

County Connection

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
June 13, 2018

The meeting was called to order at 9:00 a.m. in Walnut Creek at 1676 North California Blvd., Suite 620. Those in attendance were:

Committee Members: Director Al Dessayer
Director Don Tatzin
Director Keith Haydon

Staff: General Manager Rick Ramacier
Chief Operating Officer Scott Mitchell
Chief Financial Officer Erick Cheung
Director of Human Resources
Legal – Angela Clements

Guests: Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Ralph Hoffman noted to vote no on the repeal of Senate Bill 1 (SB1) in the November 2018 Election.
3. Approval of Minutes of May 9, 2018- Approved.
4. Closed Session:
 - a. Conference with Labor Negotiator-Pat Glenn (pursuant to Government Code Section 54957.6) Employee Organizations: Amalgamated Transit Union, Local 1605; Machinists Automotive Trades District Lodge No. 1173; Teamsters, Local 856
5. Open Session: Report of Action taken in Closed Session – Direction was provided to staff.
6. CCCTA Investment Policy-Quarterly Reporting Requirement – CFO Cheung reported that the portfolio as of March 31, 2018 complies with County Connection’s Investment Policy. Approved for the Board consent calendar.
7. Adjustment to Non-Represented Administrative Employees Compensation – General Manager Ramacier & Director of Human Resources Rettig requested a 3% increase in the pay scale for administrative employees and a merit pool of \$5,000 which were included in the Draft FY 2019 Budget. Approved by the Committee for the Board consent calendar.
8. Adoption of Gann Appropriations Spending Limitation for FY 2018-2019 – CFO Cheung reported that the spending limit for FY 2019 is \$74,884,205. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$40,235,096 or \$34,649,109 under the Gann limitation. Approved for Board consent.
9. Fiscal Year 2019 Draft Budget and Ten Year Forecast – CFO Cheung reported that the FY 2019 Budget has been updated and proposes \$39.5 million in operational expenses for fixed route and paratransit with revenues to offset these costs. County Connection’s main revenue source is TDA 4.0 funds from MTC; the budget proposes using \$18.5 million which is \$0.2 million more than MTC estimates we will receive next fiscal year of \$18.3 million. This includes the following changes:
 - a. STA Population revenue – MTC allocated \$1.0 million to County Connection which represents the FY 2018 SB1 funds and will receive \$3.3 million in SB1 funds in FY 2019 with \$2.1 million being one time in nature.
 - b. TDA Revenue needed – The net impact is an increase of TDA reserves of \$1.0 million in FY 2019 from \$8.9 million to \$9.9 million.

The A&F Committee approved and recommended the FY 2019 Budget be put on Board agenda for approval following a public hearing.

10. Review of Vendor Bills, May 2018 - Reviewed.
11. Legal Services Statement, March 2018 General & Labor- Approved.
12. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, July 11th at 10:00 am at 1676 North California Blvd., Suite 620, Walnut Creek, CA and September 12th at 3338 Mt. Diablo Blvd, Lafayette, CA. The August meeting has been canceled.

Erick Cheung, Chief Financial Officer