

Administration and Finance Committee
Summary Minutes
April 30, 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 Al Dessayer
 Director Don Tatzin
 Director Gregg Manning

Staff: General Manager Rick Ramacier
 Director of Finance Kathy Casenave

Guests: Ralph Hoffmann

1. Approval of Agenda- Approval of agenda, with a change in order- The FY 2015 Draft budget will be discussed before the verbal report of Dale Stephens. Approved.
2. Public Communication- Mr Hoffmann spoke about the free midday service for seniors and also the mail order tickets he received certified, suggesting that there be a minimum number of tickets purchased because of the cost of certified mail.
3. Approval of Minutes of April 2, 2014- Approved.
4. FY 2015 Draft Budget- Director Casenave presented the 3rd draft of the FY 2015 budget. The operating budget is \$34,693,213 and the capital budget is \$22,336,478. She outlined the changes made since the last draft: fixed route expenses were increased by \$209K and Paratransit expenses were decreased by \$41K. The most significant increase was \$195K in the casualty and liability category for estimated claims expense. The 10 year reserve shows a positive balance for all years, with 2.6-3.8 months of operating expenses in reserve each year.
5. Verbal Report from Dale Stephens- Mr. Stephens reported that written policies and procedures for the sale of bus tickets can be shored up to increase internal control and provide better instructions to employees, especially if there is an unexpected long term absence. The committee members agreed to hiring Mr. Stephens to work with staff to make these improvements.
6. Review of Vendor Bills, April 2014- Reviewed.
7. Legal Services Statement, February 2014, General and Labor.
8. Adjournment- The meeting was adjourned. The next meetings will be May 29 and July 2 at 9:00 am.

Kathy Casenave, Director of Finance