

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

September 19, 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 Diaz, Howard, Hudson, Noack, Sos and Storer. Directors Andersen and Hoffmeister arrived after the meeting convened. Directors Tatzin and Worth were absent.

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

**PUBLIC COMMUNICATION:** None

#### CONSENT CALENDAR

**MOTION:** Director Storer moved approval of the Consent Calendar, consisting of the following item: (a) Approval of Minutes of Regular Meeting July 18, 2024; (b) 2025 Adjustment to Administrative Employees Cafeteria Plan Amounts and Resolution No. 2025-08; (c) DBE Program Update and Resolution No. 2025-09; (d) Amendment No. 1 to Clipper BayPass Pilot Program Participation Agreement and Resolution No. 2025-07. Director Sos seconded the motion, and it received the following vote of approval:

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

#### REPORT OF VICE CHAIR:

Director Hoffmeister arrived at 9:02 a.m.

Director Andersen arrived at 9:03 a.m.

#### Election of CCCTA Officers

**MOTION:** Director Noack moved approval of the Election of CCCTA Officer:

Chair: Kevin Wilk

Vice Chair: Renata Sos

Secretary: Robert Storer

Director Howard seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hoffmeister, Howard, Hudson, Noack, Sos, Storer and Wilk  
No: None

Abstain: None  
Absent: Directors Tatzin and Worth.

## Seating of New CCCTA Officers and Announcement of 2023-2024 Committee Assignments

### Administration & Finance Committee

Jim Diaz, Sue Noack and Don Tatzin

### Marketing, Planning & Legislation Committee

Candace Andersen, Renata Sos and Amy Worth

### Operations & Scheduling Committee

Laura Hoffmeister, Jay Howard, Dave Hudson and Robert Storer

## **REPORT OF GENERAL MANAGER:**

Legal counsel, Julie Sherman, provided a status report on the Public Employees' Pension Reform Act (PEPRA) litigation. Julie Sherman will keep the Board informed of any developments.

### Automated Driving System (ADS) Demonstration Project Update

Bill Churchill, General Manager, stated that on Thursday of last week CCTA coordinated a media event in downtown Martinez to highlight the automated driving system pilot project that is being implemented in partnership with the County Connection, the County Hospital, CCTA and May Mobility. It was a great turnout and Don Tatzin had an opportunity to say a few words. Although it has only be a few days, we are getting some positive feedback from the public.

### Electric Bus Update

Bill Churchill explained that our electric buses have not been operational for the past three weeks as the WAVE charging system has not been operational. Staff has been actively engaged in working with WAVE to resolve the problem, but efforts have been hampered as it turns out the majority of the WAVE employees have been hired by a competing company. We have been told by WAVE that the employees that left took many of WAVE software files, technology and passwords with them making it very challenging for the remaining employees to service our equipment. They have been making progress in reengineering the software to reboot our onboard systems and will be making one more attempt to get it up and running today. If this latest attempt fails, an engineer will be coming to the authority tomorrow to begin changing out the communication equipment on the buses.

### MTC Transportation Revenue Measure Update

Bill Churchill stated that MTC established a 21 member Transportation Revenue Measure Executive Group made up of the Transit Operator Executives and the MTC Executive to advise the Select Committee on the development of a new Measure. The goal is to complete the process and have a Measure recommendation by the end of October going to the Commission in November.

To date there are two proposals options being considered with a third option being each transit property facing an immediate fiscal cliff go to the voters on their own if neither of the first two options appear to be viable. This third option has been aptly referred to as the Transit Hunger games by the Executive Director of WETA Seamus Murphy.

## **REPORT OF STANDING COMMITTEES**

### **Administration & Finance Committee**

#### Advisory Committee Bylaws and Resolution No. 2025-11

John Sanderson, Director of ADA Services, gave a brief background stating that since 2019, the Advisory Committee has met on a bi-monthly schedule. However, recruiting and retaining members has been a persistent challenge. Staff, the Board, and the Advisory Committee members themselves have all been engaged with the problem. Although no single cause appears to entirely account for the difficulty, a soft consensus did emerge on several related factors. Most observers agreed that the cadence of the Advisory Committee's regular meetings one every other month made it difficult if not impossible for the Advisory Committee to be responsive to the needs of the Board and the Board subcommittees, which meet monthly. At the same time, many stakeholders came to share the view that the Advisory Committee did not have a sufficiently defined purpose or specific goals to guide its work. It was therefore determined by both the Advisory Committee and the Board that the Advisory Committee's Bylaws should be revised as necessary to attract and retain an engaged membership, and to provide relevant commentary on matters before the Board. Immediately following the May 2024 Board meeting, the Board held a workshop with the Advisory Committee to discuss potential changes to the Advisory Committee's Bylaws with the intent of increasing the Advisory Committee's effectiveness.

