

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, January 8, 2014
9:00 a.m.
Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California

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 December 4 , 2013*
4. Closed Session:
 - Conference with Legal Counsel – Anticipated Litigation
 - Government Code Section 54956.9
 - Initiation of litigation (one potential case)
5. Analysis of Fixed Route Fares from July-September 2013*
6. Review of Vendor Bills, December 2013**
7. Legal Services Statement, October /November-General, October-Labor**
8. Adjournment

*Enclosure

**Enclosure for Committee Members

FY2013/2014 A&F Committee

Al Dessayer – Moraga, Don Tatzin – Lafayette, Robert Storer – Danville, Gregg Manning - Clayton

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

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: Each person wishing to address the committee is requested to complete a Speakers Card for submittal to the Committee Chair before the meeting convenes or the applicable agenda item is discussed. Persons who address the Committee are also asked to furnish a copy of any written statement to the Committee Chair. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Committee.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Committee. Each individual will be allotted three minutes, which may be extended at the discretion of the Committee Chair.

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 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. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com.

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the BART station nearest the meeting location for individuals who want to attend the meeting. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, January 16, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, January 8, 9:00 a.m. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, January 9, 8:30 a.m., 3338 Mt. Diablo Blvd., Lafayette
Operations & Scheduling:	Friday, January 3, 8:30 a.m., Walnut Creek City Offices

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

Administration and Finance Committee
Summary Minutes
December 4, 2013

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee Members: Director, Board Al Dessayer
 Director Robert Storer
 Director Don Tatzin

Staff: General Manager Rick Ramacier
 Director of Finance Kathy Casenave
 Director of Transportation Bill Churchill
 Legal Counsel Shayna van Hoften

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of November 6, 2013 meeting- Approved.
4. Closed session; Conference with Legal Counsel Anticipated Litigation, Government Code Section 54956.9-: The committee met in closed session with legal Counsel van Hoften. In open session Committee Chair Dessayer reported that no action was taken.
5. FY 2013 Audit Teleconference- Auditor Rosalva Flores, Brown, Armstrong, Certified Public Accountants, reviewed the audit report for FY 2013 and reported that the audit opinion was "clean" and the financial statements presented fairly, in all material respects, the financial position of the Authority. There were no current year findings or recommendations. The committee requested a change to the presentation of the long term liabilities and the auditor concurred. The committee approved the audit report with the change and will include it on the December Board of Directors agenda with a recommendation for approval.
6. Auditors Compliance report- The auditor reported that the STA, TDA, diesel fuel, and pension costs were in compliance with the terms of the MOUs for the implementation of the next annual wage increase.
7. County Connection Income Statements for the Three Months ended September 30, 2013- Director Casenave reported that expenses for the three months were 5.2% under the year to date budget. Operator wages were up mainly because of training costs; but other expense categories were down including other wages, services, materials, and purchased transportation.

8. County Connection Investment Policy-Quarterly Reporting Requirement- Staff reported that the investments were in compliance with Board policy and the State of California requirements. Approved for Board consent calendar.
9. Review of Vendor Bills, November 2013- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meetings will be Wednesday, January 8 and Wednesday, February 5 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

Kathy Casenave, Director of Finance

To: Administration and Finance Committee

Date: December 30, 2013

From: Kathy Casenave, Director of Finance

Reviewed by:

SUBJECT: Why are Fixed Route Passenger Fares Down but Passengers Up for July-September 2013 compared to July-September 2012?

Summary of Issues:

At the December 2013 A&F meeting the three month financial statement was presented. Schedule 6 of the report showed a \$35,384 decrease (-4.3%) in passenger fares but a 29,561 (3.8%) increase in fixed route passengers compared to the three months of the prior fiscal year. The committee requested more information.

Almost the entire drop in passenger fares is the result of adjustments to BART Plus revenue. BART collects the data for the sale of BART Plus tickets and allocates the revenue to participating bus operators net of BART administrative costs. This is done quarterly but the reports have been very slow in coming. By the time of the close of FY 2013 we had not yet received the Jan-Mar 2013 report or the Apr-Jun 2013 report. Based on prior quarters an accrual was made for \$30,000 per quarter. We finally received the Jan-Mar report on September 23, 2013 and were quite surprised to find it was only \$5,489. The migration of the large transit operators to TransLink dramatically reduced the number of tickets sold- only 602 tickets in Jan-Mar 2013 vs. 9,267 in Oct-Dec 2012. FY 2013 had already been closed, so the only way to adjust the year end receivable was to reduce revenue in the current fiscal year. The revenue for the first quarter of this year has been adjusted to reflect the difference in the Jan-Mar 2013 quarter. There will be another negative adjustment in the quarter ending December 2013 when that report is received.

The table below shows the differences between Jul-Sep 2013 and Jul-Sep 2012.

	Fares		Passengers	
BART Plus	(\$32,147)	-421.0%	(2,654)	-38.7%
Cash Fares	\$7,855	1.4%	11,171	3.2%
Pass Fares	(\$9,081)	-3.4%	5,295	4.1%
St Mary's/JFK	(\$2,011)	-21.9%	-934	14.1%
Free fares/transfers			8,931	3.8%
Special fares			7,752	14.0%
	(\$35,384)	-4.3%	29,561	3.8%

The pass fares are difficult to analyze because revenue is recorded in the month payment is received but passengers are counted when boarding the bus. Staff will continue monitoring this category.