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

ADMINISTRATION & FINANCE COMMITTEE
MEETING AGENDA

Tuesday, December 3, 2019
9:00 a.m.
City of Pleasant Hill Offices
100 Gregory Lane
Small Community Room
Pleasant Hill, CA 94523

NEW LOCATION

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 October 1, 2019*
4. FY 2019 Financial Audit*
   (Auditors will present the FY2019 Audit.)
5. Income Statements for the Six Months Ended September 30, 2019*
6. San Ramon Valley USD Transition Program – Midday Free Request*
   (Staff recommends that the A&F Committee authorize extending the Midday Free Program to the students/staff of the San Ramon Valley Unified School District Transition Program as was done with RES Success Program and Mt. Diablo Bridge Program.)
7. Paratransit Building Elevator Modernization*
   (Staff requests that the A&F Committee recommend to the Board of Directors to pass a Resolution authorizing the General Manager to award a contract for Paratransit Building Elevator Modernization to OTIS Elevator. Price not to exceed $203,789.)
8. Budget Amendment request for Paratransit Operating Budget*
   (Staff recommends that to the A&F Committee approve the request for an amendment to the FY2020 Paratransit Operating Budget for $1,000,000 to appropriations and TDA revenues to the Board.)

---

*Enclosure
**Enclosure for Committee Members
***To be mailed under separate cover
****To be available at the meeting.
FY2019/2020 A&F Committee
Don Tatzin – Lafayette, Al Dessayer-Moraga, Sue Noack-Pleasant Hill

9. Planning and Marketing Department Organizational Update*
(Staff will give an update to the A&F Committee on the Planning and Marketing Department Organizational changes.)
10. Review of Vendor Bills, November 2019**
11. Approval of Legal Services Statement, September 2019 Labor **
12. Next Scheduled Meeting – January 7, 2020
13. Adjournment

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 advance 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 (925) 938-7433 between 8:00 am and 5:00 pm at least one day before the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	December 19, 9:00 a.m., County Connection Board Room
Administration & Finance:	Tuesday, January 7, City of Pleasant Hill Offices, 100 Gregory Lane, Large Community Room, Pleasant Hill, CA 94523
Advisory Committee:	TBA. County Connection Board Room
Marketing, Planning & Legislative:	Thursday, December 5, 8:30 a.m., Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454
Operations & Scheduling:	Friday, December 6, 8:15 a.m. Supervisor Andersen's Office, 3338 Mt. Diablo Blvd. Lafayette, CA 9454

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
November 8, 2019

The meeting was called to order at 9:00 a.m. at 100 Gregory Lane Small Conference Room in Pleasant Hill. Those in attendance were:

Committee Members:	Director Al Dessayer Director Sue Noack
Staff:	Chief Financial Officer Erick Cheung

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of October 1, 2019- Approved.
4. Closed Session Liability Claims (Government Code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimants: Virgilio Sanchez – No reportable action out of closed session.
5. Review of Vendor Bills, October 2019- Reviewed.
6. Legal Services Statement, August Labor and General, September General - Approved.
7. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 9:00 am on Tuesday December 3rd and January 7th in the City of Pleasant Hill.

____

Erick Cheung, Chief Financial Officer

County Connection

INTER OFFICE MEMO

To: Administration and Finance Committee   Date: December 3, 2019

From: Erick Cheung, Chief Finance Officer

SUBJECT: FY 2019 Financial Audit

Summary of Issues:

The audit for FY 2019 has been completed and enclosed for your review (Attachment A). A summary of the findings:

- The type of auditor's report is unmodified (the prior terminology was "unqualified") Pages 1&2 of the Basic Financial Statements.
- No material weaknesses were identified.
- No deficiencies and significant deficiencies were identified.
- No noncompliance issues material to the financial statements noted.

The Basic Financial Statements (BFS) includes the Management's Discussion and Analysis (Page 4 of BFS) which provides an introduction and summary of the activities over the course of the year. The Statement of Net Position (formerly the Balance Sheet) is $45,026,001 (Page 9 of BFS) a decrease of $621,581. The following is a summary of the changes in Net Position between June 30, 2019 and June 30, 2018:

- Capital Assets – Capital Assets decreased $471,939 to $54,342,077 to the depreciation on buses that were purchased in the previous years. Revenue vehicles increased with the purchase of 42 paratransit vans during the fiscal year. Construction in progress decreased with the completion of the electric bus infrastructure and scheduling software.

- Deferred Outflow of Resources – Deferred outflow of resources for pension decreased from $6,537,889 to $4,598,663. The amount represents future pension contributions to CalPERS since it did not meet the discount rate during fiscal years 2015 and 2016 and partially offset by gains in 2017 and 2018. Also, OPEB deferred outflow of resources increased from $611,495 to $691,753.

- Deferred Inflow of Resources – The amount decreased from $3,398,347 to $3,346,110 which represents excess investment income earned and changes in estimates based on actual or changes in assumptions that provide additional assets to the pension and retiree medical plans. Deferred inflow of resources for pension and OPEB is $1,611,864 and $1,734,246, respectively.

- Net pension and OPEB liability – The net pension liability and retiree medical as of June 30, 2018 (the measurement date) of $8,493,326 and $4,327,577, respectively. (See Note 7 and 11 of BFS for more information)

Other information:

Page 46-48 of the BFS - Letters from the auditor regarding testing for compliance with TDA laws and internal control based on standards contained in Government Auditing Standards issued by the Comptroller General of the United States. The results of the tests disclosed no instances of noncompliance or material weaknesses.

Page 49-50 of the BFS - Letter from the auditor regarding the compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133. There are no current year findings or questioned costs.

Other Letters:

- Letter to the Audit and Finance Committee regarding the responsibilities of the auditor and the scope and timing of the audit. (Attachment B)
- Letter to the Audit and Finance Committee reviewing TDA and STA revenue, diesel fuel and PERS benefits. The auditor had no findings. (Attachment C)

Page 51 of the BFS – This is the first year we are providing a Schedule of Revenues, Expenses and Changes in Net Changes which provides 10 years of revenues, expenses and net position. Staff will be considering additional schedules in the future to provide the readers useful information.

Recommendation:

Staff recommends the Administration and Finance Committee approval of the FY 2019 audit report to the Board prepared by Brown Armstrong Accountancy Corporation as submitted.

The audit report and letters are attached.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
CONCORD, CALIFORNIA

BASIC FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
JUNE 30, 2019

TABLE OF CONTENTS

DRAFT

BROWN ARMSTRONG
Certified Public Accountants

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE
(MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

INDEPENDENT AUDITOR'S REPORT

To the Administrative and Finance Committee and Board of Directors
Central Contra Costa Transit Authority
Concord, California

Report on the Basic Financial Statements

We have audited the accompanying basic financial statements of the Central Contra Costa Transit Authority (the Authority), as of and for the fiscal year ended June 30, 2019, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Basic Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

DRAFT

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2019, and the respective changes in financial position and cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management discussion and analysis and required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Authority that collectively comprise the Authority's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis and to fulfill the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express and opinion or provide any assurance on the statistical section.

Report on Summarized Comparative Information

We have previously audited the Authority's June 30, 2018, basic financial statements, and our report dated December 17, 2018, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent in all material respects, with the audited basic financial statements from which it has been derived.

DRAFT

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated __________, 2019, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

Introduction

The following discussion and analysis of the basic financial performance and activity of the Central Contra Costa Transit Authority (the Authority) provide an introduction and understanding of the basic financial statements of the Authority. This discussion has been prepared by management and should be read in conjunction with the basic financial statements and the notes thereto, which follow this section.

The Authority was established on March 27, 1980, under a joint exercise of power agreement to provide, either directly or through contract, public transportation services within certain areas of the County of Contra Costa (the County). A Board of Directors (the Board) composed of representatives of the member jurisdictions governs the Authority. Member jurisdictions include: Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon, Walnut Creek; Town of Moraga and Town of Danville; and County of Contra Costa. Each member jurisdiction appoints one regular representative to the Board and one alternative representative to act in the regular representative's absence.

The Authority is considered a primary government since it has a separate governing body, is legally separate, and is fiscally independent of other state and local governments. The Authority is not subject to income tax.

The Authority currently operates an active fixed route bus fleet of 128 and has approximately 254 employees. An independent contractor operates the paratransit service. The Authority receives funds primarily from transit fares and federal, state, and local grants. The disbursement of funds received by the Authority is set by Board policy, subject to applicable statutory requirements and by provisions of various grant contracts.

The Basic Financial Statements

The Authority's basic financial statements include (1) the Statement of Net Position, (2) the Statement of Revenues, Expenses, and Changes in Net Position, (3) the Statement of Cash Flows, and (4) the Notes to the Basic Financial Statements. The Statement of Net Position presents information on all of the Authority's assets and deferred outflow of resources and liabilities and deferred inflow of resources, with the difference reported as net position. Over time, increases or decreases in net position are a useful indication of an improving or deteriorating financial condition. The Statement of Revenues, Expenses, and Changes in Net Position present the most recent fiscal year changes in net position. The basic financial statements are prepared in accordance with accounting principles generally accepted in the United States of America.

Statement of Cash Flows

The Statement of Cash Flows is presented using the direct method and includes a reconciliation of operating cash flows to operating income. The Statement of Cash Flows basically provides detailed information about the cash received in the current and previous fiscal year and the uses of the cash received. This is the only cash-basis financial statement presented and it reconciles cash receipts and cash expenses to the beginning and ending cash on hand.

Most of the cash received by the Authority during the fiscal year was from state and local operating grants; most of the cash expenses were for operating activities.

Financial Highlights

Operating revenues were $5,216,683, while operating expenses were $45,733,665. The Authority is able to cover most of its operating expenses through operating revenue and federal, state, and local grants.

DRAFT

Statements of Net Position

A comparison of the Authority's Statements of Net Position as of June 30, 2019 and 2018, is as follows:

	2019	2018	2019 to 2018 Increase/Decrease Amount	%
Current assets	$ 18,635,078	$ 16,568,471	$ 2,066,607	12.47%
Noncurrent assets	54,342,077	54,814,016	(471,939)	-0.86%
Total assets	72,977,155	71,382,487	1,594,668	2.23%
Deferred outflow of resources	5,290,416	7,149,384	(1,858,968)	-26.00%
Total assets and deferred outflow of resources	$ 78,267,571	$ 78,531,871	$ (264,300)	-0.34%
Current liabilities	$ 16,135,471	$ 14,437,876	$ 1,697,595	11.76%
Noncurrent liabilities	13,759,989	15,048,066	(1,288,077)	-8.56%
Total liabilities	29,895,460	29,485,942	409,518	1.39%
Deferred inflow of resources	3,346,110	3,398,347	(52,237)	-1.54%
Net position				
Net investment in capital assets	54,304,077	54,738,016	(433,939)	-0.79%
Unrestricted net position	(9,278,076)	(9,090,434)	(187,642)	-2.06%
Total net position	45,026,001	45,647,582	(621,581)	-1.36%
Total liabilities, deferred inflow of resources, and net position	$ 78,267,571	$ 78,531,871	$ (264,300)	-0.34%

The Authority's net position decreased $621,581 for a balance of $45,026,001 as of June 30, 2019. The decrease in net position is due to allocating defined benefit pension expense for past years where interest income did not meet the assumed investment rate by CalPERS of 7.5% (fiscal years (FY) 2015 for 2.4% & 2016 for 0.6%), but much less than last year ($1,807,421) as the most recent year had a positive return of 11.2% in FY 2017 for a net expense of $642,776. This is offset by interest income earned in Other Post-Employment Benefits (OPEB) for $376,320. Also, the Authority had capital contributions of $7,088,596 which was counteracted by depreciation expense for $7,511,790. The funding provided for the purchase of 42 paratransit vans and electric bus infrastructure.

The Authority's current liabilities increased $1,697,595, as the amount owed to Metropolitan Transportation Commission (MTC) for Transportation Development Act (TDA) advances grew $2,139,473 to $6,761,759. The increase is due to higher State Transit Assistance (STA) funding which is discussed below, and lower expenses than originally budgeted. Noncurrent liabilities decreased $1,288,077 as the Net Pension Liability was reduced by $1,578,841 with positive investment returns in the most recent year as noted above, but still has a balance of $8,493,326.

DRAFT

Statements of Revenues, Expenses, and Changes in Net Position

A summary of the Authority's Statements of Revenues, Expenses, and Changes in Net Position for FYs 2019 and 2018 is as follows:

			2019 to 2018 Increase/Decrease	
	2019	2018	Amount	%
Operating revenues	$ 5,216,683	$ 4,857,447	$ 359,236	7.40%
Operating expenses	(45,733,665)	(43,255,054)	2,478,611	5.73%
Operating loss	(40,516,982)	(38,397,607)	(2,119,375)	-5.52%
Nonoperating revenues	32,806,805	30,705,672	2,101,133	6.84%
Capital contributions	7,088,596	2,850,624	4,237,972	148.67%
Increase (Decrease) in net position	$ (621,581)	$ (4,841,311)	$ 4,219,730	-87.16%

The largest revenue category listed on the Statements of Revenues, Expenses, and Changes in Net Position is state and local operating assistance at $30,136,010 (79% in 2019, 79% in 2018). Most of this revenue is provided under the TDA, which returns to the County ¼ cent of the sales tax collected in the County and represented $14,146,169 in FY 2019. The second largest revenue source is STA, which is sales tax on diesel fuel and represented $6,756,803. In FY 2019, the Authority received the first full year and true up amounts for the Road Repair and Accountability Act of 2017 - Senate Bill 1 (SB1), from MTC which provided an additional $4,377,244. The method of allocation was changed by MTC to move the allocations from them to the regional planning body, which is Contra Costa Transportation Authority (CCTA) for Contra Costa County. The third largest source of revenue is from CCTA Measure J, a countywide ½ cent sales tax, from which the Authority received $6,535,589. Capital contributions increased $4,237,972 to $7,088,596 with the purchase of 42 paratransit vans and electric charging infrastructure as noted earlier.

Operating a public transit service is labor intensive. The Authority's operating expenses for salaries and benefits paid to employees, including the defined benefit pension and OPEB adjustments, amounted to $25,708,215, or 56%. In June 2018, the Authority's Board and the three bargaining groups agreed to extend their respective Memorandum of Understandings three years. The next two largest categories of expense are purchased transportation (the cost of providing public transportation through an independent private contractor) for $6,211,639 and depreciation of capital assets for $7,511,790.

