

**Administration and Finance Committee
Summary Minutes
April 8, 2011**

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

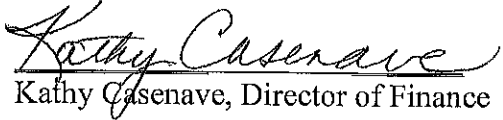
Those in attendance were:

Director Al Dessayer
Director Jack Weir
Director Gregg Manning

Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Maintenance Scott Mitchell
Director of Planning and Marketing Anne Muzzini

1. Adoption of the Agenda- Approved, with reverse order of ITS project and FY 2012 draft budget.
2. Public Communication- Mr. Jiayi Zhou of Walnut Creek expressed his opinion that County Connection should implement the Clipper pass as soon as possible as it is of great convenience to commuters to be able to purchase and use one card for a variety of transit operators.
3. Summary Minutes of March 4, 2011- Approved.
4. FY 2012 Budget and FY 2011 Estimated Actual- Director Casenave reported that the draft operating budget for FY 2012 totals \$32.4 million and the FY 2011 estimated actual totals \$31.3 million. The ten year forecast assumes no increase or decrease in service, and if there is no additional funding, there will be a shortfall in FY 2014. The committee discussed various aspects of the budget. Director Casenave reported that this draft will be used to submit a TDA claim to MTC, and that a updated draft will be presented to the committee and to the Board in May and a final budget will be presented in June. The committee recommended that the draft be forwarded to the Board for approval to submit a TDA claim.
5. ITS- Project Budget- Capital and Operating- Director Muzzini provided information requested about the purchase of an Intelligent Transit System that the Board approved in February with final review of the project budget by the A&F Committee. She reported that the capital purchase price of \$900,000 would be paid for by left over capital monies from the purchase of 40 buses and the Diablo Valley Transit Center project. The ongoing operational costs would be funded by a reduction in schedule printing and by not restoring \$140,000 to the marketing budget that was initially expected to last for two years. Approved.

6. Investment Report-OPBE trust - Director Casenave reported that in June 2010 CCCTA deposited \$450,000 in the newly formed Post-Retirement Health Care Plan Trust. Public Agency Retirement Services (PARS) is the trust administrator. The A&F Committee had selected the Moderately Conservative Index investment option and the committee reviewed the investments report. As of March 29, 2011, the trust assets were \$475,046, a 5.57% increase. The committee approved the acceptance of the report.
7. Legal Services statement, December 2010 Labor; January 2011, General.- Approved.
8. Review of Vendor Bills, March 2011- The committee reviewed the vendor bills.
9. Adjournment- The meeting was adjourned at 11:50 a.m. The next meeting will be Tuesday, May 4 at 3:00 p.m. at the City of Pleasant Hill offices.


Kathy Casenave, Director of Finance