

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, October 4, 2017
9:00 a.m.

**Candace Andersen's Office,
3338 Mt. Diablo Blvd.
Lafayette, CA 94549**

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 16, 2017*
4. CCCTA Investment Policy-Quarterly Reporting Requirement*
5. 2018 Cafeteria Plan*
6. MOU between County Connection and LAVTA in support of LAVTA's Shared Autonomous Vehicle Project *
7. Review of Vendor Bills, August and September 2017**
8. Legal Services Statement, June and July 2017-General, June and July 2017-Labor**
9. Next Scheduled Meeting – November 1, 2017
10. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2017/2018 A&F Committee

Laura Hoffmeister – Concord, Don Tatzin – Lafayette, Al Dessayer

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 Katrina Lewis – 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, October 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, November 1, 9:00 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, October 5, 10:00 a.m., 1676 N. California Blvd., S620, Walnut Creek
Operations & Scheduling:	Thursday, October 5, 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
August 16, 2017

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members: Director Al Dessayer
 Director Don Tatzin
 Director Sue Noack
 Director Candace Andersen

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung
 Director of Maintenance Scott Mitchell
 Senior Manager of Innovation and Shared Mobility Rashidi Barnes

Guests: None

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of July10, 2017- Approved.
4. CCCTA Investment Policy – Quarterly Reporting Requirement – Director of Finance Cheung reported that the investments as of March 31, 2017 comply with the CCCTA investment policy. The A&F Committee accepted the report.
5. Income Statement for Nine Months – Director Cheung reported that the actual expenses are 8.5% under the year to date budget (\$2,331,785). Expenses are currently under budget due to lower repair costs, lower diesel fuel costs and no contingency currently needed. Mr. Cheung also noted that fare revenues are 9.0% below budget (\$348,836). The A&F Committee accepted the report
6. Report on the Performance of the Battery Electric Trolleys (BET) – General Manager Ramacier provided an overview of the Battery Electric Trolley (BET). Senior Manager Barnes stated the BET is the first Gillig prototype and not unusual that we have encountered power and mechanical issues, which are being resolved. Director Mitchell noted that we need more time with the BETs to provide meaningful data, since they have been online less than a year. Commissioner Tatzin discussed how the cost of energy may change if City of Concord and City of Walnut Creek switch from PG&E to Marin Consortium Energy (MCE). Also, could there be partnerships opportunities such as installing solar panels at County Connection's parking lot. Mr. Mitchell responded to Commissioner Desayer's question regarding the cost of a BET compared to a Diesel Bus, which is currently \$792K versus \$500K, respectively. Information only.
7. Review of Vendor Bills, July 2017- Reviewed.
8. Legal Services Statement, May 2017, General & Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, October 4, 2017 at 9:00am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

County Connection



INTER OFFICE MEMO

TO: Administration & Finance Committee

DATE: September 26, 2017

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, 2017.

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.

