

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, August 5, 2015
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 July 1, 2015*
4. Closed Session:
 - Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Employee Organizations:
Amalgamated Transit Union, Local 1605
 - Conference with Legal Counsel-Anticipated Litigation
Government Code Section 54956.9(b) (one potential case)
5. Review of Vendor Bills, July 2015**
6. Legal Services Statement, May 2015-General, May 2015 Labor**
7. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

FY2014/2015 A&F Committee

Bob Simmons – Walnut Creek, Don Tatzin – Lafayette, 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, August 20, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, August 5, 9:00 .am., 1676 N. California Blvd., S620, Walnut Creek
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, August 6, 8:30 a.m., Pleasant Hill City Hall Small Community Room
Operations & Scheduling:	Tuesday, August 4, 8:00 a.m. Supervisor Andersen's Office 309 Diablo Road, Danville, 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

Administration and Finance Committee
Summary Minutes
July 1, 2015

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 Don Tatzin
Director Gregg Manning
Director Bob Simmons

Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave

Guests: Andrew Brown, Senior Portfolio Manager, Highmark Capital
Mitch Barker, Executive Vice President, PARS
Rachael Saunders, Client Services Supervisor, PARS

Public: Ralph Hoffmann

1. Approval of Agenda- Approved, with minor changes in the order of business.
2. Public Communication- Mr. Hoffmann spoke on the need to provide some service on holidays for the transit dependent.
3. Approval of Minutes of June 3, 2015- Approved.
4. CCCTA Investment Policy-Quarterly Reporting Requirement- Staff reported that the portfolio as of March 31, 2015 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. Adjustment to Non-represented Employees Compensation- General Manager Ramacier requested a 4% increase in the payscale for administrative employees and that the amount is in the FY 2016 Budget. Approved for the Board consent calendar.
6. Performance Based Compensation Pool- General Manager Ramacier requested a Performance based compensation pool of \$40,000 for select senior management employees, which would be distributed to high performing senior managers at the discretion of the General Manager. Approved for the Board consent calendar.
7. Financial Statements for the Nine Months ended March 31, 2015- Director of Finance Casenave reported that the actual operating expenses are 8.8% (\$2,324,087) under budget as of March 31, 2013. Diesel Fuel, and repair parts accounted for \$892,472 of the variance. Fringe benefits, services and special trip service were other expenses that were lower than budgeted. Reviewed.
8. Adoption of Gann Appropriations Spending Limitation for FY 2016- Director of Finance Casenave reported that the spending limit for CCCTA for FY 2016 is \$64,088,230. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$36,552,638, or \$24,535,592 under the Gann limitation. Approved for the Board consent calendar.
9. PARS OPEB Trust- The representatives from Highmark Capital and PARS reported on the performance of CCCTA's OPEB Trust. The one year performance as of May 31, 2015 was 3.83%; the performance since inception of 7/1/2010 is 6.26%. The account balance as of April 30, 2015 was \$2,059,255. The committee reviewed the report and discussed the asset allocation strategy. The asset allocation approved by the A&F Committee at inception is Moderately Conservative and the committee did not recommend a change.
10. Alternative Funding Methods for CalPERS Retirement- Director of Finance Casenave reported the unfunded liability as CCCTA's CalPERS retirement as of the last valuation was \$3,931,573. CalPERS projects that if the amortization period is lowered from 30 years to 25 years the additional payment would be \$259,855 and the

interest savings would be \$1,785,101; shortening to 20 years, the additional payment would be \$296,855, and the interest savings would be \$3,255,619. The next valuation report is due in late October or early November 2015. Since the extra payment has not been budgeted for the consensus is that this issue be brought again to the committee after receipt of the new report.

11. Review of Vendor Bill, June 2015- Reviewed.
12. Legal Services Statement, April 2015- General and Labor- Approved.
13. Adjournment- The meeting was adjourned. The next meetings are scheduled for Wednesdays, August 5th and September 2nd at 9:00 a.m.

Kathy Casenave, Director of Finance