

# County Connection

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

**BOARD OF DIRECTORS  
MEETING AGENDA  
Thursday, January 16, 2025  
9:00 a.m.**

**The Board Meeting will be held in-person:**

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

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

<https://us02web.zoom.us/j/85399133311>

Or One tap mobile :

US: +16699006833,,85399133311# or +14086380968,,85399133311#

Or Telephone:

Dial(for higher quality, dial a number based on your current location): +1 408 638 0968

Webinar ID: 853 9913 3311

Public comment may be submitted via email to: [hill@cccta.org](mailto:hill@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 Board of Directors 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 Board.

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 County Connection Board of Directors may take action on each item on the agenda. 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 Board of Directors.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Confirm Quorum
3. Public Communication
4. Consent Calendar
  - a) Approval of Minutes of Regular Meeting of December 19, 2024\*
  - b) Receive Investment Report as of September 30, 2024\*
  - c) Receive Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for the year-ended June 30, 2024\*
  - d) Transit Capital Priorities (TCP) FTA Formula Funding Authorization\*  
Resolution No. 2025-018\*  
(The Administration & Finance Committee and Staff recommend adoption of Resolution No. 2025-018, authorizing the submission of applications for Federal Transit Administration (FTA) Formula Program Funds.)
5. Report of Chair
  - a) Recognition of Departing Board of Director Renata Sos
6. Report of General Manager

Under this item, the General Manager will report on matters of relevance to CCCTA including, but not necessarily limited to, the following:

  - a) Upcoming Board Workshop Reminder scheduled for February 20, 2025
  - b) Electric Bus Update
  - c) Appointment of CCTA Bus Transit Board Ex-Officio Member and Alternate\*
7. Report of Standing Committees
  - a) Operations & Scheduling Committee
    1. School calendars and regional transit schedule coordination – Information Only\*  
(Staff will provide an update on school schedules impacting County Connection operations.)
    2. Transit Corridor Study Update-Information Only\*(Staff will provide an update on the ongoing Transit Corridor Study)\*
8. Board Communication – (Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report to be made at another meeting.)
9. Next Meeting Date: February 20, 2025
10. Closed Session: Conference with Legal Counsel – Existing litigation  
Pursuant to Government Code Section 54956.9(a)  
Julie Barry v. CCCTA
11. Open Session
12. Adjournment

\*Enclosure

\*\*It will be available at the time of the Board meeting.

\*\*\*For Board members only

## General Information

Public Comment: If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. 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, February 20 at 9 a.m., County Connection Board Room
Administration & Finance:	Wednesday, February 5 at 9 a.m., County Connection Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBD
Marketing, Planning & Legislative:	Thursday, February 6 at 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.
Operations & Scheduling:	Friday, February 7 at 8 a.m., City of Pleasant Hill Offices, 100 Gregory Lane, Pleasant Hill, CA

**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**

# County Connection

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## CCCTA BOARD OF DIRECTORS

### MINUTES OF THE REGULAR MEETING

December 19, 2024

#### CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

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, Howard, Hudson, Noack, Sos, Storer and Worth. Director Tatzin arrived after the meeting convened.

Staff: Churchill, Sherman, Boehm, Dixit, Glenn, Hill, Johnson, Jones, Martinez, Mitchell, Sanderson and Smith

**PUBLIC COMMUNICATION:** None

#### CONSENT CALENDAR

**MOTION:** Director Hudson moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of November 21, 2024. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

Director Tatzin arrived at 9:09 a.m.

#### REPORT OF GENERAL MANAGER:

##### MTC Transportation Revenue Update

General Manager Bill Churchill provided an update on the regional revenue measure efforts. He stated that the proposed four-county revenue measure encompassing Alameda, Contra Costa, San Francisco and San Mateo Counties would generate about \$560 million annually, but will not completely mitigate the fiscal cliff -- most notably for San Francisco.

The second potential revenue measure framework has a foundation of five counties, and it could encompass all nine counties but requires an opt in. It is a rather complex hybrid utilizing both a fifty percent sales tax and a 9 cent per square ft parcel tax, and it would generate approximately \$1.3 to \$1.5 billion per year. This measure would mitigate the fiscal cliff for all transit agencies with the potential exception of the SMART rail program in Marin and Sonoma Counties.

The MTC authorized staff to move forward in polling these two options with the public and bring the results back in early February.

## **REPORT OF STANDING COMMITTEES**

### **Marketing, Planning & Legislation Committee**

#### Pass2Class Report-Information Only

Andrew Smith, Director of Planning & Marketing, gave a brief background stating that the Pass2Class Program was funded by 511 Contra Costa as part of its efforts to reduce traffic congestion and air pollution by reducing the number of cars being driven to school. Pass2Class offered free transportation to Contra Costa students on AC Transit, WestCAT, Tri Delta Transit, and County Connection, thereby encouraging the use of public transit to and from school. Applications were available from July 6 to October 14, 2024, offering each household up to two passes. Once an application was approved, passes were issued and valid for unlimited rides through October 31, 2024 on all County Connection fixed route services. WestCAT, AC Transit, and Tri Delta Transit also participate in the program, offering their own pass products.

This year, 511 Contra Costa issued over 2,024 passes, which is 41 fewer passes than were sold in 2023. Pass2Class users on County Connection fixed routes totaled 48,296 trips (3,712 fewer than in 2023), with 70% of the trips being taken on 600-series school routes, 28% on local routes, and 3% on express and weekend routes.

Pass2Class was promoted across social media through paid ads, at our Mobile Lobby, as well as through the school districts, which shared information on the discounted passes directly with parents.

511 Contra Costa will be reimbursing County Connection at the rate of \$1.00 per ride (the same as our regular youth fare) for a total amount of \$48,926.00. All costs associated with the promotion and marketing of the program were either covered by 511 Contra Costa or included in the FY 2025 Promotions budget.

### **Operations & Scheduling Committee**

#### Monument Free Program Update – Information Only

Pranjal Dixit, Manager of Planning, informed the Board that in March 2020, the onset of the shelter-at-home order led to a system-wide decline in ridership as businesses closed and remote work became prevalent. The pandemic exacerbated existing social inequities, as essential workers, often from low-income and minority communities, continued to rely on transit.

While Monument Corridor routes serving predominantly disadvantaged communities experienced a similar initial ridership drop, they have seen a more pronounced recovery compared to other fixed routes. As of October 2024, weekday ridership on Routes 11, 14, and 16 have exceeded pre-pandemic levels. In contrast, on Routes 4, 5, 7, and 99X, which are also free, weekday ridership remains at approximately 65% of pre-pandemic levels.

Post-pandemic shifts in ridership patterns have also impacted weekend service along the Monument Corridor. Routes 311, 314, and 316 have seen a 50% increase in weekend ridership over pre-pandemic levels, whereas, by comparison, weekend ridership on Route 4 is about the same as its pre-pandemic levels.

County Connection prepared a Fare Equity Analysis prior to implementing free fares on the Monument Corridor routes on a permanent basis, as required by Federal Transit Administration (FTA) regulations. The equity analyses and public hearings were conducted in March 2020 for the continuation of weekday free fares, and in December

2022 to add weekend free fares. Given that all six routes serve a higher proportion of low-income and minority riders compared to the system-wide average, both equity analyses concluded that the Monument Free program did not disproportionately impact minority riders or burden low-income riders.

Following these processes, the Board approved making the free fare program permanent, contingent on continued funding availability.

Choice in Aging MOU Extension  
Resolution No. 2025-17

John Sanderson, Director of ADA & Specialized Services, explained that in January 2022, following a nearly two-year hiatus due to the pandemic, the Board again approved a demonstration pilot project as County Connection staff worked with Choice in Aging (CiA) staff to reopen and identify new passengers. The new pilot also included a same-day booking option for the first time, enabling qualified program participants to book same-day trips to CiA using SilverRide ride sharing service. The same-day option was intended to eliminate unforeseen no-shows to the CiA day program and gave other clients the opportunity to benefit from the program by reducing or eliminating unused program placements.