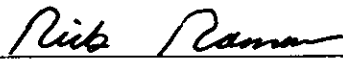
CCCTA
BANK CASH AND INVESTMENT ACCOUNTS
 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				DEC 2016	MAR 2017	JUN 2017	JUN 2017
FIXED ROUTE							
UNION BANK	274-00-26650	CHECKING	AP GENERAL	\$ 646,035	\$ 2,797,930	\$ 3,671,301	\$ 3,316,815
UNION BANK	274-00-26693	CHECKING	PAYROLL	\$ 48,037	\$ 54,403	\$ 77,271	\$ 64,651
UNION BANK	274-00-26723	CHECKING	CAPITAL PURCHASES	\$ 257,266	\$ 250,000	\$ 440,595	\$ 316,131
UNION BANK	274-00-26715	CHECKING	WORKERS' COMP - CORVEL	\$ 278,781	\$ 54,860	\$ 78,666	\$ 42,873
UNION BANK	274-00-26685	CHECKING	PASS SALES	\$ 18,820	\$ 79,699	\$ 15,721	\$ 15,721
UNION BANK	274-00-26707	Money Market	INFO TRANSIT SYS MAINT-CLEVER DEVICES	\$ 32,699	\$ -	\$ -	\$ -
PAYPAL	27SAXUUFL9732	CHECKING	PAYPAL-PASS SALES	\$ 608	\$ 1,854	\$ 299	\$ 299
TOTAL				\$ 1,282,246	\$ 3,238,746	\$ 4,283,853	\$ 3,756,490
PARATRANSIT							
UNION BANK	274-00-26669	CHECKING	AP GENERAL	\$ 254,259	\$ 250,071	\$ 347,515	\$ 350,757
TOTAL				\$ 254,259	\$ 250,071	\$ 347,515	\$ 350,757
LAIF FUND							
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 6,751,075	\$ 7,359,702	\$ 2,292,352	\$ 2,292,352
LAIF ACCOUNT		INT-INVEST	2014-15 Rolling Stock	\$ 2,471,259	\$ 2,476,287	\$ 1,075,526	\$ 1,075,526
LAIF ACCOUNT		INT-INVEST	Lifeline Bus Stop Access	\$ 125,261	\$ 124,955	\$ 85,664	\$ 85,664
LAIF ACCOUNT		INT-INVEST	Facility Rehab	\$ 3,286,932	\$ 3,200,598	\$ 3,154,914	\$ 3,154,914
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Shuttle	\$ 179,298	\$ 102,384	\$ 25,374	\$ 25,374
LAIF ACCOUNT		INT-INVEST	LCTOP - Electric Trolley	\$ 213,373	\$ 177,188	\$ 176,196	\$ 176,196
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,453,166	\$ 1,455,643	\$ 1,458,426	\$ 1,458,426
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End	\$ -	\$ -	\$ -	\$ (8,759)
TOTAL				\$ 14,480,364	\$ 14,896,757	\$ 8,268,452	\$ 8,259,693
CCCTA EMPLOYEE							
UNION BANK	274-00-26677	CHECKING	EMPLOYEE FITNESS FUND	\$ 9,276	\$ 9,676	\$ 8,684	\$ 8,684
UNION BANK	274-00-26502	CHECKING	EMPLOYEE FUNCTION	\$ 508	\$ 78	\$ 810	\$ 508
TOTAL				\$ 9,784	\$ 9,754	\$ 9,494	\$ 9,192
GRAND TOTAL				\$ 16,026,653	\$ 18,395,328	\$ 12,909,314	\$ 12,376,132

KLM

* GL balances reduced by outstanding checks and increased by deposits in transit, if any.

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
 General Manager

County Connection

INTER OFFICE MEMO

To: A&F Committee

Date: September 25, 2017

From: Lisa Rettig
Director of Human Resources

Subject: Cafeteria Plan

Approved by: William Churchill, Assistant GM Administration *WC*.

SUMMARY OF ISSUES:

County Connection contract under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative employee benefits.

The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Cafeteria Plan.

In recent history the Board has provided the same increases to the Administrative employees cafeteria plan in the interest of equality.

The current two most popular health plans are Kaiser and Anthem Traditional. For 2018, Kaiser increased 3.2% and Anthem Traditional decreased 3.3%. The average is a net decrease therefore the cafeteria rates are remaining the same for 2018.

Attached are the 2018 monthly medical premiums for each employee group, ATU, Teamsters and Administration.

FINANCIAL IMPLICATIONS:

None

ACTION REQUESTED:

None, this is an informational item only.

**2018 Medical Premiums
Per Month (\$)
Employee Group #1
Administrative Employees**

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee</u>
Blue Shield*	\$889.02	\$329.08	\$559.94	\$428.26	\$131.68
Blue Shield+1	\$1,778.04	\$658.16	\$1,119.88	\$663.91	\$455.97
Blue Shield +2	\$2,311.45	\$855.60	\$1,455.85	\$888.76	\$567.09
Kaiser*	\$779.86	\$303.56	\$476.30	\$428.26	\$48.04
Kaiser+1	\$1,559.72	\$607.12	\$952.60	\$663.91	\$288.69
Kaiser+2	\$2,027.64	\$789.26	\$1,238.38	\$888.76	\$349.62
PERS Choice*	\$800.27	\$289.98	\$510.29	\$428.26	\$82.03
PERS Choice+1	\$1,600.54	\$579.96	\$1,020.58	\$663.91	\$356.67
PERS Choice+2	\$2,080.70	\$753.95	\$1,326.75	\$888.76	\$437.99
PERSCARE*	\$882.45	\$494.86	\$387.59	\$428.26	\$0.00
PERSCARE+1	\$1,764.90	\$989.71	\$775.19	\$663.91	\$111.28
PERSCARE+2	\$2,294.37	\$1,286.63	\$1,007.74	\$888.76	\$118.98
PERS Select*	\$717.50	\$270.71	\$446.79	\$428.26	\$18.53
PERS Select+1	\$1,435.00	\$541.42	\$893.58	\$663.91	\$229.67
PERS Select+2	\$1,895.50	\$703.85	\$1,191.65	\$888.76	\$302.89
Anthem HMO Select*	\$856.41	\$270.71	\$585.70	\$428.26	\$157.44
Anthem HMO Select+1	\$1,712.82	\$541.42	\$1,171.40	\$663.91	\$507.49
Anthem HMO Select+2	\$2,226.67	\$703.85	\$1,522.82	\$888.76	\$634.06
Anthem HMO Traditional*	\$925.47	\$494.86	\$430.61	\$428.26	\$2.35
Anthem HMO Traditional+1	\$1,850.94	\$989.71	\$861.23	\$663.91	\$197.32
Anthem HMO Traditional+2	\$2,406.22	\$1,286.63	\$1,119.59	\$888.76	\$230.83
Unitedhealthcare*	\$1,371.84	\$303.56	\$1,068.28	\$428.26	\$640.02
Unitedhealthcare+1	\$2,743.68	\$607.12	\$2,136.56	\$663.91	\$1,472.65
Unitedhealthcare+2	\$3,566.78	\$789.26	\$2,777.52	\$888.76	\$1,888.76

