

County Connection

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Administration and Finance Committee
Summary Minutes
December 3, 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 Director Don Tatzin
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Financial Officer Erick Cheung Chief Operation Officer Scott Mitchell Director of Planning Ruby Horta Accounting Manager Karol McCarty

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of November 8, 2019- Approved.
4. Presentation of the Fiscal Year 2019 Audit— Ryan Nielsen, the Brown Armstrong partner in charge of the FY 2019 audit, reported that the audit report is unmodified, no findings, no material weaknesses nor deficiencies were identified, and no material noncompliance issues were noted. He thanked County Connection's financial staff for working with his staff in completing the audit. Mr. Cheung thanked Mr. Nielsen and his team, he also thanked finance staff and all of the various County Connection departments involved in the audit. The Committee recommended to the Board that the FY 2019 audit report be approved.
5. County Connection Income Statements for the Three Months Ended September 30, 2019- CFO Cheung reported that the actual expenses of \$9,371,663 are 5.5% under the year to date budget (\$547,395). Wages, fringe benefits, services, materials and supplies are under budget, and no contingency currently needed. Special Trip Services is currently over budget by \$262,843 due to paratransit services fuel costs, which will be addressed in another item in the agenda to increase the budget. The A&F Committee accepted the report for an information item to the Board.
6. San Ramon Valley USD Transition Program – Midday Free Request – Director Horta reported that 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. This is similar to the action taken for the RES Success and Bridge Program that is operated by Martinez and Mt. Diablo Unified School District, respectively. A&F Committee requests staff to consider a procedure and policy for the future. Staff recommends that the A&F Committee authorize extending the Midday Free Program to the students and staff of the San Ramon Valley Unified School District Transition Program for the remainder of the school year as staff considers a policy for the future. The A&F Committee forward the recommendation to extend the Midday Free Program to the San Ramon Valley Unified School District's Transition Program for the remainder of the school year. Also, for staff to come forward with a policy for the following year and notifying all agencies of a possible change in the coming year for Board approval.

7. Paratransit Building Elevator Modernization – COO Mitchell reported that elevator in the Paratransit Building needs to be replaced. County Connection issued an Invitation for bids and did not receive any for this project. Staff has a proposal from OTIS Elevator that has been pre-bid under National IPA National Master Agreement in the amount of \$203,789. Mr. Mitchell noted that there was a change from the staff report by using California Proposition 1B funds as the match instead of Transportation Development Act funds. Staff request that the A&F Committee recommend to the Board approving the contract for the elevator replacement with OTIS Elevator. The A&F Committee recommended that he Board of Directors adopt a resolution authoring the General Manager to award a contract to OTIS Elevator to replace the Paratransit Building elevator.
8. Budget Amendment request for Paratransit Operating Budget – AGM Churchill reported that 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 part of the hourly rate. As a result, the FY2020 budget does not reflect fuel as part of the costs to by Transdev, which will result 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. The Committee asked if this cost has an impact to reserve balances. CFO Cheung stated that this would impact reserves and staff is planning on bringing back a report to address this change as well as others that have occurred since the budget was adopted in June. The A&F Committee recommended an amendment to the FY2020 Paratransit Operating Budget and increasing appropriations and TDA revenues in the amount of \$1,000,000 to the Board.
9. Planning and Marketing Department Organizational Update – AGM Churchill reported that staff has had difficulty to attract and retain a qualified Data Analysis. Based on evolving needs, staff is recommending 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. This item is information only.
10. Review of Vendor Bills, November 2019- Reviewed.
11. Legal Services Statement, September Labor - Approved.
12. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 9:00 am on Tuesday January 7th and February 4th in the City of Pleasant Hill.

Erick Cheung, Chief Financial Officer