

**Administration and Finance Committee
Summary Minutes
May 1, 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: Director of Finance Kathy Casenave

Director of Transportation Bill Churchill

Director of Maintenance Scott Mitchell

Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved; OPEB trust moved to #5 on the agenda.
2. Public Communication- None.
3. Summary Minutes of April 3, 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. OPEB Trust- When the OPEB trust was established in March 2010 and retiree health benefits were frozen the Board of Directors discussed using some of the savings to set 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. Director Casenave reported that the annual required contributions (ARC) for administration staff decreased by \$146,951 after freezing the employer contribution for health benefits. (Based on the April 2008 and October 2009 actuarial reports). Staff recommended using ICMA for the trust. Committee members concurred and will recommend to the Board of Directors that individual retirement health savings accounts be set up for each of the 10 employees with a one-time contribution of \$15,000.
6. DBE Goal for FY 2014 through FY 2016- In a written memo, Civil Rights Administrator Janet Madrigal reported that federal regulations require grantees to establish a three year DBE overall goal setting schedule. CCCTA's next goal submission is due to FTA on August 1, 2013 covering FY 2014 through FY 2016. The regulations require that the proposed goal be published in the media for public inspection and comment for forty-five days. Staff is proposing a 7% overall DBE goal for FTA assisted contracts and request that the A&F Committee approve it for publication and comment. Approved.
7. FY 2014 Draft Budget- Director Casenave reported that there were some minor changes to the draft budget since the presentation at the April meeting. The FY 2014 operating expenses were reduced by \$103K- of this \$79K was for casualty and liability insurance. The FY 2014 Measure J revenue has been increased by \$365K for Fixed route and \$98K for Paratransit based on projections from the CCTA staff. The final budget will be presented in June. The committee recommended that the draft budget be forwarded to the Board for review and comment.
8. Review of Vendor Bills, April 2013- The committee reviewed the vendor bills.
9. Legal Services Statement, February 2013 Labor, January/February 2013, General- Approved.

10. Adjournment- The meeting was adjourned. The next meetings are scheduled Wednesday, June 5, Wednesday, July 3, and Wednesday, August 7 at 9:00 a.m. at the Hanson Bridgett offices in Walnut Creek.

Kathy Casenave, Director of Finance