


**Administration and Finance Committee  
Summary Minutes  
May 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  
Director Gregg Manning

Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Maintenance Scott Mitchell  
Director of Transportation Bill Churchill

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of April 8, 2011- Approved.
4. FY 2012 Draft Budget and FY 2011 Estimated Actual- Director Casenave reported that the draft operating budget for FY 2012 totals \$32.6 million and the FY 2011 estimated actual totals \$30.5 million. The ten year forecast assumes no increase or decrease in service, and if there is no additional funding, the Authority will almost be out of cash by the end of FY 2014. The committee discussed various aspects of the budget. Director Casenave requested that the draft budget be placed on the Board's May agenda for review and discussion so that a final budget can be adopted in June. Approved.
5. Legal Services statement, January 2011; Feb/Mar , General- Approved.
6. Review of Vendor Bills, April 2011- The committee reviewed the vendor bills.
7. Adjournment- The meeting was adjourned. The next meeting will be Tuesday, June 7 at 3:00 p.m. at the City of Pleasant Hill offices.

  
Kathy Casenave, Director of Finance