

The County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

www.cccta.org

MEETING NOTICE & AGENDA Administration & Finance Committee

1676 N. California Blvd, Suite 620
Walnut Creek, CA 94596

Thursday, November 1, 2012
9:00 a.m.

The Committee may hear, discuss, deliberate, and/or take action on any item on the agenda

1. Approval of Agenda - Action
2. Public Communication
3. Approval of Minutes of October 9, 2012 Meeting* Review/Action
4. Closed Session:
 Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
 Employee Organizations:
 Amalgamated Transit Union, Local 1605
 Machinists Automotive Trades District Lodge No. 1173
 Teamsters Union, Local 856, AFL-CIO, Transit Supervisors
5. Review of Vendor Bills, October 2012** Review
6. Legal Services Statement, August 2012 General** Review/Action
7. Adjournment

*Enclosure

**Enclosure for Committee Members

FY 2012/2013
A&F Committee
Al Dessayer, Moraga
Laura Hoffmeister, Concord
Gregg Manning, Clayton

General Information

Public Comment: Each person wishing to address the above named committee is requested to complete a Speaker Card for submittal to the Committee Chair before the applicable agenda item is discussed. **Accessible Public Meetings:** Upon request, CCCTA will provide written agenda materials in appropriate alternative formats, or disability-related accommodations. Please send a written request and description of the requested materials so that it is received by CCCTA at least 48 hours before the meeting convenes. **Requests should be sent to:** Janet Madrigal, Clerk to the Board – CCCTA – Administrative Department, 2477 Arnold Industrial Way, Concord, CA 94520 or madrigal@cccta.org. **Shuttle Service:** With a 24-hour notice, a CCCTA LINK shuttle will be provided from the closest BART station to the meeting location. To arrange for the shuttle, please call Robert Greenwood 925/680-2072.

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

**Administration and Finance Committee
Summary Minutes
October 9, 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 Directors: Al Dessayer

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

Guests: Ralph Hoffman
Andrew Brown, Highmark Capital

1. Adoption of the Agenda- Approved.
2. Public Communication- Mr. Hoffman discussed the Transit summit that he attended and the bus ambassador program.
3. Summary Minutes of September 4, 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, Legal Counsel Pat Glenn and staff in closed session and reported back in open session that no decisions had been made.
5. PARS OPEB Trust- Director Casenave reported that the June 30, 2012 balance in the OPEB trust was \$891,500. The investment rate of return for the fiscal year ending June 30 was 4.55%. Mr. Brown reported that the calendar year rate of return through August 2012 was 6.29%. The asset allocation is Moderately Conservative- 29.5% stocks, 66.75% bonds and 3.75% cash. No changes will be made to the allocation. Information only.
6. Unaudited Financial Statements for FY 2012 – Director Casenave reported that expenses were 8.1% under budget. This is better than the June projection of 6.1% under budget. Workers compensation expense, diesel fuel and Paratransit purchased transportation accounted for most of the favorable variance. Information only.
7. Review of Vendor Bills, September 2012- The committee reviewed the vendor bills.
8. Legal Services Statement, July 2012 Labor & General- Approved.
9. New business- Al Dessayer will continue as Chairman of the Committee.
10. Adjournment- The meeting was adjourned. The next meeting will be Thursday, November 1 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.