

Summary Minutes Administration & Finance Committee

City of Pleasant Hill Offices
100 Gregory Lane
Small Community Room
Pleasant Hill, CA 94523

Wednesday, March 1, 2023, 2:00 p.m.

Directors: Sue Noack, Laura Hoffmeister, Jim Diaz
Staff: Bill Churchill, Ruby Horta, Pranjali Dixit, Karol McCarty
Public: None

Call to Order: Meeting called to order at 2:01 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of February 1, 2023

The Committee approved the minutes.

4. Cap and Trade Grant (LCTOP) – FY 2022-23

Mr. Dixit presented the staff proposal for continued usage of Cap & Trade (LCTOP) funds. County Connection will be receiving about \$1.4 million in Cap & Trade this year. Staff proposes using these funds to continue operating service between Amtrak and BART and subsidizing fares for Routes 11, 14, 16, 311, 314 and 316, which serve AB 1550 low-income communities and MTC communities of concern in Downtown Concord and the Monument Corridor. Additionally, staff developed changes that are intended to increase efficiency and productivity on Route 99X while providing a faster and more direct connection between North Concord BART and Martinez Amtrak. Director Hoffmeister asked if unused prior year funds would roll over; Ms. Horta confirmed that they would. The Committee recommended approval of the proposal to the full Board of Directors.

5. Income Statements for the Six Months Ended December 31, 2022

Ms. McCarty reported that the actual expenses of \$21.4 million represent 45% of the total annual budget of \$47.3 million, and expenditures are equal to revenues due to the way the Authority utilizes its TDA revenues. Fixed route expenses have utilized 46% of total budget. Paratransit expenses have utilized 16.6% of total budget, and in general, all expenditures are at or under the

50% expectation at mid-year. One exception is the one-time COVID reimbursement payments which brought the miscellaneous category over budget; this is offset by the contingency budget. Ms. McCarty also highlighted the statistical portion of the report, which reveals farebox ratio and cost per passenger numbers at pre-COVID and post-COVID levels, with recent indicators showing fair improvement in ridership and productivity. Director Hoffmeister requested additional farebox recovery analysis to be provided at a future meeting. The Committee accepted the report and recommended it be provided as an information item to the Board.

6. Review of Vendor Bills, February 2023

The Committee reviewed the vendor bills for February 2023

7. Approval of Legal Services Statement, December 2022 Labor, December 2022 General

The Committee approved the legal services statements for December 2022 Labor and General.

8. Next Scheduled Meeting – April 5, 2023

The next meeting was scheduled for April 5th at 2:00 p.m. at the County Connection Offices located at 2477 Arnold Industrial Way, Concord, CA.

9. Adjournment – The meeting was adjourned at 2:28 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer