

**Administration and Finance Committee  
Summary Minutes  
March 4, 2011**

The meeting was called to order at 3:00 p.m. at the City of Pleasant Hill offices.

Those in attendance were:

Director Al Dessayer

Director Jack Weir

Staff: General Manager Rick Ramacier

Director of Finance Kathy Casenave

Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of February 11, 2011- Approved.
4. Closed Session- The committee met in closed session with Pat Glenn pursuant to Government code section 54957.6 regarding negotiations with the Teamsters Union, Local 856. The committee reconvened in public session and reported that no decisions had been made.
5. Investment Policy-Quarterly Reporting Requirement- Director Casenave reported that the Authority's investments were in compliance with the investment policy. A listing of all investments as of December 31, 2010 was presented for the committee's review. Approved for Board consent calendar.
6. Financial Statement for the Six Months ended December 31, 2010 - Director Casenave reported that expenses for the Authority were 6.7% under the year to date budget. Wages, services, materials and special trip services were all under budget. Comparing with the prior year, fixed route expenses were .5% less and Paratransit expenses were .1% less. Information only.
7. Review of Vendor Bills, February 2011- The committee reviewed the vendor bills.
8. Adjournment- The meeting was adjourned. The next meeting will be Friday, April 8 at 9:30 a.m. at the City of Pleasant Hill offices.

  
Kathy Casenave, Director of Finance