

Administration and Finance Committee  
Summary Minutes  
July 11, 2018

The meeting was called to order at 10:00 a.m. in Walnut Creek at 1676 North California Blvd., Suite 620. Those in attendance were:

Committee Members:	Director Al Dessayer Director Don Tatzin Director Keith Haydon
Staff:	General Manager Rick Ramacier Chief Financial Officer Erick Cheung Ruby Horta Director of Planning
Guests:	Ralph Hoffman

1. Approval of Agenda- Approved.
2. Public Communication- Ralph Hoffman stated that he attended the LAMORINDA Public Hearing on County Connection's fare increase, trip reductions, and consideration of Senior Ridership midday elimination. He also wanted to know if there were any recent polls on Senate Bill 1 and stated that the federal government does not plan to raise gas taxes for transportation.
3. Approval of Minutes of June 13, 2018- Approved.
4. Public Agency Retirement Services (PARS) OPEB Trust (Representatives from PARS will discuss County Connection's OPEB Trust Performance and any other related issues.) – Randall Yurchak – Vice President of Highmark Capital Management and Rachael Sanders – PARS Manager reported on the performance of CCCTA's OPEB Trust. The performance from inception to May 31, 2018 was 5.19% with a balance of \$3,134,954. Ms. Sanders also discussed PARS Pension Trust option which is another tool for public agencies to invest outside of CalPERS for future pension costs. This option is currently not available to County Connection due to current accounting standards, but those standards could be changing in the near future and wanted to keep the A&F Committee informed. The committee reviewed and accepted the report and forwarded to the Board as an information item.
5. Lifeline Cycle 5 Grant Funding – GM Ramacier and CFO Cheung reported that on February 6, 2018, the Metropolitan Transportation Commission (MTC) released guidelines for the Cycle 5 Lifeline Transportation Program (LTP). The purpose of the LTP is to fund projects that result in improved mobility for low-income residents of Contra Costa. Approximately \$3.1 million is expected to be available to Contra Costa through MTC from two funding sources over a two-year funding cycle (FY 2017 and FY 2018). To be eligible to receive these funds the entity must be a recognized public transit operator. On February 21, 2018 the Contra Costa Transportation Authority (CCTA) authorized the release of a Call for Projects for the Contra Costa LTP program. The routes supported by this funding source all serve the Monument Corridor, which includes Route 11, 14, 16, 18, 19, 311, 314, and 316. These routes provide basic transportation services to County Connection riders; 35 percent of whom are low income. All lines presently provide service to employment, services, retail, schools, health care and coordination to BART stations. Funding this project would preserve existing headways and service span. CCTA estimates awarding County Connection \$766,723 of the LTP funds. The committee approved the resolution for Cycle 5 Lifeline LTP funds for the Board consent calendar.
6. Review of Vendor Bills, June 2018 - Reviewed.
7. Legal Services Statement, April 2018 General & Labor- Approved.

8. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, September 12<sup>th</sup> at 9:00 am at 1676 North California Blvd., Suite 620, Walnut Creek, CA and October 3<sup>rd</sup> at 3338 Mt. Diablo Blvd, Lafayette, CA. The August meeting has been canceled.

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Erick Cheung, Chief Financial Officer