

Administration and Finance Committee
Summary Minutes
November 1, 2017

The meeting was called to order at 9:00 a.m. at Supervisor Andersen's Office in Lafayette at 3338 Mt. Diablo Boulevard. Those in attendance were:

Committee Members:	Director Al Dessayer Director Don Tatzin
Staff:	Assistant General Manager Bill Churchill Chief Operating Officer Scott Mitchell Director of Human Resources Lisa Rettig Director of Finance Erick Cheung Legal Anders Thorson
Guests:	None

1. Approval of Agenda- Approved.
2. Public Communication- None.
3. Selection of Chair – Appointed Al Dessayer Chair
4. Approval of Minutes of October 4, 2017- Approved.
5. Closed Session Liability Claims (Government Code Section 54956.95) Claim Against Central Contra Costa Transit Authority; Claimant: Kenneth Walters– Direction was provided to staff.
6. Income Statements for the Fiscal Year Ended June 30, 2017 – Director Cheung reported that the actual expenses of \$34,398,881 are -7.3% under budget for the fiscal year (\$2,693,790). Expenses are under budget due to lower repair costs, lower diesel fuel costs and no contingency was needed. Mr. Cheung also noted that fare revenues of \$4,756,709 are -7.7% below budget (\$394,991). The A&F Committee accepted the report.
7. FY 2018 Payscale Update –. Director Rettig reported that in July 2017, the Board approved the reorganization of the Administrative Staff and organization chart. At this time the General Manager is submitting an updated Payscale to align the compensation of the employees affected. Director Dessayer stated that in the July meeting these changes were contemplated to be effective as of July 1, 2017 which is reflected in the resolution. The A&F Committee approved the item and forward to the Board as a consent item
8. Review of Vendor Bills, August and October 2017- Reviewed.
9. Legal Services Statement, August 2017, General & Labor- Approved.
10. Adjournment- The meeting was adjourned. The next meeting is set for scheduled Wednesday, **December 6th at 10:30am at Hanson Bridgett** and January 3rd and February 7th and March 7th at 9:00 am at 3338 Mt. Diablo Blvd, Lafayette, CA 94549.

Erick Cheung, Director of Finance