

Administration and Finance Committee  
Summary Minutes  
June 2, 2021

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 Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Financial Officer Erick Cheung Director of Human Resources Lisa Rettig Director of Planning Ruby Horta Finance Manager Karol McCarty

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of May 5, 2021- Approved by each member of the A&F Committee.
4. Adjustment to Non-Represented Administrative Employees Compensation – Director Rettig stated that non-represented employees consist of County Connection's administrative employees. The General Manager is requesting a 3% increase for all satisfactorily performing administrative employees effective July 1<sup>st</sup> which is consistent with the percentage increase in the Memorandum of Understandings for the represented employees. Also, the General Manager is requesting a Merit Pool of \$50,000 to be allocated at his discretion to management employees. The cost of the above increases will not exceed \$223,963 and is included the FY 2022 Budget. Each of the A&F Committee members approved the adoption of Resolution 2021-027 for the Board on consent.
5. Adoption of Gann Appropriations spending Limitation for FY2021-2022 – CFO Cheung reported that the spending limit for FY 2022 is \$86,414,692. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$36,926,100 or \$49,488,592 under the Gann limitation. Each of the A&F Committee members approved the adoption of Resolution 2021-025 for Board consent.
6. Fiscal Year 2022 Draft Budget and Ten-Year Forecast – CFO Cheung reported that the FY 2022 Budget has been updated and proposes \$46.7 million in operational and capital expenses for fixed route and paratransit with revenues to offset these costs as we are legally required to adopt a budget. The budget assumes we will receive the full amount of the Coronavirus Response and Relief Appropriations Act (CRRSAA) for \$3.7 million. Also, included the merit increases for \$59 thousand for management staff. Staff is recommending that the A&F recommend approval of Resolution 2021-026 to adopt the FY 2022 Budget to the Board. The A&F Committee approved and recommended Resolution 2021-026 to adopt the FY 2022 Budget to the Board following a public hearing.
7. September Free Rides Promotion – Director Horta stated that the State has announced its reopening plan for June 15th. As we look ahead toward the "Return to Transit" efforts, agencies are proposing various fare discounts to incentivize transit use. To lure riders back on transit, the BART Board approved a 50% discount on all Clipper fares during the month of September. County Connection serves eight (8) BART stations in Contra Costa County and one (1) in Alameda County with most service linked to at least one BART station. As a result of this robust and direct connection with BART service and with the availability of federal stimulus funds, staff proposes offering free rides on County Connection during the month of September 2021. This coordinated effort to make transit more accessible aligns well with the goals of the Blue-Ribbon Transit Recovery Task Force and the principles adopted by the Metropolitan Transportation Commission for the distribution of federal stimulus funds. County Connection would apply federal

stimulus funds to this promotion. Director Tatzin proposed up to 6 months of free fares using the federal funding that is being provided to us from CARES Act to CRRSAA Act. Director Noack agreed with the proposal to provide free fares for a period and for staff to provide an update at the Board meeting. Each member of the A&F approved the free fare concept and asked staff to present an update to the Board to possibly extend the period of time.

8. Income Statements for the Nine Months Ended March 31, 2021 – CFO Cheung reported that the actual expenses of \$26,017,320 are 21.2% (\$6,989,581) under budget for nine months of the fiscal year. Expenses due to COVID-19 are under budget due to vacancies, lower promotions and service developments, Clipper fees, and diesel fuel costs. Finally, the contingency is not needed for the first nine months. Mr. Cheung also noted that fare and special fare revenues are \$1,043,700 which is 74.3% under budget (\$3,023,866) due to COVID-19. Each member of the A&F Committee accepted the report.
9. CCCTA Investment Policy-Quarterly Reporting Requirement – CFO Cheung CFO Cheung reported that the portfolio as of March 31, 2021 complies with County Connection’s Investment Policy. Approved for the Board consent calendar.
10. Review of Vendor Bills, May 2021- Reviewed by each member of the A&F Committee.
11. Legal Services Statement, April 2021 General & March 2021 Labor – Approved by each member of the A&F Committee.
12. Next Scheduled Meeting – The next meeting is set for scheduled for 8:30 am on Wednesday, July 7<sup>th</sup> via teleconference.
13. Adjournment- The meeting was adjourned.

---

Erick Cheung, Chief Financial Officer