

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

**Wednesday, October 6, 2021
8:30 a.m.**

PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Committee Directors, staff and the public may participate remotely by calling:

Join Zoom Meeting

<https://us02web.zoom.us/j/85429897132>

Meeting ID: 854 2989 7132

One tap mobile

14086380968,,85429897132# US (San Jose)

Dial by your location

1 408 638 0968 US (San Jose)

Meeting ID: 854 2989 7132

Public comment may be submitted via email to: hill@cccta.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

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 September 1, 2021*
4. Closed Session:

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2021/2022 A&F Committee

Keith Haydon – Clayton, Laura Hoffmeister-Concord, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

a) Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Shontise Lockett

5. Fixing Employer Contributions under the Public Employees' Medical and Hospital Care Act* (Staff will present a request from PERS for the Board of Directors to adopt resolutions reaffirming the mechanics of our cafeteria plan.)
6. Update on the finance department* (The General Manager will give a brief update of the functionality of the finance department in the absence of a Chief Financial Officer.)
7. Review of Vendor Bills, September 2021**
8. Approval of Legal Services Statement, July 2021 Labor, July and August 2021 General**
9. Next Scheduled Meeting – TBD
10. Adjournment

General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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 made available for public inspection by posting them to County Connection's website at www.countyconnection.com. 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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Currently Scheduled Board and Committee Meetings

Board of Directors:	October 21, 9:00 a.m., via teleconference
Administration & Finance:	TBD, via teleconference
Advisory Committee:	TBA, via teleconference
Marketing, Planning & Legislative:	Thursday, October 7, via teleconference
Operations & Scheduling:	Friday, October 1, via teleconference

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.

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

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

To: A&F Committee

Date: September 28, 2021

From: Lisa Rettig, Director of Human Resources

Reviewed by: WC

SUBJECT: Fixing Employer Contributions under the Public Employees' Medical and Hospital Care Act

Summary of Issues: County Connection contracts under the Public Employee's Medical and Hospital Care Act (PEMHCA) for Administrative, Operator and Supervisor employee benefits.

PERS is requiring a formal Board approved resolution listing the employer contributions for each Health benefit plan for all three (3) of our employee groups.

The Board adopted resolutions similar to these when the Cafeteria Plan was established. As new health plans were added over the years PERS allowed us inform them the amount CCCTA was contributing for each plan. Now they are requiring a formal resolution. The format of the resolution is set by PERS and can not be changed.

The amounts are fixed by MOU and prior Board policy.

Financial Implications: none

Action Requested: Forward to the full Board of Directors with recommendation or approval Resolutions 2022-008, 2022-009 and 2022-010

**Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:**

Overnight Mail Service

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	2146548042
Agency Name	Central Contra Costa Transit Authority
Desired Effective Date	January 1, 2022



RESOLUTION NO. 2022-08
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

WHEREAS, (1) Central Contra Costa Transit Authority is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of **Administrative Employees**; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan Set	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Anthem Del Norte	392.42	784.84	1020.29
Anthem Traditional	494.86	989.71	1286.63
Anthem Select	270.71	541.42	703.85
Blue Shield Access+	392.42	786.84	1020.29
Blue Shield Trio	303.56	607.12	789.26
Health Net SmartCare	450.78	901.55	1172.12
Health Net Salud y Mas	548.26	767.01	997.12
Kaiser	303.56	607.12	789.26
PERS Gold	270.71	541.42	703.85
PERS Platinum	392.42	784.84	1020.29
PORAC	383.51	767.01	997.12
UnitedHealthcare	392.42	784.84	1020.29
UnitedHealthcare Signature Harmony	392.42	784.84	1020.29
Sharp Performance Plus	383.51	767.01	997.12
Western Health Advantage	383.51	767.01	997.12

RESOLVED, (b) Central Contra Costa Transit Authority has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits

set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Central Contra Costa Transit Authority shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Central Contra Costa Transit Authority would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Lisa Rettig, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of Central Contra Costa Transit Authority all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2022.

Adopted at a regular meeting of the CCCTA Board of Directions at Concord, CA, this 21 day of October, 2021.

