of data that would have otherwise been discarded due to missing operator login information and has been instrumental in analyzing system performance and developing targeted service changes for optimization.

Staff has recently begun testing additional functionalities within Swiftly. This ongoing exploration focused on identifying modules that can further enhance the capabilities of Operations, Customer Service teams as well as customers.

A recent system outage highlighted the critical importance of this module. When traditional tracking methods were unavailable, temporary access to the module proved to be an essential resource. It allowed operations staff to maintain bus monitoring and customer service staff to continue assisting riders during the disruption.

This is the first and only transit tool to share real-time detour information, including detour shapes and temporary stops, with third-party rider apps. This is achieved through Trip-Modifications, a cutting-edge update to the GTFS-rt TripUpdates specification. Additionally, our current partnership with Transit Royale allows us to leverage this innovative functionality and display real-time detour shapes directly within Transit's mobile app – empowering riders with the information they need, when they need it.

MOTION: Director Noack moved adoption Resolution No. 2025-01 approving a one-year contract renewal with Swiftly. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

Automated Driving Systems (ADS) Demonstration Project Update – Information Only

John Sanderson, Director of ADA and Specialized Services, explained that in May 2024, following several months of discussion and negotiation, staff were able to execute a three-party agreement with CCTA and May Mobility outlining roles and responsibilities, as well as the actual scope of services that the program will provide.

Under the agreement, County Connection will provide all drivers for the project, through our paratransit contract provider. The first three driver positions will be paid for by County Connection, and CCTA will fund the additional drivers and other contracted labor as needed.

The Automated Driving Systems (ADS) program will consist of a daytime component that will help select passengers obtain access from the Contra Costa Regional Medical Center to nutrition and medication resources, and an evening component that will provide point to point service for the public after County Connection's service in the area stops running. Service will be available Monday through Friday, and the evening service will be limited to the hours between 6:00 PM and 10:00 PM. The schedule for the daytime nutrition/medication access component has not yet been finalized. Preliminary plans are currently under development for a launch event, to be held in Martinez in Summer 2024, as well as a promotional campaign to publicize and attract riders for the pilot program.

In support of the project, staff has also negotiated terms for a contract amendment with Transdev to cover the cost of the operators and other support staff. The terms negotiated are based on Transdev's fully burdened labor costs for drivers and other personnel. The three drivers will be recruited from Transdev's current pool of paratransit drivers and will be selected based on a combination of seniority and aptitude. Additional drivers will be selected through open recruitment. Once selected, each driver must complete a rigorous Autonomous Vehicle Operator (AVO) training course conducted by May Mobility. The AVO training course consists of online and classroom components, as well as closed course and public road behind the wheel training.

Report of Advisory Committee

MOTION: Director Noack moved appointments of Jim Donnelly to the Advisory Committee Representing the Town of Danville, Allison Picard Representing the City of Martinez, Evan Daily as the alternate Representing the City of Pleasant Hill and Peggy Hall Representing the Town of Moraga. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

BOARD COMMUNICATION: None

CLOSED SESSION:

Public Employee Performance Evaluation; Conference with Labor Negotiator
(pursuant to Government Code Sections 54957, 54957.6)

Agency Designated Representative: Board Chair

Position: General Manager

The Board of Directors went into Closed Session at 10:12 a.m.

OPEN SESSION:

Report of Action(s) taken during the Closed Session

The Board of Directors came back into open session at 10:56 a.m. and made the following oral summary: the Board approved a 12-month contract extension to the General Manager's employment agreement with a 4% wage increase to make his new salary \$263,194 annually.

MOTION: Director Noack moved approval of a 12-month contract extension to the General Manager's employment agreement with a 4% wage increase to make his new salary \$263,194 annually. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Andersen and Tatzin

ADJOURNMENT: Chair Tatzin adjourned the regular Board meeting at 10:56 a.m. am.

Minutes prepared by:

Lathina Hill

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

Date: September 9, 2024