Selected revenue increases (decreases) change from prior year:

	2019	2018	2019 to 2018 Increase/ Decrease
Passenger revenue	$ 3,383,189	$ 3,221,580	$ 161,609
Special transit fares	1,833,494	1,635,867	197,627
Federal operating assistance	1,703,403	1,655,674	47,729
State and local operating assistance	30,136,010	27,996,289	2,139,721

In FY 2019, the Authority received $37,056,096, based on the categories above, which represent 97% of our operating and nonoperating revenues. Fare revenue increased $161,609, or 5.0%, due to the Authority amending service improvements and changes to the cash base fare from $2.00 to $2.50 in March 2019 even though we saw a decline in fixed route passengers from 3.42 million to 3.25 million. Additionally, paratransit ridership and fares increased as the passengers went from 136 thousand to 139 thousand. Special transit fares have increased $197,627, or 12.1%. This category grew as additional Bay Area Rapid Transit (BART) Bus Bridges were needed as BART completes track improvements over

DRAFT

the next couple of years for a net increase of $182,615. The Authority received $2.3 million more in state and local operating assistance to offset costs. Most of this funding came from additional STA funding through SB1 for $4.4 million which results in $2.6 million less TDA revenue needing to be used.

Capital Assets

Details of the capital assets, including assets acquired under capital lease, net of accumulated depreciation as of June 30, 2019 and 2018, are as follows:

			2019 to 2018 Increase/(Decrease)	
	2019	2018	Amount	%
Land and land improvements	$ 5,144,554	$ 5,141,401	$ 3,153	0.06%
Construction in process	74,747	1,099,148	(1,024,401)	-93.20%
Shop, office, other equipment, and service vehicles	5,316,162	4,962,253	353,909	7.13%
Buildings and structures	20,322,545	18,525,769	1,796,776	9.70%
Revenue vehicles	75,191,417	73,365,206	1,826,211	2.49%
Total	106,049,425	103,093,777	2,955,648	2.87%
Less accumulated depreciation	(51,707,348)	(48,279,761)	(3,427,587)	-7.10%
Net total	$ 54,342,077	$ 54,814,016	$ (471,939)	-0.86%

At June 30, 2019, the Authority's net capital assets decreased $471,939 due to depreciation on buses offset by paratransit vans that were recently purchased. Revenue vehicles increased with the purchase of 42 paratransit vans during the fiscal year. Construction in progress decreased with the completion of the electric bus infrastructure and scheduling software. Please refer to Note 5 in the notes to the basic financial statements for further details.

Noncurrent Liabilities

At June 30, 2019, the Authority's noncurrent liabilities balance was $13,759,989 compared to $15,048,066 at June 30, 2018, which consisted of the net pension liability, net OPEB liability, compensated absences, and self-insurance liabilities. The decrease is mainly due to pension liabilities decreasing from $10,072,167 to $8,493,326 for fiscal year 2019 as noted earlier (see Notes 7, 8, 12, and 13 in the basic financial statements for further details).

Overall Financial Condition

During 2019, the Authority implemented a service change and fare restructure. The primary goal of the service restructure was to increase productivity by aligning service with demand. The total revenue hours are estimated to decrease, but some routes will have increased service that have shown demand while other routes will decrease or were removed. At the same time, the Authority implemented a fare increase for the first time since 2009. The base cash fare increased from $2.00 to $2.50 and eliminated the paper products (i.e. punch cards, paper monthly passes and paper transfers) while promoting Clipper. The Clipper products are easier to use for riders and provide similar benefits to the paper products such as transfers, all day pass, and monthly passes. Riders who use Clipper have the added benefit of daily fares which are capped at $3.75 compared to $5.00 round trip cash fare.

The Authority continues to feel the impacts of rising pension costs from reduced investment returns and assumption changes. In FYs 2015 & 2016, CalPERS did not meet the expected investment returns of 7.5% and instead received 2.4% and 0.6%, respectively. The CalPERS Board approved lowering the investment rate from 7.5% to 7.0% in December 2016. This change is still being phased in to our annual cost and the Authority has been able to absorb the additional pension costs so far. Unlike most agencies, the Authority did not enhance pension benefits and currently we are approximately 90% funded in CalPERS.

DRAFT

In April 2017, the State passed SB1, which is estimated to generate $52.4 billion for transportation investments from infrastructure to public transit improvements over the next decade. The Authority received SB1 funding beginning in fiscal year 2019 and provided an additional $3.3 million in STA funding. Beginning in fiscal year 2020, Low Carbon Transit Operations Program (LCTOP) funding requirements were amended so that they could be used to provide transit fare subsidies. A one year pilot will be used to subsidize the Routes 11, 14 & 16 to generate additional ridership because these routes serve low-income communities in the Downtown Concord and Monument Corridor.

Contacting the Authority's Financial Management

The Authority's financial report is designed to provide the Authority's Board of Directors, management, creditors, legislative and oversight agencies, citizens, and customers with an overview of the Authority's finances and to demonstrate its accountability for funds received. For additional information about this report, please contact Erick Cheung, Chief Finance Officer, at 2477 Arnold Industrial Way, Concord, California 94520.

DRAFT

BASIC FINANCIAL STATEMENTS

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2019 (WITH COMPARATIVE TOTALS)

	2019	2018
ASSETS		
Current Assets		
Cash and cash equivalents (Note 2)	$ 13,364,137	$ 11,645,619
Capital and operating grants receivable	3,174,049	3,140,299
Materials and supplies	907,214	914,683
Other receivables	1,041,219	767,224
Prepaid expenses	148,459	100,646
Total Current Assets	18,635,078	16,568,471
Noncurrent Assets		
Capital assets, net, including assets acquired under capital lease (Note 5)	54,342,077	54,814,016
Total Noncurrent Assets	54,342,077	54,814,016
Total Assets	72,977,155	71,382,487
DEFERRED OUTFLOWS OF RESOURCES (Note 7 and Note 11)		
Other postemployment benefits (OPEB)	691,753	611,495
Pension	4,598,663	6,537,889
Total Deferred Outflows of Resources	5,290,416	7,149,384
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$ 78,267,571	$ 78,531,871
LIABILITIES		
Current Liabilities		
Accounts payable	$ 1,480,551	$ 3,003,264
Capital lease (Notes 12 and 13)	38,000	38,000
Due to other government, TDA payable (Note 14)	6,761,759	4,622,286
Advances contracts	297,502	294,998
Advances from LCTOP	325,624	172,808
Advances from MTC	878,887	-
Advances from PTMISEA (Note 6)	3,049,577	3,164,162
Compensated absences (Note 13)	822,113	781,782
Other accrued liabilities	845,691	822,035
Self-insurance liabilities (Notes 8 and 13)	1,635,767	1,538,541
Total Current Liabilities	16,135,471	14,437,876
Noncurrent Liabilities		
Capital lease (Notes 12 and 13)	-	38,000
Compensated absences (Note 13)	628,566	542,028
Self-insurance liabilities (Notes 8 and 13)	310,520	106,860
OPEB liability (Note 11)	4,327,577	4,289,011
Net pension liability (Note 7)	8,493,326	10,072,167
Total Noncurrent Liabilities	13,759,989	15,048,066
Total Liabilities	29,895,460	29,485,942
DEFERRED INFLOWS OF RESOURCES (Note 7 and Note 11)		
OPEB	1,734,246	2,068,874
Pension	1,611,864	1,329,473
Total Deferred Inflows of Resources	3,346,110	3,398,347
NET POSITION		
Net investment in capital assets	54,304,077	54,738,016
Unrestricted	(9,278,076)	(9,090,434)
Total Net Position	45,026,001	45,647,582
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	$ 78,267,571	$ 78,531,871

The accompanying notes are an integral part of these basic financial statements.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2019 (WITH COMPARATIVE TOTALS)

	2019	2018
Operating Revenues		
Passenger fares	$ 3,383,189	$ 3,221,580
Special transit fares	1,833,494	1,635,867
Total Operating Revenues	5,216,683	4,857,447
Operating Expenses		
Salaries and benefits	25,441,759	24,101,090
Materials and supplies	2,777,883	2,529,044
Services	1,933,459	1,744,973
Purchased transportation	6,211,639	5,561,256
Insurance	763,534	722,556
Other	189,045	202,460
Utilities	366,642	356,151
Taxes	217,950	226,116
Leases and rentals	53,508	42,499
Defined benefit pension adjustment	642,776	1,807,421
OPEB adjustment	(376,320)	(224,832)
Depreciation	7,511,790	6,186,320
Total Operating Expenses	45,733,665	43,255,054
Operating Loss	(40,516,982)	(38,397,607)
Nonoperating Revenues		
Federal operating assistance	1,703,403	1,655,674
State and local operating assistance	30,136,010	27,996,289
Advertising revenue	618,416	615,631
Interest income	253,675	118,161
Other revenue	102,245	108,077
Gain (loss) on sale of capital assets	(6,944)	211,840
Total Nonoperating Revenues	32,806,805	30,705,672
Net Loss Before Capital Contributions	(7,710,177)	(7,691,935)
Capital Contributions		
Grants restricted for capital expenses (Note 3)	7,088,596	2,850,624
Decrease in Net Position	(621,581)	(4,841,311)
Total Net Position, Beginning of Year	45,647,582	56,460,115
Prior Period Adjustment	-	(5,971,222)
Total Net Position, Beginning of Year, as Restated	45,647,582	50,488,893
Total Net Position, End of Year	$ 45,026,001	$ 45,647,582

The accompanying notes are an integral part of these basic financial statements.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019 (WITH COMPARATIVE TOTALS)

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	$ 4,942,688	$ 4,791,587
Payments to employees (salaries and benefits)	(24,990,348)	(23,949,541)
Payments to suppliers	(12,076,769)	(11,833,966)
Net Cash Used in Operating Activities	(32,124,429)	(30,991,920)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Federal operating grants	1,614,069	1,227,077
State and local operating grants	30,570,841	29,017,121
Other noncapital revenue	723,165	726,206
Net Cash Provided by Noncapital Financing Activities	32,908,075	30,970,404
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Proceeds from sale of capital assets	3,803	134,867
Principal payments on capital lease	(38,000)	(38,000)
Capital grants received	9,765,940	6,221,107
Capital asset purchases	(9,050,546)	(7,145,583)
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	681,197	(827,609)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest on investments	253,675	118,161
Net Increase (Decrease) in Cash and Cash Equivalents	1,718,518	(730,964)
Cash and Cash Equivalents, Beginning of Year	11,645,619	12,376,583
Cash and Cash Equivalents, End of Year	$ 13,364,137	$ 11,645,619

The accompanying notes are an integral part of these basic financial statements.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2019 (WITH COMPARATIVE TOTALS)

	2019	2018
Operating Loss	$ (40,516,982)	$ (38,397,607)
Adjustments to Reconcile Operating Loss to		
Net Cash Used in Operating Activities:		
Depreciation	7,511,790	6,186,320
Changes in assets, deferred outflow of resources, liabilities,		
and deferred inflow of resources:		
Increase in receivables	(273,995)	(65,860)
Decrease in materials and supplies	7,469	15,021
(Increase) Decrease in prepaid expenses	(47,813)	59,822
Decrease in OPEB assets	-	6,437
Increase (Decrease) in accounts payable	477,235	(523,754)
Increase in net pension liability and related items	642,776	1,807,421
Decrease in OPEB liability		
and related items	(376,320)	(224,832)
Increase in other liabilities and		
compensated absences	451,411	145,112
Net Cash Used in Operating Activities	$ (32,124,429)	$ (30,991,920)

The accompanying notes are an integral part of these basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Central Contra Costa Transit Authority (the Authority) was created in 1980 under a joint exercise of power agreement to provide, either directly or through contract, public transportation services within certain areas of the County of Contra Costa (the County). The Authority is governed by a Board of Directors (the Board) composed of representatives of the member jurisdictions, which include the Cities of Clayton, Concord, Lafayette, Martinez, Orinda, Pleasant Hill, San Ramon, Walnut Creek; the Town of Moraga and the Town of Danville; and the County of Contra Costa. Each member jurisdiction appoints one regular representative to the Board and one alternate representative to act in the regular representative's absence.

The Authority is considered a primary government since it has a separate governing body, is legally separate, and is fiscally independent of other state or local governments.

A. Basis of Accounting and Presentation

The basic financial statements of the Authority have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority's basic financial statements are accounted for as a Business-Type Activity, as defined by GASB, and are presented on the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

Contributed Capital/Reserved Retained Earnings

The Authority receives grants from the Federal Transit Administration (FTA) and other agencies of the U.S. Department of Transportation and state and local transportation funds for the acquisition of transit-related equipment and improvements. Prior to July 1, 2001, capital grants were recognized as donated capital to the extent that project costs under the grant had been incurred. Capital grant funds earned, less amortization equal to accumulated depreciation of the related assets, were included in contributed capital. As required by current GASB standards, the Authority includes capital grants in the determination of net income resulting in an increase in net revenue of $7,088,596 for the fiscal year ended June 30, 2019.

Contributed capital and reserved retained earnings are presented in the net position section as net investment in capital assets and unrestricted net position.

Net Position

Net position represents the residual interest in the Authority's assets and deferred outflow of resources after liabilities and deferred inflow of resources are deducted. Net position is presented in three broad components: net investment in capital assets, restricted, and unrestricted. Net investment in capital assets includes capital assets net of accumulated depreciation attributable to the acquisition, construction, or improvement of those assets. Net position is restricted when constraints are imposed by third parties or by law through constitutional provisions or enabling legislation. All other net position is unrestricted.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, followed by unrestricted resources as they are needed.

The basic financial statements consist of (1) the Statement of Net Position, (2) the Statement of Revenues, Expenses, and Changes in Net Position, (3) the Statement of Cash Flows, and (4) the Notes to the Basic Financial Statements.

A. Basis of Accounting and Presentation (Continued)

Classification of Revenue

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the Enterprise Funds' principal ongoing operational activities. Charges to customers represent the Authority's principal operating revenues and include passenger fees and special transit fares. Operating expenses include the cost of operating maintenance and support of transit services and related capital assets, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating or other revenues and expenses.

B. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

C. Cash and Cash Equivalents

Certain cash and cash equivalents are classified as restricted because their use is limited by applicable contracts or stipulations of the granting agency. Some of these restricted funds are required to be maintained in separate bank accounts. For the purpose of the Statement of Cash Flows, the Authority considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents, including cash and cash equivalents restricted for capital projects. At June 30, 2019, the Authority considered all of its cash and investments to be cash and cash equivalents.

D. Materials and Supplies

Materials and supplies are stated at cost using the first-in, first-out (FIFO) method.

E. Capital Assets

Capital assets are stated at cost and depreciated using the straight-line method over the following estimated useful lives:

Buildings and structures	30 years
Revenue transit vehicles	9-13 years
Shop, office, other equipment, and service vehicles	3-10 years

Depreciation expense on assets acquired with capital grant funds is transferred to net position, net investment in capital assets, after being charged to operations.

Major improvements and betterments to existing property, buildings, and equipment are capitalized. Costs for maintenance and repairs which do not extend the useful lives of the applicable assets are charged to expense as incurred. Upon disposition, costs and accumulated depreciation are removed from the accounts and resulting gains or losses are included in operations.

F. Deferred Outflows of Resources and Inflows of Resources

A deferred outflow of resources is defined as a consumption of net position by the Authority that is applicable to a future reporting period. A deferred inflow of resources is defined as an acquisition of net position that is applicable to a future reporting period. The Authority has deferred outflows of resources and deferred inflows of resources related to the California Public Employees' Retirement System (CalPERS) defined benefit plan for pensions and for its postemployment healthcare Plan. Refer to Notes 7 and 11 for more information.

DRAFT

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Self-Insurance Liabilities

The Authority is self-insured for public liability and property damage for the first $250,000 for each occurrence. Claims between $250,000 and $1,000,000 are insured through a compensation pool with the California Transit Systems Joint Powers Insurance Authority (CalTIP) and claims in excess of $1,000,000 are insured with excess insurance purchased through CalTIP up to $25 million per occurrence. Additionally, the Authority is insured for workers' compensation claims with the Local Agency Workers' Compensation Excess (LAWCX). Refer to Note 8 for further descriptions. The Authority has recorded a liability for estimated claims to be paid.

H. Capital and Operating Grants

Federal, state, and local governments have made various grants available to the Authority for operating assistance and acquisition of capital assets. Grants for operating assistance, the acquisition of equipment, or other capital outlay are not formally recognized in the accounts until the grant becomes a valid receivable as a result of the Authority's compliance with appropriate grant requirements.

Operating assistance grants are included in nonoperating revenues in the year in which the grant is applicable and the related reimbursable expense is incurred. Under the accrual basis of accounting, revenue may be recognized only when earned. Therefore, enterprise funds defer revenue recognition in connection with resources that have been received as of year-end, but not yet earned. Grants received in excess of allowable expenses are recorded as due to other government and advances (refer to Notes 6 and 14).

I. Defined Benefit Pension

For purposes of measuring the net pension liability, deferred outflow/inflow of resources related to pensions, and pension expense, information about the fiduciary net position of the Authority's CalPERS plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Other pension costs are recognized when pension contributions are made, which are determined by the annual actuarial valuations.

J. Defined Benefit Other Post-Employment Benefit (OPEB)

The Authority's Healthcare Insurance Benefits Program is a defined-benefit post-employment health care plan. For purposes of measuring the OPEB liability, deferred outflow/inflow of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the net position of the Authority's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by MacLeod Watts and Public Agency Retirement Services (PARS). For this purpose, benefit payments (including refunds of employee contributions are recognized when due and payable in accordance with the benefit terms. Benefits are provided through CalPERS Health Benefits Program for all administrative employees, transit operators, and continue to the surviving spouses.

K. Compensated Absences

Vacation benefits are accrued when earned and reduced when used. Sick leave, holiday pay, and other absence pay are expensed when used.

DRAFT

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Funding Sources/Programs

Transportation Development Act (TDA)

The Local Transportation Fund was created under the TDA to collect ¼ cent of the State's 7 percent retail sales tax collected statewide. The ¼ cent is returned by the State Board of Equalization to each county based on the amount of tax collected in that county. TDA funds are apportioned, allocated, and paid in accordance with allocation instructions from the Metropolitan Transportation Commission (MTC) to the Authority for specific transportation purposes.

State Transit Assistance (STA)

This program provides a second source of funding for transportation planning and mass transportation purposes as specified by California legislation.

Federal Transportation Assistance

Federal Transportation Assistance represents funding from within the U.S. Department of Transportation to assist local transportation needs.

Measure J Funds

This represents a local sales and use tax allocation administered by the Contra Costa Transportation Authority to claimants for transportation purposes within the County.

M. Reclassifications

Comparative data for the prior year has been presented in the selected sections of the accompanying Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position. Also, certain accounts presented in the prior year's data may have been reclassified to be consistent with the current year's presentation.

N. Date of Management's Review

Subsequent events were evaluated through __________, 2019, which is the date the basic financial statements were available to be issued.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents consisted of the following at June 30:

Cash on hand	$ 450
Cash in banks	1,013,094
Investments	12,350,593
	$ 13,364,137

NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)

Cash on Hand and Cash in Banks

Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	100%	50%
U.S. Treasury Obligations	5 years	100%	50%
U.S. Agency Securities	5 years	100%	50%
Negotiable Certificates of Deposit*	5 years	30%	30%
County Pooled Investment Funds	N/A	100%	50%
Local Agency Investment Fund (LAIF)	N/A	100%	100%

* Limited to nationally or state-chartered bank of a state or federal association (as defined by California Financial Code Section 5102) or by a state-licensed branch of a foreign bank. The maximum investment in a certificate of deposit shall not exceed the shareholder's equity in any depository bank; the total net worth of any depository savings association; or the total or unimpaired capital and surplus of any credit union or industrial loan company.

The Authority shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. The Authority shall not invest any funds in any security that could result in zero interest accrual if held to maturity. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6. In addition, the portfolio should consist of a mix of authorized types of investments. With the exception of investments in the California State LAIF, no more than fifty percent (50%) of the Authority's portfolio shall be deposited or invested in a single security type or with a single financial institution.

Investment in State Investment Pool

The Authority is a voluntary participant in the LAIF that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying basic financial statements at amounts based upon the Authority's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. LAIF is part of the California Pooled Money Investment Account (PMIA), which at June 30, 2019, had a balance of $106 billion. Of that amount, 1.77% was invested in medium-term and short-term structured notes and asset-backed securities. The average maturity of PMIA investments was 173 days as of June 30, 2019.

NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)

Cash on Hand and Cash in Banks (Continued)

Investment in State Investment Pool (Continued)

LAIF has the following restrictions on withdrawals:

a) For same day transactions, the requesting agency must contact LAIF by 10 a.m. PST.
b) Transaction calls received after 10 a.m. are processed the following business day.
c) A requesting agency can only conduct a maximum of 15 transactions (combination of deposits and withdrawals) per month.
d) 24-hour notice is needed for withdrawals of $10 million or more.
e) The minimum transaction amount is $5,000, with amounts above the minimum transacted in increments of $1,000.
f) Prior to the funds transfer, an authorized person from the requesting agency must call LAIF to do a verbal transaction.

The State Treasurer's Office reports its investments at fair value. The fair value of securities in the State Treasurer's pooled investment program, including LAIF, generally is based on quoted market prices. The State Treasurer's Office performs a quarterly fair valuation of the pooled investment program portfolio. In addition, the State Treasurer's Office performs a monthly fair valuation of all securities held against carrying cost. These valuations and financial statements are posted to the State Treasurer's Office website at www.treasurer.ca.gov.

Fair Value Measurements

GASB Statement No. 72 improved the measuring of fair value for financial reporting purposes and enhanced disclosures about the fair value hierarchy as established by GAAP. The Authority's investments are held with LAIF, which is recorded on an amortized cost basis. As such, GASB Statement No. 72 does not apply.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Authority's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the Authority's investments by maturity:

		Remaining Maturity			
Investment Type	Amount	12 Months or Less	13 to 24 Months	25 to 60 Months	More Than 60 Months
LAIF	$ 12,350,593	$ 12,350,593	$ -	$ -	$ -

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code or the Authority's investment policy, and the actual rating as of year-end for each investment type. The column marked "exempt from disclosure" identifies those investment types for which GASB Statement No. 40, *Deposit and Investment Risk Disclosures—an Amendment of GASB Statement No. 3,* does not require disclosure as to credit risk:

DRAFT

NOTE 2 – <u>CASH AND CASH EQUIVALENTS</u> (Continued)

<u>Cash on Hand and Cash in Banks</u> (Continued)

Disclosures Relating to Interest Rate Risk (Continued)

Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	Rating as of Year-End AAA	Aa	Not Rated
LAIF	$ 12,350,593	N/A	$ -	$ -	$ -	$ 12,350,593

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.

GASB Statement No. 40 requires that the following disclosure be made with respect to custodial credit risks relating to deposits and investments: $1,032,368 of the Authority's deposits with financial institutions were in excess of federal depository insurance limits and were held in collateralized accounts as of June 30, 2019.

Concentration of Credit Risk

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. The Authority did not have any investments in any one issuer (other than external investment pools) that represent 5% or more of total Authority's investments at June 30, 2019.

NOTE 3 – <u>CAPITAL GRANTS</u>

The Authority receives grants from the FTA, which provide financing primarily for the acquisition of rolling stock. The Authority also receives grants under the State TDA and State Toll Bridge revenue programs primarily for the acquisition of rolling stock and support equipment, and the purchase of furniture and fixtures.

A summary of federal, state, and local grant activity for the fiscal year ended June 30 is as follows:

Federal grants	$ 5,562,348
State grants	432,661
TDA (local transportation grants)	1,093,587
Total Capital Assistance	$ 7,088,596

DRAFT

NOTE 4 – OPERATING GRANTS

The Authority receives local transportation fund allocations pursuant to the 1971 State TDA. These funds are generated within the County and are allocated based on annual claims filed by the Authority and approved by the MTC. Generally, the maximum annual TDA assistance the Authority can receive is limited to its actual operating costs less fare revenues received, federal operating assistance received, and other local operating assistance (toll bridge revenue allocations, local sales tax allocations, and related interest income). In computing the maximum TDA assistance eligibility, the Authority excludes safe harbor lease income, which for the year ended June 30, 2019, was $36,112. For the year ended June 30, 2019, the Authority's maximum TDA assistance eligibility was $15,015,747.

During the fiscal year ended June 30, 2019, the Authority earned $6,535,589 of Measure J funds from the Contra Costa Transportation Authority, which is included in state and local operating assistance. These funds, derived from sales and use taxes, are to be used for bus services to alleviate congestion and improve mobility; transportation for seniors and people with disabilities; express bus service; and bus transit improvements.

During the fiscal year ended June 30, 2019, the Authority also earned other state and local operating assistance of $8,584,674, which mostly consisted of STA revenues.

Federal operating assistance funds have also been received pursuant to Sections 8 and 9 of the Urban Mass Transportation Act of 1974 (now FTA) for $1,703,403. These funds are apportioned to the local urbanized area and allocated to individual transit operators by MTC after FTA approval. Expenses of federal operating assistance funds are subject to final audit and approval by MTC and the FTA.

NOTE 5 – CAPITAL ASSETS AND DEPRECIATION

Capital assets activity, including assets acquired under capital lease, at June 30 is shown below:

	Balance June 30, 2018	Additions	Reclassifications and Deletions	Balance June 30, 2019
Capital Assets Not Being Depreciated:				
Construction in process	$ 1,099,148	$ 66,737	$ (1,091,138)	$ 74,747
Land	2,704,785	-	-	2,704,785
Total Capital Assets Not Being Depreciated	3,803,933	66,737	(1,091,138)	2,779,532
Capital Assets Being Depreciated:				
Land improvements	2,436,616	3,153	-	2,439,769
Shop, office, other equipment, and service vehicles	4,962,253	88,599	265,310	5,316,162
Buildings and structures	18,525,769	11,936	1,784,840	20,322,545
Revenue vehicles	73,365,206	6,880,173	(5,053,962)	75,191,417
Total Capital Assets Being Depreciated	99,289,844	6,983,861	(3,003,812)	103,269,893
Less Accumulated Depreciation for:				
Land improvements	2,159,281	44,873	-	2,204,154
Shop, office, other equipment, and service vehicles	4,012,532	391,617	(277,604)	4,126,545
Buildings and structures	13,412,976	496,066	211,232	14,120,274
Revenue vehicles	28,694,972	6,579,234	(4,017,831)	31,256,375
Total Accumulated Depreciation	48,279,761	7,511,790	(4,084,203)	51,707,348
Total Capital Assets Being Depreciated, Net	51,010,083	(527,929)	1,080,391	51,562,545
Total Capital Assets, Net	$ 54,814,016	$ (461,192)	$ (10,747)	$ 54,342,077

Depreciation expense for the fiscal year ended June 30, 2019, was $7,511,790.

DRAFT

NOTE 6 – ADVANCES FROM PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA)

In November 2006, California voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B). Of the $19.925 billion of state general obligation bonds authorized, $4 billion was set aside by the State as instructed by statute as the PTMISEA. These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or for rolling stock procurement, rehabilitation, or replacement.

During the fiscal year ended June 30, 2019, the Authority received $0 in funds, and earned interest of $74,851 from the State's PTMISEA account. As of June 30, 2019, there were $189,436 of expenses incurred related to rolling stock replacement, facility rehabilitation, and lifeline bus stop. The remaining proceeds of $3,049,577, which includes accrued interest, was deferred as shown in the schedule below. Qualifying expenses must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance.

Advances from PTMISEA, beginning of year	$ 3,164,162
Proposition 1B (PTMISEA) funds allocated	-
Proposition 1B (PTMISEA) interest earned	74,851
Proposition 1B (PTMISEA) expenses	(189,436)
Advances from PTMISEA, end of year	$ 3,049,577

NOTE 7 – EMPLOYEES' RETIREMENT PENSION PLAN

A. General Information about the Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Authority's Plan. The Plan is an agent multiple-employer defined benefit pension plan administered by CalPERS, which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plan are established by State statute and Authority resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website. The Authority's Plan is referred to by CalPERS as the Miscellaneous Plan.

