

Administration and Finance Committee  
Summary Minutes  
May 29, 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 Robert Storer

Staff:                                General Manager Rick Ramacier  
   Director of Finance Kathy Casenave  
   Director of Planning & Marketing Anne Muzzini

Guests:                              Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann is of the opinion that we should have some service on holidays such as Memorial Day. He pointed out that other transit properties in the area do. He also thinks that we should sell seat cushions so that passengers will be more comfortable.
3. Approval of Minutes of April 29, 2014- Approved.
4. Verbal Report on the Eco Pass- Public Comments- Director Muzzini reported that only one person from the public, Mr. Hoffmann, attended the hearing and there was one online response stating that the pass should not be only for the elite. The committee will recommend that the Board adopt the ECO Pass on a trial basis. Approved.
5. CCCTA Investment Policy-Quarterly Reporting Requirement- Director Casenave reported that the investments for the quarter conformed to the CCCTA investment policy. Approved for Board consent calendar.
6. Investment Guidelines Document for the PARS Post-Retirement Health Care Plan- Director Casenave reported that the PARTS Post-Retirement Health Care Plan Investment Guidelines explained in more detail the investment strategies of the Moderately Conservative investment objective approved by the Administration and Finance Committee. The committee reviewed the document and directed General Manager Ramacier to sign it and directed staff to include it as an information item in the Board packet.
7. Adjustment to Non-Represented Employees Compensation- General Manager recommended that the non-represented employees be given a 2% increase in wages in the next fiscal year. This is in line with the wage increases for the 3 bargaining units. Approved.
8. Performance Based Compensation Pool- General Manager requested a Performance Based Compensation Pool of \$40,000 be created for select senior management employees. This pool would be distributed to high performing senior managers at the discretion of the General Manager. Approved.
9. Financial Statements for the Nine Months Ended March 2014- Director Casenave reported that the operating expenses were \$1,493, 810 (5.8%) under budget. Various elements of the service category and the materials and supplies category accounted for \$858K of this variance. The committee reviewed the financial statement and directed staff to include it as an information item in the Board packet.

11. FY 2015 Final Proposed Budget- Director Casenave presented the proposed FY 2015 budget. The operating budget is \$35,065,338, which includes an \$883,126 contingency line item. The capital budget is \$22,336,478. The estimated actual for FY 2014 is projected to be \$33,106,481, which is \$767,426 under budget. The 10 year forecast shows a reserve that equals 2.6-3.4 months of operating expenses each year. The committee directed staff to conduct a public hearing on June 19 at 9:00 am and will recommend to the Board that it adopt the FY 2015 operating and capital budget. Approved.
12. Adoption of Gann Appropriation s Spending Limitation for FY 2015- Director Casenave reported that the FY 2015 legal spending limit for CCCTA is \$60,949,339. The budgeted spending for operations and capital (less expenses paid by federal grants) is \$39,910,141, \$21,039,198 less than the legal spending limit. The committee approved for placing on Board's consent calendar.
13. Review of Vendor Bills, May 2014- Reviewed.
14. Legal Services Statement, March 2014, General and Labor- Approved.
15. Adjournment- The meeting was adjourned. The next meetings will be July 2 and August 6 2 at 9:00 am.

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Kathy Casenave, Director of Finance