

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, July 11, 2018
10:00 a.m.**

**Hanson Bridgett
1676 North California Blvd., Suite 620
Walnut Creek, California**

*******NEW LOCATION*****
*****NEW TIME*******

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 June 13, 2018*
4. Public Agency Retirement Services (PARS) OPEB Trust*
(Representatives from PARS will discuss County Connection's OPEB Trust Performance and any other related issues.)
5. Lifeline Cycle 5 Grant Funding*
(Staff will recommend that the Committee approve use of the Lifeline funds to continue to fund routes serving Communities of Concern in Central Contra Costa County.)
6. Review of Vendor Bills, June 2018**
7. Approval of Legal Services Statement, April 2018-Labor and General
8. Next Scheduled Meeting – September 12, 2018
9. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2017/2018 A&F Committee

Keith Haydon, Jr.—Clayton, Laura Hoffmeister – Concord, Don Tatzin – Lafayette, Al Dessayer-Moraga

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, July 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, September 12, 9:00 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, July 12, 9:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 94549
Operations & Scheduling:	Friday, August 3, 8:00 a.m. City of Pleasant Hill Offices, 100 Gregory Ln, Pleasant Hill, CA 94523

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

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

To: Administration & Finance Committee

Date: July 11, 2018

From: Erick Cheung, Chief Finance Officer

SUBJECT: PUBLIC AGENCY RETIREMENT SERVICES (PARS) OPEB Trust

SUMMARY:

Randall Yurchak – Vice President of Highmark Capital Management and Rachael Sanders – PARS Manager, will join us to discuss the investment performance of the trust and share some insights about the future of the markets and trends including their Section 115 Pension Trust.

The A&F Committee selected the Moderately Conservative Index PLUS investment option. The allocation for this option is 20-40% equity, 50-80% fixed income and 0-20% cash.

The balance in the trust as of April 31, 2018 was \$3,134,954.

The annual investment rate of return as of April 2018 was 3.16% but has averaged 3.80% over the last 5 years. These figures are net of all investment management expenses.

To: Administration & Finance Committee

Date: 7/3/2018

From: Ruby Horta, Director of Planning & Marketing

Reviewed by: 

SUBJECT: Lifeline Transportation Program Cycle 5 Grant Funding

Background:

On February 6, 2018, the Metropolitan Transportation Commission (MTC) released guidelines for the Cycle 5 Lifeline Transportation Program (LTP). The purpose of the LTP is to fund projects that result in improved mobility for low-income residents of Contra Costa. Approximately \$3.1 million is expected to be available to Contra Costa through MTC from two funding sources over a two-year funding cycle (FY 2017 and FY 2018). The funding sources available are State Transit Assistance and Federal Transit Administration Section 5307 (formula) funding. To be eligible to receive these funds the entity must be a recognized public transit operator.

On February 21, 2018 the Contra Costa Transportation Authority (CCTA) authorized the release of a Call for Projects for the Contra Costa LTP program. Applications for project funding were due on April 6, 2018. County Connection submitted an application for continued funding for services funded by previous LTP cycles. The routes supported by this funding source all serve the Monument Corridor, which includes Route 11, 14, 16, 18, 19, 311, 314, and 316. These routes provide basic transportation services to County Connection riders; 35 percent of whom are low income. All lines serve and/or are predominantly located in Communities of Concern. Public Transit is a primary means of transportation for both the adult and youth populations within the Communities of Concern. All lines presently provide service to employment, services, retail, schools, health care and coordination to BART stations. Funding this project would preserve existing headways and service span.

Financial Implications:

CCTA estimates awarding County Connection \$766,723 to preserve operations in Central County Communities of Concern. The required local match would be funded with TDA funds and farebox revenues.

Action Requested:

Staff recommends that the Committee approve use of the Lifeline funds to continue to fund routes serving Communities of Concern in Central Contra Costa County. A resolution is required by MTC and will be included in the Board packet if approved by the Committee.