

Administration and Finance Committee
Summary Minutes
October 9, 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 Director Robert Storer
Staff:	General Manager Rick Ramacier Director of Finance Kathy Casenave Director of Planning Anne Muzzini Sr Human Resource Manager Lisa Rettig Pat Glenn, Legal Counsel
Guests:	Ralph Hoffmann Board member Erling Horn

1. Adoption of the Agenda- Approved.
2. Public Communication- Mr. Hoffmann discussed various transit issues.
3. Selection of Chair- Al Dessayer was selected as chair for the committee.
4. Summary Minutes of August 28, 2013 meeting- Approved.
5. Closed Session, Employee Benefits Issues: The committee met in closed session to discuss new medical plans available through CalPERS. The committee reported back in open session that they are recommending to the Board amounts that CCCTA will contribute to the new medical plans. Approved for Board consent calendar.
6. Additional CalPERS Medical Plans for Administration- The same issue occurs for Administrative staff. Staff & legal counsel believe that the most logical way of approaching this is to use the CCCTA portion of the old providers whose premiums most closely compare with the new providers. The committee members approved for Board consent calendar.
7. Increasing Cafeteria Amounts for Non represented Employees.- Sr. Human Resource Manger Lisa Rettig reported that the current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two (2) most popular health plans by coverage level and splitting that amount and adding it to the Cafeteria Plan. Staff recommends using the same formula for the Administrative employees. Approved for Board consent calendar.
8. Bishop Ranch service agreement- Director Muzzini reported that she had been in discussion with Bishop Ranch to bring AT&T into the current agreement and add additional trips to accommodate the additional riders. She reported that Bishop Ranch has decided

not to pursue this at this time. The committee decided that this would be a good opportunity to bring this issue to the Board for discussion because there are a number of new Board members. Approved for Board agenda, discussion only.

9. Unaudited Financial Statements for FY 2013- Director Casenave reported that the audit fieldwork had been completed and adjustments, if any, would not be material. She reported that the actual expenses were 5.6% under budget (\$1,838,381). Committee members discussed various line items of the financial statement.
10. Review of Vendor Bills, September 2013- The committee reviewed the vendor bills.
11. Legal Services Statement, July 2013 - Approved.
12. Adjournment- The meeting was adjourned. The next meetings will be Wednesday, November 6 and Wednesday, December 4 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

Kathy Casenave, Director of Finance