

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
May 5, 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 Sue Noack
 Director Don Tatzin

Staff: General Manager Rick Ramacier
 Assistant General Manager Bill Churchill
 Chief Financial Officer Erick Cheung
 Director of Planning Ruby Horta
 Finance Manager Karol McCarty
 Authority Attorney Madeline Chun
 Authority Workers Compensation Attorney Ryan Frazier – Lewis
 Brisbois Bisgaard & Smith LLP

1. Approval of Agenda- Approved by each member of the A&F Committee
2. Public Communication- None
3. Approval of Minutes of April 7, 2021- 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
Open Session: Report of Action taken in Closed Session – A&F Committee provided direction to staff.
5. Revised Allocation Amounts for the Cap and Trade Grant (LCTOP) – FY 20-21 – Director Horta stated that the Board approved Resolution No. 2021-020 in March for estimated amounts of \$215,710 for Route 99X which is in the Disadvantage Community group (DAC) and \$326,828 for free fares on Routes 11,14, & 16. The final amounts have been updated by MTC and are \$215,710 for Route 99X and \$417,961 for free fares on Routes 11, 14 & 16. Director Horta noted the total amount is approximately half of the previous years due to COVID and carrying forward about \$450K from the current allocation to next fiscal year to cover the free fares program. Each of the A&F Committee members approved the revised LCTOP project funding allocation for Board approval on consent.
6. Review of Vendor Bills, April 2021- Reviewed by each member of the A&F Committee.
7. Legal Services Statement, March 2021 General & February 2021 Labor – Approved by each member of the A&F Committee.
8. Next Scheduled Meeting – The next meeting is set for scheduled for 8:30 am on Wednesday, June 2nd via teleconference.
9. Adjournment- The meeting was adjourned.

Erick Cheung, Chief Financial Officer