Employees who do not elect medical coverage and complete a Certification Form receive \$200.00 per month in Cafeteria Plan Contributions.

This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* =Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two or more Dependents (also known as Family Coverage)

The monthly Employee premium is deducted semi-monthly from paychecks in two equal amounts

2018 Medical Premiums
Per month \$
Employee Group #2
ATU Local 1605

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee Cost</u>
Blue Shield*	\$889.02	\$266.47	\$622.55	\$501.25	\$121.30
Blue Shield+1	\$1,778.04	\$532.93	\$1,245.11	\$809.92	\$435.19
Blue Shield+2	\$2,311.45	\$692.81	\$1,618.64	\$1,078.57	\$540.07
Kaiser*	\$779.86	\$235.34	\$544.52	\$501.25	\$43.27
Kaiser+1	\$1,559.72	\$470.67	\$1,089.05	\$809.92	\$279.13
Kaiser+2	\$2,027.64	\$611.87	\$1,415.77	\$1,078.57	\$337.20
PERS Choice*	\$800.27	\$241.24	\$559.03	\$501.25	\$57.78
PERS Choice+1	\$1,600.54	\$482.48	\$1,118.06	\$809.92	\$308.14
PERS Chocie+2	\$2,080.70	\$627.23	\$1,453.47	\$1,078.57	\$374.90
PERSCARE*	\$882.45	\$374.92	\$507.53	\$501.25	\$6.28
PERSCARE+1	\$1,764.90	\$749.83	\$1,015.07	\$809.92	\$205.15
PERSCARE+2	\$2,294.37	\$974.78	\$1,319.59	\$1,078.57	\$241.02
PERS Select*	\$717.50	\$233.59	\$483.91	\$501.25	\$0.00
PERS Select+1	\$1,435.00	\$467.18	\$967.82	\$809.92	\$157.90
PERS Select+2	\$1,895.50	\$607.34	\$1,288.16	\$1,078.57	\$209.59
Anthem HMO Select*	\$856.41	\$233.59	\$622.82	\$501.25	\$121.57
Anthem HMO Select+1	\$1,712.82	\$467.18	\$1,245.64	\$809.92	\$435.72
Anthem HMO Select+2	\$2,226.67	\$607.34	\$1,619.33	\$1,078.57	\$540.76
Anthem HMO Traditional*	\$925.47	\$374.92	\$550.55	\$501.25	\$49.30
Anthem HMO Traditional+1	\$1,850.94	\$749.83	\$1,101.11	\$809.92	\$291.19
Anthem HMO Traditional+2	\$2,406.22	\$974.78	\$1,431.44	\$1,078.57	\$352.87
United Healthcare*	\$1,371.84	\$235.34	\$1,136.50	\$501.25	\$635.25
United Healthcare+1	\$2,743.68	\$470.67	\$2,273.01	\$809.92	\$1,463.09
United Heathcare+2	\$3,566.78	\$611.87	\$2,954.91	\$1,078.57	\$1,876.34

Employees who do not elect medical coverage and complete a Certification Form receive \$150.00 per month in Cafeteria Plan contributions. This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* = Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two (or More) Dependents (also known as Family Coverage)

The monthly Employee premium is deducted bi-monthly from paychecks in two equal amounts