In January 2023, the Board authorized the General Manager to enter into a one-year Memorandum of Understanding (MOU) with CiA for reimbursement of SilverRide program expenses. The Board acted again in December of 2023 to authorize a new MOU allowing County Connection to continue reimbursing CiA's program expenses through December 2024.

Staff has continued to monitor the program over the past two years. On-time performance has remained exemplary, while the anticipated decrease of CiA day-program no shows due to late LINK rides has been sustained since the beginning of the program. At the same time, the CiA - SilverRide program has benefited the LINK program by reducing both trip demand and the administrative load for dispatch during the busiest hours of the day. The proven success of the program for all parties more than justifies County Connection's continued support.

**MOTION:** Director Storer moved adoption of Resolution No. 2025-17 authorizing the General Manager to enter a new one-year MOU enabling County Connection to reimburse CiA for its SilverRide trip costs. Director Hudson seconded the motion, and it received the following vote of approval:

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

Spring Bid Update – Information Only

Pranjal Dixit, Manager of Planning, explained that ridership has been growing steadily over this past year. This positive trend is particularly pronounced for weekend and school ridership. Weekend ridership has exceeded pre-pandemic levels for over a year, likely due in part to the expansion of the Monument Free program and a shift in travel patterns. Meanwhile, school ridership has also shown a significant recovery, reaching 102% of pre-pandemic levels as of October 2024. Weekday ridership currently sits at 81% of pre-pandemic levels for local routes and 55% for express routes. Overall ridership was at 82% of pre-pandemic level in October 2024.

The Spring Bid, effective January 12, 2025, will introduce several service adjustments. These changes are informed by an analysis of current schedules, ridership levels, passenger feedback, operator recommendations, and resource optimization.

Approval of Revised Public Transportation Agency Safety Plan (PTASP)

Resolution No. 2025-16

Scott Mitchell, COO, explained that 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.

On September 25, 2024, the Federal Transit Administration (FTA) issued a General Directive to address the significant and continuing national-level safety risk related to assaults on transit workers. The General Directive requires each transit agency subject to FTA's Public Transportation Agency Safety Plans (PTASP) Final Rule to conduct a safety risk assessment, identify safety risk mitigations or strategies, and provide information to FTA on how it is assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers. Each transit agency serving a large urbanized area must involve the joint labor-management Safety Committee when identifying safety risk mitigations. County Connection followed this process and made updates to the PTASP to respond to the General Directive.

**MOTION:** Director Storer moved adoption of Resolution No. 2025-16 2025-16, authorizing the General Manager to formally recognize that County Connection has adopted the revised County Connection Public Transportation Agency Safety Plan (PTASP). Director Worth seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

**REPORT OF CHAIR:**

Presentation of a proclamation honoring the Schroder family for their dedication to County Connection and public transportation in Contra Costa County

Board Chair Kevin Wilk, read the proclamation that is dedicated to Rob Schroder and family. The Board thanked Rob Schroder for his many years of dedication to transportation and wished him well in his next endeavors.

**MOTION:** Director Wilk moved adoption of A Proclamation Renaming the Administration Building in Honor of the Schroder Family in Recognition of Bob and Rob Schroder's Outstanding Leadership and Service to the Central Contra Costa Transit Authority. Director Sos seconded the motion, and it received the following vote of approval:

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

No: None

Abstain: None

Absent: None

Invitation to attend the unveiling of the renaming of the County Connection Administration Building

Board Chair Kevin Wilk invited all that were in attendance of the Board meeting to come to the main office building to see the unveiling of the newly renamed Schroder Administration Building.

**BOARD COMMUNICATION:**

Director Wilk acknowledged the opening of the Family Life Center that Director Andersen is heavily involved with. It is a great resource for anyone that is in need.

**ADJOURNMENT:** Chair Wilk adjourned the regular Board meeting at 10:16 a.m.

Minutes prepared by:

Lathina Hill

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

Date: January 6, 2025



To: Board of Directors

Date: 1/9/2025

From: Bill Churchill, General Manager *WC.*

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**SUBJECT: Investment Report as of September 30, 2024**

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**Background:**

This report is provided as required by the Authority's investment policy. Current investments are consistent with the investment policy and are allowable under current California law. Investments are selected to meet the priority principles of the policy: safety, liquidity, and yield.

**Investment Report:**

The total cash and investments held by the Authority as of September 30, 2024, is \$40,328,599 as follows:

Type of Investment	Issuer	Date of Maturity	Par Amount	Market Value
Cash – Cash on hand	N/A	October 1, 2024	\$1,062,968	\$1,062,968
Cash – Held in LAIF	N/A	October 1, 2024	\$39,265,631	\$39,265,631
<b>Total</b>			<b>\$40,328,599</b>	<b>\$40,328,599</b>

A detailed report of all cash and investments held in each individual bank account as of this date is included as Attachment 1.

It is noted that the funds held in the Authority's 115 Trust for Pensions and OPEB are outside of this policy and thereby not included in this report. Greater flexibility of the investment of 115 funds is permitted by California law under the condition that these funds are irrevocably committed to provide pension or OPEB benefits.

It is hereby affirmed that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months.

**Financial Implications:**

No direct financial implication results from this report. However, adherence to the Authority's investment policy helps to ensure the Authority remains in strong financial health.

**Recommendation:**

None, information only.

**Action Requested:**

None, information only.

**Attachments:**

Attachment 1: CCCTA Bank Cash and Investment Accounts as of September 30, 2024

**CCCTA**  
**BANK CASH AND INVESTMENT ACCOUNTS**  
**AS OF SEPTEMBER 30, 2024**  
**(ROUNDED OFF TO NEAREST \$)**

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				MAR 2024	JUN 2024	SEP 2024	SEP 2024
<b>FIXED ROUTE</b>							
BMO HARRIS	2087682	<b>CHECKING</b>	AP GENERAL	\$ 479,550	\$ 638,648	\$ 882,325	\$ 713,351
BMO HARRIS	2088565	<b>CHECKING</b>	PAYROLL	\$ 69,614	\$ 72,816	\$ 62,389	\$ 62,389
BMO HARRIS	2087807	<b>CHECKING</b>	CAPITAL PURCHASES	\$ 100,000	\$ 115,677	\$ 25,000	\$ 25,000
BMO HARRIS	2088706	<b>CHECKING</b>	WORKERS' COMP - CORVEL	\$ 58,979	\$ 64,211	\$ 68,316	\$ 68,316
PAYPAL	27SAXUUFL9732	<b>CHECKING</b>	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
<b>TOTAL</b>				<b>\$ 708,168</b>	<b>\$ 891,377</b>	<b>\$ 1,038,055</b>	<b>\$ 869,081</b>
<b>PARATRANSIT</b>							
BMO HARRIS	2088425	<b>CHECKING</b>	AP GENERAL	\$ 101,560	\$ 870,623	\$ 24,913	\$ 24,913
<b>TOTAL</b>				<b>\$ 101,560</b>	<b>\$ 870,623</b>	<b>\$ 24,913</b>	<b>\$ 24,913</b>
<b>LAIF FUND</b>							
<i>Effective Yield:</i>				<b>4.30%</b>	<b>4.55%</b>	<b>4.71%</b>	
LAIF ACCOUNT	4007001	<b>INT-INVEST</b>	OPERATING FUNDS	\$ 23,403,764	\$ 17,519,671	\$ 36,768,989	\$ 36,768,989
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - Martinez Amtrak VI	\$ 211,868	\$ 61,856	\$ -	\$ -
LAIF ACCOUNT		<b>INT-INVEST</b>	LCTOP - FREE Monument V (Routes 11/14/16)	\$ 431,900	\$ 142,472	\$ -	\$ -
LAIF ACCOUNT		<b>INT-INVEST</b>	Pass-Through CA	\$ 810,265	\$ 818,922	\$ 828,162	\$ 828,162
LAIF ACCOUNT		<b>INT-INVEST</b>	Safe Harbor Lease Reserve	\$ 1,632,423	\$ 1,649,865	\$ 1,668,480	\$ 1,668,480
LAIF ACCOUNT		<b>FMV ADJ.</b>	Fair Market Value Adjustment for Year-End				
<b>TOTAL</b>				<b>\$ 26,490,220</b>	<b>\$ 20,192,786</b>	<b>\$ 39,265,631</b>	<b>\$ 39,265,631</b>
<b>12/17/2024</b>							
<b>GRAND TOTAL</b>				<b>\$ 27,299,948</b>	<b>\$ 21,954,786</b>	<b>\$ 40,328,599</b>	<b>\$ 40,159,625</b>

KLM/AJ

\* GL balances reduced by outstanding checks and increased by deposits in transit, if any.

