

Administration and Finance Committee  
Summary Minutes  
August 3, 2011

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

Board of Director Al Dessayer  
Board of Director Gregg Manning  
Board of Director Jack Weir  
Board of Director Laura Hoffmeister


Staff: Director of Finance Kathy Casenave  
Director of Maintenance Scott Mitchell

Guests: Jack Hall, CCTA  
Barabara Neustadter, Transpac

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of July 5, 2011- Approved.
4. Pacheco Transit Hub- Authority to spend an additional \$65,000 to complete the design work and prepare project for transfer to another entity- Director Mitchell reported that the management of the Pacheco project will soon be turned over to either the contra Costa transportation Authority or the City of Martinez. The project is about 90% complete as to design. The CCTA Executive Director has requested that CCCTA complete the design work before a transfer takes place. The committee is in agreement that a transfer to either entity is desirable but wanted to have a firm commitment that it would take place before additional money is spent. Approved, contingent upon a firm commitment to assume management of the project by either CCTA or the City of Martinez.
5. Revised TDA Reserve- Director Casenave reported that actual sales tax receipts for were \$477,000 more than the Auditor Controller estimated and an accompanying revised forecast includes this increase. The FY 2012 TDA estimate was also increased to the FY 2011 level. In total, \$685,000 of TDA revenue was added to the revised forecast; no other changes were made. These changes move the deficit year out one more year, from FY 2016 to FY 2017. No action taken.
6. PERS Pre-Tax Payroll Deduction Resolution- Director Casenave reported that there are occasions when employees are allowed to pay or buy back additional service credit. There are currently 3 employees doing so; two are for part time work not originally covered by PERS and

one employee who left employment, drew out the contributions, and was rehired and is now paying back PERS. These payments are made with after tax dollars, unlike employee contributions for regular pension payments, which are paid with pretax dollars. The Board can allow for pretax contributions, but must adopt a separate resolution specifying this. There is no financial implication to CCCTA for this. Approved for consent calendar.

7. ICMA Loan Program for Employees- Director Casenave requested that the committee consider allowing employees to take out loans against their ICMA 457 deferred compensation accounts. She reported that there has been an increase in the number of employees requesting emergency hardship withdrawals, but IRS regulations for these types of withdrawals are very limited. Furthermore employees cannot pay back the hardship withdrawals, whereas with a loan they are required to pay back with interest. Another consideration is that these contributions are 100% from the employees; CCCTA does not match. Approved.
8. Legal Services statement, May/June 2011 General- June 2011 Labor- Approved.
9. Review of Vendor Bills, July 2011- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned.

  
Kathy Casenave, Director of Finance