

Administration and Finance Committee  
Summary Minutes  
December 2, 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 Bob Simmons  
   Director Al Dessayer  
   Director Don Tatzin  
   Director Sue Noack

Staff:                             Director of Finance Kathy Casenave  
   Director of Finance Erick Cheung  
   Human Resources Manager Lisa Rettig

1. Approval of Agenda- Director of Finance Casenave requested the Committee approve an additional item on the Agenda to amend the signors on CCCTA's accounts with Union Bank and designate Director Cheung as the Treasurer and Auditor of the Authority as of December 30th. Approved as amended.
2. Public Communication- None.
3. Approval of Minutes of October 28, 2015- Approved.
4. FY 2015 Audit-Teleconference- Rosalva Flores, the Brown Armstrong partner in charge of the FY 2015 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. The Committee, Ms. Flores and staff discussed the financial statement impact and disclosure regarding GASB Statement No. 68, Accounting and Financial Reporting for Pensions. She commended the Authority's financial staff for its professionalism over the years and congratulated Director of Finance Casenave, Senior Accounting Manager Flores, and Accounting Technician Yang on their retirements. The committee will recommend to the Board that the audit report be approved.
5. Paid Sick Leave for Unrepresented Part-time Employees- Approved.
6. County Connection Income Statements for the Three Months Ended September 30, 2015- Director Casenave reported that the actual expenses are 10.2% under the year to date budget (\$892,823). Wages, fringe benefits, services, and materials and supplies accounted for most of the variance. Information only.
7. County Connection Investment Policy-Quarterly Reporting Requirement- Director Casenave reported that the investments as of September 30, 2015 comply with the CCCTA investment policy.
8. Review of Vendor Bill, November 2015- Reviewed.
9. Legal Services Statement, September 2015- General and Labor- Approved.
10. Approve Designation of Treasurer and Auditor and Changes in Authorized Signatories for Union Bank- Director Casenave reported that Director Cheung will assume her position on December 30th with her retirement and the Committee recommends approval of Director Cheung as the Treasurer and Auditor for CCCTA. Also, authorize the following four personnel and positions as check signors: General Manager, Director of Finance, Senior Accounting Manager, and Director of Planning and Marketing, respectively, to sign checks on any Union Bank account: Rick Ramacier, Erick Cheung, Karol McCarty and Anne Muzzini. Approved.

11. Adjournment- The meeting was adjourned. The next meeting is scheduled for Wednesday, January 6, 2016 at 9:00 a.m.

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Erick Cheung, Director of Finance