**To:** Board of Directors

**Date:** 01/08/2025

**From:** Amber Johnson, Chief Financial Officer

**Reviewed by:** WC.

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**SUBJECT: Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for Fiscal Year 2024**

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**Background:**

Annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to the Federal Transit Administration (FTA) in the Federal Funding Allocation Statistics Form (FFA-10) of the annual National Transit Database (NTD) report.

**Federal Funding Allocation Data Audit:**

The FTA Form FFA-10 reports hours, miles, passengers, passenger miles and total operating expenses.

Staff filed the NTD report in October and Brown Armstrong completed their review in January. Brown Armstrong reviewed the data and financial information and issued the reports without exceptions.

**Financial Implications:**

None.

**Recommendation:**

Staff recommends that the Board of Directors review the report for approval.

**Action Requested:**

Staff and the A&F Committee request that the Board of Directors approve the independent accountant's report on federal funding allocation data for Federal Transit Administration for fiscal year 2024.

**Attachments:**

Attachment 1: Independent Accountant's Report on Applying Agreed-Upon Procedures for Federal Funding Allocation Data to the Federal Transit Administration for the fiscal year ended June 30, 2024.

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**

**NATIONAL TRANSIT DATABASE REPORTING**

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
FOR FEDERAL FUNDING ALLOCATION DATA  
FEDERAL TRANSIT ADMINISTRATION**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2024**

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**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Administration and Finance Committee and Board of Directors of  
Central Contra Costa Transit Authority  
and the Federal Transit Administration

The Federal Transit Administration (FTA) has established the following standards with regard to the data reported to it in the Federal Funding Allocation Statistics Form (FFA-10) of the Central Contra Costa Transit Authority's (the Authority) annual National Transit Database (NTD) report:

- A system is in place and maintained for recording data in accordance with NTD definitions. The correct data is being measured and no systematic errors exist.
- A system is in place to record data on a continuing basis and the data gathering is an ongoing effort.
- Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data are fully documented and securely stored.
- A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required.
- The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
- The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles (VRM) data, appear to be accurate.
- Data is consistent with prior reporting periods and other facts known about transit agency operations.

We have applied the procedures enumerated in Attachment A to the data contained in the Authority's FFA-10 for the fiscal year ended June 30, 2024. Such procedures, which were agreed to and specified by the FTA in the Declarations section of the *2024 NTD Policy Manual* and were agreed to by the Authority, were applied solely to assist you in evaluating whether the Authority complied with the standards described in the first paragraph of this report and that the information included in the NTD report and that the FFA-10 for the fiscal year ended June 30, 2024, is presented in conformity with the requirements of 49 CFR Part 630 and as presented in the *2024 NTD Policy Manual*. The Authority's management is responsible for compliance with the standards described above. The Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results and findings, if applicable, are described in Attachment A.

We were engaged by the Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the procedures and findings included in this report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the Authority and the FTA and is not intended to be, and should not be, used by anyone other than those specified parties.

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

*Brown Armstrong  
Accountancy Corporation*

Stockton, California  
December 24, 2024

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
NATIONAL TRANSIT DATABASE REPORTING  
ATTACHMENT A – AGREED UPON PROCEDURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

The procedures listed below, which are referenced in order to correspond to the *2023 National Transit Database (NTD) Policy Manual* procedures, were applied separately to each of the information systems used to develop the reported actual vehicle revenue miles, passenger miles traveled, and operating expenses of the Central Contra Costa Transit Authority (the Authority) for the fiscal year ended June 30, 2024, for the *Motor Bus Service – Directly Operated (MBDO)*, *Motor Bus Service – Purchased Transportation (MBPT)*, and *Demand Response – Purchased Transportation (DRPT)*.

Our procedures and associated findings are as follows:

- A. Obtain and read a copy of written system procedures for reporting and maintaining data in accordance with NTD requirements and definitions set forth in 49 Code of Federal Regulations (CFR) Part 630, and as presented in the *2024 NTD Policy Manual*. If there are no procedures available, discuss the procedures with the personnel assigned with the responsibility for supervising the NTD data preparation and maintenance.

**Finding:** We discussed procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, and as presented in the *2024 NTD Policy Manual* with the personnel assigned with the responsibility of supervising the preparation and maintenance of NTD data. No exceptions were noted as a result of applying this procedure.

- B. Discuss the procedures (written or informal) with the personnel assigned with the responsibility for supervising the preparation and maintenance of NTD data to determine:
- The extent to which the Authority followed the procedures on a continuous basis, and
  - Whether Authority personnel believe such procedures result in accumulation and reporting of data consistent with NTD definitions and requirements set forth in 49 CFR Part 630, and as presented in the *2024 NTD Policy Manual*.

**Finding:** We discussed with various personnel the procedures noted in Procedure “A” above to determine whether the Authority follows the procedures on an ongoing basis and that the procedures result in the accumulation and reporting of data consistent with the NTD requirements and definitions as set forth in the *Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule*, and specified in the 49 CFR Part 630, and the most recent *2024 NTD Policy Manual*. No exceptions were noted as a result of applying this procedure.

- C. Ask these same personnel about the retention policy that the Authority follows as to source documents supporting NTD data reported on the Federal Funding Allocation Statistics Form (FFA-10).

**Finding:** We noted that the retention policy that is followed by the Authority regarding source documents supporting the FFA-10 data reported are retained for a minimum of three years by the Authority. In addition, we noted that the Authority maintains the computer files for more than three years depending on the need of historical data. No exceptions were noted as a result of applying this procedure.

- D. Based on a description of the Authority’s procedures from Procedures “A” and “B” above, identify all the source documents that the Authority must retain for a minimum of three years. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.



**Finding:** We identified the source documents that are to be retained by the Authority for a minimum of three years. We randomly selected three months out of the fiscal year ended June 30, 2024, September 2023, December 2023, and March 2024, and verified that each type of source document existed for each of these periods. No exceptions were noted as a result of applying this procedure.

- E. Discuss the system of internal controls. Inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

**Finding:** We discussed the system of internal control with personnel responsible for supervising and maintaining the NTD data. The method is mostly automated with a few manual procedures. We determined that individuals preparing source documents were independent of individuals posting data summaries, reviewing the source documents, and summarizing data for completeness, accuracy, and reasonableness. No exceptions were noted as a result of applying this procedure.

- F. Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.

**Finding:** As noted above, the method is mostly automated. As such, there are no physical signatures documenting the supervisors' review and approval of the source documents. The software utilized automatically accumulates the data from the Clever Devices Automatic Passenger Counter on each vehicle. Monthly reports are prepared for the Operating and Scheduling Committee and are reviewed by management electronically, as allowed by the *2024 NTD Policy Manual*. Approval is given by authorizing the posting of the monthly data to NTD. No exceptions were noted as a result of applying this procedure.

- G. Obtain the worksheets used to prepare the final data that the Authority transcribes onto the FFA-10. Compare the periodic data included on the worksheets to the periodic summaries prepared by the transit agency. Test the arithmetical accuracy of the summaries.

