

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
October 31, 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 Kevin Wilk
Staff:	General Manager Rick Ramacier Chief Operating Officer Scott Mitchell
Guests:	None

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of October 31, 2018- Approved.
4. Installation of Charging Infrastructure at Walnut Creek BART Station– COO Mitchell provided an update on the status of this project. We recently learned that BART anticipates wanting County Connection to complete the installations of the two WAVE inductive chargers by mid January, 2019. Thus, this action is requested today. Mitchell went over the project budget, the fund sources and how it is contained in the FY19 capital budget. He briefly discussed the bid process he will be using for the installation. In response to questions, Mitchell briefly discussed the current performance of the two electric bus projects as well as anticipated future needs, concerns, and costs. The Committee unanimously forwarded a Resolution to the Board of Directors that would authorize the General Manager to spend up to \$330,000 in previously specified grant funds to install the two WAVE inductive chargers at the Walnut Creek BART Station. The Committee also directed staff to return to the Committee at some future date with additional costs on future charging equipment installations as well as a more detailed report on the relative safety of electric buses in general.
5. Review of Vendor Bills, October 2018 - Reviewed.
6. Legal Services Statement, August 2018 Labor- Approved.
7. Adjournment- The meeting was adjourned at 10:05 am. The next meeting is set for scheduled Tuesday, December 4th at 1676 North California Blvd, Suite 620, Walnut Creek, CA at 9:00 am.

Rick Ramacier, General Manager