

Administration and Finance Committee
Summary Minutes
December 3, 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 Don Tatzin
 Director Gregg Manning
 Director Bob Simmons

Staff: General Manager Rick Ramacier
 Director of Finance Kathy Casenave
 Director of Transportation Bill Churchill
 Legal Counsel Pat Glenn

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of October 1, 2014- Approved.
4. FY2014 Audit-Teleconference- Rosalva Flores, the Brown Armstrong partner in charge of the FY 2014 audit, reported by telephone on the audit findings. She reported that the audit report is unmodified, no material weaknesses or deficiencies were identified and no material noncompliance issues were noted. She commended the Authority's financial staff for its professionalism. The committee will recommend to the Board that the audit report be approved.
5. Auditors Compliance Report- The Brown Armstrong auditors reviewed FY 2014 TDA and STA revenues, diesel fuel expense, and PERS benefits paid, and concluded that the goals had been met except for STA revenue, which was \$81,000 less than the prior year.
6. Closed Session:
 - Conference with Legal Counsel-Anticipated Litigation, Government Code Section 54956.9, Maria Reyes, et. al. v. Central Contra Costa Transit Authority-
 - The committee reported in open session that no decision was made but direction was given to legal counsel.
 - Conference with Labor Negotiator (pursuant to Government Code Section 54957.76)-
 - Employee Organizations:
 - Amalgamated Transit Union, Local 1605
 - Machinists Automotive Trades District Lodge No. 1173
 - Teamsters Union, Local 856, AFL-CIO, Transit Supervisors
 - The committee reported in open session that no decision was made but direction was given to the labor negotiator.
7. Change in Financial Institutions- Director Casenave reported that the Authority's bank, First Republic Bank, will no longer do business with the government sector. Staff has considered some of the financial institutions that are used by state and local governments in California and one that stood out is Union Bank. It is the bank

for MTC, the County of Alameda and LAIF. Staff recommended that the committee approve the proposal from Union Bank and forward this item to the Board. Approved.

8. County Connection Income Statements for the Three Months Ended September 30, 2014- Director Casenave reported that the actual expenses are 9% under the year to date budget (\$809,030). Wages, fringe benefits, materials and supplies and purchased transportation accounted for most of the variance. Information only.
9. County Connection Investment Policy-Quarterly Reporting Requirement- General Manager Ramacier reported that the investments as of September 30, 2014 comply with the CCCTA investment policy.
10. Review of Vendor Bills, October and November 2014- Reviewed.
11. Legal Services Statement, August and September 2014, General & Labor- Approved.
12. Adjournment- The meeting was adjourned. The next meetings will be Thursday, January 8 and Wednesday, February 4 at 9:00 a.m.

Kathy Casenave, Director of Finance