

Administration and Finance Committee
Summary Minutes
December 8, 2021

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provisions of Assembly Bill 361, which suspends certain requirements of the Ralph M. Brown Act. Those in attendance were:

Committee Members: Director Sue Noack
 Director Keith Haydon

Staff: General Manager Rick Ramacier
 Assistant General Manager Bill Churchill
 Chief Financial Officer Amber Johnson
 Finance Manager Karol McCarty
 Director of Planning Ruby Horta
 Board Clerk Lathina Hill

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of October 6, 2021- Approved by each member of the A&F Committee.
4. Update CalTip Appointments-Approved by each member of the A&F Committee
Bill Churchill gave a brief background stating that the California Transit System Joint Powers Authority (CalTIP) provides our general liability insurance and requires us to submit through a resolution the positions that will serve as representatives to the CalTIP Board. Following the significant staff reorganization that occurred in 2017, the Director of Human Resources has been given the responsibility of managing the Claims/Risk component related to CalTip. With these new responsibilities, it has become clear the Director of Human resources may at times be needed to represent County Connection at CalTip functions.

Staff recommends the A&F Committee approve the addition of the Director of Human Resources as the Third Alternate to serve on the CalTip Board of Directors and forward to the full Board a resolution to formalize the assignment.

5. Preliminary Review of Potential Impacts of PEPR-13(c) -conflict to County Connection
Rick Ramacier explained that at this time, we can identify in general, ways County Connection could respond to lost federal grants. The most immediate risk is to our FY22 ARP funds. Staff, at the request of the Federal Transit Administration (FTA) and the Metropolitan Transportation Commission (MTC), have applied for these funds recently. However, we have yet to begin the FY23 budgeting work on how we would use these funds. Thus, a hold up of these funds could be endured for some yet to be determined time. However, there is a federal deadline as to when these funds must be spent. To cover any significant delay in receiving our ARP funds, we can use funding from TDA reserves.

We are line to receive FY22 and FY23 grants that can be used to help pay the cost of our paratransit operating and maintenance contract, because this is competitively bid. Between the two grants, we are set to receive about \$3 million in such support, provided the United States Department of Labor (USDOL) does not hold them up. This would represent about 20% of our paratransit operating budget revenue in each of FY22 and FY23. Again, this could be covered by TDA reserves in the short term.

Perhaps the biggest project at risk in the immediate timeframe is our 40 bus replacement project. This project is projected to cost \$36 million and change. We are due to receive \$29 million in federal grants. If we do not receive this funding or if it is delayed beyond six months or so, the project will be in great jeopardy. We do not have anywhere near enough reserve funding to cover this potential federal funding loss.

6. Review of Vendor Bills, October and November 2021- Reviewed by each member of the A&F Committee.
7. Legal Services Statement, August, September and October 2021 Labor, September 2021 General – Approved by each member of the A&F Committee.
8. Next Scheduled Meeting – The next meeting is set for scheduled for 2:00 p.m. on Wednesday, January 5th via teleconference.
9. Adjournment- The meeting was adjourned.



Lathina Hill, Clerk to the Board