

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, September 3, 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 August 12, 2014*
4. CCCTA Investment Policy-Quarterly Reporting Requirement*
5. Appointment of 2nd Alternate CalTip Board Member*
6. Review of Vendor Bills, August 2014**
7. Legal Services Statement, July 2014-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, September 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	TBA. 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	Tuesday, November 11, 2:00 p.m. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, October 2, 8:30 a.m., 2477 Arnold Industrial Way, Concord
Operations & Scheduling:	Friday, October 3, 8:30 a.m. Pleasant Hill City Hall Community Room

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
August 12, 2014

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 Al Dessayer
 Director Don Tatzin
 Director Gregg Manning

Staff: General Manager Rick Ramacier
 Director of Finance Kathy Casenave
 Director of Planning Anne Muzzini

Guest: Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke of the need for bus operators to have some training in mental illness because some bus riders are homeless and there is a higher proportion of mental illness in that group.
3. Approval of Minutes of July 2, 2014- Approved.
4. PARS OPEB Trust FY 2014 Investment rate of return- Director Casenave reported that the OPEB trust earned 9.11% in FY 2014. The 3 year average was 6.41%. This is more than the 5.5% rate used in the actuarial valuation report. The balance in the fund at June 30 was \$1,634,255.
5. City of Walnut Creek Agreement for Free Route #5- Director Muzzini reported that Route #5 has been analyzed and staff believes that increasing the directness and frequency will increase productivity. The City of Walnut Creek has voted to support the new Route #5 in the amount of \$55,000 annually to provide citizens with free fares. The agreement will be reviewed at the end of the first year. Staff requests that the committee support Board approval authorizing the General Manager to enter into an agreement for the fare subsidy with the City of Walnut Creek. Approved.
6. Continuation of the Senior and Disabled Mid-day Free Fare Program- Director Muzzini reported that, during the pilot period of December 2013 to June 2014, over 75,000 senior and disabled riders have utilized the free mid-day fare program. The program has drawn praise from groups representing seniors and those with disabilities, including the Contra Costa Transportation Authority's Paratransit Coordinating Council. Staff recommends that County Connection continue this program requests that the committee forward to the Board with a recommendation of approval. Approved.
7. Review of Vendor Bills, July 2014- Reviewed.
8. Legal Services Statement, May and June 2014, General and Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meetings will be September 2 and October 1.

TO: A & F Committee

DATE: August 26, 2014

FROM: Rick Ramacier
General Manager

SUBJECT: CCCTA Investment Policy – Quarterly Reporting Requirement

Attached please find CCCTA's Quarterly Investment Policy Reporting Statement for the quarter ending June 30, 2014.

This certifies that the portfolio complies with the CCCTA Investment Policy and that CCCTA has the ability to meet the pool's expenditure requirements (cash flow) for the next six (6) months.

CCCTA
BANK CASH AND INVESTMENT ACCOUNTS
 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL
				DEC2013	MAR2014	JUNE 2014	JUNE 2014
FIXED ROUTE	First Republic Bank 1106171	CHECKING	AP General Account-Fixed Route	\$ 425,736	\$ 134,594	\$ 335,006	\$ 276,512
				\$ 429,660	\$ 157,631	\$ 108,327	\$ 111,464
				\$ 10,635	\$ 84,558	\$ 87,599	\$ 87,599
				\$ 51,053	\$ 46,959	\$ 49,675	\$ 40,815
				\$ 61	\$ 89,603	\$ 781	\$ 781
				\$ 5,075	\$ 5,075	\$ 0	\$ 0
				\$ -	\$ -	\$ -	\$ -
				\$ 116,978	\$ 101	\$ 131	\$ 131
				\$ -	\$ -	\$ 116,921	\$ 116,921
				\$ 127	\$ 5,419	\$ 7,543	\$ 7,543
PARATRANSIT	First Republic Bank 1106228	CHECKING	INFO TRANSIT SYS MAINTENANCE-CLEVER DEV	\$ 1,039,325	\$ 523,941	\$ 705,983	\$ 641,766
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
PARATRANSIT	First Republic Bank 1049584	CHECKING	CAPITAL PURCHASES	\$ 3,520	\$ 3,520	\$ 3,520	\$ 3,520
				\$ 817,283	\$ 1,259,638	\$ 957,274	\$ 970,393
				\$ 820,803	\$ 1,263,158	\$ -	\$ 973,913
LAIF FUND	LAIF ACCOUNT 4007001	INT-INVEST	OPERATING FUNDS	\$ 5,403,523	\$ 5,438,288	\$ 2,041,583	\$ 2,041,583
				\$ 705,894	\$ 625,135	\$ 625,529	\$ 625,529
				\$ 1,468,757	\$ 1,469,703	\$ 1,470,537	\$ 1,470,537
				\$ 1,105,552	\$ 1,106,264	\$ 1,106,892	\$ 1,106,892
				\$ 484,847	\$ 485,159	\$ 485,434	\$ 485,434
				\$ 67,708	\$ 67,752	\$ 67,790	\$ 67,790
				\$ 3,393,797	\$ 3,395,984	\$ 3,397,911	\$ 3,397,911
				\$ 1,438,524	\$ 1,439,451	\$ 1,440,268	\$ 1,440,268
				\$ 14,068,602	\$ 14,027,736	\$ 10,635,944	\$ 10,635,944
				\$ 10,307	\$ 10,995	\$ 11,675	\$ 11,675
CCCTA EMPLOYEE	First Republic Bank 1402153	INT CHECK	EMPLOYEE FITNESS FUND	\$ 51	\$ 1	\$ 1	\$ 1
				\$ 10,358	\$ 10,996	\$ 11,676	\$ 11,676
CCCTA EMPLOYEE	First Republic Bank 800-0136-0834	INT CHECK	EMPLOYEE FUNCTION	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
GRAND TOTAL				\$ 15,939,089	\$ 15,825,831	\$ 11,353,603	\$ 12,263,299

This is to certify that the portfolio above complies with the CCCTA Investment Policy and that CCCTA has the ability to meet its expenditures(cash flow) for the next six months.

Rick Ramacier
 Rick Ramacier
 General Manager
 DATE 8/26/14

To: Administration and Finance Committee

Date: August 27, 2014

From: Kathy Casenave, Director of Finance

Reviewed by:

SUBJECT: APPOINTMENT OF 2ND ALTERNATE TO CalTIP

Summary of Issues:

In August 2003 the County Connection Board of Directors appointed three representatives to the CalTIP Board:

General Manager

Director of Finance, First Alternate

Director of Administration, Second Alternate

Since the retirement of Cindy Dahlgren and the elimination of the Director of Administration position, there has been no second alternate.

In recent years, there has been an emphasis at CalTIP on operator training and other safety issues, and, in fact, CalTIP offers services in these areas. County Connection has utilized CalTIP staff for bus stop assessments and a secret rider program.

The appointment of an alternate from County Connection that has experience in transportation issues will be beneficial to both County Connection and to CalTIP members as safety and training issues arise.

Recommendation:

Staff recommends that the position of Director of Transportation be appointed as the second alternate.