The main changes to the updated Bylaws, incorporating all feedback received from the Advisory and A&F Committees, are as follows:

- At-Large Members – The roster of members is increased from 11 to 16 with the addition of 5 “At-Large” Members appointed directly by the Board.
- Members' Term in Office – The standard term is increased to 3 years, with staggered terms to prevent an excessive number of vacancies from occurring at any one time.
- Code of Conduct and Removal of Members – A basic Code of Conduct for Members is included, as well as specific requirements and procedures for removing a Member for cause.
- Cadence of Meetings – The cadence of meetings is increased to one per month, to allow for more timely input to the Board.
- Ad-Hoc Subcommittees and Annual Workplan -- new sections allow for the creation of ad-hoc subcommittees focused on specific issues and call for the Advisory Committee to submit a workplan annually for approval by the Board

MOTION: Director Noack moved adoption Resolution 2025-11, which approves the proposed Advisory Committee Bylaws. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Tatzin and Worth

### **Operations & Scheduling Committee**

#### Fixed Route Year End Report

Pranjal Dixit, Manager of Planning, informed the Board that bus schedules were adjusted four times during the 2023-2024 fiscal year to accommodate changes in school bell times, BART service, and traffic conditions. In August 2023, schedules were modified to align with the new BART schedule and improve on-time performance. To address increasing traffic congestion and shifting travel patterns, some route schedules in Concord and San

Ramon were adjusted in November 2023. And minor schedule and routing changes were implemented in January and June 2024 to address ongoing traffic congestion.

Overall, missed trips decreased by 55 percent in FY 2024 compared to the previous year, with only 0.29 percent of scheduled trips missed. However, on-time performance fell from 85 percent to 79 percent due to increased ridership and worsening traffic conditions after the pandemic. Additionally, in August 2023, County Connection switched to a new data platform (Swiftly) for more accurate on-time performance tracking, and staff believes that a portion of the change in reported on-time performance is due to the more accurate data provided by Swiftly.

Employer and school passes saw a significant increase in usage. County Connection's annual Pass2Class program, which provides students with three months of free bus rides starting in August 2023, contributed to this growth. Additionally, the return to in-person learning in schools, and employer in-person work mandates in offices boosted institutional pass usage.

Clipper usage among fare-paying riders also saw significant improvement, aided by an increase in fare discounts on Clipper START and wider adoption of Clipper Mobile. Of those who paid a fare, average Clipper usage was 79.8 percent, which was higher than the pre-COVID average of 76.4 percent. Information only.

### Paratransit Year End Report

John Sanderson, Director of ADA and Specialized Services, explained that FY2024 was an important year for County Connection's Americans with Disabilities Act (ADA) and non-ADA paratransit programs and services. Most of the temporary COVID-19 mitigation programs adopted in FY20 and FY21 (including Meals on Wheels deliveries, school nutrition transportation, and food bank trips) ended in FY23. In FY24 monthly trip counts on both County Connection's LINK paratransit program and the Livermore Amador Valley Transit Authority (LAVTA) Dial-a-Ride (provided by County Connection under contract to LAVTA) remained lower than the pre-covid baselines, however the gap continues to narrow. At the same time, the One-Seat Ride (OSR) program grew significantly in FY24, and several other related programs also saw significant development, including the Low-Income Fare Equity (LIFE) program, the Travel Training program, and the nascent Autonomous Driving System (ADS) pilot partnership with the Contra Costa Transportation Authority (CCTA) and May Mobility.

Staff budgeted \$6,791,000 for LINK operations, \$1,320,000 for LAVTA Dial-a-Ride operations, and \$758,667 for other associated costs in FY24. Unfortunately, the increase in trip demand, combined with the increase in average trip length, and the decrease in revenue speeds led to actual costs coming in higher than expected, which required a mid-year budget correction that was presented to the Board in April. Final unaudited LINK costs exceeded the initial FY24 budget by 5.1%, LAVTA costs by 36.5% (reimbursed by LAVTA), and non-operational costs by 11.4%. The OSR pilot is excluded from most reporting, but actual program costs fell well within the \$600,000 budgeted. The higher-than-expected costs incurred in FY24 have been included in all calculations for the FY25 budget.