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments (COLA), and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Classic members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. California Public Employees' Pension Reform Act (PEPRA) Members with five years of service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The COLAs for the Plan are applied as specified by the California Public Employees' Retirement Law.

NOTE 7 – EMPLOYEES' RETIREMENT PENSION PLAN (Continued)

A. General Information about the Pension Plan (Continued)

The Plan's provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Miscellaneous	
	Prior to	On or after
Hire Date	January 1, 2013	January 1, 2013
Benefit Formula	2%@60	2%@62
Benefit Vesting Schedule	5 years service	5 years service
Benefit Payments	monthly for life	monthly for life
Retirement Age	50	52
Monthly Benefits, as a Percentage of Eligible Compensation	1.092%-2.418%	1.000%-2.500%
Required Employee Contribution Rates	6.950%	6.750%
Required Employer Contribution Rates	8.114%	8.114%

Employees Covered – At June 30, 2019, the following employees were covered by the benefit terms for the Plan as of the June 30, 2017 actuarial valuation:

	Miscellaneous
Inactive Employees or Beneficiaries Currently Receiving Benefits	199
Inactive Employees Entitled to but not yet Receiving Benefits	184
Active Employees	246
Total	629

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2018 (the measurement date), the average active employee contribution rate is 6.950% of annual pay, and the employer's contribution rate is 8.114% of annual payroll. Employer contribution rates may change if plan contracts are amended. It is the responsibility of the employer to make necessary accounting adjustments to reflect the impact due to any Employer Paid Member Contributions or situations where members are paying a portion of the employer contribution.

B. Net Pension Liability

The Authority's net pension liability for the Plan is measured as the total pension liability, less the Plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2018, using an annual actuarial valuation as of June 30, 2017, rolled forward to June 30, 2018, using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

NOTE 7 – EMPLOYEES' RETIREMENT PENSION PLAN (Continued)

B. Net Pension Liability (Continued)

Actuarial Assumptions – The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions:

	Miscellaneous
Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15%
Mortality	Derived using CalPERS' Membership Data for all funds. (1)
Post-Retirement Benefit Increase	Contract cost of living adjustment (COLA) up to 2.0% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.5% thereafter.

(1) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report based on CalPERS demographic data from 1997 to 2015.

All other actuarial assumptions used in the June 30, 2017 valuation were based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. The Experience Study report may be accessed on the CalPERS website at www.calpers.ca.gov under Forms and Publications.

Discount Rate – The discount rate used to measure the total pension liability was 7.15%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.15% will be applied to all plans in the Public Employees Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained from the CalPERS website under the GASB Statement No. 68 section.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. For the reporting period ended June 30, 2019, the 7.15% discount rate was not reduced for administrative expense.

CalPERS reviews all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle every four years. Any changes to the discount rate will require the CalPERS' Board of Administration to take action and proper stakeholder outreach.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

DRAFT

NOTE 7 – EMPLOYEES' RETIREMENT PENSION PLAN (Continued)

B. Net Pension Liability (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected PERF cash flows. Taking into account historical returns of all the PERF asset classes (which include the agent plan and two cost-sharing plans or PERF A, B, and C funds), expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each PERF fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the Board effective on July 1, 2014. These geometric rates of return are net of administrative expenses.

Asset Class	Current Target Allocation	Real Return Years 1 - 10 [a]	Real Return Years 11+ [b]
Global Equity	50.00%	4.80%	5.98%
Global Fixed Income	28.00%	1.00%	2.62%
Inflation Sensitive	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	100.00%		

[a] An expected inflation of 2.00% used for this period.

[b] An expected inflation of 2.92% used for this period.

Annual Money-Weighted Return

For the fiscal year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expenses, was 8.4%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

DRAFT

NOTE 7 – <u>EMPLOYEES' RETIREMENT PENSION PLAN</u> (Continued)

C. Changes in the Net Pension Liability

The changes in the net pension liability are as follows:

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability/(Asset)
Balance at June 30, 2017 (Valuation Date)	$ 94,261,681	$ 84,189,514	$ 10,072,167
Changes in the year:			
Service Cost	2,257,838		2,257,838
Interest on the Total Pension Liability	6,570,234		6,570,234
Differences between Expected and Acutal Experience	(932,669)		(932,669)
Changes of Assumptions	(660,476)		(660,476)
Changes of Benefit Terms	-		-
Net Plan to Plan Resource Movement	-	(207)	207
Contribution - Employer	-	1,158,215	(1,158,215)
Contribution - Employee (Paid by Employer)	-	470,086	(470,086)
Contribution - Employee	-	586,800	(586,800)
Net Investment Income*	-	6,979,197	(6,979,197)
Benefit Payments, Including Refunds of Employee Contributions	(3,812,132)	(3,812,132)	-
Administrative Expenses	-	(131,190)	131,190
Other Miscellaneous Income/(Expense) [(a)]	-	(249,133)	249,133
Net Changes during 2017-18	3,422,795	5,001,636	(1,578,841)
Balance at June 30, 2018 (Measurement Date)	$ 97,684,476	$ 89,191,150	$ 8,493,326

* Net of administrative expenses.

(a) During fiscal year 2017-18, as a result of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pensions* (GASB 75), CalPERS reported its proportionate share of activity related to postemployment benefits for participation in the State of California's agent OPEB plan. Accordingly, CalPERS recorded a one-time expense as a result of the adoption of GASB 75.

Additionally, CalPERS employees participate in various State of California agent pension plans and during fiscal year 2017-18, CalPERS recorded a correction to previously reported financial statements to properly reflect its proportionate share of activity related to pensions in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68).

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following presents the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the Authority's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.15%) or one percentage point higher (8.15%) than the current rate:

	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate + 1% (8.15%)
Plan's Net Pension Liability	$ 21,167,071	$ 8,493,326	$ (2,061,308)

DRAFT

NOTE 7 – EMPLOYEES' RETIREMENT PENSION PLAN (Continued)

C. Changes in the Net Pension Liability (Continued)

Pension Plan Fiduciary Net Position – Detailed information about the Plan's fiduciary net position is available in the separately issued CalPERS financial reports.

D. Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

For the fiscal year ended June 30, 2019, the Authority recognized a defined benefit pension adjustment (pension expense) of $642,776. At June 30, 2019, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Contributions Subsequent to Measurement Date	$ 1,858,155	$ -
Changes of Assumptions	2,421,993	(528,418)
Differences between Expected and Actual Experience	-	(1,083,446)
Net Differences between Projected and Actual Earnings on Plan Investments	318,515	-
Total	$ 4,598,663	$ (1,611,864)

$1,858,155 reported as a deferred outflow of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30,	Deferred Outflows/(Inflows) of Resources
2020	$ 1,624,072
2021	679,157
2022	(965,896)
2023	(208,689)
Total	$ 1,128,644

E. Payable to the Pension Plan

At June 30, 2019, the Authority reported a payable of $82,462 for the outstanding amount of contributions to the pension plan required for the fiscal year ended June 30, 2019.

NOTE 8 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority is self-insured for public liability and property damage up to $250,000 per occurrence. Claims between $250,000 and $1,000,000 are insured through CalTIP, a joint powers agency (risk sharing pool) established in 1987 to provide an independently managed self-insurance program for member transit operators. Claims in excess of the pool limit are covered by excess insurance purchased by CalTIP up to $25 million per occurrence. Specifically, the Authority has the following forms of coverage through CalTIP:

- bodily injury liability,
- property damage liability,

DRAFT

NOTE 8 – RISK MANAGEMENT (Continued)

- public officials errors and omissions liability, and
- personal injury liability.

The purpose of CalTIP is to spread the adverse effect of losses among the member agencies and to purchase excess insurance as a group, thereby reducing its expense.

The Authority makes payments to CalTIP based on actuarial estimates of the amounts needed to pay prior year and current year claims. The claims liability of $456,787 at June 30, 2019, is based on the requirements of GASB Statement No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues, for Public Entity Risk Pools, and for Entities Other Than Pools,* which requires that a liability for claims be reported if information prior to the issuance of the basic financial statements indicates that it is probable that a liability has been incurred at the date of the basic financial statements and the amount of the loss can be reasonably estimated. This liability relates to the Authority's self-insured retention for its insurance program.

As of July 1, 2001, the Authority obtained insurance coverage relating to workers' compensation claims through the LAWCX, a joint powers agency (risk sharing pool) established in 1992 as a state-wide joint powers authority. Currently, there are 34 members consisting of 23 municipalities, 10 joint powers authorities, and 1 special district. The Authority is self-insured up to $250,000 per occurrence. Claims between $250,000 and $5,000,000 are covered by LAWCX. The Authority pays an annual premium to the pool. LAWCX participates in the California State Association of Counties Excess Insurance Authority (CSAC-EIA) for excess workers' compensation coverage in excess of $5 million up to statutory limits. CSAC-EIA is a member-directed risk sharing pool of counties and public entities committed to providing risk coverage programs and risk management services.

The Authority makes payments to LAWCX on the actuarial estimates of the amounts needed to pay prior year and current year claims. The claims liability of $1,489,500 at June 30, 2019, is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the basic financial statements indicates that it is probable that a liability has been incurred at the date of the basic financial statements and the amount of the loss can be reasonably estimated. This liability relates to the Authority's self-insured retention for its insurance program.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

The Authority has received state and federal funds for specific purposes that are subject to review and audit by grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, the Authority believes that any required reimbursements will not be material.

Additionally, the Authority is involved in various lawsuits, claims, and disputes, which for the most part are normal to the Authority's operations. In the opinion of Authority management, the costs that might be incurred, if any, would not materially affect the Authority's financial position or results of operations.

NOTE 10 – CASH RESERVE FUNDS

The Authority has designated two cash reserve funds as follows:

Safe Harbor Lease Reserve

The Authority maintains a reserve fund consisting of proceeds from the sale of federal income tax benefits under the safe harbor lease provisions of the Tax Equity and Fiscal Responsibility Act of 1982. The funds held are designated by the Authority's Board as a reserve against future unanticipated operating and capital funding shortfalls. As of June 30, 2019, this fund, including accrued interest, totaled $1,509,138.

DRAFT

NOTE 10 – CASH RESERVE FUNDS (Continued)

Self-Insurance Reserve

The Authority is self-insured for public liability and property damage up to $250,000 for each occurrence. For workers' compensation claims, it is also self-insured up to $250,000 per occurrence. Claims in excess of this amount are insured. Refer to Note 8 for further description. The Authority has designated a cash reserve fund to cover anticipated liability and damage claims not covered by insurance. The Authority reserves for reported actual and estimated incurred claims. The reserve for public liability and property damage as of June 30, 2019, totaled $456,787, and for the workers' compensation totaled $1,489,500.

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB)

A. General Information about the OPEB Plan

Plan Description

The Authority's Healthcare Insurance Benefits Program is a single-employer defined-benefit postemployment healthcare plan in which retirees are eligible to participate. Benefits are provided through CalPERS Health Benefits Program for all administrative employees and transit operators. Benefits continue to the surviving spouses.

Benefits Provided

Eligibility for retiree health benefits requires service or disability retirement from the Authority on or after age 50 (age 52 if a PEPRA member) with at least five years of CalPERS service.

The Authority pays a portion of the cost of health insurance for retirees under any group plan offered by CalPERS, subject to certain restrictions as determined by the Authority.

Employees Covered by Benefit Terms

At July 1, 2018 (the census date), the benefit terms covered the following employees:

Retirees and survivors currently receiving benefits	52
Active employees	224
Total	276

Contributions

The Actuarially Determined Contribution (ADC) consists of two basic components, which have been adjusted with interest to the Authority's fiscal year-end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The development of the ADC reflects the assumption that the Authority will contribute at least 100% of this amount each year, with contributions comprising of direct payments to insurers toward retiree premiums, each current year's implicit subsidy, and contributions to the OPEB trust.

B. Net OPEB Liability

The Authority's net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2017.

NOTE 11 – <u>POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB)</u> (Continued)

B. Net OPEB Liability (Continued)

Actuarial Assumptions

The total OPEB liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	July 1, 2017
Funding Method	Entry Age Normal Cost, level percent of pay *
Asset Valuation Method	Market value of assets
Long-Term Return on Assets	5.1%
Discount Rate	5.1%
Participants Valued	Only current active employees, retired participants, and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year, used only to allocate the cost of benefits between service years
Assumed Increase for Amortization Payments	3.0% per year where determined on a percent of pay basis
General Inflation Rate	2.75% per year

Demographic actuarial assumptions used in this valuation are based on the 2014 experience study of the California Public Employees Retirement System using data from 1997 to 2011, except for a different basis used to project future mortality improvements. Mortality rates used were the CalPERS published rates, adjusted to back out 20 years of Scale BB to central year 2008.

Mortality	MacLeod Watts Scale 2017 applied generationally.
Healthcare Trend	Medical plan premiums and claims costs by age are assumed to increase once each year. Increases over the prior year's level are assumed to be effective on the dates shown below. The required Public Employees' Medical and Hospital Care Act (PEMHCA) minimum employer contribution (MEC) is assumed to increase by 4.5% annually.

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2018	8.00%	2022	6.00%
2019	7.50%	2023	5.50%
2020	7.00%	2024	5.00%
2021	6.50%	2025 & later	5.00%

* The level percent of pay aspect of the funding method refers to how the normal cost is determined. Use of level percent of pay cost allocations in the funding method is separate from and has no effect on a decision regarding use of a level percent of pay or level dollar basis for determining amortization payments.

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Actuarial Assumptions (Continued)

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of the arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity - Large Cap Funds	15.50%	6.70%
Domestic Equity - Mid Cap Funds	3.00%	7.00%
Domestic Equity - Small Cap Funds	4.50%	7.90%
Real Estate Investment Trust Funds	1.00%	5.70%
International Equity - Core	4.00%	7.30%
International Equity - Emerging Markets	2.00%	9.70%
Fixed Income - Short-Term	14.00%	3.80%
Fixed Income - Intermediate-Term	49.25%	4.60%
Fixed Income - High Yield	1.75%	6.00%
Cash Equivalents	5.00%	2.10%
Total	100.00%	

Annual Money-Weighted Return

For the fiscal year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expenses, was 7.16%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate used to measure the total OPEB liability was 5.10%. The projection of cash flows used to determine the discount rate assumed that the Authority contribution will be made at rates equal to the ADC rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to cover all future OPEB payments. Therefore, the discount rate was set equal to the long-term expected rate of return.

