

Administration and Finance Committee  
Summary Minutes  
July 6, 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 Sue Noack Director Don Tatzin
Staff:	General Manager Rick Ramacier Director of Finance Erick Cheung Director Scott Mitchell Accounting Manager Karol McCarty
Public:	Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke on the need to make the meeting more accessible to the public, which could assist in providing information regarding Contra Costa Transportation Authority Transportation Expenditure Plan (TEP).
3. Approval of Minutes of June 1, 2016- Approved.
4. CCCTA Investment Policy-Quarterly Reporting Requirement- Staff reported that the portfolio as of March 31, 2016 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. Disadvantaged Business Enterprise (DBE) Overall Goal for FY2017 through FY 2019 - General Manager Ramacier stated that as a recipient of federal financial assistance from the Federal Transit Administration (FTA), County Connection is required to establish a three-year overall Disadvantaged Business Enterprise (DBE) goal for FY2017 through FY2019 and submit it to the FTA by August 1, 2016. Staff completed the FY2017 through FY2019 DBE Overall Goal and Goal Setting Methodology (DBE Report) and recommends a goal of five percent (5%) for FTA-assisted contracts. Approved for the Board to adopt Resolution No. 2017-\*\*\*\* that will adopt the DBE overall goal of 5% for FY 2017 through FY 2019 for federally assisted contracts and authorize staff to forward the DBE Report to the FTA.
6. Financial Statements for the Nine Months ended March 31, 2016- Director of Finance Cheung reported that the actual operating expenses are 8.6% (\$2,327,603) under budget as of March 31, 2016. Diesel Fuel, and repair parts accounted for \$1,072,742 of the variance. Outside service repairs was lower than budget but adjusting for agreed upon salary increases was higher than budget. Reviewed.
7. Review of Vendor Bill, June 2016- Reviewed.
8. Legal Services Statement, April 2016- General and Labor- Approved.
9. Adjournment- The meeting was adjourned.

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Erick Cheung, Director of Finance