**Finding:** We obtained the Authority's year-end cumulative reports that are used to prepare the FFA-10. We compared the prior year data to the current year data and investigated any changes over 10%. We also compared the source documents to the year-end cumulative report (Form S-10). We also recalculated summarizations of supporting documentation which were tested in "D" above. No exceptions were noted as a result of applying this procedure.

- H. Discuss the procedure for accumulating and recording passenger miles traveled (PMT) data in accordance with NTD requirements with the Authority's staff. Inquire whether the procedure is one of the methods specifically approved in the *2023 NTD Policy Manual*.

**Finding:** During fiscal year 2024, the Authority used the procedure of an estimate PMT based on statistical sampling, meeting the FTA's 95% confidence and  $\pm 10\%$  precision requirements based on a qualified statistician's determined procedure. No exceptions were noted as a result of applying this procedure.

- I. Discuss with the Authority's staff (the auditor may wish to list the titles of the persons interviewed) the Authority's eligibility to conduct statistical sampling for PMT data every third year. Determine whether the Authority meets NTD criteria that allow transit agencies to conduct statistical samples for accumulating PMT data every third year rather than annually. Specifically:

- According to the 2010 Census, the public transit agency serves an urbanized area (UZA) with a population less than 500,000.
- The public transit agency directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (VOMS) (in any size UZA).
- Service purchased from a seller is included in the transit agency's NTD report.

- For transit agencies that meet one of the above criteria, review the NTD documentation for the most recent mandatory sampling year (2023) and determine that statistical sampling was conducted and meets the 95% confidence and  $\pm 10\%$  precision requirements.
- Determine how the transit agency estimated annual PMT for the current report year.

**Finding:** For MBDO, the Authority uses an alternative sampling technique, which is a statistically valid technique, other than 100 percent count, which was certified by a qualified statistician in 2009 when the Authority was testing the method to ensure it met the mandated accuracy and precision levels. We reviewed the certification of the statistician and determined that the individual was qualified and had the proper credentials. We also ensured that the statistician certified that the Authority's alternative technique used the minimal 95% confidence and  $\pm 10$  precision requirements for estimating boarding and passenger miles. We also obtained an understanding of how the Authority collects data, software utilized, and the estimation process. No exceptions were noted as a result of applying this procedure. For Demand Response Purchased Transportation (DRPT), the Authority does not use estimates, but rather uses the information collected by Transdev, the Purchase Services Seller. This data is derived from driver counts and data generated from Trapeze. The information from the Purchase Services Seller is included in the NTD report. No exceptions were noted as a result of applying this procedure.

- J. Obtain a description of the sampling procedure for estimation of PMT data used by the Authority. Obtain a copy of the Authority's working papers or methodology used to select the actual sample of runs for recording PMT data. If the Authority used average trip length, determine that the universe of runs was the sampling frame. Determine that the methodology used to select specific runs from the universe resulted in a random selection of runs. If the Authority missed a selected sample run, determine that a replacement sample run was random. Determine that the Authority followed the stated sampling procedure.

**Finding:** We obtained a description of the sampling procedure for estimation of PMT data used by the Authority. We obtained a copy of the Authority's working papers and methodology used to select the actual sample of runs for recording PMT data. We determined that the Authority followed the stated sampling procedure. No exceptions were noted as a result of applying this procedure.

- K. Select a random sample of the source documents for accumulating PMT data and determine that the data are complete (all required data are recorded) and that the computations are accurate. Select a random sample of the accumulation periods and recompute the accumulations for each of the selected periods. List the accumulations periods that were tested. Test the arithmetical accuracy of the summary.

**Finding:** We randomly selected three months, September 2023, December 2023, and March 2024. We obtained the source documents for accumulating PMT data, determined they were complete, and recomputed the accumulation periods without exception. No exceptions were noted as a result of applying this procedure.

- L. Discuss the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of actual vehicle revenue miles with Authority staff and determine that they follow the stated procedures. Select a random sample of the source documents used to record charter and school bus mileage and test the arithmetical accuracy of the computations.

**Finding:** We discussed the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of vehicle revenue miles with the Authority staff and determined that stated procedures were not applicable as the Authority does not provide a charter or school bus service.

M. For actual VRM data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation. This is accomplished as follows:

- If actual VRMs are calculated from schedules, document the procedures used to subtract missed trips. Select a random sample of the days that service is operated, and re-compute the daily total of missed trips and missed VRMs. Test the arithmetical accuracy of the summary.
- If actual VRMs are calculated from hubodometers, document the procedures used to calculate and subtract deadhead mileage. Select a random sample of the hubodometer readings and determine that the stated procedures for hubodometer deadhead mileage adjustments are applied as prescribed. Test the arithmetical accuracy of the summary of intermediate accumulations.
- If actual VRMs are calculated from vehicle logs, select random samples of the vehicle logs and determine that the deadhead mileage has been correctly computed in accordance with FTA definitions.

**Finding:** We discussed with personnel the procedures for the collection and recording of VRM data and noted that VRMs are calculated upon inception of the route based on the distance between the first stop and last stop, including deadhead miles. We noted that the scheduled deadhead miles are systematically excluded to calculate VRMs. Furthermore, daily trip sheets are used to subtract missed trips and unscheduled deadhead miles. We also discussed the accumulation of VRMs for DRPT. We noted that VRMs for DRPT are accumulated and reported by the respective contractors through trip sheets and monthly ridership worksheets by route. These schedules are submitted by the contractors and are reviewed for clerical accuracy by Authority personnel. We recalculated the VRMs and agreed the total VRMs to the Authority's Month-End Ridership Summary report for a sample of trips in the months September 2023, December 2023, and March 2024. No exceptions were noted as a result of applying this procedure.

N. For rail modes, review the recording and accumulation sheets for actual VRMs and determine that locomotive miles are not included in the computation.

**Finding:** We inquired of personnel the procedures with which the Authority accumulates actual VRMs for rail modes. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

O. If fixed guideway or High Intensity Bus directional route miles (FG or HIB DRM) are reported, interview the person responsible for maintaining and reporting NTD data whether the operations meet the FTA definition of FG or HIB in that the service is:

- Rail, trolleybus (TB), ferryboat (FB), or aerial tramway (TR); or
- Bus (Mode: Bus (MB), Commuter Bus (CB), or Bus Rapid Transit (RB)) service operating over exclusive or controlled access rights-of-way (ROW); and
  - Access is restricted;
  - Legitimate need for restricted access is demonstrated by peak period level of service D or worse on a parallel adjacent highway; and
  - Restricted access is enforced for freeways; priority lanes used by other high occupancy vehicles (HOV) (i.e., vanpools (VP), carpools) must demonstrate safe operation;

**Finding:** We inquired of personnel the procedures with which the Authority reports VRMs, passenger miles, and operating expenses for fixed guideways segments. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- P. Discuss the measurement of FG and HIB DRM with the person reporting NTD data and determine that he or she computed mileage in accordance with the FTA definitions of FG/HIB and DRM. Inquire of any service changes during the year that resulted in an increase or decrease in DRMs. If a service change resulted in a change in overall DRMs, recompute the average monthly DRMs, and reconcile the total to the FG/HIB DRM reported on the Federal Funding Allocation Statistics Form.

**Finding:** We inquired of personnel the procedures in which the Authority measures FG DRMs. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- Q. Inquire if any temporary interruptions in transit service occurred during the report year. If these interruptions were due to maintenance or rehabilitation improvements to a FG segment(s), the following apply:

- Report DRMs for the segment(s) for the entire report year if the interruption is less than 12 months in duration. Report the months of operation on the FG/HIB segments form as 12. The transit agency should document the interruption.
- If the improvements cause a service interruption on the FG/HIB DRMs lasting more than 12 months, the transit agency should contact its NTD validation analyst to discuss. The FTA will make a determination on how to report the DRMs.

**Finding:** We inquired of personnel the procedures with which the Authority measures FG DRMs through the use of maps or retracing routes. We noted that the Authority does not provide such services. Therefore, this procedure was not applicable.

