

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, May 5, 2021
8:30 a.m.**

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Committee Directors, staff and the public may participate remotely by calling:

Join Zoom Meeting

<https://us02web.zoom.us/j/82091718910>

Meeting ID: 820 9171 8910

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Dial by your location

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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 committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

The committee 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 committee.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of April 7, 2021*
4. Closed Session:
 - a.) Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Erwin Osias

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2020/2021 A&F Committee

Don Tatzin – Lafayette, Al Dessayer-Moraga, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

5. Revised Allocation Amounts for the Cap and Trade Grant (LCTOP) – FY 2020-21*
(Staff recommends that the A&F Committee forward the revised LCTOP project funding allocation to Board for approval.)
6. Review of Vendor Bills, April 2021**
7. Approval of Legal Services Statement, February 2021 Labor, March 2021 General**
8. Next Scheduled Meeting – TBD
9. Adjournment

General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee 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 committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee 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 made available for public inspection by posting them to County Connection's website at www.countyconnection.com. 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:	May 20, 9:00 a.m., County Connection Board Room
Administration & Finance:	TBD, City of Pleasant Hill Offices, 100 Gregory Lane, Large Community Room, Pleasant Hill, CA 94523
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, May 6, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Operations & Scheduling:	Friday, May 7, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

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.

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

Administration and Finance Committee
Summary Minutes
April 7, 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 Sue Noack
Director Don Tatzin

Staff: General Manager Rick Ramacier
Assistant General Manager Bill Churchill
Chief Operating Officer Scott Mitchell
Chief Financial Officer Erick Cheung
Director of Planning Ruby Horta
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 March 10, 2021- Approved by each member of the A&F Committee.
4. Bus Advertising Amendment – Director Horta stated that a second amendment request has been submitted by Vector Media to continue revenue sharing of 55% to June 30, 2021 as they have been financially impacted by COVID-19. Staff's recommendation was to authorize the extension and allow the General Manager to extend beyond that date if advertising sales have not recovered. The goal would be to return to Year 2 minimum annual guarantees assuming Vector Media generates more than \$79,545 for two consecutive months. Director Tatzin understood the issues related to Vector Media and COVID-19 but requested a date certain end for the extension so the item would return to the Committee. GM Ramacier suggested that he would be authorized to extend on June 30th, but the extension would end on December 31, 2021. Each Committee member approved the extension of the 55% revenue sharing to June 30, 2021 and allowing the General Manager to extend to December 31, 2021 for Board consent calendar.
5. Adoption of the Draft Fiscal Year 2022 Proposed Budget and Forecast – CFO Cheung reported that the updated FY 2022 Budget proposes \$46,683,271 in operational and capital expenses with revenues to offset these costs. County Connection's main revenue source is TDA 4.0 funds from MTC; the budget proposes using \$21,355,413 which is \$2,161,087 more than MTC estimates we will receive next fiscal year of \$19.2 million. Compared to the March version, we have increases in expenses for FY 2021 and FY 2022 of \$627,924 and \$5,000, respectively, and received information that Measure J sales tax improved from Contra Costa Transportation Authority. The following items below are the changes from the March version:
 - FY 2021 Revenue:
 1. Measure J Revenue increased \$1,203,268 due to improved sales tax revenues from \$6,010,929 to \$7,214,197 combined for fixed route and paratransit services.
 2. Coronavirus Aid, Relief, and Economic Security (CARES Act) funding for FY 2021 for trips related to food deliveries for Meals on Wheels and schools for \$1,014,158.
 3. LAVTA contributions and fare revenue to fund the Paratransit services for \$575,520 estimated to begin on April 1st.
 4. Less TDA revenue needed based on increases in revenue noted above.
 - Expense:
 5. LAVTA Paratransit Services for \$575,520 as the tentative start date of the demonstration project is to begin on April 1st.
 6. Cost of Living Adjustments for Administrative staff for \$55,404 which the Board approved last month.

FY 2022

Revenue:

1. Measure J Revenue increased \$235,990 due to improved sales tax revenues from \$6,475,010 to \$6,711,000 combined for fixed route and paratransit services.
2. Coronavirus Aid, Relief, and Economic Security (CARES Act) funding reduction since we shifted some of the reimbursements into FY 2021 for \$1,014,158 as noted earlier.
3. Higher TDA revenue needed in FY 2022 as we shift CARES Act revenue to FY 2021.

Expense:

4. Choice in Aging services reduced by \$150,000 as the original budget amount was determined to be higher than needed.
5. Promotion's budget increased \$35,000 based on the Board approved marketing plan in March.
6. Insurance premiums increased \$90,000 due to the insurance market being hit by multiple events from COVID-19 to major natural disasters throughout the country.

Staff requested that the A&F Committee provide comments and forward the draft to the Board of Directors for approval of Resolution No. 2021-022 to file a claim with MTC. The FY 2022 Budget is to submit a claim to MTC for County Connection's TDA allocation and receive these funds timely. Each Committee member approved the Draft FY 2022 Budget and Resolution No. 2021-022 to the Board so a claim can be filed with MTC for TDA funding.

6. Review of Vendor Bills, March 2021- Reviewed by each member of the A&F Committee.
7. Legal Services Statement, January 2021 Labor and February 2021 – 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, May 5th via teleconference.
9. Adjournment- The meeting was adjourned.

Erick Cheung, Chief Financial Officer

To: Administration & Finance Committee

Date: 04/28/2021

From: Ruby Horta, Director of Planning, Marketing & Innovation

Reviewed by: *WC.*

SUBJECT: Revised Allocation Amounts for the Cap and Trade Grant (LCTOP) – FY 2020-21

Background:

At the March 2021 Board meeting, the Board approved Resolution No. 2021-020 for the Low Carbon Transit Operations Program (LCTOP) projects as follows:

- 1) Martinez to Amtrak BART: \$215,710
- 2) Free Fares on Routes 11, 14, & 16: \$326,828

Revised Amounts

The approved amounts were estimates. Now that MTC has finalized the allocation, the new amounts are proposed as follows:

- 1) Martinez to Amtrak BART: \$215,710
- 2) Free Fares on Routes 11, 14, & 16: \$417,961

Cap & Trade Allocations				
	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenue Based	\$ 91,133	\$ 161,497	\$ 165,597	\$ 91,133
Population-Based	\$ 542,538	\$ 971,709	\$ 963,733	\$ 542,538
Subtotal	\$ 633,671	\$ 1,133,206	\$ 1,129,330	\$ 633,671
Local Funds	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 633,671	\$ 1,133,206	\$ 1,129,330	\$ 633,671
Projects Funded				
Electric Trolley/Bus	\$ 417,961	\$ -	\$ -	\$ -
Martinez Amtrak to BART	\$ 215,710	\$ 375,378	\$ 215,710	\$ 215,710
Subsidized Fares (11, 14, 16)	\$ -	\$ 757,828	\$ 913,620	\$ 417,961
Total Expenses	\$ 633,671	\$ 1,133,206	\$ 1,129,330	\$ 633,671

Recommendation:

Staff recommends that the A&F Committee forward the revised LCTOP project funding allocation to Board for approval. A new resolution with the adjusted figures will be available at the Board meeting.

Financial Implications:

Using FY 2020-21 LCTOP to fund service operating within the DAC (\$215,710) and continue the fare subsidy for one additional year on Routes 11, 14, and 16 (\$417,961).