

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
August 16, 2017

The meeting was called to order at 9:00 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 Andersen

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung
 Director of Maintenance Scott Mitchell
 Senior Manager of Innovation and Shared Mobility Rashidi Barnes

Guests: None

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of July10, 2017- Approved.
4. CCCTA Investment Policy – Quarterly Reporting Requirement – Director of Finance Cheung reported that the investments as of March 31, 2017 comply with the CCCTA investment policy. The A&F Committee accepted the report.
5. Income Statement for Nine Months – Director Cheung reported that the actual expenses are 8.5% under the year to date budget (\$2,331,785). Expenses are currently under budget due to lower repair costs, lower diesel fuel costs and no contingency currently needed. Mr. Cheung also noted that fare revenues are 9.0% below budget (\$348,836). The A&F Committee accepted the report
6. Report on the Performance of the Battery Electric Trolleys (BET) – General Manager Ramacier provided an overview of the Battery Electric Trolley (BET). Senior Manager Barnes stated the BET is the first Gillig prototype and not unusual that we have encountered power and mechanical issues, which are being resolved. Director Mitchell noted that we need more time with the BETs to provide meaningful data, since they have been online less than a year. Commissioner Tatzin discussed how the cost of energy may change if City of Concord and City of Walnut Creek switch from PG&E to Marin Consortium Energy (MCE). Also, could there be partnerships opportunities such as installing solar panels at County Connection's parking lot. Mr. Mitchell responded to Commissioner Desayer's question regarding the cost of a BET compared to a Diesel Bus, which is currently \$792K versus \$500K, respectively. Information only.
7. Review of Vendor Bills, July 2017- Reviewed.
8. Legal Services Statement, May 2017, General & Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, October 4, 2017 at 9:00am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.