- R. Measure FG/HIB DRM from maps or by retracing route.

**Finding:** We inquired of personnel whether other public transit agencies operate service over the same FG as the Authority. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- S. Discuss whether other public transit agencies operate service over the same FG/HIB as the Authority. If yes, determine that the Authority coordinated with the other transit agency (or agencies) such that the DRMs for the segment of FG/HIB are reported only once to the NTD on the Federal Funding Allocation Form. Each transit agency should report the actual VRM, PMT, and operating expense (OE) for the service operated over the same FG/HIB.

**Finding:** We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- T. Review the FG/HIB segments form. Discuss the Agency Revenue Service Start Date for any segments added in the 2024 report year with the persons reporting NTD data. This is the commencement date of revenue service for each FG/HIB segment. Determine that the date reported is the date that the agency began revenue service. This may be later than the Original Date of Revenue Service if the Authority is not the original operator. If a segment was added for the 2024 report year, the Agency Revenue Service Date must occur within the Authority's 2024 fiscal year. Segments are grouped by like characteristics. Note that for apportionment purposes, under the State of Good Repair (§5337) and Bus and Bus Facilities (§5339) programs, the 7-year age requirement for FG/HIB segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document an Agency Revenue Service Start Date prior to the current NTD report year, the FTA will only consider segments continuously reported to the NTD.

**Finding:** We inquired of personnel the procedures for revenue service for each fixed guideway segment. We noted that the Authority does not provide such service. Therefore, this procedure was not applicable.

- U. Compare operating expenses with audited financial data after reconciling items are removed.

**Finding:** We reconciled OE presented to the audited financial statements. No exceptions were noted as a result of applying this procedure.

- V. If the Authority purchases transportation services, interview the personnel reporting the NTD data on the amount of purchased transportation (PT)-generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form (Form B-30).

**Finding:** We compared the data reported on the Form B-30 to the purchased transportation fare revenues. No exceptions were noted as a result of applying this procedure.

- W. If the Authority's report contains data for PT services and assurances of the data for those services are not included, obtain a copy of the Independent Auditor Statement (IAS-FFA) regarding data for the PT service. Attach a copy of the statement to the report. Note as an exception if the transit agency does not have an IAS-FFA for the PT data.

**Finding:** This procedure is not applicable as assurances over the PT services data are included in Procedures "A" through "V" above.

- X. If the Authority provides PT services, obtain a copy of the PT contract and determine that the contract specifies the public transportation services to be provided; the monetary consideration obligated by the Authority or governmental unit contracting for the service; the period covered by the contract (and that this period overlaps the entire, or a portion of, the period covered by the Authority's NTD report); and is signed by representatives of both parties to the contract. Interview the person responsible for retention of the executed contract, and determine that copies of the contracts are retained for three years.

**Finding:** We obtained copies of the PT contracts and noted that all contracts specified the specific mass transportation services to be provided; specified the monetary consideration obligated by the Authority; specified the period covered by the contract and that this period is the same as, or a portion of, the period covered by the Authority's NTD report; and signed by representatives of both parties to the contract. We determined that executed contracts are maintained for a minimum of three years. No exceptions were noted as a result of applying this procedure.

- Y. If the Authority provides service in more than one UZA, or between an UZA and a non-UZA, inquire of the procedures for allocation of statistics between UZAs and non-UZAs. Obtain and review the FG segment worksheets, route maps, and urbanized area boundaries used for allocating the statistics, and determine that the stated procedure is followed and that the computations are correct.

**Finding:** We inquired of personnel whether the Authority provides services in more than one UZA, or between a UZA and a non-UZA. This procedure is not applicable as the Authority does not provide services in more than one UZA.

- Z. Compare the data reported on the Federal Funding Allocation Statistics Form to data from the prior report year and calculate the percentage change from the prior year to the current year. For actual VRM, PMT, or OE data that have increased or decreased by more than 10%, or FG DRM data that have increased or decreased, interview transit agency management regarding the specifics of operations that led to the increases or decreases in the data relative to the prior reporting period.

**Finding:** We compared the FFA-10 data to the prior year's report and calculated the percentage change. We noted the increase/decrease of 10 percent as follows.

Mode	Data	Fiscal Year		Change	% Change	Note
		2024	2023			
MBDO	VRM	2,222,432	1,775,507	446,925	25%	1
MBPT	VRM	30,786	35,082	(4,296)	-12%	2
	PMT	16,561	22,838	(6,277)	-27%	2
	OE	228,468	307,689	(79,221)	-26%	2
DRPT	OE	\$ 9,774,161	\$ 7,676,093	\$ 2,098,068	27%	3

We inquired with the Authority management regarding the specifics of operations that led to the changes in the data relative to the prior reporting period and noted the following:

1. During fiscal year 2024, fixed route VRM increase was due to significant ridership recovery contributed to higher passenger trips. This led to higher VRM as routes that were previously discontinued ran in the fiscal year.
2. During fiscal year 2024, Alamo Creek, which is a deviated fixed route, had less home pick-ups resulting in higher deviation and lower VRM, PMT, and OE.
3. Dial-A-Ride increased in OE due to significant ridership recovery contributed to increase in passenger trips.

No exceptions were noted as a result of applying this procedure.

AA. The auditor should document the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers should be available for FTA review for a minimum of three years following the NTD report year. The auditor may perform additional procedures, which are agreed to by the auditor and the Authority, if desired. The auditor should clearly identify the additional procedures performed in a separate attachment to the statement as procedures that were agreed to by the transit agency and the auditor but not by the FTA.

**Finding:** We have documented the specific procedures followed, documents reviewed, and tests performed in the work papers. The work papers are available for FTA review for a minimum of three years following the NTD report year. No exceptions were noted as a result of applying this procedure.

**To:** Board of Directors

**Date:** 1/8/2025

**From:** Kyle Boehm, Grants Administrator

**Reviewed by:** AMS

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**SUBJECT: Transit Capital Priorities (TCP) FTA Formula Funding Authorization**

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**Background:**

The Transit Capital Priorities (TCP) Process and Criteria, managed by the Metropolitan Transportation Commission (MTC), established a program of projects for eligible transit operators in the San Francisco Bay Area, including County Connection, for which the programming of the Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula funds, 5337 State of Good Repair funds, 5339 Bus and Bus Facilities formula funds, and other funds is used. County Connection uses this process to schedule vehicle replacements and other capital projects that rely on this funding. For FY 2024/25 through FY 2028/29, County Connection submitted a request for FTA funds for the following projects:

Infrastructure:

- CCCTA Electric Charging Infrastructure

Vehicles:

- Replace ten 40-foot diesel-powered buses (FY 2024/25)
- Replace seven 30-foot diesel-powered buses (FY 2024/25)
- Replace 15 gasoline-powered paratransit cut-away/vans (FY 2024/25)
- Replace three gasoline-powered paratransit cut-away/vans with new gasoline-powered paratransit minivans (FY 2024/25)
- Replace 42 gasoline-powered paratransit cut-away/vans (FY 2025/26)
- Replace three gasoline-powered paratransit minivans (FY 2025/26)

Operating Assistance

- ADA Paratransit Assistance

The total amount of FTA funds being requested is \$21,513,903, with a local match of \$4,302,780, for a total project cost of \$25,816,683.

MTC requires operators to seek Board approval prior to programming projects in the Transportation Improvement Program (TIP), which is a four-year programming document, listing federally funded transportation projects, projects requiring a federal action, and projects deemed regionally significant. TCP programming in each year of the TIP will be financially constrained to the estimated apportionment level. Programming in the TIP will be done in consultation with eligible transit operators in the MTC region.

**Financial Implications:**

County Connection will provide \$4,302,780 of local matching funds between FY 2024/25 and FY 2028/29.

**Action Requested:**

The Administration and Finance Committee and Staff recommend Board adopt resolution No. 2025-018 authorizing the submittal of FTA Formula Funding Applications for the projects listed above.

