

Administration and Finance Committee
Summary Minutes
May 6, 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 Maintenance Scott Mitchell Director of Transportation Bill Churchill Director of Finance Kathy Casenave Senior Human Resource Manager Lisa Rettig Planning Manager Laramie Bowron
Legal Counsel	Pat Glenn
Public:	Ralph Hoffmann

1. Approval of Agenda- Approved.
2. Public Communication- Mr. Hoffmann spoke on the opportunity for transit to receive more state funding as the revenue is estimated to be more than expected. He also noted that the federal gas tax has not been increased in many years and that might be another opportunity for transit.
3. Approval of Minutes of April 1, 2015- Approved.
4. Closed Session- Conference with Labor Negotiator (pursuant to Government Code Section 54957.6) Machinists Automotive Trades District Lodge No. 1173- 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. Lifeline Cycle 4 Grant Funding- Planning Manager Bowron reported that MTC has allocated a total of \$1,855,194 in Lifeline program funds. This program is for projects that improve the mobility of low-income residents in the Bay Area. Staff recommends that the A&F Committee approves forwarding to the Board with a recommendation for approval. This will be placed on the consent calendar.
6. Inter-Agency Employee Free Rides- Director Churchill reported that in the early nineties four small operators in the Bay Area, Benicia, County Connection, LAVTA and TriDelta Transit entered into an agreement allowing passengers to ride free with a transfer from one of the operators service area to another. An informal practice grew out of this agreement allowing employees of the above transit operators to ride free when traveling in a neighboring service area. TriDelta and County Connection propose to make this practice official. The number of TriDelta employees using County Connection's buses is minimal. The A&F Committee decided it was within its authority to approve without taking to the Board. Approved.
7. FY 2016 Draft Budget- Director Casenave discussed the third draft of the FY 2016 operating and capital budget. There were some minor reductions in the estimated actual FY 2015 expenses and FY 2016 expenses from the prior April draft. Estimated passenger fare revenue for both years was also reduced. 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.

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

Kathy Casenave, Director of Finance