

**Administration and Finance Committee
Summary Minutes
May 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: General Manager Rick Ramacier
Director of Finance Kathy Casenave

Public” Ralph Hoffman

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of April 4, 2012- Approved.
4. Proposal for Financial Audit Services- Director of Finance Casenave reported that a RFP was released on March 5, 2012 for audit services for up to 5 years, beginning with fiscal year 2012. Five firms with transit auditing experience were notified and 18 DBE firms throughout California were also notified. Three firms responded with a list of questions and staff responded. However only one firm, the current auditor, Brown Armstrong, submitted a proposal. The fees proposed were reasonable- \$30,500 for FY 2012 up to \$43,500 for FY 2016. The fee for FY 2011 was \$39,000. The Committee voted to approve recommending to the Board that the General Manager enter into a contract with Brown Armstrong to perform audits for a one year period with the option of four extensions beginning with FY 2012. Approved for consent calendar.
5. FY 2013 Draft Budget and Ten Year Forecast - Director Casenave discussed the revised draft budget. The main difference between this draft and the draft presented in April was an increase in Measure J revenue. For the April draft, staff estimated a 3% increase because CCTA had not yet released FY 2013 numbers. The CCTA staff is proposing a substantial increase in the revenue for next year- it is \$500,000 more than the April draft- \$321,000 for Fixed route and \$182,000 for Paratransit. Director Casenave also reported that the passenger fares have been increased slightly in the May draft based on actuals through February. Operating expenses were slightly increased. For the 10 year forecast, the funding shortfalls for capital projects were eliminated because the additional Measure J revenues projected forward allowed for TDA revenue to be used for the capital program. Director Casenave requested that the Committee forward this draft to the Board for discussion so that the final budget can be submitted and approved in June. Approved.

6. Legal Services Statement, February 2012 General- The committee reviewed and approved the legal services invoice.
7. Review of Vendor Bills, April 2012- The committee reviewed the vendor bills.
8. Adjournment- The meeting was adjourned. The next meetings will be Thursday, June 7 at 2:30 p.m.; Wednesday, July 11 at 9:00 a.m.; and Tuesday, August 7 at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett, 1676 N. California St.

Kathy Casenave, Director of Finance