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
Balance at June 30, 2018	$ 7,373,838	$ 3,084,827	$ 4,289,011
Measurement Date June 30, 2017			
Changes in the Year:			
Service Cost	320,785	-	320,785
Interest	385,114	-	385,114
Changes of Benefit Terms	-	-	-
Plan Experience	-	-	-
Changes of Assumptions	-	-	-
Admin Expenses	-	(1,550)	1,550
Contribution - Employer		588,345	(588,345)
Net Investment Income		80,538	(80,538)
Benefit Payments	(286,733)	(286,733)	-
Net Changes	419,166	380,600	38,566
Balance at June 30, 2019	$ 7,793,004	$ 3,465,427	$ 4,327,577
Measurement Date June 30, 2018			

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (4.10%) or one percentage point higher (6.10%), follows:

	1% Decrease 4.10%	Discount Rate 5.10%	1% Increase 6.10%
Net OPEB Liability	$ 5,255,371	$ 4,327,577	$ 3,551,967

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (6.50%) or one percentage point higher (8.50%) than current healthcare cost trend rates, follows:

	1% Decrease 6.50% Decreasing to 4.00%	Discount Rate 7.50% Decreasing to 5.00%	1% Increase 8.50% Decreasing to 6.00%
Net OPEB Liability	$ 3,745,158	$ 4,327,577	$ 5,383,643

DRAFT

NOTE 11 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the fiscal year ended June 30, 2019, the Authority recognized an OPEB expense of $376,320. At June 30, 2019, the Authority reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ -	$ 717,851
Differences Between Expected and Actual Experience	-	1,016,395
Net Difference Between Projected and Actual Earnings on Investments	84,914	-
Contributions Made Subsequent to the Measurement Date	606,839	-
Total	$ 691,753	$ 1,734,246

The $606,839 reported as a deferred outflow of resources related to contributions subsequent to the June 30, 2019 measurement date will be recognized as a reduction to the net OPEB liability during the fiscal year ended June 30, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related OPEB expenses will be recognized as follows:

For the Fiscal Year Ending June 30,	Recognized Net Deferred Outflows (Inflows) of Resources
2020	$ (311,952)
2021	(311,952)
2022	(311,954)
2023	(317,740)
2024	(334,628)
Thereafter	(61,106)
Total	$ (1,649,332)

NOTE 12 – CAPITAL LEASE

On May 27, 2014, the Authority entered into a capital lease agreement with a value of $212,000 for Solar Panel signs. Under the agreement, title passes to the Authority upon expiration of the lease period.

Solar Panel signs	2019
Payable $38,000 per year with no interest. Required annual payments are due as follows.	$ 38,000
Less Current Portion	38,000
Long-Term Portion	$ -

The Authority will not receive sublease rental revenues nor pay any contingent rentals for the Solar Panel signs.

DRAFT

NOTE 13 – CHANGES IN LONG-TERM LIABILITIES

A summary of changes in long-term liabilities at June 30, 2019, follows:

	Balance June 30, 2018	Additions	Deductions	Balance June 30, 2019	Due Within One Year
Self-Insurance Liabilities	$ 1,645,401	$ 1,744,598	$ 1,443,712	$ 1,946,287	$ 1,635,767
Compensated Absences	1,323,810	970,485	843,616	1,450,679	822,113
Capital Lease	76,000	-	38,000	38,000	38,000
Totals	$ 3,045,211	$ 2,715,083	$ 2,325,328	$ 3,434,966	$ 2,495,880

NOTE 14 – TRANSPORTATION DEVELOPMENT ACT COMPLIANCE REQUIREMENTS

The Authority received TDA funds under Articles 4 and 4.5 (two subsections: 99260(a) and 99275) of the California Public Utilities Code for the fiscal year ended June 30, 2019. TDA funds received pursuant to these Sections of the California Public Utilities Code may be used for public transportation services and community transit services, respectively. According to the underlying TDA allocation instructions issued by the MTC, eligible costs must be incurred on or before June 30 of the fiscal year for which funds are allocated. Unused portions must revert back to the County's Local Transportation Fund (LTF).

A summary of LTF allocations, corresponding expenses, and portion to be returned to the County's LTF as of the fiscal year ended June 30 follows:

LTF Allocations for Public Transportation Services:	
99260(a)	$ 17,985,379
Less: applicable expenses	(14,146,170)
Unused portion to revert back to (balance due to) the County's LTF (Current Year)	3,839,209
Prior year unused portion not returned	2,922,550
Total Unused Portion to Revert Back to the County's LTF	$ 6,761,759
LTF Allocations for Community Transit Services:	
99275 and 99260(a)	$ 869,577
Less: applicable expenses	(869,577)
Unused portion to revert back to the County's LTF	-
Total Due Back to the County's LTF	$ 6,761,759

NOTE 15 – EMPLOYEE BENEFITS – DEFERRED COMPENSATION PLAN

Employees of the Authority may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code (IRC) Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

NOTE 15 – EMPLOYEE BENEFITS – DEFERRED COMPENSATION PLAN (Continued)

The deferred compensation plan is available to all employees of the Authority. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency. Employees are allowed loans under the Internal Revenue Code (IRC) Section 457 rules.

The deferred compensation plan is administered by an unrelated financial institution. Under the terms of IRC Section 457 Deferred Compensation Plans, all deferred compensation and income attributable to the investment of the deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are the property of the employee.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
AN AGENT MULTIPLE-EMPLOYER DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS
AS OF JUNE 30, 2019
LAST 10 YEARS*

Measurement Period	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Total Pension Liability					
Service Cost	$ 2,257,838	$ 2,337,306	$ 1,945,766	$ 1,918,011	$ 1,994,470
Interest on Total Pension Liability	6,570,234	6,322,423	6,022,970	5,722,716	5,409,869
Changes of Benefit Terms	-	-	-	-	-
Changes of Assumptions	(660,476)	5,271,395	-	(1,429,806)	-
Differences between Expected and Actual Experience	(932,669)	(516,597)	(800,944)	(576,058)	-
Benefit Payments, Including Refunds of Employee Contributions	(3,812,132)	(3,309,790)	(3,141,095)	(2,716,414)	(2,653,773)
Net Change in Total Pension Liability	3,422,795	10,104,737	4,026,697	2,918,449	4,750,566
Total Pension Liability - Beginning	94,261,681	84,156,944	80,130,247	77,211,798	72,461,232
Total Pension Liability - Ending (a)	$ 97,684,476	$ 94,261,681	$ 84,156,944	$ 80,130,247	$ 77,211,798
Plan Fiduciary Net Position					
Contributions - Employer	$ 1,158,215	$ 1,070,201	$ 1,272,683	$ 947,246	$ 917,689
Contributions - Employee (Paid by Employer)	586,800	527,557	491,555	432,811	509,838
Contributions - Employee	470,086	469,913	506,311	515,306	447,265
Net Investment Income**	6,979,197	8,507,531	460,130	1,698,644	11,507,514
Benefit Payments, Including Refunds of Employee Contributions	(3,812,132)	(3,309,790)	(3,141,095)	(2,716,414)	(2,653,773)
Administrative Expenses	(131,190)	(113,741)	(47,229)	(87,217)	-
Other Miscellaneous Expense***	(249,133)	-	-	-	-
Net Change in Plan Fiduciary Net Position	5,001,843	7,151,671	(457,645)	790,376	10,728,533
Plan Fiduciary Net Position - Beginning	84,189,514	77,037,843	77,495,488	76,705,112	65,976,579
Plan Fiduciary Net Position - Ending (b)	$ 89,191,357	$ 84,189,514	$ 77,037,843	$ 77,495,488	$ 76,705,112
Net Pension Liability - Ending [(a) - (b)]	$ 8,493,119	$ 10,072,167	$ 7,119,101	$ 2,634,759	$ 506,686
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	91.31%	89.31%	91.54%	96.71%	99.34%
Covered Payroll	$ 14,673,672	$ 14,786,527	$ 13,915,228	$ 13,613,535	$ 13,553,073
Net Pension Liability as a Percentage of Covered Payroll	57.88%	68.12%	51.16%	19.35%	3.74%

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
AN AGENT MULTIPLE-EMPLOYER DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS (Continued)
AS OF JUNE 30, 2019
LAST 10 YEARS*

Notes to Schedule:

* When information is available, the required 10 years will be shown.
** Net investment income is net of administrative expenses.
***During fiscal year 2017-18, as a result of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pensions* (GASB 75), CalPERS reported its proportionate share of activity related to postemployment benefits for participation in the State of California's agent OPEB plan. Accordingly, CalPERS recorded a one-time expense as a result of the adoption of GASB 75.

Additionally, CalPERS employees participate in various State of California agent pension plans and during Fiscal Year 2017-18, CalPERS recorded a correction to previously reported financial statements to properly reflect its proportionate share of activity related to pensions in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB 68).

Benefit changes: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2017. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Changes of assumptions: In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense). In 2014, amounts reported were based on the 7.5 percent.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
AN AGENT MULTIPLE-EMPLOYER DEFINED BENEFIT PENSION PLAN
SCHEDULE OF INVESTMENT RETURNS – PENSION
AS OF JUNE 30, 2019
LAST 10 YEARS*

	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Annual Money-Weighted Rate of Return, Net of Investment Expense	8.4%	11.2%	0.5%	2.2%	17.7%

Note to Schedule:

* When information is available, the required 10 years will be shown.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
AN AGENT MULTIPLE-EMPLOYER DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CONTRIBUTIONS – PENSION
AS OF JUNE 30, 2019
LAST 10 YEARS*

Fiscal Year Ended June 30	2018	2017	2016	2015	2014
Actuarially Determined Contributions	$ 1,158,215	$ 1,070,201	$ 1,272,683	$ 947,246	$ 917,689
Contributions in Relation to the Actuarially Determined Contributions	(1,158,215)	(1,070,201)	(1,272,683)	(947,246)	(917,689)
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
Covered Payroll**	$ 14,673,672	$ 14,786,527	$ 13,915,228	$ 13,613,535	$ 13,553,073
Contributions as a Percentage of Covered Payroll	7.89%	7.24%	9.15%	6.96%	6.77%

Notes to Schedule:

* When information is available, the required 10 years will be shown.
** Covered Payroll represented above is based on pensionable earnings provided by the employer. Payroll was assumed to increase by the 3% percent payroll growth assumption.

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2018 were from the June 30, 2015 valuation.

Valuation date:	June 30, 2015

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal Cost Method
Amortization method	Level percent of payroll
Average remaining amortization period	20 years as of valuation date
Asset valuation method	15 year smoothed market
Inflation	2.75%
Projected salary increases	Varies by entry age and service.
Payroll growth	3.00%
Investment rate of return	7.50% (net of administrative expenses)
Retirement age	The probabilities of retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.
Mortality	The probabilities of mortality are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011. Pre-retirement and post-retirement mortality rates include 20 years of projected mortality improvement using Scale BB published by the Society of Actuaries.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SINGLE-EMPLOYER DEFINED BENEFIT PLAN
SCHEDULE OF CHANGES IN THE NET OTHER POSTEMPLOYMENT BENEFITS (OPEB) LIABILITY AND RELATED RATIOS
JUNE 30, 2019
LAST 10 YEARS*

Measurement Period	June 30, 2018	June 30, 2017
Total OPEB Liability		
Service Cost	$ 320,785	$ 350,850
Interest on the Total OPEB Liability	385,114	482,126
Changes of Benefit Terms	-	-
Differences Between Expected and Actual Experience	-	(1,408,629)
Changes in Assumptions	-	(994,873)
Benefit Payments	(286,733)	(316,489)
Net Change in Total OPEB Liability	419,166	(1,887,015)
Total OPEB Liability - Beginning	7,373,838	9,260,853
Total OPEB Liability - Ending (a)	$ 7,793,004	$ 7,373,838
OPEB Plan Fiduciary Net Position		
Net Investment Income	$ 80,538	$ 111,685
Contributions - Employer	588,345	748,139
Benefit Payments	(286,733)	(316,489)
Administrative Expenses	(1,550)	-
Net Change in OPEB Plan Fiduciary Net Position	380,600	543,335
OPEB Plan Fiduciary Net Position - Beginning	3,084,827	2,541,492
OPEB Plan Fiduciary Net Position - Ending (b)	$ 3,465,427	$ 3,084,827
Net OPEB Liability - Ending [(a) - (b)]	$ 4,327,577	$ 4,289,011
OPEB Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	44.47%	41.83%
Covered Payroll	$ 14,836,604	$ 12,531,658
Net OPEB Liability as a Percentage of Covered Payroll	29.17%	34.23%

Notes to Schedule:

* When information is available, the required 10 years will be shown.

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SINGLE-EMPLOYER DEFINED BENEFIT PLAN
SCHEDULE OF INVESTMENT RETURNS – OPEB
JUNE 30, 2019
LAST 10 YEARS*

	June 30, 2018	June 30, 2017
Annual Money-Weighted Rate of Return, Net of Investment Expense	7.16%	9.38%

Notes to Schedule:

* When information is available, the required 10 years will be shown.

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SINGLE-EMPLOYER DEFINED BENEFIT PLAN
SCHEDULE OF CONTRIBUTIONS – OPEB
JUNE 30, 2019
LAST 10 YEARS*

Fiscal Year Ended June 30	2019	2018	2017
Actuarially Determined Contribution	$ 606,839	$ 588,345	$ 748,139
Contributions in Relation to the Actuarially Determined Contributions	(606,839)	(588,345)	(748,139)
Contribution Deficiency (Excess)	$ -	$ -	$ -
Covered Payroll	$ 15,503,972	$ 14,836,604	$ 12,531,658
Contributions as a Percentage of Covered Payroll	3.91%	3.97%	5.97%

Notes to Schedule:

* When information is available, the required 10 years will be shown.

The actuarial methods and assumptions used to set the actuarially determined contributions for the Authority's fiscal years ending June 30, 2018 and June 30, 2019 were from the July 1, 2017 valuation.