**2018 Medical Premiums
Per Month (\$)
Employee Group #3
Teamsters Local 856/Transit Supervisors**

	<u>Total</u>	<u>CCCTA</u>	<u>Employee</u>	<u>Cafeteria Plan</u>	<u>Net Employee Cost</u>
Blue Shield*	\$889.02	\$280.29	\$608.73	\$481.13	\$127.60
Blue Shield+1	\$1,778.04	\$560.57	\$1,217.47	\$769.65	\$447.82
Blue Shield +2	\$2,311.45	\$728.74	\$1,582.71	\$1,026.23	\$556.48
Kaiser*	\$779.86	\$254.15	\$525.71	\$481.13	\$44.58
Kaiser+1	\$1,559.72	\$508.30	\$1,051.42	\$769.65	\$281.77
Kaiser+2	\$2,027.64	\$660.79	\$1,366.85	\$1,026.23	\$340.62
PERS Choice*	\$800.27	\$241.24	\$559.03	\$481.13	\$77.90
PERS Choice+1	\$1,600.54	\$482.48	\$1,118.06	\$769.65	\$348.41
PERS Choice+2	\$2,080.70	\$627.23	\$1,453.47	\$1,026.23	\$427.24
PERSCARE*	\$882.45	\$374.92	\$507.53	\$481.13	\$26.40
PERSCARE+1	\$1,764.90	\$749.83	\$1,015.07	\$769.65	\$245.42
PERSCARE+2	\$2,294.37	\$974.78	\$1,319.59	\$1,026.23	\$293.36
PERS Select*	\$717.50	\$226.58	\$490.92	\$481.13	\$9.79
PERS Select+1	\$1,435.00	\$453.16	\$981.84	\$769.65	\$212.19
PERS Select+2	\$1,895.50	\$589.11	\$1,306.39	\$1,026.23	\$280.16
Anthem HMO Select*	\$856.41	\$226.58	\$629.83	\$481.13	\$148.70
Anthem HMO Select+1	\$1,712.82	\$453.16	\$1,259.66	\$769.65	\$490.01
Anthem HMO Select+2	\$2,226.67	\$589.11	\$1,637.56	\$1,026.23	\$611.33
Anthem HMO Traditional*	\$925.47	\$374.92	\$550.55	\$481.13	\$69.42
Anthem HMO Traditional+1	\$1,850.94	\$749.83	\$1,101.11	\$769.65	\$331.46
Anthem HMO Traditional+2	\$2,406.22	\$974.78	\$1,431.44	\$1,026.23	\$405.21
Unitedhealthcare*	\$1,371.84	\$254.15	\$1,117.69	\$481.13	\$636.56
Unitedhealthcare+1	\$2,743.68	\$508.30	\$2,235.38	\$769.65	\$1,465.73
Unitedhealthcare+2	\$3,566.78	\$660.79	\$2,905.99	\$1,026.23	\$1,879.76

Employees who do not elect medical coverage and complete a Certification Form receive \$50.00 per month in Cafeteria Plan contributions. This amount can be used to purchase vacation, Vision Services Plan benefits or at the end of the calendar year it can be cashed out.

* =Employee Only

+1=Employee plus One Dependent

+2=Employee plus Two or more Dependents (also known as Family Coverage)

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To: Administration and Finance Committee

Date:

From: Rashidi Barnes
Dir. Of Shared Mobility and Innovation

Reviewed by:

SUBJECT: Shared Autonomous Vehicle project agreement between County Connection and Livermore Amador Valley Transportation Authority.

Background

AB 1444, introduced by Assembly Member Baker, allows Livermore Amador Valley Transit (LAVTA) to demonstrate a shared autonomous vehicle (SAV) on public roads for testing purposes. This bill authorizes LAVTA to test a vehicle that does not have a driver seated in the driver's seat and is not equipped with a steering wheel, a brake pedal, or an accelerator. This bill would make these provisions inoperative on May 1, 2018, and would repeal it as of January 1, 2019.

Interagency Agreement

This agreement is intended to facilitate a symbiotic development and evaluation program that will meet the public transportation needs of CCCTA and LAVTA's service population. Furthermore, it underscores each party's willingness to work together with the underlying goal of increasing the areas public transportation options through innovation, reducing congestion along the I-680 corridor and increase interagency connectivity to support a seamless transportation ecosystem.

Partnership Roles

LAVTA has secured a grant from the Bay Area Air Quality Management District (BAAQMD) to develop, evaluate and deploy SAV technology for FM/LM connections to major transit nodes that will help reduce greenhouse gas emissions. Project management of the program will be provided by Rashidi Barnes, Director of Innovation and Shared Mobility, CCCTA, as an in-kind donation to the project.

CCCTA and LAVTA agree that the SAV is to first be deployed in Dublin as previously planned by LAVTA and required by AB 1444. Future deployment of SAV's will focus the FM/LM commuting challenges of the I-680 Transportation corridor.

Financial Impact

Staff time as an in-kind donation

Recommendation

None at this time.