Signed: _____
Dave Hudson, Chair, Board of Directors

Attest: _____
Lathina Hill, Clerk to the Board

L

RESOLUTION NO. 2022-09
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

WHEREAS, (1) Central Contra Costa Transit Authority is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of **Amalgamated Transit 1605** ; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan Set	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Anthem Del Norte	308.08	616.16	801.01
Anthem Traditional	374.92	749.83	974.78
Anthem Select	233.59	467.18	607.34
Blue Shield Access+	308.08	616.16	801.01
Blue Shield Trio	235.34	470.67	611.87
Health Net SmartCare	450.78	901.55	1172.12
Health Net Salud y Mas	383.51	767.01	997.12
Kaiser	235.34	470.67	611.87
PERS Gold	233.59	467.18	607.34
PERS Platinum	308.08	616.16	801.01
PORAC	357.75	715.51	930.16
UnitedHealthcare	308.08	616.16	801.01
UnitedHealthcare Signature Harmony	308.08	616.16	801.01
Sharp Performance Plus	383.51	767.01	997.12
Western Health Advantage	383.51	767.01	997.12

RESOLVED, (b) Central Contra Costa Transit Authority has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits

set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Central Contra Costa Transit Authority shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Central Contra Costa Transit Authority would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Lisa Rettig, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of Central Contra Costa Transit Authority all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2022.

Adopted at a regular meeting of the CCCTA Board of Directors at Concord, CA, this 21 day of October, 2021.

Signed: _____
Dave Hudson, Chair, Board of Directors

Attest: _____
Lathina Hill, Clerk to the Board

RESOLUTION NO. 2022-10
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

WHEREAS, (1) Central Contra Costa Transit Authority is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of **Teamsters, Local 856** ; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Health Plan Set	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
Anthem Del Norte	308.08	616.55	801.01
Anthem Traditional	374.92	749.83	974.78
Anthem Select	226.58	453.16	589.11
Blue Shield Access+	308.08	616.55	801.01
Blue Shield Trio	254.15	508.30	660.79
Health Net SmartCare	450.78	901.55	1172.12
Health Net Salud y Mas	383.51	767.01	997.12
Kaiser	254.15	508.30	660.79
PERS Gold	226.58	453.16	589.11
PERS Platinum	308.08	616.55	801.01
PORAC	383.51	767.01	997.12
UnitedHealthcare	308.08	616.55	801.01
UnitedHealthcare Signature Harmony	308.08	616.55	801.01
Sharp Performance Plus	383.51	767.01	997.12
Western Health Advantage	383.51	767.01	997.12

RESOLVED, (b) Central Contra Costa Transit Authority has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits

set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Central Contra Costa Transit Authority shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Central Contra Costa Transit Authority would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Lisa Rettig, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of Central Contra Costa Transit Authority all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2022.

Adopted at a regular meeting of the CCCTA Board of Directors at Concord, CA, this 21 day of October, 2021.

Signed: _____
Dave Hudson, Chair, Board of Directors

Attest: _____
Lathina Hill, Clerk to the Board

To: Administration & Finance Committee

Date: September 30, 2021

From: Rick Ramacier, General Manager

SUBJECT: Status of the Finance Department

Background

As you know, our immediate past Chief Financial Officer (CFO) left County Connection effective July 23, 2021 for a similar position elsewhere. Beginning in late June of this year, we began to recruit his replacement. We have found the market for recruiting qualified public sector CFOs to be highly competitive as there seems to be a shortage of such candidates within the broader government sectors. We continue to conduct an exhaustive search for a replacement.

Meanwhile, our finance team is performing extremely well. However, there are a few items they struggle to get to. The first is we are late in getting out the year-end Income Statements for FY2021. And I anticipate that the Income Statements for the first quarter of FY2022 will be delayed as well.

The second area of delay is with the timing of completing our FY2021 annual Transportation Development Act (TDA) audit – which also serves as our annual “single audit”. This audit will be slightly delayed in its completion to give the existing staff the time they need to prepare. So, it’s possible that the audit will be presented to you in January instead of December.

Please be advised all other functions of the Finance Department continue to run smoothly, on schedule, and with all appropriate checks and procedures.

This memo is only to keep you informed as to when you can expect to receive certain reports etc. that your committee and the Board receive on a regular basis.

Action

None requested or needed.