Valuation Date	July 1, 2017

Methods and assumptions used to determine contribution rates:

Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets
Long-Term Return on Assets	5.1%
Discount Rate	5.1%
Participants Valued	Only current active employees, retired participants, and covered dependents are valued. No future entrants are considered in this valuation.
Salary Increase	3.25% per year, used only to allocate the cost of benefits between service years
Assumed Increase for Amortization Payments	3.0% per year where determined on a percent of pay basis
General Inflation Rate	2.75% per year

Demographic actuarial assumptions used in this valuation are those used in the recent June 30, 2016 valuation of the retirement plans covering Authority employees, and are based on the 2014 experience study of the California Public Employees Retirement System using data from 1997 to 2011, except for a different basis used to project future mortality improvements. Rates for selected age and service are shown in the July 1, 2017 funding valuation. The representative mortality rates were those published by CalPERS in their 2014 study, adjusted to back out 20 years of Scale BB to central year 2008.

Mortality	2014 CalPERS Experience Study; Future rates of mortality were projected to improve on a generational basis using Bickmore Scale 2017. The Bickmore Scale 2017 was developed from a blending of data and methodologies found in two published sources: (1) the Society of Actuaries Mortality Improvement Scale MP-2016 Report, published in October 2016, and (2) the demographic assumptions used in the 2016 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Federal Disability Insurance Trust Funds, published June 2016. See July 1, 2017 funding valuation for further information.

SUPPLEMENTARY SCHEDULE AND OTHER REPORTS

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Federal Grantor/Program Title	Federal CFDA Number	Grant Expenditures	Passed-Through To Subrecipients
U.S. DEPARTMENT OF TRANSPORTATION			
Direct Programs:			
Federal Transit Administration (FTA)			
Capital and Operating Assistance Grants	20.507		
Grant CA-90-Z212-00 - Capital and Operating		$ 743,993	$ -
Grant CA-58-0018-00 - Capital and Operating		5,956	
Grant CA-2018-142-00 - Capital and Operating		4,462,225	-
Grant CA-2017-034-00 - Capital and Operating		1,097,331	-
Grant CA-2016-013-00 - Capital and Operating		112,086	-
Total FTA Capital and Operating Assistance Grants		6,421,591	-
Pass-Through the Metropolitan Transit Commission (MTC)			
Grant CA-34-0024 - Capital and Operating	20.507	858,445	-
Total FTA Grants		$ 7,280,036	$ -

See accompanying notes to schedule of expenditures of federal awards.

NOTE 1 – GENERAL

The accompanying Schedule of Expenditures of Federal Awards (SEFA) presents the activity of all federal financial assistance programs of the Central Contra Costa Transit Authority. Federal financial assistance is received directly from the Federal Transit Administration (FTA) and is included on the SEFA.

NOTE 2 – BASIS OF ACCOUNTING

The accompanying SEFA has been prepared on the accrual basis of accounting. Federal capital grant funds are used to purchase property, plant, and equipment. Federal grants receivable are included in capital and operating grants receivable, which also includes receivables from state and local grant sources. The information in the SEFA is presented in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations (CFR) Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

NOTE 3 – INDIRECT COST RATE

The Authority did not elect to use the 10 percent de minimis indirect cost rate as covered in 2 CFR §200.414.

DRAFT

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE (MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

BROWN ARMSTRONG
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF BASIC FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Administrative and Finance Committee and Board of Directors
Central Contra Costa Transit Authority
Concord, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Central Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2019, and related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated __________, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the basic financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's basic financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

DRAFT

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

DRAFT

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE
(MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

BROWN ARMSTRONG
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

To the Administrative and Finance Committee and Board of Directors
Central Contra Costa Transit Authority
Concord, California

Report on Compliance with Transportation Development Act Requirements

We have audited the Central Contra Costa Transit Authority's (the Authority) compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by the Authority were expended in conformance with applicable statutes, rules, and regulations of the TDA and the allocation instructions and resolutions of the Metropolitan Transportation Commission as required by Section 6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the year ended June 30, 2019.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the applicable statutes, rules, and regulations of the TDA.

Auditor's Responsibility

Our responsibility is to express an opinion on each of the Authority's compliance requirements referred to in Section 6667, which requires that for a transit claimant, the independent auditor will perform at least the following tasks:

(a) Determine whether the claimant was an entity eligible to receive the funds allocated to it,
(b) Determine whether the claimant is maintaining its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller, pursuant to Public Utilities Code Section 99234,
(c) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with those sections of the TDA specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4, Sections 99275, 99275.5, and 99277 for Article 4.5 claimants, and Section 99400(c), (d), and (e) for Article 8 claimants for service provided under contract, and Section 99405(d) for transportation services provided by cities and countries with populations of less than 5,000,
(d) Determine whether the funds received by the claimants pursuant to the TDA were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions,

DRAFT

(e) Determine whether interest earned on funds received by the claimant, pursuant to the TDA, were expended only for those purposes for which the funds were allocated in accordance with Public Utilities Code Sections 99234.1, 99301, 99301.5, and 99301.6,
(f) Verify the amount of the claimant's operating cost for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in the Section 6633.2,
(g) Verify the amount of the claimant's actual fare revenues for the fiscal year,
(h) Verify the amount of the claimant's actual local support for the fiscal year,
(i) Verify the amount of the claimants was eligible to receive under the TDA during the fiscal year in accordance with Sections 6634 and 6649,
(j) Verify, if applicable, the amount of the operator's expenditure limitation in accordance with Section 6633.1,
(k) In the case of an operator, determine whether the operator's employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273,
(l) In the case of an operator, determine whether the operator has had a certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251,
(m) In the case of an operator, verify, if applicable, its State Transit Assistance eligibility pursuant to Public Utilities Code Section 99314.6 or 99314.7, and
(n) In the case of a claimant for community transit services, determine whether it is in compliance with Public Utilities Code Sections 99155 and 99155.5.

Report on Public Transportation Modernization, Improvement, and Service Enhancement Account

Also, as part of our audit, we performed tests of compliance to determine whether certain state funds, were received and expended in accordance with the applicable bond act and state accounting requirements.

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B). Of the $19.925 billion of state general obligation bonds authorized, $4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA).

Additionally, Section 8879.23 (h) directs that $1 billion dollars be deposited in the Transit System Safety, Security, and Disaster Response Account. This section further directs that $100 million dollars be made available upon appropriation by the legislature to entities for eligible transit system safety, security, and disaster response projects (OHS). These funds are available to the California Department of Transportation for intercity rail projects and to transit operations in California for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or for rolling stock procurement, rehabilitation, or replacement.

As of June 30, 2019, all Proposition 1B funds received and expended were verified in the course of our current and previous audits as follows:

Balance – beginning of the year	$ 3,164,162
Proceeds received:	
PTMISEA	-
Interest earned	74,851
Expenses incurred:	
Rolling stock replacement, facility rehab, lifeline bus stop, and the Martinez Shuttle	189,436
Unexpended proceeds, June 30, 2019	$ 3,049,577

DRAFT

Opinion on Compliance

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that are applicable to the Authority for the fiscal year ended June 30, 2019.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

DRAFT

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE
(MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

REGISTERED with the Public Company Accounting Oversight Board and MEMBER of the American Institute of Certified Public Accountants

BROWN ARMSTRONG
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Administrative and Finance Committee and Board of Directors
Central Contra Costa Transit Authority
Concord, California

Report on Compliance for Each Major Federal Program

We have audited the Central Contra Costa Transit Authority's (the Authority) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the fiscal year ended June 30, 2019. The Authority's major federal programs are identified in the summary of auditor's result section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2019.

DRAFT

Report on Internal Control Over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

STATISTICAL SECTION

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
JUNE 30, 2019
LAST 10 YEARS*

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Operating Revenues										
Passenger fares	$ 3,216,046	$ 3,221,580	$ 3,275,964	$ 3,549,944	$ 3,759,432	$ 3,935,630	$ 4,057,759	$ 4,040,761	$ 3,888,089	$ 3,885,782
Special transit fares	1,833,494	1,635,867	1,480,747	1,440,678	1,386,527	1,169,473	1,061,609	949,720	829,103	870,027
Total Operating Revenues	5,049,540	4,857,447	4,756,711	4,990,622	5,145,959	5,105,103	5,119,368	4,990,481	4,717,192	4,755,809
Operating Expenses										
Salaries and benefits	25,441,759	24,101,090	23,779,117	22,863,358	20,582,768	20,883,813	19,427,193	18,832,831	18,615,051	19,015,853
Materials and supplies	2,777,883	2,529,044	2,118,404	2,273,864	2,761,506	3,136,172	3,137,777	3,206,531	2,973,978	2,563,005
Services	1,922,903	1,744,973	1,751,238	1,697,825	1,775,371	1,933,534	1,876,033	1,573,363	1,565,977	1,506,826
Purchased transportation	6,211,639	5,561,256	5,309,756	5,458,921	5,151,072	5,206,741	5,044,664	5,191,808	5,048,351	5,189,752
Insurance	763,534	722,556	676,984	685,551	627,088	740,595	381,485	415,417	385,278	402,633
Other	189,045	202,460	210,422	305,691	312,727	286,464	312,151	113,187	135,674	66,272
Utilities	366,642	356,151	320,063	284,645	256,395	284,788	304,463	233,889	246,466	266,807
Taxes	217,950	226,116	184,435	193,913	250,077	325,316	319,107	293,854	306,897	276,464
Leases and rentals	53,508	42,499	48,466	44,983	40,454	36,402	38,175	35,977	37,396	33,199
Defined benefit pension adjustment	642,776	1,807,421	(17,761)	(1,169,716)	-	-	-	-	-	-
Other postemployment benefits (OPEB) adjustment	(376,320)	(224,832)	-	-	-	-	-	-	-	-
Depreciation	7,511,790	6,186,320	5,363,010	5,294,062	5,388,083	5,374,167	5,270,234	5,132,487	4,696,375	3,849,099
Total Operating Expenses	45,723,109	43,255,054	39,744,134	37,933,097	37,145,541	38,207,992	36,111,282	35,029,344	34,011,443	33,169,910
Operating Loss	(40,673,569)	(38,397,607)	(34,987,423)	(32,942,475)	(31,999,582)	(33,102,889)	(30,991,914)	(30,038,863)	(29,294,251)	(28,414,101)
Nonoperating Revenues										
Federal operating assistance	1,703,403	1,655,674	1,002,950	2,237,709	1,376,873	1,881,018	2,699,912	3,939,169	4,003,292	4,919,543
State and local operating assistance	30,292,597	27,996,289	27,891,975	25,713,041	25,324,446	25,117,180	22,293,230	20,280,117	20,060,073	19,167,173
Advertising revenue	618,416	615,631	608,420	599,100	586,768	579,738	574,912	537,546	504,952	515,468
Interest income	253,675	118,161	38,789	40,642	15,307	14,602	16,340	14,988	24,360	23,753
Other revenue	102,245	108,077	83,538	82,784	93,083	91,313	85,865	100,627	122,309	174,759
Interest expense	-	-	-	-	-	-	-	-	(456)	-
Gain (Loss) on sale of capital assets	(6,944)	211,840	14,479	135,603	3,706	(44,703)	8,340	12,631	(7,230)	(19,185)
Total Nonoperating Revenues	32,963,392	30,705,672	29,640,151	28,808,879	27,400,183	27,639,148	25,678,599	24,885,078	24,707,300	24,781,511
Net Loss Before Capital Contributions	(7,710,177)	(7,691,935)	(5,347,272)	(4,133,596)	(4,599,399)	(5,463,741)	(5,313,315)	(5,153,785)	(4,586,951)	(3,632,590)
Capital Contributions										
Grants restricted for capital expenses (Note 3)	7,088,596	2,850,624	19,010,487	17,447,423	2,935,527	4,967,261	6,218,439	4,354,568	2,380,940	18,721,651
Prior Period Adjustment	-	(5,971,222)	-	-	(5,057,126)	-	-	-	-	-
Increase (Decrease) in Net Position	(621,581)	(10,812,533)	13,663,215	13,313,827	(6,720,998)	(496,480)	905,124	(799,217)	(2,206,011)	15,089,061
Beginning Net Position, as Restated	45,647,582	56,460,115	42,796,900	29,483,073	36,204,071	36,700,551	35,795,427	36,594,644	38,800,655	23,711,594
Ending Net Postion, as Restated	$ 45,026,001	$ 45,647,582	$ 56,460,115	$ 42,796,900	$ 29,483,073	$ 36,204,071	$ 36,700,551	$ 35,795,427	$ 36,594,644	$ 38,800,655

(a) Prior Period adjustments:

FY 2018 was implementation of GASB Statement No. 75 for Other Post Employment Benefits

FY 2015 was implementation of GASB Statement No. 68 for Pension Benefits

FINDINGS AND QUESTIONED COSTS SECTION

DRAFT

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2019

Section I – Summary of Auditor's Results

A. Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Deficiencies or significant deficiencies identified not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

B. Federal Awards

Internal control over major programs:	
Material weaknesses identified?	No
Deficiencies or significant deficiencies identified not considered to be material weaknesses?	No
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	No

C. Identification of Major Programs

CFDA Numbers	Name of Federal Program or Cluster
CFDA Number 20.507	FTA Capital and Operating Assistance Grants

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes

Section II – Financial Statement Audit Findings and Questioned Costs

None.

Section III – Federal Awards Findings and Questioned Costs

None.

Section IV – Summary of Prior Audit (June 30, 2018) Findings and Current Year Status

None.

DRAFT

BROWN ARMSTRONG
Certified Public Accountants

BROWN ARMSTRONG

CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE (MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

REQUIRED COMMUNICATION TO THE ADMINISTRATIVE AND FINANCE COMMITTEE AND BOARD OF DIRECTORS IN ACCORDANCE WITH PROFESSIONAL STANDARDS (SAS 114)

To the Administrative and Finance Committee and Board of Directors
Central Contra Costa Transit Authority
Concord, California

We have audited the basic financial statements of the Central Contra Costa Transit Authority (the Authority) for the fiscal year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards,* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 5, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of the existing policies was not changed during fiscal year ended June 30, 2019. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's basic financial statements were:

- Estimated Useful Lives of Capital Assets – Management estimates the lives of capital assets for purposes of calculating annual depreciation expense to be reported in the Authority's Statement of Revenues, Expenses, and Changes in Net Position. Estimated useful lives range from 9 to 13 years for revenue transit vehicles; 3 to 10 years for shop, office, other equipment, and service vehicles; and 30 years for building and structures.

