

Administration and Finance Committee
Summary Minutes
December 4, 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 Robert Storer
Director Don Tatzin

Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Transportation Bill Churchill
Legal Counsel Shayna van Hoften

1. Adoption of the Agenda- Approved.
2. Public Communication- None.
3. Summary Minutes of November 6, 2013 meeting- Approved.
4. Closed session; Conference with Legal Counsel Anticipated Litigation, Government Code Section 54956.9- The committee met in closed session with legal Counsel van Hoften. In open session Committee Chair Dessayer reported that no action was taken.
5. FY 2013 Audit Teleconference- Auditor Rosalva Flores, Brown, Armstrong, Certified Public Accountants, reviewed the audit report for FY 2013 and reported that the audit opinion was "clean" and the financial statements presented fairly, in all material respects, the financial position of the Authority. There were no current year findings or recommendations. The committee requested a change to the presentation of the long term liabilities and the auditor concurred. The committee approved the audit report with the change and will include it on the December Board of Directors agenda with a recommendation for approval.
6. Auditors Compliance report- The auditor reported that the STA, TDA, diesel fuel, and pension costs were in compliance with the terms of the MOUs for the implementation of the next annual wage increase.
7. County Connection Income Statements for the Three Months ended September 30, 2013- Director Casenave reported that expenses for the three months were 5.2% under the year to date budget. Operator wages were up mainly because of training costs; but other expense categories were down including other wages, services, materials, and purchased transportation.

8. County Connection Investment Policy-Quarterly Reporting Requirement- Staff reported that the investments were in compliance with Board policy and the State of California requirements. Approved for Board consent calendar.
9. Review of Vendor Bills, November 2013- The committee reviewed the vendor bills.
10. Adjournment- The meeting was adjourned. The next meetings will be Wednesday, January 8 and Wednesday, February 5 at 9:00 am at the Hanson Bridgett offices in Walnut Creek.

Kathy Casenave, Director of Finance