

County Connection

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

**BOARD OF DIRECTORS
MEETING AGENDA
Thursday, March 20, 2025
9:00 a.m.**

The Board Meeting will be held in-person and via teleconference location****

**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. 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 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 February 20, 2025*
 - b) Cap and Trade Grant (LCTOP) – FY 2024-25*
Resolution No. 2025-20*
 - c) Receive Investment Report as of December 31, 2024*
 - d) Investment Policy Statements for Section 115 Trust OPEB and Pension Funds*
(The A&F Committee recommend that the Board adopt the policy statements and authorize the General Manager to sign on behalf of the Authority.)
5. Report of Chair
 - a) Recognition of the 2024 Board Chair’s Award
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) Recognition of the 2024 General Manager’s Award
7. Report of Standing Committees
 - a) Marketing, Planning & Legislative Committee
 1. FY2026 Marketing Plan*
(Staff will present the proposed Marketing Plan for FY2026 and requests the Board to approve the proposed budget.)
 - b) Operations & Scheduling Committee
 1. TIRCP Solar Project Update – Information Only*
(Staff will provide information about the solar project.)
 2. Automated Driving Systems (ADS) Demonstration Project Update – Verbal Update
(Staff will provide an update on the ADS Project in Martinez.)
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: April 17, 2025
10. Adjournment

*Enclosure

****Teleconference location 1516 Kamole Street, Honolulu, Hawaii 96821

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.

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. 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, April 17 at 9 a.m., County Connection Board Room
Administration & Finance:	Wednesday, April 2 at 9 a.m., County Connection Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBD
Marketing, Planning & Legislative:	Thursday, April 3 at 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA.
Operations & Scheduling:	Friday, April 4 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) 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) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

County Connection

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

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

February 20, 2025

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, Hillis, Hoffmeister, Noack, Storer and Worth. Directors Rubio and Tatzin arrived after the meeting convened. Director Howard was absent.

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

PUBLIC COMMUNICATION: None

CONSENT CALENDAR

MOTION: Director Storer moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of January 16, 2025. Director Hoffmeister seconded the motion, and it received the following vote of approval:

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

REPORT OF CHAIR:

Chair Kevin Wilk welcomed new board members, Marisol Rubio and Kerry Hillis.

REPORT OF GENERAL MANAGER:

Announcement of Bus Rodeo Competition & Employee Awards

General Manager Bill Churchill informed the board that our annual Bus Rodeo competition and Employee Awards ceremony will be held this Saturday, February 22. All are welcome and encouraged to attend.

Upcoming Board Workshop Reminder scheduled for March 20, 2025

Director Tatzin arrived at 9:08 a.m.

General Manager Bill Churchill reminded the Board that the Board workshop is scheduled for March 20, 2025 and lunch will be provided.

Federal Policy Update

General Manager Bill Churchill explained that since January 27th there have been a number of memos, lawsuits and court orders potentially impacting the distribution of federal dollars for public transit. It feels like we are all watching a tennis match with all the back and forth and none of us know where the ball will eventually land.

One memo we received was issued on January 31st by the new Secretary of Transportation, Sean Duffy, titled “Ensuring Reliance Upon Sound Economic Analysis in DOT Policies Programs and Activities”. This memo, while open to some interpretation and which may not have full legal authority, essentially states that the DOT will not disperse funds that do not comply with a social value calculation as laid out by the new administration. The memo is clear that the DOT will not disperse funds that would impose vaccine & mask mandates. Additionally, funds to be distributed would require local cooperation with federal immigration enforcement and other goals and objectives specified (but not listed in the memo) by the President of the United States.

He believes our normal formula funds (typically 5307) that we use for vehicle replacements and some ADA Paratransit services will most likely be distributed. This represents about \$21.5 million in FY25 and FY26 grants. However, the non-formula discretionary funds and the \$4 million in Community Project Funds carried by Congressman DeSaulnier for a total of \$11.6 million may be at risk.

State Legislative Update

Director Rubio arrived at 9:16 a.m.

General Manager Bill Churchill explained that Senator Wiener has submitted SB63, a placeholder for a bill that would support a Bay Area Region tax measure for funding public transportation and other things. Additionally, Senator Weiner and Senator Arreguin have proposed to the legislature a \$2 billion dollar “bridge” allocation from the general fund to support BART, CalTrain, SFMTA and AC Transit through their immediate fiscal cliffs. It is unclear at this time whether if the legislature and the Governor were to agree to this, the region would still move forward with seeking authorization for a regional measure this year.

It seems highly unlikely that a \$2 billion transit ask would prevail given the enormous expense the LA region has for fire recovery. Indeed, the State has already passed AB 4 X1 and SBX1-3 sponsored by (Wiener & Gabriel) to collectively provide \$2.5 billion for initial emergency response and recovery from the general fund.

MTC spent the month of January polling residents across the Bay Area regarding the funding of public transit with the hope the results would inform the development of a framework for a regional measure. These polling results were presented to the joint MTC/QABAG legislation Committee on Friday last week. While many that attended the meeting considered the results promising, it is clear to me when taking into account the error factor we just barely get over the 50% threshold for a citizens initiative and nowhere close to a two thirds vote.

AB 394 has been introduced (Wilson), a bill that would extend protections to all transit employees from individuals that engage in violent behavior. Current law only provides protections for public transit operators, not contracted operators or field supervisors or stations agents. Wilson's office is working with the ATU, Teamsters and the California Transit Association in the development of the bill. CTA has reached out to me for input on the language once developed. Wilson is considering language that would more explicitly allow public transit agencies to suspend disruptive passengers from riding the buses. This is primarily where CTA has requested my input, as County Connection has a passenger suspension policy that was developed in coordination with the FTA and its Civil rights office back in 2015.

Electric Bus Update

Scott Mitchell, COO, informed the Board that we currently have four electric buses running and we are contacting different agencies to see about getting used equipment to support our buses. Although we are not working with our full capacity of electric buses, we are getting more buses up and running as we speak. As new developments occur, we will continue to update the Board.

REPORT OF STANDING COMMITTEES

Marketing, Planning & Legislative Committee

APTA AdWheel Award Update – Information Only

Andrew M. Smith, Director of Planning & Marketing, gave brief background stating that every year, the American Public Transportation Association (APTA) conducts an awards program called AdWheel that recognizes marketing, communication, and customer experience programs from public transportation agencies across the country. AdWheel Awards fall under three main categories for Best Marketing and Communications: Workforce Development, Increase in Ridership or Sales, and Educational Initiative. Within those categories, first place awards are given for each of five subcategories (print media, electronic media, special event, social media, and comprehensive campaign), with the winners honored at the annual APTA Marketing, Communications, & Customer Experience Workshop, held this year in Long Beach, CA. From there, a single Grand Award winner will be chosen for each of the three main categories, who are honored at the annual APTA TRANSform Convention, held this year in Boston, MA.

For this year's competition, staff submitted a social media campaign from March 2024 that recognized Transit Operator & Worker Appreciation Day. To build this campaign, staff first put out a call online asking County Connection passengers to submit messages to our transit workers through an online form. There were close to 100 submissions, from which staff developed a graphics template that included the submitted message as well as the first name of the person, their age, and city. Additionally, staff prepared mixed-media posts with three County Connection staff, representing our operators, maintenance team, and customer service staff. Transit Operator & Worker Appreciation Day was March 18, 2024, and the graphics were shared across social media throughout the day.

Staff learned in January that the marketing team had won first place for Best Marketing and Communications on Workforce Development (subcategory: social media). Ryan Jones, County Connection's Manager of Marketing & Communications, will receive this award at the annual APTA Marketing, Communications, & Customer Experience Workshop, held later this month in Long Beach. The Grand Award winners will be notified in mid-summer.

Operations & Scheduling Committee

Security Guard Services Contract* Resolution No. 2025-019

Scott Mitchell, COO, informed the Board that on November 7, 2024, staff published a Request for Proposals for security guard services. The services to be provided include one full-time patrol guard on-site for all contracted hours, including communication with their 24-hour dispatch center.

On December 6, 2024, County Connection received one (1) proposal. The one proposal was from the Guardian Security Agency.

