

Administration and Finance Committee  
Summary Minutes  
October 7, 2010

The meeting was called to order at 9:30 a.m. at the City of Walnut Creek offices.  
Those in attendance were:

Director Al Dessayer  
Director Gregg Manning  
Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Transportation Bill Churchill  
Sr. Human Resource Manager Lisa Rettig  
Visitor: Ralph Hoffman

1. Adoption of the Agenda- Approved, with addition of election of committee chair.
2. Election of Committee Chair- Al Dessayer was elected chair; Gregg Manning was elected vice chair.
3. Public Communication- None.
4. Summary Minutes of September 7, 2010- Approved.
5. Revised forecasts- with and without STA revenue- Director Casenave discussed ten year revised forecasts, one with STA revenue and one without. She reported that there have been some positive developments since the June ten year forecast was prepared- a reduction in FY 2010 expenses, additional Measure J sales tax revenue, and an increase in Lifeline revenue. General Manger Ramacier reported that the results of the election may have a bearing on future state funding. It was decided by committee members against taking these forecasts to the Board until there is a clearer picture of what is happening on the state level.
6. Steps taken to control Labor Costs- Director Casenave outlined several measures that have been taken by staff and Board to control labor costs- two year wage freezes for two union groups and unrepresented Admin employees; keeping the PERS pension plan at 2% at 60; freezing retiree medical benefits; reducing staffing levels through layoffs and attrition, and increasing the employee portion of medical benefits. The committee recommended that this memo be included in the Board packet but not put on the agenda.
7. Legal Services Statement, July 2010- Approved.
8. Review of Vendor Bills, September 2010- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Friday, November 5 at 9:30 a.m. in Walnut Creek.



Katherine Casenave  
Director of Finance