

**Administration and Finance Committee  
Summary Minutes  
December 7, 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  
Gregg Manning

Staff: General Manager Rick Ramacier  
Director of Planning and Marketing Anne Muzzini

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of November 1, 2012- Approved.
4. Investment Policy-Quarterly Report - General Manager Ramacier reported that the investment portfolio complied with the Authority's investment policy. The committee reviewed the report. Approved for Board consent calendar.
5. CCCTA Income Statement for the Three Months ended September 30, 2012- The committee reviewed the statement and had questions regarding passenger fares and passengers. The questions will be answered at the next meeting.
6. FY 13/14 Transit Capital Priorities Project Submittal- Director Muzzini reported that the Authority will submit bus and Paratransit van replacement projects to the Metropolitan Transportation Commission (MTC) for FY 2013 and FY 2014. MTC requires the CCCTA Board to approve the projects. Approved.
7. Review of Vendor Bills, November 2012- The committee reviewed the vendor bills.
8. Legal Services Statement, September/October, General; August/September, Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meetings will be Friday, January 11 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

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Rick Ramacier, General Manager