Guardian Security Agency opened in 1992. They are located 3.8 miles from County Connection's facility and have approximately 100 security officers and 16 supervisors. Guardian Security Agency is a woman-owned small

business certified by the Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission as a Women’s Business Enterprise.

County Connection is in need of a quality security service to protect its assets and personnel during the late night and weekend hours. Staff has determined that this firm is capable of providing the quality of service needed to protect Authority assets.

MOTION: Director Noack moved approval of Resolution No. 2025-19, that awards the contract to Guardian Security Agency for a three (3) year period with the option for two 1-year extensions for on-site security services. The first three (3) years not to exceed \$406,996.56. Director Worth seconded the motion, and it received the following vote of approval:

Aye: Directors Andersen, Diaz, Hillis, Hoffmeister, Noack, Rubio, Storer, Tatzin, Wilk and Worth

No: None

Abstain: None

Absent: Director Howard

BART Bus Bridge Update – Information Only

Miguel Duenas, Manager of Transportation, explained that County Connection and BART have a long-standing partnership to provide bus bridges on the Yellow Line. This partnership has been essential in protecting the regional trips coming into and out of Contra Costa County. Scheduled BART Bus Bridges are agreed upon well in advance. They are designed to allow BART to conduct critical track and equipment maintenance to maximize system reliability and safety. Unscheduled bus bridges result from an assortment of emergencies ranging from equipment failures, power outages, fires, derailments, and unauthorized individuals entering the track area. During these emergencies, staff must respond quickly to design and implement a solution. In most cases, County Connection can respond within fifteen to twenty minutes by deploying buses on the road and mitigating emergencies.

The most recent unscheduled emergency BART Bus Bridge was on the early morning of Thursday, January 23, 2025. At approximately 03:45 a.m., there was a vehicle accident on eastbound Highway 4 before the Bailey Road exit that involved a fatality. The vehicle jumped over the center divider and ended up on the BART tracks near the Pittsburg / Bay Point station. BART service was impacted by the accident; no trains were running between the Antioch BART Station and North Concord.

County Connection provided a total of 6 buses for the BART Bus Bridge. Five were dedicated to the Bus Bridge, and the sixth was mutual aid from our 93X route. We moved a total of 1,112 passengers on the bus bridge. The bridge started at 04:00 a.m. and ended at 07:32 a.m.

Automated Driving Systems (ADS) Demonstration Project Update – Verbal Update

John Sanderson, Director of Accessible Services, provided an overview of the ADS pilot project in Martinez. While the project MOU between County Connection, CCTA, and May Mobility considered Autonomous Vehicle Operators (AVOs) as County Connection’s in-kind match, concerns about Auto Liability insurance coverage arose before the project’s launch, and still have not been satisfactorily resolved. Although the insurance coverage provided by May Mobility appears to cover all aspects of the project, including the AVOs when in performance of their duties, full documentation of that coverage has not yet been provided by May Mobility. A minor fender bender in January highlighted this liability issue, and due to the lack of resolution regarding May Mobility's insurance coverage, the AVOs have been pulled from service on the ADS pilot and temporarily reassigned to providing paratransit service. Mr. Sanderson added that CCTA has agreed to cover any additional insurance costs once a permanent solution is determined.

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Wilk adjourned the regular Board meeting at 10:23 a.m.

Minutes prepared by:

Lathina Hill

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

Date: March 13, 2025

To: Administration and Finance Committee

Date: March 11, 2025

From: Kyle Boehm, Grants Administrator

Reviewed by: *AMS*

SUBJECT: Cap and Trade Grant (LCTOP) – FY 2024-25

Background:

The Low Carbon Transit Operations Program (LCTOP) provides cap-and-trade funding for transit to reduce greenhouse gas (GHG) emissions and improve mobility, with a priority on serving disadvantaged communities (DACs). Over time, the guidelines for eligible projects have been revised, allowing for increased flexibility in the use of these funds. In the last few years, County Connection has utilized these funds to operate Route 99X, connecting the Martinez Amtrak station to the North Concord BART station via Pacheco Blvd. and Morello Ave.; and to increase weekend service on Route 316, connecting the Martinez Amtrak station to the Walnut Creek BART station via DVC and the Pleasant Hill BART station. Both routes serve DACs within County Connection’s service area. Starting in FY 2018-19, with the passage of Senate Bill 1119 (SB 1119), County Connection was able to implement the fare subsidy project in the Monument Corridor on Routes 11, 14, 16, 311, 314 and 316, offering fare free service 7 days a week.

Proposed Projects:

On February 14, 2025, the State Controllers’ Office (SCO) released final apportionments for the LCTOP program, with County Connection set to receive a total of \$1,553,007. This is slightly higher than the SCO’s initial estimate of \$1,531,000. Staff proposed using these funds to maintain the existing level of service between Amtrak and BART, serving DACs in Martinez and North Concord; and subsidizing fares on Routes 11, 14, 16, 311, 314, and 316, which serve AB 1550 low-income communities and communities of concern in Downtown Concord and the Monument Corridor, as defined by the Metropolitan Transportation Commission (MTC).

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Cap & Trade Allocations					
Revenue Based (99314)	\$ 91,133	\$ 214,031	\$ 214,179	\$ 238,000	\$ 225,201
Population-Based (99313)	\$ 542,538	\$ 1,269,952	\$ 1,265,112	\$ 1,406,000	\$ 1,327,806
Total Revenues	\$ 633,671	\$ 1,483,983	\$ 1,479,291	\$ 1,644,000	\$ 1,553,007
Projects Funded					
Martinez Amtrak to BART	\$ 215,710	\$ 600,619	\$ 611,179	\$ 506,072	\$ 474,670
Monument Free	\$ 417,961	\$ 883,364	\$ 868,112	\$ 1,137,928	\$ 1,078,337
Total Expenses	\$ 633,671	\$ 1,483,983	\$ 1,479,291	\$ 1,644,000	\$ 1,553,007

Financial Implications:

Based on final apportionment amount for FY 2024-25, County Connection will receive a total of \$1,598,242 in LCTOP funds. Staff plans to use \$474,670 to operate service between Amtrak and North Concord BART within the DAC, and \$1,553,007 to subsidize fares on routes serving the Monument Corridor.

Recommendation:

Staff and the Administration and Finance Committee recommend using LCTOP funds to operate service between Martinez Amtrak and North Concord BART and to subsidize fares on routes serving the Monument Corridor.

Action Requested:

Staff and the Administration and Finance Committee recommend Board approval for the projects listed above.

Attachment: RESOLUTION 2025-20 - AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS: MONUMENT CORRIDOR FREE FARE SUBSIDY FOR ROUTES 11, 14, 16, 311, 314 AND 316, \$1,078,337 AND MARTINEZ AMTRAK TO BART, \$474,670

RESOLUTION NO. 2025-20

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

* * *

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECTS:
MONUMENT CORRIDOR FREE FARE SUBSIDY FOR ROUTES 11, 14, 16, 311, 314 AND 316,
\$1,078,337 AND MARTINEZ AMTRAK TO BART, \$474,670.**

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;

WHEREAS, CCCTA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (“LCTOP”) for transit projects;

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations;

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (“Department”) as the administrative agency for the LCTOP;

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (i.e., local agencies);

WHEREAS, CCCTA wishes to delegate authorization to execute these documents and any amendments thereto to Bill Churchill, General Manager and Ruby Horta, Assistant General Manager; and

WHEREAS, CCCTA wishes to implement the following LCTOP projects listed above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of CCCTA that CCCTA agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects;

BE IT FURTHER RESOLVED that Bill Churchill, General Manager and Ruby Horta, Assistant General Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the Department; and

BE IT FURTHER RESOLVED by the Board of Directors of CCCTA that it hereby authorizes the submittal of the following project nominations and allocation request(s) to the Department in FY2024-2025 LCTOP funds:

1. Monument Corridor Free Fare Subsidy for Routes 11, 14, 16, 311, 314, and 316

Amount of LCTOP funds requested: \$1,078,337

Short Description: Continue free fares for an additional year on Routes 11, 14, 16, 311, 314, and 316 in the Monument Corridor. These routes serve AB 1550 communities in Concord and disadvantaged communities in Martinez. \$1,078,337 will benefit priority populations.

