

Summary Minutes Administration & Finance Committee

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

Wednesday, October 2, 2024, 2:00 p.m.

Directors: Sue Noack, Jim Diaz

Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Kyle Boehm, Karol McCarty, Courtney Aldrich - Lenahan, Slater, Pearse & Majernik, LLP

Call to Order: Meeting called to order at 2:00 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Selection of Chair

Director Noack was nominated the Chair of the Committee.

4. Approval of Minutes of September 4, 2024

The Committee approved the minutes.

5. Preliminary Income Statements for the Fiscal Year Ended June 30, 2024

Ms. Johnson reported that the actual expenses of \$47.3 million for the period ending June 30, 2024 represent 95.1% of the total annual budget of \$49.7 million. The revenues were \$48.7 million and 97.9% of the \$49.7 million budget. The difference allows for the transfer of \$1.4 million to the Authority's newly created discretionary reserve fund and most of this is non-operating, investment income of \$1.1 million.

Actual salaries and wages, which are the primary driver of the Fixed Route expenses, utilized 93.7% of the annual budget for this category. In Paratransit, the primary driver of Purchased

Transportation expenses exceeded the budget with 111.8% utilization. The \$500K contingency reserve was not expended this year.

Fare Revenues exceeded estimates by \$950K for Fixed Route and \$141K for Paratransit. Measure J receipts outpaced budgetary estimates by \$2.6 million due to conservative budgeting and final-year, retrospective true-up payments from prior years of \$1.34 million. Excess Revenues plus expenditure savings resulted in a \$6.1 million reduction in TDA revenue utilization as compared to the budget.

Fixed Route farebox recovery ratio has increased over the past two years: FY 2022 was 7.6% or \$17.46 per passenger and FY 2024 is now 9.5% or \$13.95 per passenger. Paratransit farebox recovery has also improved: FY 2022 was 1.7% or \$103.02 per passenger and FY 2024 is now 5.9% or \$86.88 per passenger.

The Committee accepted the report and recommended it be provided as an information item to the Board.

6. FY 2024-25 SB1 State of Good Repair Funds

Mr. Boehm reported Senate Bill 1 (SB1) provides over \$100 million annually to transit operators for eligible transit maintenance, rehabilitation, and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations. Based on the State Controller's Office (SCO) allocation estimate, County Connection is eligible to receive \$144,056. Eligible projects for SGR funding include security equipment and systems, as well as preventative maintenance. Our goal is to use SGR funds to support the ongoing maintenance of our onboard technology. Staff recommends applying for a grant amount of \$144,056 in FY 2024-25 SGR funds to pay for the ongoing maintenance expenses related to the ITS systems. The A&F Committee recommended approval of the \$144,056 grant application for SGR funds to pay for ongoing maintenance expenses and to forward to the Board for placement on the consent calendar.

7. Review of Vendor Bills, August 2024

The Committee reviewed the vendor bills for August 2024.

8. Approval of Legal Services Statement, July 2024 General and Labor

The Committee approved the legal services statement July 2024 General plus July 2024 Labor.

9. Closed Session: Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(a)

Juan Ruiz v. CCCTA

Spring Daughtry v. CCCTA

No reportable action was taken.

10. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, November 6th at 9:00 a.m.

11. Adjournment

The meeting was adjourned at 2:16 p.m.

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