- Self-Insurance Liability – This represents management's estimate of the liability for public liability claims and workers' compensation claims to be paid for which the Authority is self-insured, and includes management's estimate of the ultimate costs for both reported claims and claims incurred but not reported.

DRAFT

- Net Pension Liability and Post-Employment Benefits Other than Pension Benefits (OPEB) Liability – These are based on actuarial evaluations, which involve estimates of the value of reported amounts and probabilities about the occurrence of future events far into the future.

We evaluated the key factors and assumptions used to develop the accounting estimates used in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain basic financial statement disclosures are particularly sensitive because of their significance to basic financial statement users. The most sensitive disclosures affecting the basic financial statements were the disclosures of capital assets and depreciation, employees' retirement pension plan and the net pension liability, risk management self-insurance liability, and the OPEB plan and the net OPEB liability in Notes 5, 7, 8, and 11, respectively, of the basic financial statements.

The basic financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit
We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements
Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's basic financial statements taken as a whole.

Disagreements with Management
For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations
We have requested certain representations from management that are included in the management representation letter dated __________, 2019.

Management Consultations with Other Independent Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's basic financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis (MD&A), Schedule of Changes in the Net Pension Liability and Related Ratios, Schedule of Investment Returns – Pension, Schedule of Contributions – Pension, Schedule of Changes in the OPEB Liability and Related Ratios, Schedule of Investment Returns – OPEB, and Schedule of Contributions – OPEB, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on schedule of expenditures of federal awards, which accompany the basic financial statements but are not RSI. With respect to this supplementary schedule, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary schedule to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

We were not engaged to report on the statistical section, which accompanies the basic financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Administrative and Finance Committee, Board of Directors, and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

DRAFT

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BAKERSFIELD OFFICE
(MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE
1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

BROWN ARMSTRONG
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Administrative and Finance Committee
Central Contra Costa Transit Authority
Concord, California

We have performed the procedures enumerated below, which were agreed to by the Central Contra Costa Transit Authority (the Authority), solely to assist you with reviewing the State Transit Assistance (STA) and Transportation Development Act (TDA) funds allocated by the Metropolitan Transportation Commission (MTC), to review the cost of diesel fuel purchased by the Authority, and to review the California Public Employees' Retirement System (PERS) benefits paid by the Authority for the fiscal year ended June 30, 2019, and compare to the prior fiscal year ended June 30, 2018. Management is responsible for the Authority's accounting records. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and results are as follows:

1) Obtained the Authority's final amounts of TDA and STA funds received according to MTC for the fiscal years ended June 30, 2019 and 2018. Verified that the MTC allocation for fiscal year 2019 was not reduced from the allocation in 2018.

   Results: The 2019 MTC final TDA and STA allocation was not reduced from the prior year allocation. Refer to the attached schedule.

2) Obtained the cost of the diesel fuel purchased by the Authority for the fiscal years ended June 30, 2019 and 2018. Verified that the average cost of diesel fuel purchased in fiscal year 2019 did not increase by $500,000 over the prior fiscal year or $0.75 per gallon when compared to the average cost in fiscal year 2018.

   Result: The 2019 diesel fuel purchased by the Authority for the fiscal year ended June 30, 2019, did not increase by $500,000 over the prior year or $0.75 per gallon when compared to the average cost in fiscal year 2018. Refer to the attached schedule.

3) Obtained a schedule of the PERS benefits, other than Other Post Employment Benefits (OPEB), paid by the Authority for the fiscal years ended June 30, 2019 and 2018. Verified that the increase for fiscal year 2019 over fiscal year 2018 did not exceed $1,000,000.

   Result: The PERS benefits (other than OPEB) paid by the Authority for the fiscal year ended June 30, 2019, did not exceed $1,000,000 over fiscal year 2018. Refer to the attached schedule.

DRAFT

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Authority's administrative and finance committee and management and is not intended to be, and should not be, used by anyone other than those specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
__________, 2019

DRAFT

Criteria	Description of Criteria	Revenue	2019	2018	$ Change
(a)	Final amount of STA or TDA funds per MTC - must not be reduced from the prior year.				
		TDA 4.0	$ 19,114,745	$ 17,898,519	
		TDA 4.5	888,274	826,647	
	Total TDA		20,003,019	18,725,166	$ 1,277,853
		STA Pop-County Block Grant*	4,745,909	-	
		STA Pop-North/Small*	-	2,763,217	
		STA-Regl Paratransit*	-	441,938	
		STA Rev based	731,551	567,667	
	Total STA		5,477,460	3,772,822	1,704,638
	Total STA and TDA		$ 25,480,479	$ 22,497,988	$ 2,982,491
(b)	Cost of diesel fuel purchased by the Authority (increase is not greater than $500,000 from prior year). This increase will occur if the average cost of diesel fuel purchased during fiscal year 2019 increased by $0.75 per gallon when compared to the average in fiscal year 2018.		$ 1,444,860	$ 1,354,462	$ 90,398
(c)	PERS benefits paid by the Authority, other than OPEB, did not increase by over $1,000,000 from the prior year.		$ 1,837,046	$ 1,548,185	$ 288,861

Note: * Beginning in fiscal year 2019, MTC is allocating STA Population funds through a County Block Program.

County Connection

INTER OFFICE MEMO

To: Administration & Finance Committee **Date: December 3, 2019**

From: Erick Cheung, Chief Finance Officer

SUBJECT: Income Statements for the Three Months Ended September 30, 2019

The attached unaudited County Connection Income Statements for the first three months of Fiscal Year (FY) 2020 are presented for your review. The combined expenses of $9,371,663 for Fixed Route and Paratransit, (Schedule 1), **are under budget by 5.5% or $547,395.** The expense categories with the most significant variances are:

Wages	$(96,374)	(2.8)%	Operator wages are slightly over budget due to training of new drivers due to vacancies and the additional bus bridges for BART. These routes are covered by higher guarantees and overtime by $17K. Other wages are lower by $114K due to the Manager of Planning and a couple of Transit Supervisors positions being vacant during the first quarter.
Fringe Benefits	$(263,070)	(9.5)%	Fringe Benefits are under budget due to vacancies and since medical & cafeteria premiums don't rise till January 2020.
Services	$(83,086)	(14.0)%	Services are under budget due to lower promotions expense for $32K, service vehicle repair for $25K, and legal services of $34K.
Materials & Supplies	$(44,965)	(6.3)%	Materials and supplies are lower due to lower diesel fuel costs of $57K and higher electricity use for trolleys of $3K. Offset by higher repair parts expenses of $39K.
Insurance	$(36,918)	(15.1)%	Liability losses were under budget.
Special Trip Services	$262,843	16.3%	Special Trip Services are over budget as Paratransit revenue hours are up 3.0% and fuel costs were not budgeted.
Contingency	$(225,000)	(100.0)%	Not needed based on expenses being under budget, may be used in the future based on the trend for Special Trip Services.

Fixed route and Paratransit revenues and expenses are presented on **Schedules 2 and 3.** Actual expenses are compared to the year-to-date approved budget. Fixed route expenses are -9.7% under budget and Paratransit expenses are 15.5% over budget.

The combined revenues are also under budget. The most significant variances:

Passenger fares/special fares	$125,815	9.8%	Fixed route passenger fares/special fares are $156K over budget. Special fares are higher in the first quarter as County Connection assisted BART with bus bridges for additional revenue of $153K. Paratransit fares have decreased but could be timing as we are still transitioning to new provider Transdev. Compared to the same period in the prior year, fixed route is 16.3% higher; paratransit is 11.7% lower than prior year.
TDA revenue earned	$(656,610)	(15.5)%	TDA revenue is lower due to lower than expected expenses and higher special fare revenues as noted above.

Fixed Route Operator Wages (Schedule 4)

Schedule 4 compares various components of operator wages with the budget.

- Platform (work time) is $784 or 0.1% under budget.
- Guarantees and Overtime are $21,778 or 12.8% over budget due to vacancies and trainees.
- Protection is $25,841 or 30.7% under budget.
- Overall wages for operators are $17,314 or 0.9% over budget.

Statistics (Schedule 6)

Schedule 6 provides selected statistical information for the current year compared to the last two years:

Fixed route:

- Passenger fares/special fares are 23.4% more than FY 2019 and 24.5% more than FY 2018. County Connection did raise fares in March of 2019 and LCTOP is funding the free fares on Routes 11,14 & 16 and performed a couple of Bus Bridges for BART.
- The farebox recovery ratio is 19.0% more than FY 2019 and 11.5% more than FY 2018. The ratio is 17.3% in FY 2020; 14.6% in FY 2019 and 15.6% in FY 2018.
- Operating expenses are 3.7% more than in FY 2019 and 11.7% more than in FY 2018.
- Fixed route revenue hours are 0.6% more than FY 2019 and 1.4% more than FY 2018.
- The cost per revenue hour has increased 3.0% compared to FY 2019 and 10.2% compared to FY 2018.
- Passengers have increased 14.5% compared to FY 2019 and 12.0% compared to FY 2018.
- The cost per passenger has decreased 9.5% compared to FY 2019 and 0.3% compared to FY 2018.
- Passengers per revenue hour has increased 13.8% compared to FY 2019 and 10.5% compared to FY 2018.

Paratransit (*):

- Passenger fares have decreased 11.7% compared to FY 2019 and increased 2.4% compared to FY 2018.
- The farebox ratio is less than FY 2019 and FY 2018. The ratio is 5.7% in FY 2020; 8.2% in FY 2019; and 7.6% in FY 2018.

- Expenses have increased 27.0% compared to FY 2019 and 36.2% compared to FY 2018.
- Revenue hours are 3.8% more than FY 2019 and 12.2% in FY 2018.
- Passengers have decreased 2.8% compared to FY 2019 and 1.4% compared to FY 2018.
- The cost per passenger has increased 30.7% since FY 2019 and 38.2% compared to FY 2018.
- Paratransit passengers per revenue hour have decreased 6.8% compared to FY 2019 and 12.2% compared to FY 2018.

* Transdev and Choice in Aging began paratransit services this fiscal year, there are still some transitioning and timing issues that staff is working through.

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2020 Year to Date Comparison of Actual vs Budget

Combined Fixed Route and Paratransit Income Statement

For the Three Months Ended September 30, 2019

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	$ 875,499	$ 891,722	$ (16,223)	-1.8%
Special fares	527,798	385,760	142,039	36.8%
	1,403,297	1,277,482	125,815	9.8%
Advertising	148,749	148,125	624	0.4%
Safe Harbor lease	9,358	8,426	932	11.1%
Other revenue	51,380	61,213	(9,833)	-16.1%
Federal operating	345,000	345,000	-	0.0%
TDA earned revenue	3,591,777	4,248,387	(656,610)	-15.5%
STA revenue	1,634,159	1,634,159	-	0.0%
Measure J	1,693,582	1,693,582	-	0.0%
Other operating assistance	494,361	502,684	(8,323)	-1.7%
	7,968,366	8,641,577	(673,211)	-7.8%
Total Revenue	**$ 9,371,663**	**$ 9,919,058**	**$ (547,395)**	**-5.5%**
Expenses				
Wages- Operators	$ 1,972,485	$ 1,955,171	$ 17,314	0.9%
Wages-Other	1,447,365	1,561,413	(114,048)	-7.3%
	3,419,850	3,516,584	(96,734)	-2.8%
Fringe Benefits	2,503,015	2,766,085	(263,070)	-9.5%
Services	512,474	595,560	(83,086)	-14.0%
Materials & Supplies	673,892	718,857	(44,965)	-6.3%
Utilities	99,384	101,413	(2,029)	-2.0%
Insurance	208,294	245,212	(36,918)	-15.1%
Taxes	37,464	62,954	(25,490)	-40.5%
Leases and Rentals	13,122	13,375	(253)	-1.9%
Miscellaneous	27,307	60,000	(32,693)	-54.5%
Special Trip Services	1,876,861	1,614,018	262,843	16.3%
Operations	**9,371,663**	**9,694,058**	**(322,395)**	**-3.3%**
Contingency Reserve	-	225,000	(225,000)	-100.0%
Total Expenses	**$ 9,371,663**	**$ 9,919,058**	**$ (547,395)**	**-5.5%**
Net Income (Loss)	**$ -**	**$ -**	**$ -**	
Revenue Hours	***75,866***	***71,403***	***4,463***	***6.3%***
Cost per Rev Hr	***$ 123.36***	***$ 138.73***	***$ (15.37)***	***-11.1%***
Passengers	***978,306***	***899,953***	***78,353***	***8.7%***
Cost per Passenger	***$ 9.58***	***$ 11.02***	***$ (1.44)***	***-13.1%***
Farebox ratio	***15.0%***	***12.9%***	***2.1%***	***16.3%***

(fares,spec fares/Oper exp-w/o contingency-leases)

Schedule 1-Combined Fixed Route & Paratransit

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2020 Year to Date Comparison of Actual vs Budget

