

**Administration and Finance Committee
Summary Minutes
April 4, 2012**

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 Candace Andersen
Board of Director Rob Schroder

Staff: 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 March 7, 2012- Approved.
4. FY 2013 Draft Budget and Ten Year Forecast (Two Scenarios)- Director Casenave discussed the draft budget. Figures are preliminary and there will be changes in subsequent drafts. The main differences between this draft and the draft presented in April was an increase in the diesel fuel budget of \$450,000 an increase in the use of TDA funds for capital projects, and the inclusion of \$484,000 Lifeline bonds in capital funding. The committee reviewed the budget and asked for further clarification of certain line items that will be addressed in the May draft. Director Casenave requested that the Committee forward this draft to the Board with the recommendation of approval so that a timely TDA claim can be filed. The final budget will be approved at the June meeting. Approved.
5. Legal Services Statement, February 2012 Labor- The committee reviewed and approved the legal services invoice.
6. Review of Vendor Bills, March 2012- The committee reviewed the vendor bills.
7. Adjournment- The meeting was adjourned. The next meetings will be Friday, May 4 at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett, 1676 N. California St.

Kathy Casenave, Director of Finance