

Administration and Finance Committee
Summary Minutes
March 4, 2015

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 Transportation, Bill Churchill
Director of Maintenance Scott Mitchell
Director of Finance Kathy Casenave
Director of Planning and Marketing Anne Muzzini

Public: Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke about the walking tour that would be conducted by Director Simmons, in his capacity of Mayor of Walnut Creek. He suggested that those attending could also use Bus Route 5. Director Simmons responded that the walking tour route had already been set and changing it at this time would not be feasible.
3. Approval of Minutes of February 5, 2015- Approved.
4. Request for Proposals for On Call Architectural and Engineering Services- Director Muzzini stated that FTA allows for these services to be delivered on a work order basis for various small projects. One example is bus stop improvements. Director Muzzini asked that the committee approve staff requesting proposals for a 5 year contract based on experience and hourly rates. Director Simmons said that the A&F Committee should be informed of the outcome. Approved.
5. Authorization for the General Manager to direct Gillig and BAE Systems to Proceed with Detailed Mechanical Design of Walnut Creek Trolleys- Director Mitchell stated that after researching multiple options and manufacturers, both County Connection staff and Gillig staff believe that BAE Systems is the best option for constructing 4 chassis for the electric project. There was discussion about the life of the battery and driving range. The total cost of the purchase of 4 electric trolleys should not exceed \$4,212,860. The committee approved forwarding to the Board with a recommendation for approval.
6. Authorization for the General Manger to direct Wavetech to Proceed with Inductive Charging Infrastructure Engineering for Walnut Creek and Concord Facilities for Support of the Electric Trolley Project- Director Mitchell stated that with the approval of construction of 4 electric trolleys, an in-route charging system will be needed and installed in Walnut Creek. Staff recommends using Wave Inc. as the best option. This company has installed the system at the University of Utah and is being installed within the Monterey-Salinas Transit system. The cost is not to exceed \$1,105,000. The committee approved forwarding to the Board with a recommendation for approval.
7. FY 2016 Draft Budget- Director Casenave discussed the first draft of the FY 2016 operating and capital budget. The FY 2015 actual operating expenses are expected to be 5.4% (\$1,898,278) under budget; the largest under budget category is diesel fuel, at \$814,000. The contingency of \$883,000 will not be needed. Any TDA 4.0 not used for expenses will be returned to MTC to be credited to our reserve. The FY 2016 draft budget is \$3.2 million over FY 2015 estimated actual. Most of the increase is in wages and benefits, and diesel fuel. Director Casenave advised that this draft is preliminary and there will be an updated draft prepared for the

April and May meetings before a final budget is adopted in June. The committee members discussed various aspects of the budget and the 10 year forecast.

8. Review of Vendor Bills, February 2015- Reviewed.
9. Legal Services Statement, December 2014 General and Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meetings are scheduled for Wednesday, April 1, May 6 and June 3 at 9:00 a.m.

Kathy Casenave, Director of Finance