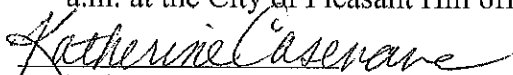


Administration and Finance Committee
Summary Minutes
November 5, 2010

The meeting was called to order at 8:00 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
Director of Planning and Marketing Anne Muzzini
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of October 7, 2010- Approved.
4. Closed Session- Conference with Labor Negotiator- (Pursuant to Government code Section 54957.6)-
The committee reported that direction was given to the labor negotiator Pat Glenn but no decisions were made.
5. Restructuring Advisory Committees- Director Muzzini reported that it has been difficult to fill all of the places on the two advisory committees- the Citizens Action Committee and the Accessible Service Committee- and that there is substantial amount of staff time involved in preparing for the monthly meetings. One proposal is to combine the two committees and have them meet every other month. The A&F Committee recommended this at the October Board meeting but the citizens committee members objected to this recommendation and suggested that each committee remain separate but meet every other month rather than once a month. The A&F Committee requested that Director Muzzini discuss options with the two committees before bringing back to the Board.
6. Express Bus Fares- Director Muzzini reported that even though the Express bus fare for a single ride is \$2.25 vs. the base fare of \$2.00 on other routes, most of the passengers riding the Express routes use either monthly passes or punch passes at a discounted fare. Because the funding source for the Express routes requires a higher fare box ratio, allowing a discounted fare has jeopardized continued funding of these routes. Muzzini requests that the committee approve conducting a public hearing allowing for an additional 25 cents to be collected from passengers using passes. Approved.
7. FY 2010 Financial Statement- Director Casenave reported that the audit field work had been completed and no additional adjustments will be made. The FY 2010 expenses were 6.3% under budget, with fringe benefits, services, materials, and special trip services being significantly under budget
8. Legal Services Statement, August 2010- Approved.
9. Review of Vendor Bills, October 2010- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, December 7, at 9:30 a.m. at the City of Pleasant Hill offices.


Katherine Casenave, Director of Finance