2. Martinez Amtrak to BART

Amount of LCTOP funds requested: \$474,670

Short Description: Transit bus service from Amtrak - Martinez Station to BART - North Concord/Martinez Station connecting regional rail and job centers within disadvantaged communities in Martinez and Concord. \$474,670 will benefit priority populations.

Regularly passed and adopted this 20th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Wilk, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 03/05/2025

From: Bill Churchill, General Manager *WC.*

SUBJECT: Investment Report as of December 31, 2024

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 December 30, 2024, is \$37,703,012 as follows:

Type of Investment	Issuer	Date of Maturity	Par Amount	Market Value
Cash – Cash on hand	N/A	January 1, 2025	\$1,612,023	\$1,612,023
Cash – Held in LAIF	N/A	January 1, 2025	\$36,090,989	\$36,090,989
Total			\$37,703,012	\$37,703,012

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 December 31, 2024

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS AS OF DECEMBER 31, 2024 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK JUN 2024	PER BANK SEP 2024	PER BANK DEC 2024	PER GL* DEC 2024
FIXED ROUTE							
BMO HARRIS	2087682	CHECKING	AP GENERAL	\$ 638,648	\$ 882,325	\$ 1,479,181	\$ 958,327
BMO HARRIS	2088565	CHECKING	PAYROLL	\$ 72,816	\$ 62,389	\$ 59,865	\$ 59,865
BMO HARRIS	2087807	CHECKING	CAPITAL PURCHASES - <i>Closed Dec, 2024</i>	\$ 115,677	\$ 25,000	\$ -	\$ -
BMO HARRIS	2088706	CHECKING	WORKERS' COMP - CORVEL	\$ 64,211	\$ 68,316	\$ 72,952	\$ 48,060
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
			TOTAL	\$ 891,377	\$ 1,038,055	\$ 1,612,023	\$ 1,066,277
PARATRANSIT							
BMO HARRIS	2088425	CHECKING	PARA AP GENERAL - <i>Closed Dec, 2024</i>	\$ 870,623	\$ 24,913	\$ -	\$ -
			TOTAL	\$ 870,623	\$ 24,913	\$ -	\$ -
LAIF FUND							
<i>Effective Yield:</i>				4.55%	4.71%	4.62%	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 17,519,671	\$ 36,768,989	\$ 32,417,208	\$ 32,417,208
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak VI	\$ 61,856	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak VII			\$ 358,339	\$ 358,339
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument V (Routes 11/14/16)	\$ 142,472	\$ -	\$ -	\$ -
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument VI (Routes 11/14/16)			\$ 789,611	\$ 789,611
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 818,922	\$ 828,162	\$ 837,844	\$ 837,844
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,649,865	\$ 1,668,480	\$ 1,687,987	\$ 1,687,987
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End				
			TOTAL	\$ 20,192,786	\$ 39,265,631	\$ 36,090,989	\$ 36,090,989
2/24/2025			GRAND TOTAL	\$ 21,954,786	\$ 40,328,599	\$ 37,703,012	\$ 37,157,266

KLM/AJ

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

To: Board of Directors

Date: 03/05/2025

From: Amber Johnson, Chief Financial Officer

Reviewed by: *W.C.*

SUBJECT: Investment Policy Statements for Section 115 Trust OPEB and Pension Funds

Background:

Since June 2010, the Authority has participated in an Internal Revenue Code Section 115 trust for Other Post Employment Benefits (OPEB) established by Public Agency Retirement Services (PARS), to set aside funds to pay for future OPEB benefits that will be collected by current employees (the "OPEB 115 Trust"). In February 2023, the Board established a Combination 115 Trust to replace the OPEB 115 Trust. The Combination 115 Trust has two accounts: the "OPEB Account" for prefunding OPEB liabilities, and the "Pension Account" for prefunding pension liabilities.

Funds set aside in a section 115 trust are safeguarded from diversion to other budgetary uses and generally may be invested in a broader range of securities than would typically be permitted for public agency operating funds, potentially increasing earnings. An Investment Guidelines Document for the original OPEB 115 Trust was previously adopted in June, 2014. PARS utilizes PFM Asset Management (PFMAM) (formerly Highmark Capital Management) to provide investment management and advisory services.

Investment Policy Statement Update:

As part of a periodic review of the Authority's Combination 115 Trust, PFMAM staff noted that the Authority's Investment Guidelines were out of date. Authority staff met with PFMAM staff to review changes that were needed to bring these policies current and in line with best practice. The key differences between the existing Investment Guidelines Document and the proposed Investment Policy Statements are as follows:

	Investment Guidelines (current)	Investment Policy Statements (proposed)
Number of documents	One document specific to the Authority's original OPEB 115 Trust.	Two documents have been drafted to replace the Investment Guidelines, one for each type of account.
Investment Manager	Highmark Capital Management is referenced. However, Highmark Capital Management merged into PFMAM on January 1, 2024.	The documents use a different format and do not reference a specific investment manager, rather, the document provides criteria for selection of an investment manager.
Asset allocation targets	Cash: 5% Fixed Income: 65% Equity: 30%	<u>Cash Equivalents:</u> 2% <u>Income Assets:</u> Fixed Income: 68% Other: 0% <u>Growth Assets:</u> Domestic Equity: 18% International Equity: 9% Other: 3% <u>Real Return Assets:</u> 0%
Asset allocation ranges	Cash 0-20% Fixed Income: 50-80% Equity: 20-40%	<u>Cash Equivalents:</u> 0-20% <u>Income Assets:</u> Fixed Income: 40-80% Other: 0-10% <u>Growth Assets:</u> Domestic Equity: 5-39% International Equity: 1-15% Other: 0-10% <u>Real Return Assets:</u> 0-20%
Plan Sponsor/ Administrator	Plan Sponsor responsibilities are assigned to the A&F Committee.	Plan Administrator responsibilities are assigned to Authority staff.

The Administration and Finance (A&F) Committee reviewed the new policy documents at its most recent meeting.

Financial Implications:

There are no direct financial implications as a result of adopting this new policy language. However, maintaining up to date investment policy language is an important element of responsible financial management.

Recommendation:

The A&F Committee and staff recommend that the Board review and adopt the new policy documents.

Action Requested:

The A&F Committee and staff request that the Board direct the General Manager to sign the Investment Policy Statements on behalf of the Authority.

Attachments:

Attachment 1: Existing Investment Guidelines Document, adopted June 2014

Attachment 2: Investment Policy Statement for CCCTA Other Post Employment Benefits Trust

Attachment 3: Investment Policy Statement for CCCTA Pension Trust



Investment Guidelines Document

Central Contra Costa Transit Authority

PARS Post-Retirement Health Care Plan

May 2014

Investment Guidelines Document

Scope and Purpose

The purpose of this Investment Guidelines Document is to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies applicable to the investment portfolio identified below and obtained from the Plan Sponsor;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short- and long-term needs that is consistent with the account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

Key Plan Sponsor Account Information as of March 31, 2014

Plan Sponsor:	Central Contra Costa Transit Authority
Governance:	Central Contra Costa Transit Authority Administration and Finance Committee
Plan Name ("Plan"):	Central Contra Costa Transit Authority PARS Post-Retirement Health Care Plan
Trustee:	US Bank Contact: Susan Hughes, 949-224-7209 Susan.Hughes@usbank.com
Type of Account:	GASB 45/Other Post-Employment Benefits Trust
ERISA Status:	Not subject to ERISA
Market Value of Account:	\$1,237,651
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser Contact: Andrew Brown, CFA, 415-705-7605 Andrew.brown@highmarkcapital.com

Investment Authority: Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

Investment Objectives and Constraints

The goal of the Plan's investment program is to generate adequate long-term returns that, when combined with contributions, will result in sufficient assets to pay the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should earn, on a long-term average basis, a rate of return equal to or in excess of the target rate of return of 5.5%.
- The Plan should seek to earn a return in excess of its policy benchmark over the long-term.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic, long-term perspective of the capital markets.

