

Administration and Finance Committee
Summary Minutes
July 2, 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
 Director of Maintenance Scott Mitchell

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of May 29, 2014- Approved.
4. Pay Adjustment for Mechanic Positions- Director Mitchell reported that there has been a shortage of qualified Mechanic applicants for the past few years, and there has been a higher turnover rate due to personnel leaving for higher paying jobs and retirements. A survey of hourly mechanic wages shows that our highest hourly rate is the lowest in the area. Staff recommends that the A&F approve adding grade level VI to allow more room for growth for current employees. The committee approved the additional grade level a 7% increase in the hourly rate.
5. Review of Vendor Bills, June 2014- Reviewed.
6. Legal Services Statement, April 2014, General and Labor- Approved.
7. Adjournment- The meeting was adjourned. The next meetings will be August 6 at 9:00 am. (Later changed to August 12.)

Kathy Casenave, Director of Finance