

Summary Minutes Administration & Finance Committee

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

Wednesday, September 6, 2023, 2:00 p.m.

Directors: Jim Diaz, Sue Noack
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Melody Reeb, Kristina Martinez,
Karol McCarty
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 July 5, 2023

The Committee approved the minutes.

4. CCCTA Investment Policy-Quarterly Reporting Requirement

Ms. Johnson reported that the Authority's investment portfolio as of June 30, 2023 complies with the Investment Policy, and that the Authority has the ability to meet projected cash flow for the next six months.

5. 2024 Administrative Employees Cafeteria Adjustment

Ms. Martinez reported that the Authority 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 most popular health plans by coverage level and splitting that amount and adding it to the prior Cafeteria Plan. In recent history the Board has provided the same increases to the Administrative Employees' Cafeteria Plan in the interest of equality. For 2024, ranking of most popular health plans resulted in three plans including Kaiser, PERS Gold and Anthem blue Cross Traditional. There are sufficient budgetary resources to accommodate the estimated \$50,183 in increased costs to implement the cafeteria increases for administrative employee groups. The Committee approved the increase to cafeteria amounts for non-represented employees to be forwarded to the full Board of Directors as a consent item.

6. Independent Accountant's Report on Federal Funding Allocation Data for Federal Transit Administration for year-end June 30, 2022

Ms. Johnson reported that Brown Armstrong, our independent auditors, are required to review the FTA data on Form FFA-10 which is included in the NTD (National Transit Database) reporting. This form reports hours, miles, passengers, passenger miles and total operating expenses. The auditors' review of last year's FY 2022 NTD report resulted in their FTA report which had no exceptions. The Committee recommends that the FY 2022 audit report be recommended to the full Board of Directors for approval.

7. Preliminary Income Statements for Fiscal Year Ended June 30, 2023

Ms. Johnson reported that the actual expenses of \$43.1 million were under budget by 9% or \$4.2M. With revenues exceeding projections, expenses coming in under budget, and COVID Relief funds, TDA allocation was under-utilized this year. Expenditures are equal to revenues due to the way the Authority utilizes its TDA revenues. Fixed Route expenses of \$34.6M have utilized 92% of total budget primarily due to continued vacancies in staffing plus fringe benefit expenses being under budget. Additionally, revenues were higher than anticipated due to special service billings as well as STA and Measure J monies received. The Contingency "Miscellaneous Fund" of \$500K was used for one-time COVID reimbursement of \$2,500 per employee issued to represented and certain administrative employees. Paratransit expenses have utilized 88% of total budget or \$8.5M. Because of robust revenues and savings in the operating budget, TDA was also under-utilized in Paratransit. Ms. Johnson 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 improvement in both ridership and productivity. The Committee accepted the report and recommended it be provided as an information item to the Board.

8. Regional Measure 3 Allocation Request

Ms. Reeb reported on the RM3 Bridge Toll revenue with an estimated \$20M for transit improvements within Contra Costa County. Contra Costa Transportation Authority (CCTA) will delegate these funds to transit agencies. Staff is proposing to submit an allocation request for \$5M in RM3 funds for the replacement of forty, 40-foot revenue buses which have reached the end of their useful life. If granted, the bus/fleet purchase cost would reduce the amount of TDA capital fund matching for this project. MTC approval of our allocation request will be considered at their September 27th Commission meeting and contingent upon approval by the Boards of both County Connection and CCTA.

9. Review of Vendor Bills, July and August 2023

The Committee reviewed the vendor bills for June 2023.

10. Approval of Legal Services Statement, May and June 2023 General, May and June 2023 Labor

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

11. Next Scheduled Meeting

The next meeting was scheduled for October 4th at 2:00 p.m

12. Adjournment – The meeting was adjourned at 2:41 p.m.

Minutes prepared and submitted by: Karol McCarty, Manager of Accounting