Investment Time Horizon:	Long-term
Anticipated Cash Flows:	Distributions are expected to be low in the early years of the Plan
Target Rate of Return:	5.5% annual target
Investment Objective:	The primary objective is to maximize total Plan return, subject to the risk and quality constraints set forth herein. The investment objective the Plan Sponsor has selected is the Moderately Conservative Objective, which seeks to provide current income and moderate capital appreciation. The major portion of the assets are committed to income-producing securities. Market fluctuations should be expected.
Risk Tolerance:	<i>Moderately Conservative</i> The account's risk tolerance has been rated moderately conservative, which demonstrates that the account can accept modest price fluctuations to pursue its investment objectives.

Strategic Asset Allocation: The asset allocation ranges for this objective are listed below:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	50%-80%	20%-40%
Policy: 5%	Policy: 65%	Policy: 30%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with your objectives.

Security Guidelines:

Equities

With the exception of limitations and constraints described above, Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	20%-40%
<i>Equity Style</i>	<i>Range</i>
Domestic Large Cap Equity	10%-30%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-12%
International Equity (incl. Emerging Markets)	0%-12%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

In the fixed income portion of the account, Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	50%-80%
<i>Fixed Income Style</i>	<i>Range</i>
Long-term bonds (maturities >7 years)	0%-30%
Intermediate-term bonds (maturities 3-7 years)	30%-80%
Short-Term bonds (maturities <3 years)	0%-25%
High Yield bonds	0%-6%

Performance Benchmarks:

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

15.5%	S&P500 Index
3.00%	Russell Mid Cap
4.50%	Russell 2000
2.00%	MSCI EM FREE
4.00%	MSCI EAFE
1.00%	Wilshire REIT
49.25%	BC US Aggregate
14.00%	ML 1-3 Year US Corp/Gov't
1.75%	US High Yield Master II
5.00%	Citi 1Mth T-Bill

Asset Class/Style Benchmarks

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell MidCap Index
Growth	Russell MidCap Growth
Value	Russell MidCap Value
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth
Value	Russell 2000 Value
REITs	Wilshire REIT
International Equity	MSCI EAFE
Investment Grade Bonds	BarCap US Aggregate Bond
High Yield	Credit Suisse High Yield

Security Selection

Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations:

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

Duties and Responsibilities

Responsibilities of Plan Sponsor

The Administration and Finance Committee of the Central Contra Costa Transit Authority is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Responsibilities of Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Responsibilities of Investment Manager

The Investment Manager is responsible for:


- Assisting the Administration and Finance Committee with the development and maintenance of this Investment Policy Guideline document.
- Meeting with Administration and Finance Committee to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
- Researching and monitoring investment advisers and investment vehicles.
- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.

- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, being available to meet with the committee at least once each year, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the committee if changes occur in personnel that are responsible for portfolio management or research.

Acknowledgement and Acceptance

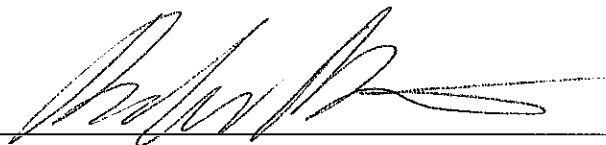
I/We being the Plan Sponsor with responsibility for the account(s) held on behalf of the Plan Sponsor specified below, designate Investment Manager as having the investment discretion and management responsibility indicated in relation to all assets of the Plan or specified Account. If such designation is set forth in the Plan/trust, I/We hereby confirm such designation as Investment Manager.

I have read the Investment Guidelines Document, and confirm the accuracy of it, including the terms and conditions under which the assets in this account are to be held, managed, and disposed of by Investment Manager. This Investment Guidelines Document supersedes all previous versions of an Investment Guidelines Document or investment objective instructions that may have been executed for this account.



Plan Sponsor: Central Contra Costa Transit Authority

Date: 6/9/14



Investment Manager: Andrew Brown, CFA, Senior Portfolio Manager, (415) 705-7605

Date: 5/21/14

INVESTMENT POLICY STATEMENT
FOR
CENTRAL CONTRA COSTA TRANSIT AUTHORITY
OTHER POST-EMPLOYMENT BENEFITS TRUST

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Purpose	3
Investment Authority	3
Statement of Investment Objectives	4
Investment Guidelines	5
Time Horizon	
Liquidity and Diversification	
Asset Allocation	
Rebalancing Philosophy	
Risk Tolerance	
Performance Expectations	
Selection of Investment Managers.....	7
Guidelines for Portfolio Holdings	7
Direct Investments by Advisor	
Limitations on Managers' Portfolios	
Portfolio Risk Hedging	
Prohibited Portfolio Investments	
Safekeeping	
Control Procedures	9
Review of Investment Objectives	
Review of Investment Performance	
Voting of Proxies	
Adoption of Investment Policy Statement.....	11

The Central Contra Costa Transit Authority (“CCCTA”), has established the Central Contra Costa Transit Authority Other Post-Employment Benefits Trust (the “Trust”). This Trust is intended to provide funding of non-pension post-employment benefits (“OPEB”) for those employees who meet the age and service requirements outlined in the plan document. The Trustees of the Trust hereby adopt this Investment Policy Statement (“Policy Statement”) for the following purposes.

Purpose

The main investment objective of the Trust is to achieve long-term growth of Trust assets by maximizing long-term rate of return on investments and minimizing risk of loss to fulfill the CCCTA’s current and long-term OPEB obligations.

The purpose of this Policy Statement is to achieve the following:

1. Document investment objectives, performance expectations and investment guidelines for Trust assets.
2. Establish an appropriate investment strategy for managing all Trust assets, including an investment time horizon, risk tolerance ranges and asset allocation to provide sufficient diversification and overall return over the long-term time horizon of the Trust.
3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence and legal requirements for Trust assets.

Investment Authority

The CCCTA has appointed a Plan Administrator (the “Administrator”) to oversee certain policies and procedures related to the operation and administration of the Trust. The Administrator will have authority to implement the investment policy and guidelines in the best interest of the Trust to best satisfy the purposes of the Trust. In implementing this Policy Statement, the Administrator believes it may delegate certain functions to:

1. An investment advisor (“Advisor”) to assist the Administrator in the investment process and to maintain compliance with this Policy Statement. The Administrator Advisor may assist the Administrator in establishing investment policy objectives and guidelines. The Advisor will adjust asset allocation for the Trust subject to the guidelines and limitations set forth in this Policy Statement. The Advisor will also select investment managers (“Managers”) and strategies consistent with its role as a fiduciary for the Trust. The investment vehicles allowed may include mutual funds, commingled trusts, separate accounts, limited partnerships and other investment vehicles deemed to be appropriate by the Advisor. The Advisor is also responsible

for monitoring and reviewing investment managers; measuring and evaluating performance; and other tasks as deemed appropriate in its role as Advisor for Trust assets. The Advisor may also select investments with discretion to purchase, sell, or hold specific securities, such as Exchange Traded Funds, that will be used to meet the Trust's investment objectives. The Advisor shall never take possession of securities, cash or other assets of the Trust, all of which shall be held by the custodian. The Advisor must be registered with the Securities and Exchange Commission.

2. A custodian selected by the Trust to maintain possession of physical securities and records of street name securities owned by the Trust, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Trust.
3. A trustee appointed by the Trust, such as a bank trust department, if the Trust does not have its own Trustees, to assume fiduciary responsibility for the administration of Trust assets; provided, however, that if the Administrator shall have appointed an investment advisor, then any trustee appointed under this paragraph shall have no authority with respect to selection of investments.
4. Specialists such as attorneys, auditors, actuaries and, retirement plan consultants to assist the Administrator in meeting its responsibilities and obligations to administer Trust assets prudently.

Statement of Investment Objectives

The investment objectives of the Trust are as follows:

1. To invest assets of the Trust in a manner consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of Trust beneficiaries, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. To provide for funding and anticipated withdrawals on a continuing basis for payment of benefits and reasonable expenses of operation of the Trust.
3. To enhance the value of Trust assets in real terms over the long-term through asset appreciation and income generation, while maintaining a reasonable investment risk profile.
4. Subject to performance expectations over the long-term, to minimize principal fluctuations over the Time Horizon (as defined below).
5. To achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this Policy Statement under the section labeled "Performance Expectations".