Fixed Route Income Statement

For the Three Months Ended September 30, 2019

	Actual	Budget	Variance	% Variance
Revenues				
Passenger fares	$ 768,115	$ 754,222	$ 13,893	1.8%
Special fares	527,798	385,760	142,039	36.8%
	1,295,913	1,139,982	155,931	13.7%
Advertising	148,749	148,125	624	0.4%
Safe Harbor lease	9,358	8,426	932	11.1%
Other revenue	51,380	61,213	(9,833)	-16.1%
TDA earned revenue	2,841,290	3,809,923	(968,633)	-25.4%
STA revenue	1,422,037	1,422,037	-	0.0%
Measure J	1,240,021	1,240,021	-	0.0%
Other operating assistance	477,673	457,704	19,969	4.4%
	6,190,508	7,147,450	(956,942)	-13.4%
Total Revenue	**$ 7,486,421**	**$ 8,287,431**	**$ (801,010)**	**-9.7%**
Expenses				
Wages- Operators	$ 1,972,485	$ 1,955,171	$ 17,314	0.9%
Wages-Other	1,404,577	1,515,858	(111,281)	-7.3%
	3,377,062	3,471,029	(93,967)	-2.7%
Fringe Benefits	2,477,415	2,743,128	(265,713)	-9.7%
Services	511,635	584,910	(73,275)	-12.5%
Materials & Supplies	670,172	718,357	(48,185)	-6.7%
Utilities	93,535	89,538	3,997	4.5%
Insurance	208,294	245,212	(36,918)	-15.1%
Taxes	37,464	62,879	(25,415)	-40.4%
Leases and Rentals	13,122	13,375	(253)	-1.9%
Miscellaneous	27,110	59,125	(32,015)	-54.1%
Purchased Transportation	70,612	74,878	(4,266)	-5.7%
Operations	**7,486,421**	**8,062,431**	**(576,010)**	**-7.1%**
Contingency Reserve	-	225,000	**(225,000)**	
Total Expenses	**$ 7,486,421**	**$ 8,287,431**	**$ (801,010)**	**-9.7%**
Net Income (Loss)	**$ -**	**$ -**	**$ -**	
Revenue Hours	***56,484***	***53,894***	***2,590***	***4.8%***
Cost per Rev Hr	***$ 132.31***	***$ 153.52***	***$ (21.22)***	***-13.8%***
Passengers	***944,253***	***865,608***	***78,645***	***9.1%***
Cost per Passenger	***$ 7.93***	***$ 9.57***	***$ (1.65)***	***-17.2%***
Passengers per Rev Hr	***16.72***	***16.06***	***0.66***	***4.1%***
Farebox recovery ratio	***17.3%***	***14.2%***	***3.2%***	***22.4%***

(fares,spec fares/Oper exp-w/o contingency-leases)

Schedule 2-Fixed Route

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Paratransit Income Statement

FY 2020 Year to Date Comparison of Actual vs Budget

For the Three Months Ended September 30, 2019

		Actual		Budget		Variance	% Variance
Revenues							
Passenger fares (a)	$	107,384	$	137,500	$	(30,116)	-21.9%
		107,384		137,500		(30,116)	-21.9%
Federal operating		345,000		345,000		-	0.0%
TDA earned revenue		750,487		438,464		312,023	71.2%
STA revenue		212,122		212,122		-	0.0%
Measure J		453,561		453,561		-	0.0%
Other operating assistance		16,688		44,980		(28,292)	-62.9%
		1,777,858		1,494,127		283,731	19.0%
Total Revenue	**$**	**1,885,242**	**$**	**1,631,627**	**$**	**253,615**	**15.5%**
Expenses							
Wages-Other		42,788	$	45,555	$	(2,767)	-6.1%
		42,788		45,555		(2,767)	-6.1%
Fringe Benefits		25,600		22,957		2,643	11.5%
Services		839		10,650		(9,811)	-92.1%
Materials & Supplies		3,720		500		3,220	644.0%
Utilities		5,849		11,875		(6,026)	-50.7%
Taxes		-		75		(75)	-100.0%
Miscellaneous		197		875		(678)	-77.5%
Special Trip Services		1,806,249		1,539,140		267,109	17.4%
Total Expenses	**$**	**1,885,242**	**$**	**1,631,627**	**$**	**253,615**	**15.5%**
Net Income (Loss)	**$**	**-**	**$**	**-**	**$**	**-**	
Revenue Hours		***19,382***		***17,509***		***1,873***	***10.7%***
Cost per Rev Hr	***$***	***97.27***	***$***	***93.19***	***$***	***4.08***	***4.4%***
Passengers		***34,053***		***34,345***		***(292)***	***-0.9%***
Cost per Passenger	***$***	***55.36***	***$***	***47.51***	***$***	***7.86***	***16.5%***
Passengers per Rev Hr		***1.76***		***1.96***		***(0.20)***	***-10.4%***
Farebox ratio		***5.7%***		***8.4%***		***-2.7%***	***-32.4%***

(fares,spec fares/Oper exp-leases)

Schedule 3- Paratransit

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Operator Wages

For the Three Months Ended September 30, 2019

	Actual	Budget	Variance	% Variance
Platform/report/turn in	$ 1,556,173	$ 1,556,957	$ (784)	-0.1%
Guarantees	70,773	67,912	2,861	4.2%
Overtime	120,654	101,737	18,917	18.6%
Spread	63,775	54,764	9,010	16.5%
Protection	58,224	84,065	(25,841)	-30.7%
Travel	47,638	48,490	(852)	-1.8%
Training	49,463	34,610	14,854	42.9%
Other Misc	5,784	6,636	(852)	-12.8%
	$ 1,972,485	**$ 1,955,171**	**$ 17,314**	**0.9%**

Schedule 4- Operator Wages

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

Other Revenue; Other Operating Assistance; Miscellaneous Expenses

For the Three Months Ended September 30, 2019

Other Revenue		
Investment income (interest)	$	50,675
RTC card revenue		247
Various		458
	$	51,380
Other Operating Assistance		
RM2	$	36,335
BART feeder revenue		215,474
LCTOP		225,864
	$	477,673
Miscellaneous Expenses		
Board Travel Expense	$	3,887
Staff Travel Expense		8,686
APTA Dues		8,874
Employee Awards/pins		617
Paypal fees		79
Training		1,429
Various other		3,538
	$	27,110

Schedule 5- Other Revenues/Other Expenses

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

FY 2020 Year to Date Comparison of FY 2019 Actual & FY 2018 Actual

Statistics

For the Three Months Ended September 30, 2019

	Actual FY2020	Actual FY2019	Variance Actual 2019 to Actual 2018	Actual FY2018	Variance Actual 2019 to Actual 2018
Fixed Route					
Fares	$ 768,115	$ 660,323	16.3%	$ 661,480	16.1%
Special Fares	527,798	390,260	35.2%	379,137	39.2%
Total Fares	**$ 1,295,913**	**$ 1,050,583**	23.4%	**$ 1,040,617**	24.5%
Fares box recovery ratio	***17.3%***	***14.6%***	19.0%	***15.6%***	11.5%
Operating Exp (Less leases)	$ 7,473,299	$ 7,207,279	3.7%	$ 6,690,663	11.7%
Revenue Hours	***56,484***	***56,129***	0.6%	***55,729***	1.4%
Cost per Rev Hour	***$ 132.31***	***$ 128.41***	3.0%	***$ 120.06***	10.2%
Passengers	***944,253***	***824,423***	14.5%	***843,155***	12.0%
Cost per Passenger	***$ 7.91***	***$ 8.74***	-9.5%	***$ 7.94***	-0.3%
Passengers per Rev Hr	***16.72***	***14.69***	13.8%	***15.13***	10.5%
Paratransit					
Fares	$ 107,384	$ 121,545	-11.7%	$ 104,890	2.4%
Fares box recovery ratio	***5.7%***	***8.2%***	-30.4%	***7.6%***	-24.8%
Operating Exp (Less leases)	$ 1,885,242	$ 1,485,009	27.0%	$ 1,384,595	36.2%
Revenue Hours	***19,382***	***18,674***	3.8%	***17,268***	12.2%
Cost per Rev Hour	***$ 97.27***	***$ 79.52***	22.3%	***$ 80.18***	21.3%
Passengers	***34,053***	***35,049***	-2.8%	***34,552***	-1.4%
Cost per Passenger	***$ 55.36***	***$ 42.37***	30.7%	***$ 40.07***	38.2%
Passengers per Rev Hr	***1.76***	***1.88***	-6.8%	***2.00***	-12.2%

Schedule 6- Statistics

County Connection

INTER OFFICE MEMO

To: Administration and Finance Committee **Date:** 11/21/2019

From: Ruby Horta, Director of Planning & Marketing **Reviewed by**: W.C.

SUBJECT: San Ramon Valley USD Transition Program – Midday Free Request

Background:

County Connection implemented new services and fares on March 10, 2019. One of the changes to the fare structure included the elimination of the Midday Free Program (10am-2pm), with Bridge Program users being exempted. The Bridge Program is based out of the Mt. Diablo Unified School District and is for persons 18-22 with disabilities, who have finished high school. Their goal is to provide individuals with the knowledge and skills they need in order to make a successful transit to adult life.

Since implementation, one other program RES Success based out of Martinez, has been approved for the same midday free exemption. RES Success provides adults with developmental disabilities interdisciplinary services in areas of academics, social skills, recreation, vocational training, and the arts. Their programs provide participants with opportunities to continue their growth in becoming productive members of the community.

San Ramon Valley USD Transition Program:

In recent weeks, County Connection staff was contacted by the San Ramon Valley Unified School District staff with the request to have the Midday Free Program extended to students in their transition program. The transition program is located at Del Amigo High School. School District staff indicates students access County Connection services daily in order to travel to Alamo, Walnut Creek, Danville and San Ramon. The program at Del Amigo High School serves approximately 70 students and 30 staff. Additionally, staff indicated that other high schools in the school district have approximately 85 students and 40 staff that access County Connection's services, occasionally.

Compared to the request from RES, the request from San Ramon Valley USD more than triples the midday free usage. RES assumed an average weekday usage of 30 passengers. The program at Del Amigo High School serves close to 100 students/staff, in addition to the occasional rides at the high schools, up to 125 students/staff.

Recommendation:

Staff recommends that the A&F Committee authorize extending the Midday Free Program to the students/staff of the San Ramon Valley Unified School District Transition Program.

Financial Implications:

Assuming an average weekday usage of 100 passengers, and $1.75 for a senior/disabled day pass, County Connection's maximum fare loss would be approximately $45,000.

Action Requested:

Staff requests that the A&F Committee forward the recommendation to extend the Midday Free Program to the San Ramon Valley Unified School District's Transition Program, to the Board, for approval.

County Connection

INTER OFFICE MEMO

To: A&F Committee

Date: November 29, 2019

From: J. Scott Mitchell
Chief Operating Officer

Reviewed by:

SUBJECT: Paratransit Building Elevator Modernization

BACKGROUND: The Paratransit Building that was built in 1995 has an elevator that was manufactured and built by Essention. Essention is no longer in business. Parts to support this elevator are no longer available. The elevator can no longer be supported and needs to be replaced.

SUMMARY OF ISSUES: County Connection issued an Invitation for Bid for Paratransit Building Elevator Modernization with an opening date of October 31, 2019. We did not receive any bids for this project. We do have a proposal from OTIS Elevator that has been pre-bid under National IPA National Master Agreement #384899 in the amount of $203,789 and find that due to competitive nature of the bid, the OTIS proposal fair and reasonable.

Staff requests that the A&F Committee recommend to the Board of Directors to pass a Resolution authorizing the General Manager to award a Contract for Paratransit Building Elevator Modernization to OTIS Elevator at the December Board of Directors meeting.

FINANCIAL IMPLICATIONS:

Federal State of Good Repair Grant:	$163,031
TDA Funds:	$ 40,758
	$203,789

RECOMMENDATION: Staff recommends that the A&F Committee recommend that the Board of Directors at its December 19, 2019, meeting adopt a Resolution authorizing the General Manager to award a Contract to OTIS Elevator for modernization performed on the Paratransit elevator. Price not to exceed $203,789.

ACTION REQUESTED: Staff requests that the A&F Committee recommend that the Board of Directors at its December 19, 2019, meeting adopt a Resolution authorizing the General Manager to award a Contract to OTIS Elevator for modernization of the Paratransit elevator.

County Connection

INTER OFFICE MEMO

To: Administration and Finance Committee **Date:** 11/25/2019

From: Bill Churchill, Assistant General Manager of Adm. **Reviewed by**:

SUBJECT: Budget Amendment request for Paratransit Operating Budget

Background:

The previous contract with First Transit for purchased transportation services incorporated the cost for fuel in the hourly rate. In response to significant input from potential bidders and to encourage competition, staff removed the fuel expense from the hourly rate and structured it as a pass-through expense in the Request for Proposals released in December 2018.

When staff developed the FY2020 budget for purchased transportation services the old budget model was used which assumed the expense for fuel was buried in the hourly rate. As a result, the FY2020 budget does not reflect fuel in a separate line item as a passthrough expense which has resulted in a significant shortfall for the projected purchased transportation expenses. Staff estimates the FY2020 purchased transportation expense to be approximately $1,000,000 higher due to fuel.

Staff projects a total budget shortfall of nearly $1,000,000 and requests an amendment to the FY2020 Paratransit Operating Budget increasing the appropriations and TDA revenues to cover the additional expenses.

Recommendation:

Staff recommends that the A&F Committee approve the request for an amendment to the FY2020 Paratransit Operating Budget for $1,000,000 to appropriations and TDA revenues to the Board.

Financial Implications:

The FY2020 Paratransit Operating Budget would increase by $1,000,000 offset by TDA revenues.

Action Requested:

Staff requests A&F forward this memo and the attached resolution to the full Board requesting an amendment to the FY2020 Paratransit Operating Budget and increasing appropriations and TDA revenues in the amount of $1,000,000.

County Connection

INTER OFFICE MEMO

To: A&F Committee Date: November 27, 2019

From: William Churchill, Assistant General Manager of Adm.

SUBJECT: Planning and Marketing Department Organizational Update

---

Summary of Issues:

In 2018 the Board of Directors approved a reorganization of staff. Recently there have been some departures from the Planning and Marketing Department. There are 3 current open positions: Manager of Planning/Marketing, Data Analyst and Assistant Scheduler. The Assistant Scheduler position has not been filled since the beginning of the reorganization.

Staff is currently recruiting for a Manager of Planning/Marketing and is confident that we will be able to hire a qualified individual. Staff has struggled in the past to attract and retain a qualified Data Analysis. Based on evolving needs, staff is combining the Data Analyst (Grade 7) and Assistant Scheduler (Grade 7) into a Planner (Grade 9). This position will perform data analysis, basic planning, as well as, serve as a back up to the Chief Scheduler. Staff feels this change will enable us to attract a qualified candidate that will best serve the department and CCCTA needs now and into the future.

Financial Implications:

The Grade 7 range is $53,043 - $69,841and the Grade 9 range is $64,269 – $84,598 annually. By combining two Grade 7 positions into one Grade 9 position this will result in a net savings of both salary and benefits.

Action Requested:

None – Information Only