

Administration and Finance Committee
Summary Minutes
February 3, 2016

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 Al Dessayer
 Director Don Tatzin
 Director Sue Noack

Staff: General Manager Rick Ramacier
 Director of Finance Erick Cheung
 Hanson Bridgett Attorney Patrick Glenn

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Approval of Minutes of January 2, 2016- Approved.
4. Closed Session – Conference with Legal Counsel-Anticipated Litigation Government Code Section 54956.69 (b)- No reportable action taken.
5. Independent Auditor’s Report on National Transit Database report Form FFA-10- Director of Finance Cheung provided a summary of the of the Independent Auditor’s Report on National Transit Database report Form FFA-10. He discussed the one finding in the report due to human error on entering one time card but also noted that auditors tested 39 others without error and no additional testing was required. The committee approved the report and will forward to the Board.
6. Reserve Policy- General Manger Ramacier and Director of Finance Cheung provided a summary of County Connections’ reserves, which are mainly comprised of Transportation Development Act (TDA) funds and the Safe Harbor Lease Reserve. County Connection does not have a formal reserve policy but staff provided various reserve options that could be considered as an internal policy. A sustainable reserve based on the approved 2016 Budget Forecast would be 10% without additional revenues and/or service adjustment. The reserve goes into deficit in FY 2022, but the projection assumes that other funding cannot be located for a major bus purchase and County Connection would need to use TDA funds. The Committee appreciated the work done by staff and discussed the importance of maintaining reserves. Also, the Committee requested additional historical information of TDA reserves for a full discussion of the Board at the Planning Workshop.
7. Review of Vendor Bills, January 2016- Reviewed.
8. Legal Services Statement, November 2015, General & Labor- Approved.
9. Adjournment- The meeting was adjourned. The next meetings will be tentatively scheduled for Wednesday, March 2nd at 9:00 a.m. and Wednesday, April 13th at 9:00 a.m.

Erick Cheung, Director of Finance