Investment Guidelines

Within this section of the Policy Statement, several terms will be used to articulate various investment concepts. The descriptions are meant to be general and may share investments otherwise considered to be in the same asset class. They are:

"Growth Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on capital appreciation. Investments within the Growth Assets category can include income and risk mitigating characteristics, so long as the predominant investment risk and return characteristic is capital appreciation. Examples of such investments or asset classes are: domestic and international equities or equity funds, private or leveraged equity, certain real estate investments, and hedge funds focused on equity risk mitigation or equity-like returns.

"Income Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on income generation. Investments within the Income Assets category can include capital appreciation and risk mitigating characteristics, so long as the primary investment risk and return characteristic is income generation. Examples of such investments or asset classes are: fixed income securities, guaranteed investment contracts, certain real estate investments, and hedge funds focused on interest rate risk mitigation or income investment-like returns.

"Real Return Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on real returns, net of inflation. Investments within the Real Return category may include, but are not limited to, inflation protected securities, commodities, certain real estate investments, natural resources, and liquid alternatives.

Time Horizon

The Trust's investment objectives are based on a long-term investment horizon ("Time Horizon") of five years or longer. Interim fluctuations should be viewed with appropriate perspective. The Administrator has adopted a long-term investment horizon such that the risks and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

Liquidity and Diversification

In general, the Trust may hold some cash, cash equivalent, and/or money market funds for near-term Trust benefits and expenses (the "Trust Distributions"). Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments or industries.

Asset Allocation

The Administrator believes that to achieve the greatest likelihood of meeting the Trust’s investment objectives and the best balance between risk and return for optimal diversification, assets will be invested in accordance with the targets for each asset class as follows to achieve an average total annual rate of return that is equal to or greater than the Trust’s target rate of return over the long-term, as described in the section titled “Performance Expectations”.

<u>Asset Classes</u>	<u>Asset Weightings</u>	
	<u>Range</u>	<u>Target</u>
Growth Assets		
Domestic Equity	5% - 39%	18.0%
International Equity	1% - 15%	9.0%
Other	0% - 12%	3.0%
Income Assets		
Fixed Income	40% - 80%	68%
Other	0% - 10%	0%
Real Return Assets	0% - 10%	0%
Cash Equivalents	0% - 20%	2%

The Advisor and each Manager will be evaluated against their peers on the performance of the total funds under their direct management.

Rebalancing Philosophy

The asset allocation range established by this Policy Statement represents a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside Policy Statement ranges. When allocations breach the specified ranges, the Advisor will rebalance the assets within the specified ranges. The Advisor may also rebalance based on market conditions.

Risk Tolerance

Subject to investment objectives and performance expectations, the Trust will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon.

Performance Expectations

Over the long-term, five years or longer, the performance objective for the Trust will be to achieve an average total annual rate of return that is equal to or greater than the Trust's actuarial discount rate. Additionally, it is expected that the annual rate of return on Trust assets will be commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks, peer universe comparisons for individual Trust investments and blended benchmark comparisons for the Trust in its entirety.

Selection of Investment Managers

The Advisor shall prudently select appropriate Managers to invest the assets of the Trust. Managers must meet the following criteria:

- The Manager must provide historical quarterly performance data compliant with Global Investment Performance Standards (GIPS[®]), Securities & Exchange Commission (“SEC”), Financial Industry Regulatory Agency (“FINRA”) or industry recognized standards, as appropriate.
- The Manager must provide detailed information on the history of the firm, key personnel, support personnel, key clients, and fee schedule (including most-favored-nation clauses). This information can be a copy of a recent Request for Proposal (“RFP”) completed by the Manager or regulatory disclosure.
- The Manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- The investment professionals making the investment decisions must have a minimum of three (3) years of experience managing similar strategies either at their current firm or at previous firms.
- Where other than common funds such as mutual funds or commingled trusts are utilized, the Manager must confirm receipt, understanding and adherence to this Policy Statement and any investment specific policies by signing a consent form provided to the Manager prior to investment of Trust assets.

Guidelines for Portfolio Holdings

Direct Investments by Advisor

Every effort shall be made, to the extent practical, prudent and appropriate, to select investments that have investment objectives and policies that are consistent with this Policy Statement (as outlined in the following sub-sections of the “Guidelines for Portfolio Holdings”). However, given the nature of the investments, it is recognized that there may be deviations between this Policy Statement and the objectives of these investments.

Limitations on Portfolio Holdings

EQUITIES

No more than 5% of the total equity portfolio valued at market may be invested in the common equity of any one corporation; ownership of the shares of one company shall not exceed 5% of those outstanding; and not more than 40% of Equity valued at Market may be held in any one sector [excluding Mutual Funds and/or ETFs], as defined by Bloomberg (BB) Sector standards.

Domestic Equities. Other than the above constraints, there are no quantitative guidelines as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the Manager.

International Equities. The overall non-U.S. equity allocation should include a diverse global mix that is comprised of the equity of companies from multiple countries, regions and sectors.

FIXED INCOME

Fixed income securities of any one issuer shall not exceed 5% of the total bond portfolio at time of purchase. The 5% limitation does not apply to issues of the U.S. Treasury or other Federal Agencies.

OTHER ASSETS (ALTERNATIVES)

Diversifying (Liquid Alternatives): Primary objective shall be to enhance the risk-return profile of the overall portfolio. This can be accomplished by using liquid alternative strategies that may enhance returns at a reasonable level of risk or reduce volatility while providing a reasonable level of return. These asset classes may differ from traditional public market asset classes due to the use of certain strategies including short-selling, leverage, and derivatives. Liquid alternatives may also invest across asset classes. For purposes of asset allocation targets and limitations, liquid alternatives funds will be categorized under the specific asset class of the fund. For example, a long/short U.S. equity fund will be categorized as “Other” in the Growth Assets category while a long/short credit fund will be categorized as “Other” in the Income Assets category. Multi-strategy liquid alternatives funds that cannot be easily categorized under one asset class will be included in “Other” under either the Growth Assets or Income Assets category depending on the risk-return profile of the strategy.

Real Assets: Real assets are typically physical assets that have intrinsic worth due to their substance and properties. Real assets are primarily used for their lower correlation to traditional assets (i.e. stocks and bonds) and their inflation hedging properties. Categories of real asset investments include, but are not limited to, real estate, infrastructure, land, farmland, timberland, precious metals, and commodities. Public real assets are publicly traded and liquid. The benefit of lower correlation investments is that, when implemented correctly, these investments can potentially improve a portfolio’s expected risk-adjusted return over the long-term. The real assets category can be extended to include other forms of assets that offer similar inflation hedging properties such as pooled vehicles holding: commodities contracts, Treasury Inflation Protected Securities (“TIPS”), index-linked derivative contracts, certain forms of intellectual property, and the equity of companies in businesses thought to hedge inflation.

For purposes of asset allocation targets and limitations, real assets may be categorized as “Other” under either the Growth Assets or Income Assets category or in the Real Return Assets category, depending on the nature and risk/return profile of the investment.

CASH EQUIVALENTS

Cash equivalents shall be held in funds complying with Rule 2(a)-7 of the Investment Company Act of 1940.

Portfolio Risk Hedging

Portfolio investments designed to hedge various risks including volatility risk, interest rate risk, etc. are allowed to the extent that the investments are not used for the sole purpose of leveraging Trust assets. One example of a hedge vehicle is an exchange traded fund (“ETF”) which takes short positions.

Prohibited Investments

Except for purchase within authorized investments, securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, direct commodities or commodity contracts, or private placements (with the exception of Rule 144A securities). Further, derivatives, options, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct/physical ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited.

Safekeeping

All assets of the Trust shall be held by a custodian approved by the Administrator for safekeeping of Trust assets. The custodian shall produce statements on a monthly basis, listing the name and value of all assets held, and the dates and nature of all transactions in accordance with the terms in the Trust Agreement. Investments of the Trust not held as liquidity or investment reserves shall, at all times, be invested in interest-bearing accounts. Investments and portfolio securities may not be loaned.

