

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
April 8, 2020

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provision of the Governor's Executive Orders N-25-20 and N-29-20. 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
Director of Planning Ruby Horta

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of March 4, 2020- Approved.
4. Update on COVID-19 Pandemic – General Manager Ramacier provided an update on County Connection's response to COVID-19. There have been adjustments made to fixed route and paratransit service which included the following:
 - a. Fixed Route:
 - i. Elimination of school tripper routes with the closure of school facilities through the end of the school year.
 - ii. Staff is trying to plan for a summer bid to begin as soon as possible now that all the schools have announced this closure.
 - iii. Planning staff has prioritized and changed operating schedules multiple times over the last weeks based on ridership and staffing. We are current down 80% of our normal ridership.
 - b. Paratransit:
 - i. Ridership is down 80% - 85%.
 - ii. Transdev has taken on several additional responsibilities during this period from performing trips for Meals for Wheels and possible medical transports based on needs of Contra Costa County Health Services.

Mr. Ramacier also discussed the actions taken to clean the buses and the facilities along with personnel changes that were required during this time. He requested and the A&F Committee approved the actions taken by the GM to the Board.
5. 2020 BART Bus Bridges – Director Horta reported that BART has scheduled service interruptions and has requested we provide addition bus bridges in May & June. The number of buses is still to be determined as the region deals with COVID-19. A&R Committee approved the 2020 BART Bus Bridge request for Board's approval on consent.
6. Fiscal Year 2021 Draft Budget and Ten Year Forecast – CFO Cheung reported that the updated FY 2021 Budget proposes \$45.2 million in operational and capital expenses with revenues to offset these costs. The changes from the version in March were reduction in costs for Other Post-Employment Benefits for \$37 thousand which was offset slightly by the increase in Clipper fees for \$15 thousand to implement next phase which will include a smart phone application. Staff is aware that COVID-19 will impact the budget by lowering revenues and increase in costs related to cleaning supplies and additional equipment. At this time, there is minimal data to be able to extrapolate potential losses to sales tax and gas tax revenue. Also, the federal government approved \$25 billion in transit funding nationwide, which Metropolitan Transportation Commission (MTC) is currently working with its regional partners to allocate. Therefore, this version of the FY 2021 Draft Budget and Forecast is for the purpose to submit a Transportation Development Act (TDA) claim to MTC, so we can receive our funding timely. The A&F Committee understood that the budget will need to be amended over the coming months and approved recommending Resolution 2020-018 to submit the FY 2021 Draft Budget to MTC so we can receive our TDA funds timely.

7. Review of Vendor Bills, March 2020- Reviewed.
8. Legal Services Statement, January 2020 General and Labor - Approved.
9. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 8:30 am on Wednesday, May 6th via teleconference.

Erick Cheung, Chief Financial Officer