

Administration and Finance Committee
Summary Minutes
June 5, 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
Sr. Human Resource Manager Lisa Rettig
Legal Counsel Pat Glenn

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of May 1, 2013 meeting- Approved.
4. Closed Session: Conference with Labor Negotiator (pursuant to Government Code Section 54957.6) Employee Organizations: Amalgamated Transit Union, Local 1605; Teamsters Union, Local 856, AFL-CIO, Transit Supervisors-
The committee met in closed session with Counsel Pat Glenn and reported back in open session that no decisions had been made.
5. Final LINK Paratransit Contract Extension- Director Churchill reported that the current contract with First Transit allows for one more one year extension. First Transit has performed well in providing high quality cost effective Paratransit and shuttle services for our customers. First Transit is requesting a 2% rate increase in the hourly and fixed contract rates. Staff recommends that the committee forward this to the Board of Directors authorizing the General Manager to sign a one year contract extension with First Transit for the operation and maintenance of the County Connection LINK service. Approved.
6. Adjustment to Non-Represented Employees Compensation- General Manager Ramacier requested a 2% increase in compensation for the non-represented administrative employees for FY 2014. The estimated cost is \$69,560. Approved for consent calendar.
7. Performance Based Compensation Pool- The General Manager requested a Performance Based Compensation Pool of \$40,000 for select senior management employees. This pool would be distributed to high performing senior managers at the discretion of the General Manager. Approved for consent calendar.

8. County Connection Income Statements for the Nine Months Ended March 31, 2013- Director Casenave reported that the actual expenses for the nine months of the fiscal year are 6.7% under budget (\$1,668,842). Diesel fuel accounts for \$803K of the variance. Fixed route fares are 2.9% more than the same time period of the previous year. Info only.
9. Adoption of Gann Appropriations Spending Limitation for FY 2014- Director of Finance Casenave reported that the FY 2014 proposed operating budget is \$38.7 million under the Gann appropriations spending limit. The Gann spending limit is \$60,495,622. Approved for consent calendar.
10. FY 2014 Budget- The Director of Finance reported that the proposed operating budget is \$33,442,029 and the proposed capital budget is \$24,755,700 and includes the purchase of 33 fixed route buses. This is the 4th time the committee has reviewed the budget and Director Casenave reported that there were only two changes of any significance- an increase in the PERS expense due to the new law which mandated a minimum employer rate set at the normal cost and the removal of Lifeline revenue since that application process will be held up for some time due to changes in federal regulations. The committee approved the budget with the provision that the contingency line item be increased to \$500,000. A public hearing on the budget will occur before the Board meeting on June 20 and then the Board will consider the adopting the budget.
11. Review of Vendor Bills, May 2013- The committee reviewed the vendor bills.
12. Legal Services Statement, March 2013 Labor & General- Approved.
13. Adjournment- The meeting was adjourned. The next meetings will be July 3, August 7 and August 28 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

Kathy Casenave, Director of Finance