


Administration and Finance Committee
Summary Minutes
August 3, 2010

The meeting was called to order at 9:00 a.m. at the City of Walnut Creek offices.
Those in attendance were:

Director Al Dessayer
Director David Hudson
Director Bob Simmons
Staff: Director of Finance Kathy Casenave
Director of Planning & Marketing Anne Muzzini

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of July 6, 2010- Approved.
4. Revised TDA Reserve- Director of Finance Casenave reported that the actual TDA revenue for FY 2010 was slightly more (\$150,000) than estimated by the county auditor controller. A revised forecast was presented to the committee. Also reported was the increase in STA revenue that is being allocated through the CCTA Lifeline project process. This will be about \$360,000 more each year than previously forecast. The two combined increases in revenue are small but give the Authority more time before considering further service reductions. The Committee agreed that it is too soon to go back to the Board with a revised forecast because the economic situation is still fluid. No action.
5. Implementation of Translink (Clipper)- The MTC Translink project has been renamed Clipper. The Clipper ticket is a smart card using magnetic stripe technology that can be preloaded with value and used to pay fares on Bay Area transit systems. Currently the 5 largest transit systems have implemented Clipper and the Chair of MTC would like LAVTA, CCCTA, ECCTA & WCCTA to be next in line for implementation. Staff recommended that CCCTA sign a letter with the above operators requesting priority in the implementation. The committee was concerned that there has been no projection of the ongoing operation and maintenance costs of the project, which CCCTA will have to bear. However the committee decided that it would recommend to the Board that the letter be signed, with the understanding that projected costs would be disclosed before a final commitment had been made. Approved.
6. Updated CCCTA Organization Chart- General Manager Ramacier prepared a memo regarding departmental reorganization since the retirement of the Director of Administration. That position will remain vacant and the remaining directors will assume additional duties. No action.
7. Legal Services Statement, May 2010- Approved.
8. Review of Vendor Bills, July 2010- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, September 7 at 8:30 a.m. in Walnut Creek.


Katherine Casenave
Director of Finance