**Attachment 1:** Resolution 2025-018



**RESOLUTION NO. 2025-018**

**BOARD OF DIRECTORS  
CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

\* \* \*

**AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA PROGRAM AND SURFACE TRANSPORTATION PROGRAMS FUNDING FOR ELECTRIC CHARGING INFRASTRUCTURE, VEHICLE REPLACEMENT, AND ADA PARATRANSIT ASSISTANCE PROJECTS AND COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECTS AND STATING THE ASSURANCE OF CENTRAL CONTRA COSTA TRANSIT AUTHORITY TO COMPLETE THE PROJECTS**

**WHEREAS**, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (Member Jurisdictions) have formed the Central Contra Costa Transit Authority (CCCTA), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions and certain unincorporated portions of Contra Costa County; and

**WHEREAS**, Infrastructure Investment and Jobs Act, or the Bipartisan Infrastructure Law (BIL, Public Law 117-58) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

**WHEREAS**, pursuant to BIL, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is the MPO for the San Francisco Bay region; and

**WHEREAS**, CCCTA is an eligible project sponsor for FTA Formula Program or STP funds; and

**WHEREAS**, CCCTA wishes to submit a grant application to MTC for funds from the FY2025-29 FTA Formula Program or STP funds, for the following projects:

**Infrastructure Project:** CCCTA Electric Charging Infrastructure

**Vehicle Replacement Project:**

- Replace 10 – 40' Diesel Buses with New Diesel Buses
- Replace 15 – Cut-Away/Vans with New 7-year Gas Cut-Away/Vans
- Replace 3 – Cut-Away/Vans with New Minivans under 22'
- Replace 42 – Cut-Away/Vans with New 7-year Gas Cut Away/Vans

- Replace 7 – 30’ Diesel Buses with New Diesel Buses
- Replace 3 – Minivans under 22’ with new minivans under 22’

**Operating Assistance Project: ADA Paratransit Assistance**

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds (18-50% for FTA Formula Program funds, depending on project type, and 11.47% for STP funds); and
- 2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by January 31 of the year that the project is programmed for in the TIP, or the project may be removed from the program.

**NOW, THEREFORE, BE IT RESOLVED** by the Central Contra Costa Transit Authority Board of Directors that CCCTA is authorized to execute and file an application for funding under the FTA Formula Programs and/or Surface Transportation Program in the amount of \$21,513,903 for the Electric Charging Infrastructure, Vehicle Replacement, and ADA Paratransit Assistance Projects; and

**BE IT FURTHER RESOLVED** that the Board of Directors (Board) by adopting this resolution does hereby state that:

- 1) CCCTA will provide \$4,302,780 in local matching funds; and
- 2) CCCTA understands that the FTA Formula Program and STP funding for the project is fixed at \$21,513,903, and that any cost increases must be funded by CCCTA from local matching funds, and that CCCTA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and
- 3) The Electric Charging Infrastructure, Vehicle Replacement, and ADA Paratransit Assistance Projects will be built or completed as described in this resolution and, if approved, for the amount shown in the MTC Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated by January 31 of the year the project is programmed for in the TIP; and
- 5) CCCTA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed projects; and

**BE IT FURTHER RESOLVED** that CCCTA is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

**BE IT FURTHER RESOLVED** that CCCTA is authorized to submit an application for FTA Formula Program and STP funds for Electric Charging Infrastructure, Vehicle Replacement, and ADA Paratransit Assistance projects; and

**BE IT FURTHER RESOLVED** that there is no legal impediment to CCCTA making applications for FTA Formula Program and STP funds; and

**BE IT FURTHER RESOLVED** that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of CCCTA to deliver such projects; and

**BE IT FURTHER RESOLVED** that CCCTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or STP funded projects in the TIP; and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the projects described in the resolution and to program the projects, if approved, in MTC's TIP; and

**BE IT FURTHER RESOLVED** that the General Manager, or designee, may take all other actions as may be necessary to give effect to this resolution, including executing any agreements, certifications and assurances, or other documentation required in order to receive the FTA funds.

Regularly passed and adopted this 16<sup>th</sup> day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Kevin Wilk, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board

## INTER OFFICE MEMO

To: Board of Directors

Date: January 8, 2025

From: Bill Churchill  
General Manager

Subject: Bus Transit Ex-Officio to  
the Contra Costa Transit  
Authority

### **BACKGROUND**

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 Primary seat from February 1, 2025 through January 31, 2026. CCTA bylaws require that all board members; including Ex-Officio members, otherwise be elected officials.

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.

The Ex-Officio is to represent all four bus agencies on the CCTA Board.

### **ACTION**

The Board needs to appoint an existing board member to fill the bus transit Ex-Officio alternate seat effective February 1, 2025.



CONTRA COSTA  
transportation  
authority

COMMISSIONERS

Newell Americh,  
Chair

Lamar Hernandez-  
Thorpe, Vice Chair

Ken Carlson

Paul Fadelli

Federal Glover

Chris Kelley

Aaron Meadows

Sue Noack

Scott Pekins

Renata Sos

Timothy Haile,  
Executive Director

December 6, 2024

William "Bill" Churchill, General Manager  
County Connection  
2477 Arnold Industrial Way  
Concord, CA 94520

Subject: Expiration of Bus Transit Operators' Ex-Officio "Alternate" Representative's Term on the Authority Board and Appointment of a "Primary" Representative for the Term of February 1, 2025 through January 31, 2026

Dear Mr. Churchill,

As you may be aware, the Contra Costa Transportation Authority (Authority) Board is comprised of eleven appointed commissioners and their alternates, and three Ex-Officio Representative positions consisting of one representative each from the Metropolitan Transportation Commission, Bay Area Rapid Transit, and the Bus Transit Districts. The current Ex-Officio "Alternate" Representative is Director Amy Worth with an expiring term of January 31, 2025. The Bus Transit Districts rotate appointments among the operators, every two years and it is County Connection's turn in the rotation to appoint an Ex-Officio "Primary" Representative for the first of two one-year terms.

The Authority kindly requests that the County Connection Board of Directors appoint a Bus Transit Operators' Ex-Officio "Primary" Representative to the Authority Board for the first of two one-year terms from February 1, 2025 through January 31, 2026. Tri Delta Transit will be asked to appoint an "Alternate" Bus Transit Operators' Ex-Officio Representative for the same term. We ask that the "Primary" member coordinate with their alternate to provide coverage for missed meetings and notify us. We anticipate seating the new Authority Board members formally at the Authority Board meeting on February 19, 2025. Please notify the Authority in writing of County Connection's appointment of a Bus Transit Ex-Officio "Primary" Representative and provide contact information for any new appointees. If any changes occur, we ask that you please advise the Authority in writing. Please feel free to contact me at (925) 256-4722 or via email at [tgrover@ccta.net](mailto:tgrover@ccta.net) should you have any questions.

Sincerely,

Tarienne Grover, MMC, EMPA  
Director, Administrative Services

Cc: Director Amy Worth, County Connection, Authority Ex-Officio Representative Alt.  
Timothy Haile, Authority Executive Director

2999 Oak Road  
Suite 100  
Walnut Creek  
CA 94597  
PHONE: 925.256.4700  
FAX: 925.256.4701  
[www.ccta.net](http://www.ccta.net)

**To:** Board of Directors

**Date:** 1/7/25

**From:** Andrew M. Smith, Director of Planning & Marketing

**Reviewed by:**

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**SUBJECT: School calendars and regional transit schedule coordination**

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**Background:**

As part of its fixed route service, County Connection operates sixteen 600-series “school routes” serving 17 schools in six school districts (see Attachment 1), with a total combined ridership of approximately 1,300 passengers per school day. As these routes only operate on school days, we must adjust our schedules and operating assignments at the beginning and end of each school year. Specific to summertime operations, bus operators’ hours must be adjusted down to reflect the reduction in service, which usually coincides with increased bids for vacation time taken by the operators.

