

**Administration and Finance Committee
Summary Minutes
March 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
Gregg Manning
Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Transportation Bill Churchill
Director of Maintenance Scott Mitchell

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of February 6, 2013- 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. CCCTA FY2014 Budget-First Draft- Director Casenave reported that the estimated expenses for FY 2013 are expected to be \$1.3 million under budget at \$31,298,600. The FY 2014 proposed preliminary budget is \$33,298,235. She noted that this is the first draft; the committee will be presented with a revised draft in April and May, as will the Board. The Board will be requested to approve the final budget in June. The committee reviewed in detail the budget and suggested changes that will be incorporated into the next draft.
6. Prop 1B Transit Security Funding 2013- Director Muzzini reported in a memo that the state has approved a California Transit Security Grant of \$116,919 to be used for the maintenance of our radio, on board computer, and Bus Time systems in the coming year as these are all security assets that were purchased in part by prior security grants. Approved for consent calendar.
7. CCCTA Investment Policy-Quarterly Reporting Requirement- Staff reported that the investments as of December 31 were invested in accordance with the Authority's investment policy. Approved for consent calendar.
8. CCCTA Income Statements for the Six Months Ended December 31, 2012- Director Casenave reported that the actual expenses for the six months ended December 31 were 6.8% under budget. A large portion of this under budget condition was due to diesel fuel expense being less than anticipated.
9. Review of Vendor Bills, February 2013- The committee reviewed the vendor bills.
10. Legal Services Statement, December 2012, General- Approved.
11. Adjournment- The meeting was adjourned. The next meeting will be Wednesday, April 3 at 9:00 a.m. at the Hanson Bridgett offices. The next two meetings are scheduled for Wednesday, May 1 at 9:00 a.m. and Wednesday, June 5 at 9:00 a.m.