Control Procedures

Review of Investment Objectives

The Advisor shall review annually and report to the Administrator the appropriateness of this Policy Statement for achieving the Trust’s stated objectives. It is not expected that this Policy Statement will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Policy Statement.

Review of Investment Performance

The Advisor shall report on a quarterly basis to the Administrator to review the investment performance of the Trust. In addition, the Advisor will be responsible for keeping the Administrator advised of any material change in investment strategy, Managers, and other pertinent information potentially affecting performance of the Trust.

The Advisor shall compare the investment results on a quarterly basis to appropriate peer universe benchmarks, as well as market indices in both equity and fixed income markets. Examples of benchmarks and indexes that will be used include the Russell 3000 Index for broad U.S. equity strategies; S&P 500 Index for large cap U.S. equities, Russell 2000 Index for small cap U.S. equities, MSCI ACWI ex-U.S. Index for broad based non-U.S. equity strategies, MSCI Europe, Australasia, and Far East (EAFE) Index for developed markets international equities, Bloomberg U.S. Aggregate Bond Index for fixed income securities, and the U.S. 91 Day T-bill for cash equivalents. The Russell 3000 Index will be used to benchmark the U.S. equities portfolio; the MSCI ACWI ex-U.S. Index will be used to benchmark the non-U.S. equities portfolio; the Bloomberg U.S. Aggregate Bond Index will be used to benchmark the fixed income portfolio. The categories "Other" will be benchmarked against appropriate indices depending on the specific characteristics of the strategies and funds used.

Voting of Proxies

The Administrator recognizes that proxies are a significant and valuable tool in corporate governance. The voting rights of individual stocks held in separate accounts or collective, common, or pooled funds will be exercised by the investment managers in accordance with their own proxy voting policies. The voting rights of funds will be exercised by the Advisor.

Adoption of Investment Policy Statement

Any changes and exceptions to this Policy Statement will be made in writing and adopted by the Administrator. Once adopted, changes and exceptions will be delivered to each Manager, as appropriate, by the Advisor.

Approved by the CCCTA Plan Administrator:

Member

Date

Acknowledged by PFMAM Investment Manager:

Member

Date

INVESTMENT POLICY STATEMENT

FOR

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

SECTION 115 TRUST PENSION FUND

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Purpose	3
Investment Authority	3
Statement of Investment Objectives	4
Investment Guidelines	5
Time Horizon	
Liquidity and Diversification	
Asset Allocation	
Rebalancing Philosophy	
Risk Tolerance	
Performance Expectations	
Selection of Investment Managers.....	7
Guidelines for Portfolio Holdings	7
Direct Investments by Advisor	
Limitations on Managers' Portfolios	
Portfolio Risk Hedging	
Prohibited Portfolio Investments	
Safekeeping	
Control Procedures	10
Review of Investment Objectives	
Review of Investment Performance	
Voting of Proxies	
Adoption of Investment Policy Statement.....	11

The Central Contra Costa Transit Authority “CCCTA” has established a section 115 Trust known as the Central Contra Costa Transit Authority Section 115 Pension Trust (the “Trust”). This Trust will be used to invest monies to fund CCCTA’s unfunded liability in the California Public Employee Retirement System (“CalPERS”). CCCTA’s Board of Directors (“Board”) has given authority to the Plan Administrator to establish and adopt the investment Policy Statement (“Policy Statement”) for the following purposes.

Purpose

Funds set aside in the Section 115 Trust are safeguarded from diversion to other budgetary uses and generally may be invested in a broader range of securities than would typically be permitted for public agency operating funds, potentially increasing earnings. Therefore, higher returns can improve the CCCTA’s ability to meet future pension obligations. An additional advantage of holding funds in the Trust rather than contributing an equivalent amount directly to CalPERS is that the CCCTA retains control over the timing and amount of disbursements from the Trust. Retaining control of the funds in the Trust provides the flexibility to meet current or accrued liabilities based on the financial circumstances at that time. CCCTA also controls the timing of contributions to the Trust.

The main investment objective of the Trust is to achieve long-term growth of Trust assets by maximizing long-term rate of return on investments and minimizing risk of loss.

The purpose of this Policy Statement is to achieve the following:

1. Document investment objectives, performance expectations, and investment guidelines for Fund assets.
2. Establish an appropriate investment strategy for managing all Trust assets, including an investment time horizon, risk tolerance ranges, and asset allocation to provide sufficient diversification and overall return over the long-term time horizon of the Trust.
3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence, and legal requirements for Trust assets.

Investment Authority

The Board has appointed the Plan Administrator, (the “Administrator”) to oversee certain policies and procedures related to the operation and administration of the Trust. The Administrator will have authority to implement the investment policy and guidelines in the best interest of the Trust to best satisfy the purposes of the Trust. In implementing this Policy Statement, the Administrator believes it may delegate certain functions to:

1. An investment advisor (“Advisor”) to assist the Administrator in the investment process and to maintain compliance with this Policy Statement. The Advisor may assist the Administrator in establishing investment policy objectives and guidelines. The Advisor will adjust asset allocation for the Trust subject to the guidelines and limitations set forth in this Policy Statement. The Advisor will also select investment managers (“Managers”) and strategies consistent with its role as a fiduciary for the Trust. The investment vehicles allowed may include mutual funds, commingled trusts, separate accounts, limited partnerships and other investment vehicles deemed to be appropriate by the Advisor. The Advisor is also responsible for monitoring and reviewing investment managers; measuring and evaluating performance; and other tasks as deemed appropriate in its role as Advisor for Trust assets. The Advisor may also select investments with discretion to purchase, sell, or hold specific securities, such as Exchange Traded Funds, that will be used to meet the Trust’s investment objectives. The Advisor shall never take possession of securities, cash or other assets of the Trust, all of which shall be held by the custodian. The Advisor must be registered with the Securities and Exchange Commission.
2. A custodian selected by the Trust to maintain possession of physical securities and records of street name securities owned by the Trust, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Trust.
3. A trustee appointed by the Trust, such as a bank trust department, if the Trust does not have its own Trustees, to assume fiduciary responsibility for the administration of Trust assets; provided, however, that if the Administrator shall have appointed an investment advisor, then any trustee appointed under this paragraph shall have no authority with respect to selection of investments.
4. Specialists such as attorneys, auditors, actuaries and, retirement plan consultants to assist the Administrator in meeting its responsibilities and obligations to administer Trust assets prudently.

Statement of Investment Objectives

The investment objectives of the Trust are as follows:

1. To invest assets of the Trust in a manner consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of Trust beneficiaries, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. To provide for funding and anticipated withdrawals on a continuing basis for payment of benefits and reasonable expenses of operation of the Trust.
3. To enhance the value of Trust assets in real terms over the long-term through asset appreciation and income generation, while maintaining a reasonable investment risk profile.
4. Subject to performance expectations over the long-term, to minimize principal fluctuations over the Time Horizon (as defined below).

5. To achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this Policy Statement under the section labeled “Performance Expectations”.

Investment Guidelines

Within this section of the Policy Statement, several terms will be used to articulate various investment concepts. The descriptions are meant to be general and may share investments otherwise considered to be in the same asset class. They are:

"Growth Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on capital appreciation. Investments within the Growth Assets category can include income and risk mitigating characteristics, so long as the predominant investment risk and return characteristic is capital appreciation. Examples of such investments or asset classes are: domestic and international equities or equity funds, private or leveraged equity, certain real estate investments, and hedge funds focused on equity risk mitigation or equity-like returns.

"Income Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on income generation. Investments within the Income Assets category can include capital appreciation and risk mitigating characteristics, so long as the primary investment risk and return characteristic is income generation. Examples of such investments or asset classes are: fixed income securities, guaranteed investment contracts, certain real estate investments, and hedge funds focused on interest rate risk mitigation or income investment-like returns.

"Real Return Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on real returns, net of inflation. Investments within the Real Return category may include, but are not limited to, inflation protected securities, commodities, certain real estate investments, natural resources, and liquid alternatives.

