

County Connection

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
January 3, 2018

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
Staff:	General Manager Rick Ramacier Chief Financial Officer Erick Cheung Director of Human Resources Lisa Rettig

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of December 6, 2017- Approved.
4. CCCTA Investment Policy – Quarterly Reporting Requirements – CFO Cheung reported that the portfolio as of September 30, 2017 complies with County Connection's Investment Policy. Approved for the Board consent calendar.
5. County Connection Income Statements for the Three Months Ended September 30, 2017- CFO Cheung reported that the actual expenses of \$8,085,577 are 10.8% under the year to date budget (\$982,693). Wages, fringe benefits, services, materials and supplies are under budget, and no contingency currently needed accounted for most of the variance. The A&F Committee accepted the report.
6. Update on Drug & Alcohol Policy- Director Rettig reported on updates to the Drug and Alcohol Free Workplace Policy as required by the FTA. Director Tatzin discussed how is the policy disseminated to staff and Ms. Rettig explained that it is included in the employee handbook and discussed during training with employees. Director Dessayer asked how the policy is impacted by marijuana being legal in California beginning this year. Ms. Rettig explained there are no changes since we are still subject to federal guidelines as a public transit operator and it is still illegal federally. A&F approved for consent to the Board.
7. SB1 State of Good Repair Funds – General Manager Ramacier reported that we used to receive Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, otherwise known as Proposition 1B provided funding for the Transit Security Grant Program (TSGP). County Connection's annual allocation totaled approximately \$116,000 for the past several years. FY18 was the final year of Prop 1B disbursement from Cal OES (FY 16-17), County Connection collected approximately \$93,000. Since 2013, TSGP funds have been used to support ongoing maintenance of our radio, onboard computer, CAD/AVL, and Bus Time systems. Senate Bill 1 (SB1) will provide approximately \$105 million annually to transit operators for eligible transit maintenance, rehabilitation and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations due on or after January 1, 2018. Based on the State Controller's Office (SCO) allocation estimate, County Connection is eligible to receive \$119,162 which can be used for the same purpose as TSGP funds for County Connection. A&F approved for consent to the Board.
8. Review of Vendor Bills, December 2017- Reviewed.
9. Legal Services Statement, October 2017, General & Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, February 7th and March 7th at 9:00 am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

Erick Cheung, Chief Financial Officer