

## INTER OFFICE MEMO

Administration and Finance Committee  
Summary Minutes  
January 12, 2021

The meeting was called to order at 8:30 a.m. via Teleconference pursuant to the provision of the Governor's Executive Orders N-25-20 and N-29-20. Those in attendance were:

Committee Members:	Director Al Dessayer Director Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Financial Officer Erick Cheung Authority Attorney Madeline Chun Lewis Brisbois Attorney Ryan Fraizer

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of December 9, 2020- Approved by each member of the A&F Committee.
4. Closed Session: Liability Claims (Government code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimant: Erwin Osias.
5. CCCTA Investment Policy – Quarterly Reporting Requirements – CFO Cheung reported that the portfolio as of September 30, 2020 complies with County Connection's Investment Policy with a balance of \$32,468,762. Approved by each member of the A&F Committee for the Board consent agenda item.
6. Independent Accountant's reports on Federal Transit Administration National Transit Database Reports – CFO Cheung reported that annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to FTA on Form FFA-10, which is included in the National Transit Database report (NTD). The form reports hours, miles, passengers, passenger miles and total operating expenses. We filed the NTD report in October and Brown Armstrong completed their review in December. Brown Armstrong reviewed the data and issued the report without exception. Each member of the A&F Committee approved the report to the Board for consent agenda item.
7. Emergency COVID-19 Virus Relief Under Federal Consolidated Appropriations Act of 2021 – GM Ramacier noted that in December 2020, an Emergency Coronavirus Relief Act passed which included \$14 billion for transit. Under the Emergency Coronavirus Relief Act, County Connection is not currently planning on receiving any of this funding. This is due to a unique clause put into the legislation regarding federally designated Urbanized Areas (UZA). How this relates to the Bay Area is as follows: The Bay Area (MTC) will receive just under a billion dollars for public transit support from the Emergency Coronavirus Relief Act. However, the language of the bill is such that only three of the 12 UZA in the Bay Area can receive funding from the Act. These UZA include the San Francisco-Oakland, San Jose, and Santa Rosa UZAs. County Connection operates in the Concord UZA. Thus, County Connection cannot receive any funding from the latest Act. Staff has begun to have discussions to ensure that if there is another round of federal/relief funding to all transit operators, and not just those serving a few select UZAs.
8. Review of Vendor Bills, December 2020- Reviewed by each member of the A&F Committee.
9. Legal Services Statement, November 2020 General and Labor – Approved by each member of the A&F Committee.
10. Next Scheduled Meeting – The next meeting is set for scheduled for 8:30 am on Wednesday, February 3rd via teleconference.
11. Adjournment- The meeting was adjourned.

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Erick Cheung, Chief Financial Officer