

Administration and Finance Committee  
Summary Minutes  
February 6, 2017

The meeting was called to order at 9:05 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

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

Staff:                                General Manager Rick Ramacier  
   Director of Finance Erick Cheung  
   Director of Transportation Bill Churchill  
   Director of Maintenance Scott Mitchell  
   Manager of Planning Ruby Horta

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of January 4, 2017- Approved with amendment to Item 5 to include Committee request for additional information on prefunding PERS liability.
4. Fare Comparison – Manager of Planning Horta reported that O&S Committee had requested fare comparison information. The fare amounts are normally under the direction of the A&F Committee, and staff wanted to share the information that was obtained. Manager Horta reviewed 52 agencies including County Connection, which currently has a base fare of \$2. Of the 52 agencies, 8 or about 15%, charge a base fare equal to County Connection. Another 7 agencies, charge a base fare greater than \$2. The remaining 37 agencies, or 73%, of the agencies have base fares less than \$2. The Committee did discuss several of the operators and the various fare amounts. Finally, General Manager Ramacier discussed that staff may consider fare increase options as part of the FY 2018 Budget. Information only.
5. Cap and Trade Grant (LCTOP) - Manager of Planning Horta reported that the Cap and Trade funding program for transit is officially titled the Low Carbon Transit Operations Program (LCTOP). The apportionments were released shortly after the staff report was issued for FY 2016-17. County Connection is expected to receive \$285,000 in LCTOP funds for FY 2016-17. Per LCTOP Guidelines, at least 50% of the funds are required to benefit a Disadvantage Community (DAC) which only qualifies the Martinez Shuttle – Route 3. Staff's recommendation is to continue to fund the Martinez Shuttle – Route 3 with the LCTOP funding. The committee approved the resolution and will forward to the Board.
6. Authorization for the General Manager to Direct WAVE Inc. to Proceed with Inductive Charging Infrastructure Engineering for Support of the Electric Bus Project- Director of Maintenance Mitchell reported that County Connection applied for and has been awarded an FTA Low or No Emission Program (Low-No Program) Grant for the purchase of four (4) additional electric buses for fixed route service. These buses will need to utilize the same 50 kW inductive charger built by WAVE Inc. similarly to the Electric Trolleys. WAVE Inc. will work with County Connection on the infrastructure requirements for the initial primary in-ground charger. WAVE Inc. and County Connection will establish a schedule for infrastructure development needed to meet the deployment of these buses. The estimated cost is not to exceed \$630,000. Director Dessayer requested information about estimated ongoing operational costs of the electric buses when available, so County Connection can later understand the long term costs to operate electric buses. General Manager Ramacier and Director Mitchell stated that they will provide the information once there is sufficient data. The committee approved the resolution and will forward to the Board.

7. Report of the Finance Director on Employment Practices Liability Insurance - Director of Finance Cheung reported that CalTIP has provided Employment Practices Liability (EPL) Insurance to County Connection. The CalTIP Board decided in December of 2015 to stop providing EPL Insurance effective June 30, 2017 and approved December 2016 to join Employment Risk Management Authority (ERMA), which is a joint powers authority for EPL Insurance. Staff has submitted an application with ERMA and asked its own insurance broker for quotes to provide the coverage. One of the issues is that Hanson & Bridgett may be precluded to serve as the attorney of record for these claims. The normal practice is that a joint powers authority or insurance provider would have their own attorneys to handle these claims. County Connection was able to use Hanson & Bridgett through CalTIP as this wasn't an area of expertise for them. The estimated cost of EPL Insurance is between \$60,000 to \$80,000, annually. Staff will provide more information when available. Information only.
8. Review of Vendor Bills, January 2017- Reviewed.
9. Legal Services Statement, November 2016, General & Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, March 1<sup>st</sup>; Monday, April 10<sup>th</sup>; and Monday, May 1<sup>st</sup> at 9:00 a.m. at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

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Erick Cheung, Director of Finance