

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, June 7, 2023, 2:00 p.m.

Directors: Sue Noack, Jim Diaz
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Melody Reeb, Pranjali Dixit
Public: None

Call to Order: Meeting called to order at 2:02 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of May 3, 2023

The Committee approved the minutes.

4. FY 2023-24 SB1 State of Good Repair Funds

Ms. Reeb proposed that the \$139,859 in State of Good Repair funds allocated to CCCTA be spent on ongoing ITS maintenance costs. The Committee agreed to recommend approval of this item to the Board of Directors.

5. Clipper START and Youth Fare Pilot Extension

Ms. Reeb reported that the pilot Clipper START and Youth Fare programs were launched in January 2021 and previously extended to June 2023, and provide a 20% discount for eligible riders. MTC has been administering the program and providing some funding to offset fare revenue loss due to the discount. MTC has developed recommendations to simplify the discount rates across the region and identified additional funding to continue to offset operators' fare revenue loss incurred by participating in the program. Staff are considering modifying County Connection's discount to 50% to align with the region, which would require a Title VI analysis. Current fare losses in the program are far below original estimates due to COVID impacts. The Committee agreed to recommend approval to the Board a two-year extension of the Clipper START and Youth Fare discount pilot programs through June 30, 2025, with the discount remaining at 20% through December 2023.

Pending future Board approval, the Committee also agreed to support an increase of the discount to 50% in January 2024.

6. Amendment to the Cap and Trade Grant (LCTOP) Resolution – FY 2022-23

Mr. Dixit reported that the Board of Directors adopted a resolution approving LCTOP funding to be allocated to certain routes that meet funding criteria in March 2023. Following that resolution adoption, Caltrans recommended that MTC be included as a contributing sponsor on the resolution. The Committee agreed to recommend approval to the Board an amended resolution that recognizes MTC as a contributing sponsor.

7. Adjustment to Non-Represented Administrative Employees Compensation

Ms. Johnson stated that non-represented employees consist of County Connection's administrative employees. The General Manager is requesting a 5% increase for all satisfactorily performing administrative employees effective July 1st 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 total annual cost of the increases will not exceed \$308,000 and is included in the FY 2024 Budget. The Committee agreed recommend approval of this item to the Board.

8. Adoption of Gann Appropriations Spending Limitation for FY 2023-24

Ms. Johnson reported that the FY 2024 Gann Limit, which limits the proceeds of taxes that can be appropriated, is \$96,319,521. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$50,300,889 which is \$46,018,632 below this limit. The Committee approved and forwarded the calculation of the Gann appropriations spending limitation of \$96,319,521 for FY 2023-24 to the Board.

9. Review of Updates to Fiscal Year 2024 Draft Budget and Forecast

Ms. Johnson reported that the FY 2024 Budget has been updated and proposes \$49.7 million in operations and \$6.5 million capital expenses for fixed route and paratransit services with revenues to offset these costs. Several updates were made from the draft budget, including an increase of \$471,340 to Measure J revenue, increase of \$200,000 to diesel fuel expenditure, increase of \$6,000 to gasoline expenditure, shifting certain capital expenditures (\$50,000 in office furniture and \$95,000 in IT equipment) to operating expenditures due to an internal procedure change in capitalization thresholds, decrease of \$120,340 in TDA operating utilization, and decrease of \$145,000 in TDA capital utilization. The committee reviewed and approved the proposed FY 2023 Operations and Capital Budget and forwarded it to the full Board for approval and adoption following a public hearing.

10. Review of Vendor Bills, May 2023

The Committee reviewed the vendor bills for May 2023.

11. Approval of Legal Services Statement, March 2023 Labor, March 2023 General

The Committee approved the legal services statements for March 2023 Labor and General.

12. Next Scheduled Meeting – June 7, 2023

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

13. Adjournment – The meeting was adjourned at 2:36 p.m.

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