

**The Cities and County of Contra Costa
Abandoned Vehicle Abatement Service Authority**

**December 7, 2022
10:00 a.m.**

To slow the spread of COVID-19, in lieu of a public gathering, the Contra Costa County Abandoned Vehicle Abatement Service Authority meeting will be accessible live online or by telephone to all members of the public as permitted by Government Code section 54953(e).

Access the meeting live online at:

<https://ccccounty-us.zoom.us/j/84336113519?pwd=MzJEWIVWaEYwa0tpQmxJU3g4ME5Xdz09>

Meeting ID: 843 3611 3519

ACCESS THE MEETING BY TELEPHONE AT (888) 278 0254 FOLLOWED BY ACCESS CODE 198675##.

The Department of Conservation and Development will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in Abandoned Vehicle Abatement Service Authority meetings. Please contact Trish Dominguez at least 48 hours before the meeting at 925-655-2801.

MEETING AGENDA

- 1. CALL TO ORDER**
(Chairman, Jason Crapo)
- 2. INTRODUCTIONS**
- 3. PUBLIC COMMENT: Items not on the agenda (3 minutes/speaker)**
- 4. APPROVAL OF MINUTES: Authority meeting held on December 8, 2021**
Attachment 4A: Minutes of December 8, 2021, meeting
- 5. ELECTION OF THE BOARD OF DIRECTORS**
 - a. Receive staff report reviewing procedure for selecting individuals to serve on the Board of Directors as described in the Authority's Joint Powers Agreement** (Joe Losado)
Attachment 5A: Staff Report Election of Members of the Service Authority to serve on the Board of Directors
 - b. Board opens meeting to general membership and receives nominations** (Jason Crapo)
 - c. Vote - general membership**
 - d. New Board members are selected and impaneled**
 - e. Board of Directors to select a Chairperson** (Jason Crapo)

6. **UPDATE ON MEASURE G JUNE ELECTION RESULTS**
7. **Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD), Elections, County Counsel & Bay Area News for Administrative Costs in the amount of \$983,226.40 for services provided to the Authority in FY 21-22.**
(Jason Crapo)
 - a. **Receive staff report describing expenditures for costs of services provided to Authority by the County in FY 21-22**
Attachment 7A: Administrative Costs for AVAP FY 21-22
Attachment 7B: Trust Fund Allocation to Member Agencies – Final 2021-2022
8. **Approve reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY 22 – 23 in an amount not to exceed \$55,000 which represents 5% of Authority’s estimated gross revenues for FY 22 - 23.** (Jason Crapo)
 - a. **Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 22-23**
Attachment 8A: Projected Cost Estimates/Administrative Budget for FY 22 – 23
9. **Next audit will be May 2023 for the years ended June 30, 2022 and 2021. This covers FY2020-2021 and FY2021-2022.** (Jason Crapo)
10. **ADJOURN**

**The Cities and County of Contra Costa
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Access the meeting live online at:

<https://cccounty-us.zoom.us/j/89687568068>

Meeting ID: 896 8756 8068

ACCESS THE MEETING BY TELEPHONE AT (888) 278 0254 FOLLOWED BY ACCESS CODE 841892##.

Persons who wish to address the Authority Board during public comment or with respect to an item that is on the agenda may do so either online or by telephone. If accessing the meeting online, request to speak by clicking the “raise hand” function. If accessing the meeting by telephone, request to speak by dialing #2.

Public comments may also be submitted before or during the meeting by email at

Trish.Dominguez@dcd.cccounty.us

ANNOTATED MINUTES

1. CALL TO ORDER

(Chairman, Jason Crapo)

2. CONSIDER adopting Resolution No. 2021/002 authorizing teleconference meetings of the Contra Costa County Abandoned Vehicle Abatement Service Authority under Government Code § 54953(e)

Attachment 2A: Resolution No. 2021/002 – AB 361

Motion made by Theresa Sanchez to adopt Resolution No. 2021/002 authorizing teleconference meetings of the Contra Costa County Abandoned Vehicle Abatement Service Authority under Government Code § 54953(e)

Motion was 2nd by Robbie Portillo-Bienemann and unanimously approved by Board 7 Ayes 0 Nays 0 Abstentions

3. INTRODUCTIONS

Present: Jason Crapo, Theresa Sanchez (San Ramon), Robbie Portillo-Bienemann (Brentwood), Myla Rivers (Pittsburg), Joseph Vasquez (Hercules), Brian South (Moraga), Alma Causey (Richmond)

4. PUBLIC COMMENT: Items not on the agenda (3 minutes/speaker)

No Comments

5. APPROVAL OF MINUTES: Authority meeting held on July 22, 2021

Attachment 5A: Minutes of July 22, 2021, meeting

Motion made by Alma Causey to Receive and approve Minutes from Annual Meeting on July 22, 2021. Motion was 2nd by Myla Rivers and unanimously approved by Board 7 Ayes 0 Nays 0 Abstentions

6. Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in the amount of \$41,432.00 for services provided to the Authority in FY 20 – 21.

