

Administration and Finance Committee  
Summary Minutes  
December 7, 2010

The meeting was called to order at 9:40 a.m. at the City of Pleasant Hill 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  
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of November 5, 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. Report on Public Hearing for change in Express Bus Fares- Director Muzzini's written report stated that the Public Hearing was held on December 1 at which no public showed up. Notice was also posted on the website and there were two comments; "sounds like a good idea" and "you should lower all fares to \$1.25". Staff recommends that passengers paying with monthly passes and punch passes should also pay \$0.25 to the farebox when riding express bus routes. Approved for consent calendar.
6. Investment Policy-Quarterly Reporting Requirement- General Manager Ramacier reported that the investment portfolio complies with the Authority's investment policy and state laws. A detailed listing of investment assets was attached. Approved for consent calendar.
7. Legal Services Statement, September 2010- Approved.
8. Review of Vendor Bills, November 2010- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned. The next meeting will be Monday, January 10, 2011, at 9:30 a.m. at the City of Pleasant Hill offices.

*Katherine Casenave*

Katherine Casenave, Director of Finance