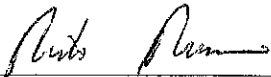


Administration and Finance Committee
Summary Minutes
January 10, 2011

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

Director Al Dessayer
Director Gregg Manning
Director Laura Hoffmeister
Staff: General Manager Rick Ramacier
Director of Transportation Bill Churchill

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of December 7, 2010- Approved.
4. Small Claims Representation-
General Manager Ramacier recommended that the Board continue to appoint York Insurance Service Group to represent CCCTA in small claims actions in the 2011 calendar year. Approved.
5. FY 2010 Audit- The auditors for Brown, Certified Public Accountants, presented by telephone conference call the results of the FY 2010 audit. The audit was a "clean" audit- the financial statements present fairly, in all material respects, the financial position of the Authority. The auditors also found no instances of noncompliance under the Government Auditing Standards and the Transportation Development Act. The auditors did have some findings that are intended to improve the internal control structure. The committee members requested some language changes and the auditors agreed. Approved.
6. Legal Services Statement, September 2010 Labor; November 2010, General - Approved.
7. Review of Vendor Bills, December 2010- The committee reviewed the vendor bills.
8. Adjournment- The meeting was adjourned. The next meeting will be Friday, February 11, 2011, at 9:30 a.m. at the City of Pleasant Hill offices.



Rick Ramacier, General Manager