

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
September 1, 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 Operating Officer Scott Mitchell Director of Human Resources Lisa Rettig Director of Planning & Scheduling Ruby Horta Manager of Planning Melody Reeb Finance Manager Karol McCarty Board Clerk Lathina Hill Authority Attorney Madeline Chun Authority Attorney Julie Sherman

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of July 7, 2021- Approved by each member of the A&F Committee.
4. CCCTA Investment Policy-Quarterly Reporting Requirement- Approved by each member of the A&F Committee
5. Upgrade and Installation of Generator – COO Scott Mitchell reported that the current generator has provided County Connection with many years of service, however it is only 50KW, which no longer meets the demands of the Administration building. The unit will be 175 KW and will provide adequate power for the Administration and Paratransit buildings. The top three bids received were 1) Day's Generator Service, \$217,789, 2) Lords Electric, \$258,000 and 3) Ed W. Scott Electric, \$269,000. All three bids were in compliance with the solicitation's requirements. The A&F Committee recommended that the item be sent to the Board of Directors in order to adopt Resolution No. 2022-005, authorizing the General Manager to enter into a contract with Day's Generator Service Inc. for the upgrade and installation of a new generator.
6. Annual Adjustment to Cafeteria Amounts for Non Represented Employees-Director of Human Resources Rettig reported that County Connection contracts under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative employee benefits. The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Cafeteria Plan. In recent history, and in the interest of equity, the Board has provided the same increases to the Administrative Employees Cafeteria Plan. For 2022, the two most popular health plans are Kaiser and Healthnet, which had an average increase of 4.98%. The budget assumed a 6% increase in premiums. The A&F Committee recommended approval of the increase for the Administrative Employee Cafeteria Plan to the Board for placement on the consent calendar.
7. San Ramon Valley Unified School District Transition Program-Midday Free Request-Director of Planning & Scheduling Horta reported that 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 in Danville. School District staff indicated students access County Connection services daily to travel to Alamo, Walnut Creek, Danville and San Ramon. The program at Del Amigo High School serves approximately 49 students and 20 staff. The A&F Committee recommended that it send the item to the Board in order to authorize extending the Midday Free Program to the students/staff of the San Ramon Valley Unified School District Transition Program.

8. Clipper START & Youth Fare Pilot Extension-Manager of Planning Melody Reeb reported that the current Clipper START pilot is set to expire in January 2022. However, due to the COVID-19 pandemic and its impact on transit demand and ridership, MTC approved an 18-month extension of the pilot until June 30, 2023. The extension will allow additional time for ridership to recover and provide a more complete dataset for program evaluation. It will also coincide with the timing and rollout of the next-generation Clipper system, which increases the policy and design options for implementing any program changes as a result of the pilot. While staff anticipates a significant increase in youth ridership starting in August now that schools have reopened, ridership growth will likely be very gradual as many businesses and workplaces are taking a phased or hybrid approach to reopening. Staff anticipates that an 18-month extension of the program will not result in revenue losses that exceed the original estimates, which were quite conservative since they were based on pre-pandemic ridership levels and full adoption among eligible riders. The A&F Committee recommended approval of an 18-month extension of the Clipper START and Youth Fare discount pilot programs through June 30, 2023.
9. FY21-22 SB1 State of Good Repair Funds-Director of Planning & Scheduling Horta reported Senate Bill 1 (SB1) provides over \$100 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations. Based on the State Controller's Office allocation estimate, County Connection is eligible to receive \$130,808. Eligible projects for SGR funding include security equipment and systems, as well as preventative maintenance. Our goal is to use SGR funds to support the ongoing maintenance of our onboard technology. Staff recommends applying for a grant amount of \$130,808 in FY 2021-22 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems. The A&F Committee recommended approval of the Resolution 2022-003 to apply for the grant of \$130,808 in SGR funds to pay for ongoing maintenance expenses to the Board for placement on the consent calendar.
10. Review of Vendor Bills, July and August 2021- Reviewed by each member of the A&F Committee.
11. Legal Services Statement, May and June 2021 Labor, May and June 2021 General – 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, October 6st via teleconference.
13. Adjournment- The meeting was adjourned.



Lathina Hill, Clerk to the Board