


Administration and Finance Committee  
Summary Minutes  
September 29, 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 Rob Schroder  
Board of Director Candace Andersen

Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Sr. Human Resource Manager Lisa Rettig

1. Adoption of the Agenda- The agenda was amended to add the election of the Chair. Approved.
2. Public Communication- None.
3. Election of the Chair- Al Dessayer was elected Chair of the Administration and Finance Committee.
4. Summary Minutes of September 1, 2011- Approved.
5. History & Comparison of CCCTA Work Groups-Wages/Benefits- The Committee was provided with information regarding the wages and benefits for the different work groups at the Authority. This matter was put over until the next meeting.
6. CalTIP JPA Revised Agreement- Director Casenave reported that CalTIP, CCCTA's liability insurance pool, has revised its JPA agreement to better reflect the changes in laws governing JPAs and the changes within CalTIP itself. Committee members were provided with copies of the current and proposed JPA agreements along with a comparison of the changes. Approved for Board consent calendar.
7. Revised Forecast- Director Casenave prepared two revised forecast for the Committee's review and discussion. She was given direction on preparing a forecast for review at the next meeting with the goal of bringing it forward to the full Board in November.
8. Legal Services statement, July 2011 General- Approved.
9. Review of Vendor Bills, September 2011- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meetings will be Thursday, November 10 at 9:00 a.m. and Friday at the Walnut Creek offices of Hanson Bridgett, 1676 N. California St, Walnut Creek.

  
Kathy Casenave, Director of Finance