

**Administration and Finance Committee  
Summary Minutes  
February 6, 2013**

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 Finance Kathy Casenave

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of January 11, 2012- Approved.
4. Closed Session- The committee adjourned to closed session to discuss labor negotiations. Chairman Dessayer reported in open session that no decisions had been made.
5. Small Claims Representation- Once a year we authorize a third party administrator to represent CCCTA in three Small Claims courts within Contra Costa County. The courts require that the Board of Directors pass a new resolution each year. Staff recommends that York Insurance Service Group, Inc. continue with this representation. Approved to place on Board consent calendar.
6. CCCTA Loss Trends- Director Casenave reported that CalTIP, CCCTA's excess liability pool, has provided a report that shows loss trends for CCCTA and the other members of the pool. As a whole, the pool members (33 transit operators in California) have a better track record than all California transit operators as a whole. In the pool, CCCTA has a better loss record than the average member. Information only. This report will be included in the Board packet.
7. Review of Vendor Bills, January 2013- The committee reviewed the vendor bills.
8. Legal Services Statement, December 2012, Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meetings will be Wednesday, March 6 at 9:00 am at the Hanson Bridgett offices in Walnut Creek. The two meetings after that are scheduled for Wednesday, April 3 and Wednesday, May 1 at 9:00 a.m.

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Kathy Casenave, Director of Finance