

**Administration and Finance Committee
Summary Minutes
June 7, 2012**

The meeting was called to order at 2:30 p.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
Sr. Human Resource Manager Lisa Rettig
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of May, 2012- Approved.
4. Closed Session: Conference with Labor Negotiator (pursuant to Government Code Section 54957.6 regarding Amalgamated Transit Union, Local 1605; Machinists Automotive Trades District Lodge No. 1173; Teamsters Union, Local 856, AFL-CIO, Transit Supervisors- The committee met with the General Manager Ramacier and Legal Counsel Pat Glenn in closed session and reported back in open session that no decisions had been made.
5. Investment Policy-Quarterly Reporting Requirement- The Committee reviewed the quarterly report and approved forwarding to the Board for the consent calendar. Approved.
6. Financial Statements for the Nine Months ended March 31, 2012- FY 2013 Proposed Final Budget- Finance Director Casenave reported that the final proposed budget had changed very little from the May draft. She pointed out the most significant changes- STA revenue was reduced by 9.6% based on Governor's May revised budget because diesel fuel prices are less than projected, so sales tax is less; TDA needed was increased to compensate for STA reduction; TDA capital revenue not used in prior years was carried over to FY 2013. The Committee approved the final budget and will recommend that the Board adopt it at its June meeting.
7. Adjustment to Non Represented Employees Compensation- HR Manager Rettig reported that non-management administrative employees have not received a wage increase since July 2009. Because the financial condition of the Authority has stabilized the General Manager is recommending that a 2% increase be given to this group of employees. The committee approved the recommendation and will forward to the Board of Directors.
8. Merit Pool for Management Staff- The non-represented management employees have also not received a wage increase since July 2009. The General Manager requests that a merit pool of 2%

be approved that would be distributed at the discretion of the General Manager. Approved to be forwarded to the Board of Directors.

9. Legal Services Statement, March/April 2012 Labor- The committee reviewed and approved the legal services invoice.
10. Review of Vendor Bills, May 2012- The committee reviewed the vendor bills.
11. Adjournment- The meeting was adjourned.

Kathy Casenave, Director of Finance