

INTER OFFICE MEMO

Administration and Finance Committee
Summary Minutes
February 13, 2019

The meeting was called to order at 9:30 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members:	Director Al Dessayer Director Kevin Wilk
Staff:	General Manager Rick Ramacier Assistant General Manager Bill Churchill Chief Financial Officer Erick Cheung Director of Planning Ruby Horta

1. Approval of Agenda- Approved.
2. Public Communication- None
3. Approval of Minutes of January 8, 2019- Approved.
4. Update on Reimbursement Policy for Directors and Staff – CFO Cheung reported that the Board last reviewed and updated the Reimbursement Policy in January 2008. Staff has updated the policy based on current operating procedures, eliminating some of the redundancy in the policy, and incorporating the reorganization that was done last year. Mr. Cheung noted that legal will provide a resolution for the Board meeting to formally adopt this policy. The A&F Committee approved the amended reimbursement policy for the Board on consent.
5. Cap and Trade Grant – Director Horta stated new guidelines for Low Carbon Transit Operations Program (LCTOP) through Senate Bill 1119 to increase project flexibility by allowing transit agencies to waive the requirement of expending 50% of their total allocation within and benefiting a disadvantaged community (DAC) if the recipient transit agencies expending the funding provided pursuant to certain guidelines. The new guidelines allow flexibility to provide a demonstration project for free fares on Routes 11, 14, and 16 for FY 19-20. LCTOP funding is proposed for Route 99X which was designed to meet the current guidelines of serving communities with in DAC. Route 99X connects the Martinez Amtrak Station to BART via Pacheco Blvd. and Morello Ave. LCTOP will provide \$757,828 for a six month free fare demonstration followed by a Title VI analysis and extend for an additional six months and \$375,378 for Route 99X. The A&F Committee approved the proposed LCTOP project funding allocation for Board approval.
6. Amendment to Bishop Ranch Agreement – Director Horta stated that County Connection and Sunset Development the owners of Bishop Ranch have had a partnership since 1997. The partnership provides a fare agreement for employees at Bishop Ranch, as well as frequent commute period service on Routes 96x from Walnut Creek BART and 97X from Dublin BART. The current agreement expires during March 2019 and rather than rush into a new agreement, both sides propose a six month extension under current terms to continue a public hearing process and new terms for the ongoing partnership. The A&F Committee recommended to the Board to approve the six month extension under the current terms under Consent.
7. Review of Vendor Bills, January 2019- Reviewed.
8. Legal Services Statement, November & December 2018 General & November 2018 Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, March 6th at 10:00 in Walnut Creek and April 3rd at 10am in Walnut Creek.

Erick Cheung, Chief Financial Officer