

## INTER OFFICE MEMO

Administration and Finance Committee  
Summary Minutes  
February 4, 2020

The meeting was called to order at 9:00 a.m. at 100 Gregory Lane Small Conference Room in Pleasant Hill. Those in attendance were:

Committee Members:            Director Al Dessayer  
   Director Sue Noack  
   Director Don Tatzin

Staff:                                General Manager Rick Ramacier  
   Chief Financial Officer Erick Cheung  
   Director of Planning Ruby Horta  
   Director of Recruitment/DBE Officer Kristina Martinez

1. Approval of Agenda- Approved
2. Public Communication- None
3. Approval of Minutes of January 7, 2020- Approved.
4. CCCTA Equal Employment Opportunity (EEO) Program Update 2020 – Director Martinez reported Federal Transit Administration (FTA) Circular C4704.1A, “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients”, dated October 31, 2016 and revised April 20, 2017. The Circular requires County Connection to submit to FTA its updated EEO Program every four years or as major changes occur in the workforce or employment conditions, whichever comes first. As established by the FTA, we will now submit its updated EEO Program for approval no later than March 1, 2020. Staff updated the CCCTA EEO Program for the four-year term beginning July 1, 2019 and ending on June 30, 2023. The A&F Committee forward a recommendation to the Board of Directors to adopt the EEO Program update covering FY’s 2020-2023 and authorize staff to forward the EEO Program to the FTA on consent.
5. Cap and Trade Grant (LCTOP) – FY 2019-20 – Director Horta stated the guidelines for Low Carbon Transit Operations Program (LCTOP) through Senate Bill 1119 increases project flexibility by allowing transit agencies to waive the requirement of expending 50% of their total allocation within and benefiting a disadvantaged community (DAC) if the recipient transit agencies expending the funding provided pursuant to certain guidelines. The guidelines allow flexibility to continue to provide free fares on Routes 11, 14, and 16 for FY 20-21 since it serves low income communities and MTC community of concern. LCTOP funding is proposed for Route 99X which was designed to meet the current guidelines of serving communities within DAC. Route 99X connects the Martinez Amtrak Station to BART via Pacheco Blvd. and Morello Ave. LCTOP will provide \$904,290 for free fares and \$215,710 for Route 99X. The A&F Committee approved the proposed LCTOP project funding allocation for Board approval on consent.
6. Review of Vendor Bills, January 2020- Reviewed.
7. Legal Services Statement, November 2019 Labor - Approved.
8. Adjournment- The meeting was adjourned. The next meeting is set for scheduled for 8:30 am on Wednesday, March 4<sup>th</sup> and April 1<sup>st</sup> at 8:45 am in the City of Pleasant Hill.

---

Erick Cheung, Chief Financial Officer