

Administration and Finance Committee
Summary Minutes
June 1, 2016

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

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

Staff: General Manager Rick Ramacier
Director of Finance Erick Cheung
Civil Rights Administrator, Kristina Martinez
Hanson Bridgett Attorney Patrick Glenn

Public: Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffman spoke on the need to provide information to the public, since the normal bus stops were changed due to security at the Chevron annual meeting in San Ramon. He attended the meeting and spoke in favor of Contra Costa Transportation Authority sales tax measure.
3. Approval of Minutes of May 4, 2016- Approved.
4. Closed Session:
Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Employee Organizations:
Amalgamated Transit Union, Local 1605
No reportable action taken on closed session item.
5. Request to Advertise the Proposed DBE Goal for FY2017 through FY2019- Administrator Martinez provided a summary of County Connection's Disadvantage Business Enterprise (DBE) Program required by the Federal Transit Administration (FTA). FTA requires County Connection to establish a three year DBE overall goal for Fiscal Year (FY) 2017-2019. Staff is proposing a 5% overall goal based on federal contracting opportunities and DBE availability for these projects. Prior to submission, the overall goal must be published on County Connection's website and available for review at our office for a 30 day comment period. Following public review and comment, staff will update the A&F Committee and recommend a DBE goal for FY 2017-2019 for adoption by the Board in July. Approved that staff begin public review and comment period by advertising the proposed FY 2017-2019 DBE overall goal of 5% for FTA-assisted contracts.
6. Adoption of Gann Appropriations Spending Limitation for FY 2017- Director Cheung reported that the spending limit for CCCTA for FY 2017 is \$68,286,009. The budgeted amount for operating and capital that is paid for by nonfederal monies is \$39,190,671, or \$29,095,338 under the Gann limitation. Approved for the Board consent calendar.
7. FY 2017 Final Budget- Director Cheung discussed the final proposed budget for FY 2017 operating and capital budget. There were some changes from the May draft. STA revenue was reduced based on a new estimate from MTC, but reduced diesel fuel costs and Measure J grant revenue was increased. Staff requested that this budget be put on the Board agenda with a recommendation for approval following a public hearing. Approved.

8. Review of Vendor Bills, May 2016- Reviewed.
9. Legal Services Statement, March 2016, General & Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, July 6th at 9:00 a.m.

Erick Cheung, Director of Finance