

**Administration and Finance Committee  
Summary Minutes  
November 10, 2011**

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Board of Director Al Dessayer  
Board of Director Rob Schroder  
Board of Director Candacé Andersen

Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Maintenance Scott Mitchell  
Legal Counsel Pat Glenn

1. Adoption of the Agenda- The agenda was amended to add Discussion of the Goals of the Committee. Approved.
2. Public Communication- None.
3. Summary Minutes of September 29, 2011- Approved.
4. Closed Session- Consultation with Labor Counsel regarding Long term Bargaining Strategies with represented Employees- The Committee met in closed session. Reconvening in open session Chair Dessayer stated that direction was given and this item will be placed on the Board's agenda as a closed session item.
5. PERS actuarial Valuation Rate for FY 2013- Director Casenave reported that the employer rate for FY 2013 has been set at 5.219%. The rate went up slightly from the current rate of 5.218%. The rate for FY 2014 has been estimated at 5.5%. Info only. This item will be included in the Board packet.
6. Revised Forecast- Director Casenave prepared two revised forecast for the Committee's review and discussion. She was given direction on preparing a revised forecast for review at the January meeting.
7. FY 2011 Financial Statement- Director Casenave reported that the FY 2011 expenses were 6.2% under budget (\$1,922,849). The major categories under budget were wages, fringe benefits, services and purchased transportation. Info only. This item will be included in the Board packet.
8. Inventory and Maintenance Software Upgrade and Replacement- Director Mitchell reported that the software used by the Maintenance Dept, TMIS, has been in use for over 20 years. It has been upgraded several times but it is programmed in Visual Basic 6, which is not upgradeable to

current development environments. This program must be rewritten from scratch to be compatible. The cost for this will not exceed \$240,000. Research by staff has generated quotes from other inventory and maintenance managements systems in the \$500,000 range. After much discussion, the committee approved the request to enter into a professional services contract with DragonPoint Systems to rewrite the software program for modern compatibility. The Committee will recommend to the Board that the staff recommendation be approved.

9. Legal Services statement, August/Sept 2011 - Approved.
10. Review of Vendor Bills, October 2011- The committee reviewed the vendor bills.
11. Goals of the Committee- Committee members discussed issues that they would like to tackle in the next year. It was decided to revisit the travel policy, the fare increase slated for the summer of 2012, the OPEB trust investment rate of return, and the possible marketing opportunity of the upgraded maintenance software. They also requested an updated forecast every two months as the revenue situation is uncertain.
12. Adjournment- The meeting was adjourned. The next meetings will be Friday, December 2 at 9:00 a.m. and Friday at the Walnut Creek offices of Hanson Bridgett, 1676 N. California St, Walnut Creek.



Kathy Casenave  
Kathy Casenave, Director of Finance