

# County Connection

## INTER OFFICE MEMO

Administration and Finance Committee  
Summary Minutes  
February 3, 2021

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provision of the Governor's Executive Orders N-25-20 and N-29-20. Those in attendance were:

Committee Members:	Director Al Dessayer Director Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Financial Officer Erick Cheung Director of ADA Rashida Kamara Finance Manager Karol McCarty Authority Attorney Julie Sherman

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of January 12, 2021- Approved by each member of the A&F Committee.
4. Income Statements for the Six Months Ended December 31, 2020 for Fiscal Year 2021 – CFO Cheung reported that the actual expenses of \$17,553,495 are 20.8% under the year to date budget (\$4,612,326). Wages, fringe benefits, materials and supplies and special trip services are under budget due to vacancies and reduced service as the result of COVID-19. Also, we do not currently need to use the contingency currently needed. Each member of the Committee accepted the report and informational for the Board.
5. First Extension of the Paratransit Service Contract with Transdev – Director Kamara stated that the current contract with Transdev to provide ADA Paratransit services and maintenance will expire June 30, 2021. This contract was for two years but allows for three one-year extensions. If exercised, this would be the first of three potential extensions allowed under the existing contract. Transdev brought in new technology, innovation, improved service and most importantly an invaluable partnership during the COVID-19 pandemic. Transdev consistently improved on-time performance, reduced complaints, and improved productivity. Transdev stepped up providing transportation to COVID positive passengers and homeless individuals. They also provided valuable services for vulnerable seniors who were unable to leave their homes by delivering the food for the meals on wheels program and desperately needed nutritional meals to students who were unable to go to school. As a result of the performance and partnership, staff believes Transdev has performed beyond expectations and has significantly enhanced and improved the quality of life for many individuals in the communities we serve.  
  
The proposed rate increase is \$50.56 per service hour compared to \$49.53 per service hour and the new monthly fixed rate will be \$153,094.65 as compared to \$146,515. Based on a pre-COVID projection of 111,297 service hours the contract extension will not exceed \$7,464,089. As a reminder, fuel is a pass-through expense and not included in the Transdev fixed or variable rates. Staff estimates next year's fuel expense to be approximately \$780,000 using pre-COVID service levels. However, since County Connection continues to operate reduced service due to COVID-19, staff does not anticipate that we will meet these cost projections. Staff recommends that County Connection extend the current contract with Transdev for the provision of LINK service with a 2.65% increase in total expenses not to exceed \$7,464,089. Staff further recommends that all of the terms and conditions remain the same, except for where the contract is amended due to COVID-19 Pandemic conditions. Each member of the Committee approved the amendment for the Board.
6. Review of Vendor Bills, January 2021- Reviewed by each member of the A&F Committee.
7. Legal Services Statement, October Labor – Approved by each member of the A&F Committee.
8. Next Scheduled Meeting – The next meeting is set for scheduled for 8:30 am on Wednesday, March 10th via teleconference.
9. Adjournment- The meeting was adjourned.

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Erick Cheung, Chief Financial Officer