Time Horizon

The Trust’s investment objectives are based on a long-term investment horizon (“Time Horizon”) of five years or longer. Interim fluctuations should be viewed with appropriate perspective. The Administrator has adopted a long-term investment horizon such that the risks and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets. However, this portfolio of assets is viewed by CCCTA as the first pool of assets that would be utilized to support pension expenses. As such, the time horizon for this portfolio could be less than five years based on budget conditions, or any increase in expenses arising from CalPERS.

Liquidity and Diversification

In general, the Trust may hold some cash, cash equivalent, and/or money market funds for near-term Trust benefits and expenses (the “Trust Distributions”). Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments or industries.

Asset Allocation

The Administrator believes that to achieve the greatest likelihood of meeting the Trust’s investment objectives and the best balance between risk and return for optimal diversification, assets will be invested in accordance with the targets for each asset class as follows to achieve an average total annual rate of return that is equal to or greater than the Trust’s target rate of return over the long-term, as described in the section titled “Performance Expectations”.

<u>Asset Classes</u>	<u>Asset Weightings</u>	
	<u>Range</u>	<u>Target</u>
Growth Assets		
Domestic Equity	5% - 39%	18.0%
International Equity	1% - 15%	9.0%
Other	0% - 12%	3.0%
Income Assets		
Fixed Income	40% - 80%	68%
Other	0% - 10%	0%
Real Return Assets	0% - 10%	0%
Cash Equivalents	0% - 20%	2%

The Advisor and each Manager will be evaluated against their peers on the performance of the total funds under their direct management.

Rebalancing Philosophy

The asset allocation range established by this Policy Statement represents a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside Policy Statement ranges. When allocations breach the specified ranges, the Advisor will

rebalance the assets within the specified ranges. The Advisor may also rebalance based on market conditions.

Risk Tolerance

Subject to investment objectives and performance expectations, the Trust will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon.

Performance Expectations

Over the long-term, five years or longer, the performance objective for the Trust will be to achieve an average total annual rate of return that is equal to or greater than the Trust's blended benchmark target return. Additionally, it is expected that the annual rate of return on Trust assets will be commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks, peer universe comparisons for individual Trust investments and blended benchmark comparisons for the Trust in its entirety.

Selection of Investment Managers

The Advisor shall prudently select appropriate Managers to invest the assets of the Trust. Managers must meet the following criteria:

- The Manager must provide historical quarterly performance data compliant with Global Investment Performance Standards (GIPS[®]), Securities & Exchange Commission (“SEC”), Financial Industry Regulatory Agency (“FINRA”) or industry recognized standards, as appropriate.
- The Manager must provide detailed information on the history of the firm, key personnel, support personnel, key clients, and fee schedule (including most-favored-nation clauses). This information can be a copy of a recent Request for Proposal (“RFP”) completed by the Manager or regulatory disclosure.
- The Manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- The investment professionals making the investment decisions must have a minimum of three (3) years of experience managing similar strategies either at their current firm or at previous firms.
- Where other than common funds such as mutual funds or commingled trusts are utilized, the Manager must confirm receipt, understanding and adherence to this Policy Statement and any investment specific policies by signing a consent form provided to the Manager prior to investment of Trust assets.

Guidelines for Portfolio Holdings

Direct Investments by Advisor

Every effort shall be made, to the extent practical, prudent and appropriate, to select investments that have investment objectives and policies that are consistent with this Policy Statement (as outlined in the following sub-sections of the “Guidelines for Portfolio Holdings”). However, given the nature of the investments, it is recognized that there may be deviations between this Policy Statement and the objectives of these investments.

Limitations on Portfolio Holdings

EQUITIES

No more than 5% of the total equity portfolio valued at market may be invested in the common equity of any one corporation; ownership of the shares of one company shall not exceed 5% of those outstanding; and not more than 40% of Equity valued at Market may be held in any one sector [excluding Mutual Funds and/or ETFs], as defined by Bloomberg (BB) Sector standards.

Domestic Equities. Other than the above constraints, there are no quantitative guidelines as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the Manager.

International Equities. The overall non-U.S. equity allocation should include a diverse global mix that is comprised of the equity of companies from multiple countries, regions and sectors.

FIXED INCOME

Fixed income securities of any one issuer shall not exceed 5% of the total bond portfolio at time of purchase. The 5% limitation does not apply to issues of the U.S. Treasury or other Federal Agencies.

OTHER ASSETS (ALTERNATIVES)

Diversifying Liquid Alternatives): Primary objective shall be to enhance the risk-return profile of the overall portfolio. This can be accomplished by using liquid alternative strategies that may enhance returns at a reasonable level of risk or reduce volatility while providing a reasonable level of return. These asset classes may differ from traditional public market asset classes due to the use of certain strategies including short-selling, leverage, and derivatives. Liquid alternatives may also invest across asset classes. For purposes of asset allocation targets and limitations, liquid alternatives funds will be categorized under the specific asset class of the fund. For example, a long/short U.S. equity fund will be categorized as “Other” in the Growth Assets category while a long/short credit fund will be categorized as “Other” in the Income Assets category. Multi-strategy liquid alternatives funds that cannot be easily categorized under one asset class will be included in “Other” under either the Growth Assets or Income Assets category depending on the risk-return profile of the strategy.

Real Assets: Real assets are typically physical assets that have intrinsic worth due to their substance and properties. Real assets are primarily used for their lower correlation to traditional assets (i.e. stocks and bonds) and their inflation hedging properties. Categories of real asset investments include, but are not limited to, real estate, infrastructure, land, farmland, timberland, precious metals, and commodities. Public real assets are publicly traded and liquid. The benefit of lower correlation investments is that, when implemented correctly, these investments can potentially improve a portfolio's expected risk-adjusted return over the long-term. The real assets category can be extended to include other forms of assets that offer similar inflation hedging properties such as pooled vehicles holding: commodities contracts, Treasury Inflation Protected Securities ("TIPS"), index-linked derivative contracts, certain forms of intellectual property, and the equity of companies in businesses thought to hedge inflation. For purposes of asset allocation targets and limitations, real assets may be categorized as "Other" under either the Growth Assets or Income Assets category or in the Real Return Assets category, depending on the nature and risk/return profile of the investment.

CASH EQUIVALENTS

Cash equivalents shall be held in funds complying with Rule 2(a)-7 of the Investment Company Act of 1940.

Portfolio Risk Hedging

Portfolio investments designed to hedge various risks including volatility risk, interest rate risk, etc. are allowed to the extent that the investments are not used for the sole purpose of leveraging Trust assets. One example of a hedge vehicle is an exchange traded fund ("ETF") which takes short positions.

Prohibited Investments

Except for purchase within authorized investments, securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, direct commodities or commodity contracts, or private placements (with the exception of Rule 144A securities). Further, derivatives, options, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct/physical ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited.

Safekeeping

All assets of the Trust shall be held by a custodian approved by the Administrator for safekeeping of Trust assets. The custodian shall produce statements on a monthly basis, listing the name and value of all assets held, and the dates and nature of all transactions in accordance with the terms in the Trust Agreement. Investments of the Trust not held as liquidity or investment reserves shall, at all times, be invested in interest-bearing accounts. Investments and portfolio securities may not be loaned.

Control Procedures

Review of Investment Objectives

The Advisor shall review annually and report to the Administrator the appropriateness of this Policy Statement for achieving the Trust's stated objectives. It is not expected that this Policy Statement will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Policy Statement.

Review of Investment Performance

The Advisor shall report on a quarterly basis to the Administrator to review the investment performance of the Trust. In addition, the Advisor will be responsible for keeping the Administrator advised of any material change in investment strategy, Managers, and other pertinent information potentially affecting performance of the Trust.