### Real-Time Information Bus Stop Signs and Resolution No. 2025-10\*

Kyle Boehm, Grants Administrator, explained that based on the existing condition of the installed signs and the opportunity presented for upgrading the technology, staff recommends replacing the existing signs with 28 new signs incorporating the newest technology from Urban Solar. The signs are 13-inch e-paper displays that are battery powered, display real-time data updated every 10 seconds, are enclosed in vandal-resistant enclosures, and include ADA-compliant text-to-speech capability. The content and layout of the new signs are customizable and will be designed to fit the information and branding needs of County Connection. Solar power was considered for the new signs, however, given the increased cost, the variability in solar feasibility at each individual stop, and advances in battery technology leading to longer lifespans (three to five years), the vendor recommended battery powered displays as the best fit for this implementation.

One sign is proposed for the stop with the greatest number of boardings in each of the jurisdictions within the County Connection service area (if that stop averages at least 10 boardings per day), with the remaining 18 signs proposed for the other busiest stops throughout the service area that are nonconsecutive, enabling greater distribution along certain routes and streets. Bus stops at the BART stations and transit centers have been excluded from this proposal pending completion of the Metropolitan Transportation Commission's (MTC) Regional Mapping & Wayfinding Project.

County Connection will procure the real-time signs through the California Association for Coordinated Transportation (CalACT) contract. The proposed cost includes a three-year hardware and battery warranty, a three-year license for the Content Management System, data, Urban Solar's operational fee, shipping and associated charges, and installation. The cost is included in the Fiscal Year 2025 Capital Budget.

MOTION: Director Storer moved adoption of Resolution No. 2025-10 authorizing the General Manager to execute the Real Time Sign Agreement with Urban Solar. Director Diaz seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Tatzin and Worth

#### Diesel Fuel Tank Replacement and Resolution No. 2025-06

Scott Mitchell, Chief Operating Officer, explained that County Connection has two 25,000 gallon single-wall diesel fuel tanks that were installed in 1981. The State Water Resources Control Board requires that all single-wall fuel tanks be replaced or removed by December 31, 2025. Single-wall underground storage tank systems that are not permanently closed will be out of compliance and cannot be operated. Although County Connection is actively engaged in migrating all buses to zero emission vehicles (ZEV) this process will take a minimum of 15 years to complete. In the meantime, it is imperative to replace the single-walled tanks in order to operate our existing diesel buses. Additionally, County Connection maintains the largest supply of renewable diesel in Central Contra Costa County, which has been identified as an emergency fuel source for emergency mitigation efforts by the County's Emergency Operations Center (EOC).

Staff has been researching multiple ways to replace these tanks to meet this regulation by December 31, 2025. Staff recommends purchasing two 25,000 gallon double-wall fuel tanks, piping, pumps, and fuel monitoring system from Blue1 Energy Equipment. Sourcewell is a cooperative purchasing program, which offers governmental agencies competitive pricing and terms. County Connection will then issue a separate Invitation for Bids (IFB) for the removal and replacement of the tanks – the IFB will meet all public works procurement requirements. Staff believes this two-step approach will reduce the cost and shorten the timeframe to complete the tank replacement. This project is included in the Capital budget.

MOTION: Director Storer moved adoption of Resolution No. 2025-06, authorizing the General Manager to release a purchase order and Letter to Proceed to Blue1 Energy Equipment for the purchase of two (2) fuel tanks. Total cost of the fuel tanks, including shipping to Concord facility, not to exceed \$481,573. Director Diaz seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: Directors Tatzin and Worth

**BOARD COMMUNICATION:** None

**CLOSED SESSION:**

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

The Board of Directors went into Closed Session at 11:15 a.m.

**OPEN SESSION:**

Report of Action(s) taken during the Closed Session

The Board of Directors came back into open session at 11:24 a.m. No reportable action was taken.

**ADJOURNMENT:** Chair Wilk adjourned the regular Board meeting at 11:25 a.m. am.

Minutes prepared by:

Lathina Hill

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

Date: October 15, 2024