Starting this year, and in accordance with the policies of the Metropolitan Transportation Commission (MTC), transit providers across the nine-county Bay Area region began synchronizing changes to their service schedules to two dates each year: the second Sunday each January and August. This way a passenger transferring between multiple providers (for example, County Connection to BART to SamTrans) will not miss a connection because one or more of the transit agencies modified their schedules on different dates. To accommodate the regional transit schedule synchronization program, County Connection adjusted its bid schedule to align the start of the Spring and Fall Bids with the regional synchronization dates in January and August.

**Challenges with aligning school calendars:**

The governing body of each school district sets their own school calendar, including the start and end dates for each school year. If the first day of school occurs prior to the regional transit schedule synchronization date in August (also the start of the Fall Bid), County Connection’s dispatch staff must search for extra operators who are available and willing to run the school routes on those first several days of the school year. This can be very challenging as there are usually not enough Extra Board operators to cover all the school routes, and if dispatch staff is unable to find enough volunteers, operators must be diverted from regular routes to cover the school routes, resulting in missed runs on the regular routes. Since they primarily serve 11 to 14-year-old middle school students, we prioritize coverage of the school routes when deciding which runs to cut when there is a shortage of available operators.

Were it not for the need to routinely adjust routes and schedules throughout the County Connection system, the start of the Fall Bid could be timed to the earliest start date of the six school districts served by school routes. However, due to the integration of both school routes and regular routes in the operators’ daily assignments, it is not feasible to schedule the start of the Fall Bid on a different date than the fall service/schedule changes.

Until this year, all six of the school districts served by County Connection started their school years during the week following the regional transit schedule synchronization date in August. However, for the 2024-2025 school year, Mt. Diablo Unified School District moved their first day of school to the week prior to the regional synchronization date. Unfortunately, the school district did not provide much advance notice of this change, and County Connection's dispatch staff had to move very quickly to ensure that the school routes would operate during the first week of school.

This situation remains unchanged for the 2025-2026 school year (see Attachment 2), with the Mt. Diablo School District Board of Education again adopting the early start dates for both the 2025-2026 and 2026-2027 school years. Unfortunately, no notice of this change was provided to County Connection, and staff only became aware of the pending decision by the School Board on the evening prior to the School Board's hearing. Consequently, on December 18, 2024 (the day of the School Board's hearing on the item), County Connection staff sent a letter to the School Board expressing concerns with the early school start dates (Attachment 3). However, the School Board still adopted the early start dates as mentioned above.

While the early start date for schools in the Mt. Diablo Unified School District presents a challenge for the first week of operations on the six school routes serving the District, County Connection will continue to prioritize staffing on those routes, though this may come at the expense of missed runs on regular routes.

**Financial Implications:**

Additional operators will likely be required to provide service on the school routes in the Mt. Diablo Unified School District for the week prior to the regional transit schedule synchronization date (and start of the Fall Bid) in August. While this will result in additional costs for staff time and bus mileage, the costs are relatively minor and can be absorbed by the Operating & Capital Budget.

**Recommendation:**

None, for information only.

**Action Requested:**

None, for information only.

**Attachments:**

Attachment 1: Summary of school routes

Attachment 2: List of school districts served by school routes with start dates

Attachment 3: December 18, 2024, comment letter to the Mt. Diablo Unified School District Board of Education

## County Connection 600-Series School Routes

Route	School District(s)	School(s)
601	Walnut Creek School District	Walnut Creek Intermediate School
602	Walnut Creek School District	Walnut Creek Intermediate School
605	Walnut Creek School District	Walnut Creek Intermediate School
606	Orinda Union School District Acalanes Union High School District	Orinda Intermediate School Miramonte High School
611	Mt. Diablo Unified School District	Oak Grove Middle School
612	Mt. Diablo Unified School District	Pine Hollow Middle School
613	Mt. Diablo Unified School District	Oak Grove Middle School
615	Mt. Diablo Unified School District	El Dorado Middle School Concord High School Olympic High School
616	Mt. Diablo Unified School District	Oak Grove Middle School
619	Mt. Diablo Unified School District	Oak Grove Middle School
622	San Ramon Valley Unified School District	Pine Valley Middle School California High School
623	San Ramon Valley Unified School District	Monte Vista High School
625	Acalanes Union High School District	Acalanes High School
626	Lafayette School District	Stanley Middle School (also serves Saint Mary's College)
635	San Ramon Valley Unified School District	Gale Ranch Middle School Windemere Middle School Dougherty Valley High School
636	San Ramon Valley Unified School District	Iron Horse Middle School Pine Valley Middle School California High School



**First Day of Instruction (Start of School Year)  
School Districts Served by School Routes  
2025-2026 School Year**

<b>Start Date</b>	<b>School District</b>	<b>Route(s)</b>
August 6, 2025	Mt. Diablo Unified School District	611, 612, 613, 615, 616, 619
<b>August 10, 2025</b>	<b>REGIONAL SCHEDULE SYNCHRONIZATION</b>	
August 12, 2025	Acalanes Union High School District	606, 625
August 12, 2025	Lafayette School District	626
August 12, 2025	Orinda Union School District	606
August 12, 2025	Walnut Creek School District	601, 602, 605
August 13, 2025	San Ramon Valley Unified School District	622, 623, 635, 636

December 18, 2024

Mt. Diablo Unified School District Board of Education  
1936 Carlotta Drive  
Concord, CA 94519  
(sent via e-mail to [boardComments@mdusd.org](mailto:boardComments@mdusd.org))

**Subject: Board Item 19.4 - Review and Potential Approval of the 2025-2026 and 2026-2027 School Year Calendar**

Dear Board of Education:

On behalf of the Central Contra Costa Transit Authority (County Connection), I apologize for the lateness of these comments, however we just learned of this item's placement on tonight's meeting agenda.

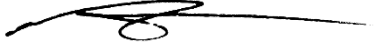
County Connection provides fixed route bus and paratransit service to Central Contra Costa County, San Ramon Valley, and Lamorinda, including several special routes serving area schools that are timed to their bell schedules and school year calendars. In the Mt. Diablo School District, we operate six such bus routes that serve El Dorado Middle School, Oak Grove Middle School, Pine Hollow Middle School, Concord High School, and Olympic High School. Combined, these routes carry an average of 225 students each school day. As these routes only operate on school days, we must adjust our schedules and operating assignments at the beginning and end of each school year.

Starting this year, transit providers across the nine-county Bay Area region began synchronizing when they make changes to their service schedules to two dates each year: the second Sunday in both January and August. This way a passenger transferring between multiple providers (for example, County Connection to BART to SamTrans) will not miss a connection because one or more of the transit agencies modified their schedules on different dates. Changes to transit schedules is a monthlong process that involves community outreach, equity analyses, route planning and synchronization, bidding on operating assignments by union-represented transit operators, and the printing, posting, and publication of new timetables.

Specific to summertime operations, operators' hours must be adjusted down to reflect the reduction in service, which usually coincides with increased bids for vacation time taken by the operators. Consequently, providing service on school routes prior to the Bay Area-wide schedule change synchronization date on the second Sunday in August is extremely difficult, and can result in missed runs on some routes due to a lack of transit operators reporting for work.

Therefore, I kindly ask you to amend the proposed 2025-2026 and 2026-2027 school year calendars such that the first day of school begin no earlier than **August 11, 2025**, and **August 10, 2026**. Your consideration in this matter is greatly appreciated.

