

Administration and Finance Committee
Summary Minutes
February 5, 2014

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
Director Gregg Manning

Staff: General Manager Rick Ramacier
Director of Finance Kathy Casenave
Director of Transportation Bill Churchill
Director of Planning Anne Muzzini
Planning Manager Laramie Bowman
Legal Counsel Shayna van Hoften

Guest: Dale Stephens

1. Approval of Agenda- Approved
2. Public Communication- None.
3. Approval of Minutes of January 8, 2014- Approved
4. Closed Session: Conference with Legal Counsel – Anticipated Litigation, Government Code Section 54956.9, Initiation of one potential claim
The Committee met in closed session and reported that direction was given to staff but no decision had been made.
5. Proposed Engagement of Internal Control Auditor- The committee discussed with Dale Stephens a possible engagement for internal control services. The committee directed General Manager Ramacier to proceed with further discussions.
6. FY 2013-14 MTC Transit Performance Initiative Grant- Planning Mgr Bowman explained that MTC has committed to a funding program for transit operators to improve ridership and productivity. County Connection has been awarded a total of \$321,543. Staff recommends 2 projects- 511 Real-time interface project and Implementation of Access Improvement Projects. Approved for Board consent calendar.
7. Prop 1B Transit Security Funding 2014- Director of Planning Muzzini reported that County Connection is again eligible for \$116,919 in security funding. Staff recommends that the funding be used for ongoing maintenance expenses related to ITS systems. Approved for Board consent calendar.
8. Review of Vendor Bills, January 2014- Reviewed.
9. Legal Services Statement, November 2013, Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meetings will be March 4, April 23, and May 1.

Kathy Casenave, Director of Finance