

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA

Wednesday, October 4, 2023
2:00 p.m.

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

The committee may take action on each item on the agenda, even items that are listed as “information only”. 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. Selection of Chair
4. Approval of Minutes of September 6, 2023*
5. Staffing Update*
(Staff will give an update on both filled and unfilled positions and ongoing recruitment efforts.)
6. Update on Procurement of Accounting Software
(Staff will provide a verbal update on the progress being made towards procuring new accounting software.)
7. Review of Vendor Bills, September 2023**
8. Approval of Legal Services Statement, July and August 2023 General, October 2022 and July 2023 Labor**
9. Next Scheduled Meeting – Wednesday, November 1, 2023
10. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2023/2024 A&F Committee

Laura Hoffmeister-Concord, Renata Sos-Moraga, 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

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 19, 9:00 a.m., County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, November 4, 2:00 p.m. County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBA. Location TBD
Marketing, Planning & Legislative:	Thursday, November 5, 8:30 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA
Operations & Scheduling:	Wednesday, November 4, 8:00 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA

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

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

To: Administration & Finance Committee

Date: 09/28/2023

From: Ruby Horta, Asst. General Manager – Administration

Reviewed by: WC.

SUBJECT: Staffing Update

Background:

County Connection, like most transit agencies around the country, had been experiencing staffing shortages prior to the COVID-19 pandemic. These shortages were further exacerbated during the pandemic due to early retirements, safety concerns for essential workers, and other reasons associated with the “Great Resignation”. Currently, we continue to experience staffing shortages, primarily in the operator and mechanic ranks, but also in other administrative roles.

Staffing Analysis:

Over the last several years, progress has been made in many administrative departments including Finance and Planning. Finance is currently fully staffed, and the Planning & Marketing department will be fully staffed by the end of October with a new Grants Administrator.

The retirements in the Human Resources department provided staff the opportunity to re-envision the structure of that department and the recruitment for permanent staff has been initiated with job description posted in late September. With the assistance of Allison Picard, our Interim Director of Human Resources, we anticipate having a fully staffed Human Resources department by the beginning of 2024.

The Paratransit department is also undergoing a staffing change. Fortunately, the advance notice received from our former Director of ADA and Specialized Services allowed us to begin that recruitment process prior to her departure and we anticipate filling that position in October 2023.

Finally, the Maintenance and Transportation departments continue to experience significant operator and mechanic shortages. Table 1 below outlines the budgeted vs. filled positions.

Table 1: Budgeted vs. Filled Positions

Title	Budgeted	Filled	Shortage
Operators	155	141 (+3 trainees)	11-14
Mechanics	18	15	3
Storekeepers	2	1	1

The service changes (13% reduction) implemented during the pandemic provided the opportunity to “right-size” a level of service that we can reliably provide with current our operator count. Any expansion of service would require a significant increase in operators.

Incentive Program:

Towards that end, staff has been discussing the idea of piloting a referral incentive program for open positions. The idea would be to offer existing employees (potentially start with administrative staff to minimize delays in implementation) a “finder’s fee” for employees they refer to our agency. The amount would be disbursed over time, as the new employee meets certain requirements and employment milestones. If the A&F Committee is in support of this effort, staff will develop a draft program with additional details to be further finessed by the A&F Committee.

Financial Implications:

To be determined based on feedback from the A&F Committee and staff estimates from recent recruitment efforts.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

None