Sincerely,



Andrew M. Smith  
Director of Planning & Marketing

cc: President Erin McFerrin (sent via e-mail to [mcferrine@mdusd.org](mailto:mcferrine@mdusd.org))  
Vice President Linda Mayo (sent via e-mail to [mayol@mdusd.org](mailto:mayol@mdusd.org))  
Trustee Cherise Khaund (sent via e-mail to [khaundc@mdusd.org](mailto:khaundc@mdusd.org))  
Trustee Debra Mason (sent via e-mail to [masond@mdusd.org](mailto:masond@mdusd.org))  
Trustee Keisha Nzewi (sent via e-mail to [nzewik@mdusd.org](mailto:nzewik@mdusd.org))  
Student Board Member Crystal Ochoa (sent via e-mail to [ochoac@mdusd.org](mailto:ochoac@mdusd.org))

Bill Churchill, General Manager, County Connection  
Ruby Horta, Assistant General Manager, County Connection

**To:** Board of Directors

**Date:** 01/10/2025

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

**Reviewed by:** AMS

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**SUBJECT: Transit Corridor Study Update**

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**Background:**

In October 2022, the Metropolitan Transportation Commission (MTC) announced the FY 2022-23 Transit Performance Initiative (TPI) grant program, which funds low-cost capital investments to improve transit operations and customer experience on major corridors and systems. The program prioritizes improvements that increase bus speed and reliability, particularly on high-ridership, high-frequency routes experiencing traffic delays. County Connection submitted a successful application for a study analyzing four major corridors within its service area to identify such improvements. MTC approved the full funding request of \$400,000 on March 22, 2023, and the Board approved the use of these funds in April 2023.

**Corridor Study:**

In October 2024, staff and County Connection's on-call planning consultants, Transportation Design & Management (TMD), launched the Transit Corridor Study, a comprehensive analysis of four key corridors: Clayton Road, Monument Boulevard, Treat Boulevard, and Ygnacio Valley Road. The study will evaluate existing conditions, identify and implement strategies to improve speed and reliability, prioritize recommended projects, and engage stakeholders and the community.

County Connection has identified these corridors as offering the greatest potential benefit from transit priority improvements, aiming to:

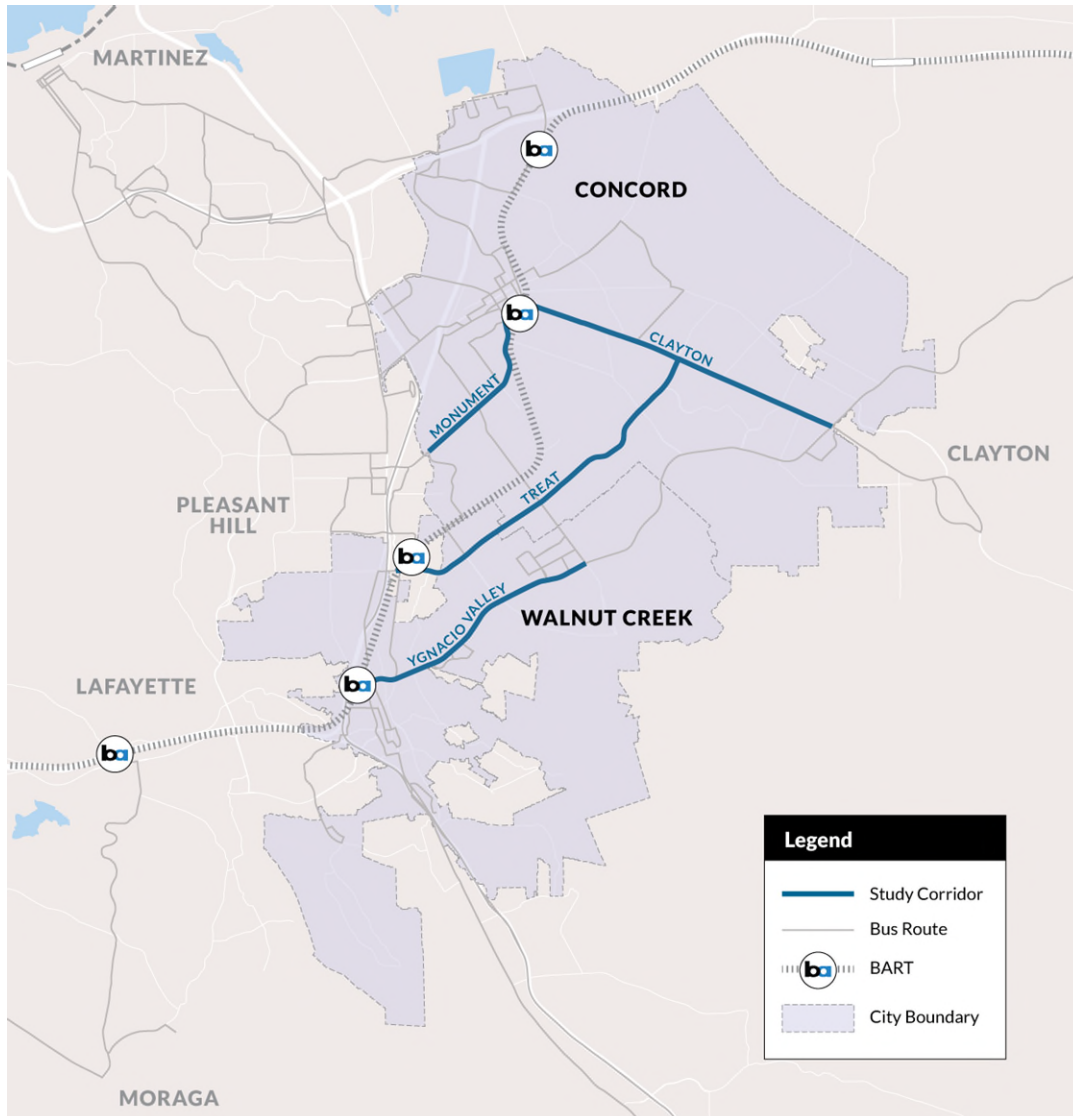
- Increase bus speeds and reduce delays, shortening passenger travel times.
- Improve schedule reliability by reducing travel time variability, enhancing the passenger experience.
- Enhance bus stop siting, security, and amenities to reduce dwell time and increase passenger appeal.
- Improve ADA accessibility at bus stops while seamlessly integrating into the surrounding pedestrian infrastructure..
- Improve customer satisfaction and increase ridership.
- Improve cost-effectiveness through faster, more reliable service.

Each corridor's distinct characteristics justify its inclusion:

- **Clayton Road (Routes 10, 310):** Served by the second-highest ridership route.
- **Monument Boulevard (Routes 14, 16, 314):** High transit propensity, serving an Equity Priority Community and an SB 535 Disadvantaged Community.

- **Treat Boulevard (Routes 7, 11, 14, 15, 311):** Serves multiple schools and retail destinations.
- **Ygnacio Valley Road (Routes 1, 92X, 93X, 301):** A congested corridor with healthcare, employment, retail, and some high-density housing, offering strong potential for transit development.

All four corridors are anchored by a BART station: Concord (Clayton Road and Monument Boulevard), Pleasant Hill/Contra Costa Centre (Treat Boulevard), and Walnut Creek (Ygnacio Valley Road).



A Technical Advisory Committee (TAC), including representatives from the Cities of Concord and Walnut Creek, Contra Costa County, and the Contra Costa Transportation Authority (CCTA), has been established to provide input throughout the study. Feedback will also be gathered from riders and operators throughout the study process.

The study will begin with an analysis of existing conditions, including traffic speeds, ridership, signal delays, origin-destination patterns, and demographics. Based on this analysis, a toolbox of improvement strategies—such as transit signal priority, enhanced bus stops, and queue jump lanes—will be developed. These improvements will then be prioritized based on documented benefits, including

impacts on wait times, travel times, and the customer experience. The study is scheduled to be completed by end of June 2025.

On November 20, 2024, MTC awarded County Connection an Innovative Deployments to Enhance Arterials (IDEA) grant to support the development of a comprehensive implementation plan for the Transit Corridor Study recommendations. This will include detailed designs for transit signal priority installations, enhanced bus stops, and potential queue jump lanes, along with a robust funding strategy to secure future project construction.

**Financial Implications:**

None. Staff is using the Transit Performance Initiative (TPI) grant to conduct this study.

**Recommendation:**

None, for information only.

**Action Requested:**

None, for information only.

**Attachments:**

None