

Administration and Finance Committee
Summary Minutes
April 1, 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 Senior Human Resource Manager Lisa Rettig
Legal Counsel	Pat Glenn
Public:	Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke on the need to provide service on holidays because transit is an essential service.
3. Approval of Minutes of March 4, 2015- Approved.
4. Closed Session- Conference with Labor Negotiator (pursuant to Government Code Section 54957.6) Amalgamated Transit Union, Local 1605, Machinists Automotive Trades District Lodge No. 1173, Teamsters Union, Local 856, AFL-CIO, Transit Supervisors- Committee members met with legal counsel and management staff and reported back in open session that no decisions had been made but direction was given to counsel.
5. County Connection Investment Policy-Quarterly Reporting- Director Casenave reported that County Connection's investments comply with its investment policy. The committee members reviewed the investments and approved forwarding to the Board's consent calendar with a recommendation for approval.
6. FY 2014-15 MTC Transit Performance Initiative Grant- Director Casenave reported on the MTC Transit Performance Initiative Grant. County Connection has been allocated \$262,207 in funds from this program. Laramie Bowron, Manager of Planning, reported in a memo that staff has identified two projects for this funding- Transitmix Software, which is a mapping program, and access improvement projects in Concord and Pleasant Hill. Staff recommends that the funds be used for these two projects. The committee approved forwarding to the Board's consent calendar with a recommendation for approval.
7. Independent Accountant's report on National Transit Database report Form FFA-10- Director Casenave reported that the independent auditors, Brown Armstrong, reviewed the data we report to FTA on Form FFA-10 of the National Transit Database report and found that there were no exceptions noted as a result of applying required FTA procedures. The committee approved forwarding to the Board's consent calendar with a recommendation for approval.
8. Income Statements for the Six Months ended December 31, 2014- Director Casenave noted that actual expenses for the six months were 7.3% under the year to date budget. The expense categories with the most significant variances were wages, \$173K; services, \$163K, and materials and supplies, \$490K. Information only.

9. FY 2016 Draft Budget- Director Casenave discussed the second draft of the FY 2016 operating and capital budget. The FY 2015 actual operating expenses are projected to be 5% (\$2,034,763) under budget. 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 \$3.5 million over FY 2015 estimated actual. Most of the increase is in wages and benefits categories, and diesel fuel. Director Casenave advised that this draft, if approved, will be used for the TDA claim. There will be an updated draft prepared for the May meeting before a final budget is adopted in June. The committee members discussed various aspects of the budget and the 10 year forecast. Staff requested that this draft be put on the Board agenda for review and discussion. Approved.
10. Review of Vendor Bills, March 2015- Reviewed.
11. Legal Services Statement, January 2015 General and Labor- Approved.
12. Adjournment- The meeting was adjourned. The next meetings are scheduled for Wednesday, May 6 and June 3 at 9:00 a.m.

Kathy Casenave, Director of Finance