

**Summary Minutes
Administration & Finance Committee
Wednesday, October 5, 2022, 2:00 p.m.**

Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of Assembly Bill 361.

Directors: Sue Noack, Keith Haydon, Laura Hoffmeister*
Staff: Bill Churchill, Ruby Horta, Scott Mitchell, Amber Johnson, Lathina Hill, Julie Sherman
Public: None addressed the committee

Call to Order: Meeting called to order at 2:00 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of September 7, 2022

The Committee approved the minutes.

4. Preliminary Income Statements for the Fiscal Year Ended June 30, 2022

Ms. Johnson presented the preliminary, unaudited income statements for the year-ended June 30, 2022. Ms. Johnson reported that the total expenses for the year came in under budget by about 12% or 5.6 million dollars, primarily due to underspending in salaries and benefits, services, and purchased transportation. In addition, the contingency reserve was not needed during the year. Savings in these categories was partially offset by a budget overage in the materials and supplies categories, which is where fuel costs are tracked. After a short discussion between the Committee and staff, the Committee approved the report to be forwarded to the full Board of Directors as an information item.

5. Review of Vendor Bills, September 2022

The Committee reviewed the vendor bills for September 2022.

6. Approval of Legal Services Statement, September 2022 General

The Committee approved the legal services statements for September 2022 General services.

7. Next Scheduled Meeting

The next meeting was scheduled for November 2nd at 2:00 p.m. via teleconference.

8. Closed Session:

Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Employee Organization:

Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators

Machinists Automotive Trades District Lodge No. 1173, Machinists

9. Open Session:

Report of Action(s) taken during the Closed Session – direction was given to staff.

10. Adjournment

The meeting was adjourned at 2:27pm.

*Director Hoffmeister was present at the closed session only.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer