

**Administration and Finance Committee  
Summary Minutes  
April 3, 2013**

The meeting was called to order at 9:00 a.m. at the Walnut Creek offices of Hanson Bridgett. Those in attendance were:

Committee  
Members: Director, Board Al Dessayer  
Director, Board Gregg Manning  
Staff: General Manager Rick Ramacier  
Director of Finance Kathy Casenave  
Director of Transportation Bill Churchill  
Director of Maintenance Scott Mitchell  
Director of Planning Anne Muzzini  
Guests: Chairman, Board of Directors Erling Horn  
Ralph Hoffman

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of March 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. RM2 PRO Funding for Pacheco Transit Center- Director Muzzini reported that the responsibility for managing and constructing the Pacheco Transit Center project is being shifted from County Connection to the City of Martinez. Two sources of funds remain in control of County Connection- Prop 1B PTMISEA funds of \$800,000 and RM2 funds in the amount of \$1,089,000- \$507,000 has not yet been allocated. These funds cannot be shifted because Martinez is not an eligible recipient. Staff recommends that County Connection remain a sponsor. The City can submit invoices directly to MTC for the RM2 funds but would have to submit invoices to County Connection for the Prop 1B funds. Staff also recommends that the Board of Directors approve requesting allocation of \$507,000 in remaining RM2 funds. Approved for consent calendar...
6. FY 2014 Draft Budget- Director Casenave reported that there were several changes to the draft budget since the presentation in March. The FY 2013 estimated actual is expected to be about \$1.3million under budget. The FY 2014 proposed budget is projected to be about \$1.7 million more than FY 2013. The increases are mainly in the wage and benefit categories, maintenance for security equipment, diesel fuel and liability premiums. The 10 year forecast shows a positive reserve balance for all years. Staff recommends that the budget be brought to the Board of Directors for discussion and adoption for the purpose of filing a timely TDA claim. The Board will also have an opportunity in May to revise the budget and adopt the final budget at the June meeting. The committee approved the staff recommendation and will place the budget on the Board agenda.
7. OPEB Trust- When the OPEB trust was established in March 2010 and retiree health benefits were frozen the Board of Directors had discussed setting up a separate trust for employees who have been in the PERS medical program since the inception. There are currently 10 active employees who meet this

criterion. Committee members were receptive to this idea but wanted more details and requested that staff place on the agenda in May with more information.

8. Review of Vendor Bills, March 2013- The committee reviewed the vendor bills.
9. Legal Services Statement, January 2013, General- Approved.
10. Adjournment- The meeting was adjourned. The next meetings are scheduled for Wednesday, May 1 at 9:00 a.m. and Wednesday, June 5 at 9:00 a.m. at the Hanson Bridgett offices in Walnut Creek.

---

Kathy Casenave, Director of Finance