

Administration and Finance Committee
Summary Minutes
June 7, 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
Director of Maintenance Scott Mitchell
Director of Planning & Marketing Anne Muzzini

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of May 4, 2011- Approved.
4. Advisory Committee-Roles, Function, and Transition Plan- Director Muzzini reported that the Advisory Committee reviewed the proposed transition plan and the draft roles and functions, and a consensus was reached. Staff requested that the Committee recommend to the Board the adoption of the transition plan and roles and functions of the new Advisory Committee. Approved for Board consent calendar.
5. GANN Initiative spending Limitation- Director Casenave reported that the California Department of Finance provided the price and population change for Contra Costa County as required by law and a calculation of the GANN spending limit has been prepared by staff. CCCTA is \$21 million *below* the spending limit. Staff recommends that the Committee forward this item to the Board with a recommendation for adoption. Approved for Board consent calendar.
6. Financial Statements for the Nine Months Ended March 31, 2011- Director Casenave reported that actual expenses were 6.6% under budget. Wages, services, materials and purchased transportation accounted for the largest under budget variances. The Committee reviewed the financial statements.
7. FY 2012 Proposed Final Budget- Director Casenave reported that the proposed operating budget for FY 2012 totals \$32.5 million and the proposed FY 2012 capital budget totals \$12.3 million. The estimated actual operating budget for FY 2011 is expected to be 2.4% under budget. 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 2015. There has been very little change to this proposed budget from the draft budget discussed at the May meeting. Staff

requested that the Committee recommend to the Board that the FY 2012 operating and capital budget be adopted. Approved.

8. Contract Renewal with Corvel for Third Party Administration of Workers Comp Claims- Director Casenave reported that the 5 year contract with Corvel will end on June 30, 2011. Staff has been very satisfied with the administrative services of Corvel and a bi-annual audit of claims by LAWCX, CCCTA's excess carrier, was very favorable. A price comparison with two other TPA's found that Corvel's pricing was very competitive. Staff recommends entering into a three year contract with Corvel, and requests that the Committee forward this item to the Board for approval. Approved for Board consent calendar.
9. Investment Policy-Quarterly Reporting Requirement- Staff prepared a listing of the investments and reported that the investment portfolio complied with the CCCTA Investment Policy. Approved for Board consent calendar.
10. Status Report on the Pacheco Transit Hub- Director Mitchell reported that the current status of this project is 80% complete in the design and engineering phase. The City of Martinez and CCTA are interested in completion of the project and CCCTA staff has been in discussion with them regarding transferring the project. Information only.
11. Legal Services statement, February 2011, Labor; April, General- Approved.
12. Review of Vendor Bills, May 2011- The committee reviewed the vendor bills.
13. Adjournment- The meeting was adjourned. The next meetings will be Tuesday, July 5 at 3:00 p.m. and Wednesday, August 3 at 3:00 p.m. at the City of Pleasant Hill offices.


Kathy Casenave, Director of Finance