


Administration and Finance Committee
Summary Minutes
September 7, 2010

The meeting was called to order at 8:30 a.m. at the City of Walnut Creek offices.
Those in attendance were:

Director Al Dessayer
Director David Hudson
Director Bob Simmons- left after closed session
Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Planning & Marketing Anne Muzzini
Director of Maintenance Scott Mitchell
Director of Transportation Bill Churchill
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved, with change in order of agenda, moving closed session to Item #2.
2. Closed Session- The committee met with labor negotiator Pat Glenn, Esq. and reported back in open session that no decisions had been made.
3. Public Communication- None.
4. Summary Minutes of August 3, 2010- Approved.
5. Investment Policy-Quarterly Reporting Requirement- The committee reviewed the report of the Authority's investment account balances as of June 30, 2010. Staff certified that the portfolio complied with the Authority's investment policy. Approved for consent calendar.
6. Restructuring the Advisory Committees- Director Muzzini recommended that the two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee, be combined into one committee that meets every other month. This would free up staff time and ensure that there are meaningful topics to discuss. Approved.
7. Diablo Valley College (DVC) Transit Hub Budget- Director Mitchell reported that as the project comes to a close there has been some unanticipated expenses that require the release of additional funds. The committee discussed in detail and decided to recommend to the Board the release of \$250,000 in additional funds. Approved.
8. Legal Services Statement, June 2010- Approved.
9. Review of Vendor Bills, August 2010- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meeting will be Thursday, October 7 at 9:30 a.m. in Walnut Creek.


Katherine Casenave
Director of Finance