

Administration and Finance Committee  
Summary Minutes  
February 7, 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  
   Director Keith Haydon

Staff:                                General Manager Rick Ramacier  
   Assistant General Manager Bill Churchill  
   Chief Financial Officer Erick Cheung  
   Director of Human Resources Lisa Rettig  
   Director of Recruitment and Employee Development Kristina Martinez  
   Legal – Julie Sherman  
   Corvel – Kim Land  
   Corvel – Terri Davis

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of January 3, 2018- Approved.
4. Closed Session Liability Claims (Government Code Section 54956.95) Claim against Central Contra Costa Transit Authority; Claimants: Pamela Anderson, Julie Barry, Sidney E. Dempsey, Hazel Henry, Shontise N. Luckett, Nancy Walker, Wendy Wheeler-Scott and Juanita Valles – No reportable action out of closed session.
5. Amending of the Conflict of Interest Code – Ms. Sherman reported that every local agency to review its Conflict of Interest Code per California Government Code Section 87306.5 in each even-numbered year, and to amend the Code if necessitated by changed circumstances. Accordingly, staff has updated the designated positions to reflect the agency's reorganization, which occurred after the last review of the Code. The A&F Committee approved the Conflict of Interest for Board approval on consent.
6. Revised Disadvantaged Business Enterprise (DBE) Program - Director Martinez provided a summary of County Connection's Disadvantage Business Enterprise (DBE) Program required by the Federal Transit Administration (FTA). Ms. Martinez as the Director of Recruitment & Employee Development/DBE Liaison Officer (DBELO) is responsible for administering the DBE Program. The revised DBE Program will continue to meet the requirements for administration as directed by the U.S. DOT. Specifically, staff has recommended removing sections VII (Certification Standards) and VIII (DBE Certification Procedures) from its current program as it relates to DBE certification. These sections would no longer be necessary as a non-certifying agency. In addition to the certification component of CCCTA's DBE Program, staff seeks input from the A&F committee on the public comment process regarding the proposed overall DBE goal. The DBE overall goal is established every three years for the participation of DBEs on CCCTA contracts using federal financial assistance. Per the U.S. DOT Final Rule, it is at the discretion of the agency to provide for a public comment period. Commissioner Tatzin requested to open the public comment period for 30 days as there were changes to the DBE Program. A&F approved for consent to the Board.
7. Independent Accountant's report on National Transit Database Report Form FFA-10 – CFO Cheung reported that annually our independent auditors, Brown Armstrong, CPA's, are required to review the data we report to FTA on Form FFA-10, which is included in the National Transit Database report (NTD). The form reports hours, miles, passengers, passenger miles and total operating expenses. We normally file the report in October of each year and Brown Armstrong includes the attached review with the financial audit in December. This year, the FTA updated its software for preparing the NTD report till December, so Brown Armstrong was delayed as well. The NTD report is now filed and Brown Armstrong has been able to review the data and issue a report. There were no exceptions or findings noted by the auditor's review of the National Transit Database Report Form FFA-10. A&F approved for consent to the Board.

8. Final Extension of the Paratransit Service Contract with First Transit – AGM Churchill reported that the current contract extension with First Transit to provide ADA Paratransit services and maintenance will expire June 30, 2018. The existing contract allows for another final extension to be exercised if desired by the Board. First Transit has performed reasonably well over the life of the current contract providing ADA paratransit and shuttle services to County Connection customers. They have consistently maintained an excellent safety record while providing a high level of customer service. Staff met a number of times with First Transit with the purpose of exploring the viability of implementing the final contract extension. First Transit has formally requested a rate increase of 3% to the hourly and fixed contract rates to keep up with their costs of meeting our contract. This includes projected cost increases to fuel, insurance, parts and supplies. The rate increase if approved would be a new hourly rate would of \$46.49 per service hour compared to \$45.14 per service hour currently, and the new fixed rate will be \$100,035 as compared to \$97,121 currently. A&F approved for the Board.
9. Review of Vendor Bills, January 2018 - Reviewed.
10. Legal Services Statement, November 2017, General & Labor- Approved.
11. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, March 7<sup>th</sup> and April 11<sup>th</sup> at 9:00 am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

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Erick Cheung, Chief Financial Officer