The Advisor shall compare the investment results on a quarterly basis to appropriate peer universe benchmarks, as well as market indices in both equity and fixed income markets. Examples of benchmarks and indexes that will be used include the Russell 3000 Index for broad U.S. equity strategies; S&P 500 Index for large cap U.S. equities, Russell 2000 Index for small cap U.S. equities, MSCI ACWI ex-U.S. Index for broad based non-U.S. equity strategies, MSCI Europe, Australasia, and Far East (EAFE) Index for developed markets international equities, Bloomberg US Aggregate Bond Index for fixed income securities, and the U.S. 91 Day T-bill for cash equivalents. The Russell 3000 Index will be used to benchmark the U.S. equities portfolio; the MSCI ACWI ex-U.S. Index will be used to benchmark the non-U.S. equities portfolio; the Bloomberg US Aggregate Bond Index will be used to benchmark the fixed income portfolio. The categories "Other" will be benchmarked against appropriate indices depending on the specific characteristics of the strategies and funds used.

Voting of Proxies

The Administrator recognizes that proxies are a significant and valuable tool in corporate governance. The voting rights of individual stocks held in separate accounts or collective, common, or pooled funds will be exercised by the investment managers in accordance with their own proxy voting policies. The voting rights of funds will be exercised by the Advisor.

Adoption of Investment Policy Statement

Any changes and exceptions to this Policy Statement will be made in writing and adopted by the Administrator. Once adopted, changes and exceptions will be delivered to each Manager, as appropriate, by the Advisor.

Approved by CCCTA Plan Administrator:

Member

Date

Acknowledged by PFMAM Investment Manager:

Member

Date

To: Marketing, Planning, & Legislative Committee

Date: 3/10/2025

From: Ryan Jones, Manager of Marketing & Communication

Reviewed by: AMS

SUBJECT: FY 2026 Marketing Plan

Background:

Marketing and Communications staff are continuing to monitor how passenger engagement evolves and is developing strategic engagement strategies that can not only resonate with our audiences but withstand operational and economic fluctuations in the years ahead. The Marketing Plan for FY 2026 is intended to build upon our current marketing efforts. The plan outlines a strategy to connect with more customers within our service area, as well as those who travel to central Contra Costa County, and build upon our relationships with regional transit partners.

Three Strategies to Enhance Engagement and Outreach:

Develop Online Engagement and Content

Staff plans to focus on enhancing online audience engagement through videos and motion graphics to create a more dynamic and informative communication style. This approach will build on our current online messaging, moving beyond stagnant posts about service interruptions, schedule changes, and events, using more eye-catching multimedia content intended to better resonate with our passengers.

Staff will continue to utilize Facebook, Instagram, Twitter/X, and Bluesky; and for our younger audiences, TikTok. Additionally, staff will use more paid advertisements through Google Ads which help amplify our online reach by targeting specific demographics and regions. This strategic approach will not only enhance and focus our online presence but also build a stronger community connection.

Regarding use of TikTok, staff are aware of a possible federal ban of the platform beginning in April 2025 and will continue to monitor this situation to ensure compliance with federal regulations. Additionally, IT staff have confirmed that they do not have a concern with potential security breaches through County Connection's use of the service. However, out of an abundance of caution, staff have only installed the TikTok app on a single mobile device that is not connected to our internal computer network. Furthermore, staff have consulted with marketing staff from BART and OmniTrans (a large public transit agency serving the San Bernardino Valley), both of which have well-established TikTok accounts, and neither have expressed any concerns with the use of the service.

Build a Personal Connection: Outreach and Events

Staff will continue to plan Mobile Lobby and community events, aiming to forge stronger personal connections between County Connection and community organizations working with the communities we serve. Having recognized this as a gap in our current marketing strategy, we will develop portfolios

for customer-facing staff in marketing and customer service to act as liaisons. These portfolios will include businesses and non-profits that serve our communities, ensuring effective communication of relevant services and promotions.

The primary goal is to establish reciprocal relationships with designated contacts within community organizations, who will also have a point person at County Connection for streamlined communication. This collaboration will allow our staff to work closely with community representatives to distribute important information and educate them about available public transit resources. By adding this personal touch, we will tap into the power of community engagement, strengthening our connection with those who are already invested in supporting our passengers.

Enhance Youth & Family Programming

County Connection is focused on enhancing our youth and family programming strategies while building strong connections with school districts throughout the academic year. Currently, we disseminate information through parent newsletters managed by the schools and participate in back-to-school events to discuss youth transit passes. While effective, these methods often compete with other school activities, diminishing the impact of our message and reach.

To improve engagement, we will create stand-alone online events via Zoom, scheduled throughout the year for parents and students to learn about discounted transit passes and youth promotional cards. Additionally, we plan to establish a parent advocacy program that empowers volunteers to promote youth transit passes within their communities. By leveraging their networks, we can effectively spread information about our transit options. Participants will receive incentives, such as gift cards or promotional items, in exchange for their assistance. This grassroots approach aims to enhance awareness and foster greater community engagement, ultimately benefiting families and students who rely on our services.

Financial Implications:

Staff has budgeted \$170,000 to cover the expenses associated with the FY 2026 Marketing Plan as follows:

Engagement	\$75,000
Outreach & Events	\$45,000
Paratransit	\$15,000
Youth & Family Programming	\$35,000
TOTAL	\$170,000

Recommendation:

Staff recommends approval of the proposed FY 2026 Marketing Plan.

Action Requested:

Staff requests that the Marketing, Planning, & Legislative Committee provide feedback on the proposed FY 2026 Marketing Plan and forward it to the Board of Directors for further review.

Attachments:

None

To: Board of Directors

Date: March 13, 2025

From: Kyle Boehm, Grants Administrator

Reviewed by: AMS

SUBJECT: Solar Panel Project Update - TIRCP Cycle 7 Update

Background:

In July 2024, County Connection applied for a \$15,950,000 grant under the California State Transportation Agency (CalSTA) Transit and Intercity Rail Capital Program (TIRCP) to fund the Solar Supported Zero Emission Vehicle Fleet and Service Modernization Project (Solar Project). The grant application requested funding for the installation of solar panels over the County Connection bus yard, with the intent to charge and support the purchase of additional zero emission vehicles over the next five years and beyond. The Solar Project will reduce County Connection's reliance on grid power for the fueling of the future zero emission fleet and will enhance the facility's resistance against future power grid disruptions.

In October 2024, County Connection was notified by CalSTA that the Solar Project was selected as one of the 27 projects receiving a total of \$1.3 billion in TIRCP Cycle 7 awards.

Update:

In the time since the announcement of the award, CalSTA, Caltrans, and County Connection began the award process, including the following steps:

- January 7, 2025 – TIRCP Welcome Webinar for Cycle 7 TIRCP grant recipients
- January 27, 2025 – Introduction to our Caltrans Project Manager
- February 24, 2025 – Receipt of the Draft Master Award Agreement from Caltrans (currently under review by County Connection staff and legal counsel).

Anticipated Next Steps:

After completing staff and legal review, Caltrans will review and approve the Master Award Agreement, which will then be presented to the Board of Directors. Based on Caltrans's anticipated timeline for their review, staff is planning on bringing the Master Award Agreement to the Administration and Finance Committee and the Board of Directors in May for their approval.

In coordination and preparation for the project, staff is also moving ahead with contracting with an engineering firm to serve as County Connection's on-call engineer. Staff anticipates bringing this contract to the Administration and Finance Committee and Board of Directors in April. The selected firm will assist in the design and construction of the Solar Panel project, in addition to future projects involving

proposed hydrogen fueling stations, hydrogen fuel cell generators, and other zero-emission vehicle projects.

The Solar Project’s schedule as included in the TIRCP grant application is shown below. The target dates are dependent upon cooperation from Caltrans and the California Transportation Commission’s meeting schedules as they are responsible for the programming and allocation of the funds and the target dates may be subject to adjustment based on those timelines.

	Task	Target Start Date	Target End Date
Solar Panel Installation	Procurement	Q2 2025	Q3 2025
	Design and Construction	Q3/Q4 2025	Q4 2027
Purchase 27 Zero Emissions Buses	Procurement	Q3 2028	Q4 2028
	Contract Start/End	Q1 2029	Q4 2029
	Buses Delivered/Accepted	Q1 2029	Q4 2029
Service Optimization	Service Integration Using Zero Emissions Buses	Q1 2030	Q4 2035

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

None.