(Jason Crapo)

a. Receive staff report describing expenditures for costs of services provided to Authority by the County in FY 20 – 21

Attachment 6A: Administrative Costs for AVAP FY 20– 21

Attachment 6B: Trust Fund Allocation to Member Agencies – Final 2020-2021

Motion made by Joseph Vasquez to Receive staff report and Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in the amount of \$41,432.00 for services provided to the Authority in FY 20 – 21. Motion 2nd by Theresa Sanchez and unanimously approved by 6 Ayes 0 Nays 0 Abstentions

7. Approve reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY 21 – 22 in an amount not to exceed \$55,000.00 which represents 5% of Authority’s estimated gross revenues for FY 21 - 22. (Jason Crapo)

a. Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 21-22

Attachment 7A: Projected Cost Estimates/Administrative Budget for FY 21 – 22

Motion made by Brian South to Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in an amount not to exceed \$55,000.00 for services provided to the Authority in FY 21 – 22. Motion 2nd by Joseph Vasquez and unanimously approved by 6 Ayes 0 Nays 0 Abstentions

8. Accept CCAVASA 2019-2020 Independent Audit Report for years ending 2020 and 2019 (Victoria Isip)

a. Receive staff report on the Independent Audit Report

Attachment 8A: Memorandum on Internal Control and Required Communications for the Years ended June 30, 2020 and 2019

Attachment 8B: Basic Financial Statements for the Years Ended June 30, 2020 and 2019

Motion made by Theresa Sanchez to Receive the Staff Report describing the Independent Audit Report Motion 2nd by Robbie Portillo-Bienemann and approved unanimously by Board 7 Ayes 0 Nays 0 Abstentions

9. HEARING to consider adopting Resolution No. 2021/003 calling for an election to extend the Abandoned Vehicle Abatement Program and associated fee (Jason Crapo)

Attachment 9A: Resolution No. 2021/003

Attachment 9B: Summary of Resolutions Adopted by Member Agencies

Open Hearing

No Comments

Close Hearing

Motion made by Myla Rivers to adopt Resolution No. 2021/003 calling for an election to extend the Abandoned Vehicle Abatement Program and associated fee.

Motion 2nd by Alma Causey and approved unanimously by Board 7 Ayes 0 Nays 0 Abstentions

10. ADJOURN

DRAFT

**Before the Board of the
Cities and County of Contra Costa
Abandoned Vehicle Abatement
Service Authority**

STAFF REPORT

SUBJECT: Election of Members of the Service Authority to serve on the Board of Directors

Article 5.c of the Service Authority's Joint Powers Agreement describes the process for selecting representatives from the general membership to serve on the Service Authority's Board of Directors.

Pursuant to Article 6 of the Joint Powers Agreement, each member of the Authority shall be entitled to one vote in forming the Authority and selecting the Board of Directors. Each city and the County shall have one vote.

The Board of Directors is composed of seven members. Every other year, the Authority membership must nominate and elect the Board members.

The seven member Board of Directors shall be selected as follows:

1. One representative each, from two west county cities comprising El Cerrito, Hercules, Pinole, Richmond, and San Pablo. The representatives shall be elected on a majority vote of Authority members from those cities.
2. One representative each, from two central county cities comprising Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, and Walnut Creek. The representatives shall be elected on a majority vote of Authority members from those cities.
3. One representative each, from two east county cities comprising Antioch, Brentwood, Clayton, Oakley, and Pittsburg. The representatives shall be elected on a majority vote of Authority members from those cities.
4. A county representative shall be appointed by the Board of Supervisors.

Staff recommends that the current Board open and accept nominations for Board members from the general membership, and that open voting take place to select new Board members consistent with Articles 5 and 6. Thereafter, the new Board members should be impaneled and a Chairperson selected.

ATTACHMENT 7A

ADMINISTRATIVE COSTS FOR AVAP FY 21/22

EXPENSES:		5% INCR	5% INCR	95%	TOTAL	
		SALARY	BENEFITS	OH	HOURLY	
	HOURS	HOURLY	HOURLY	HOURLY	HOURLY	AMOUNT
ADMINISTRATIVE SUPPORT		RATE	RATE	RATE	RATE	
CLERK - SENIOR LEVEL	0	\$48.76	\$34.81	\$79.39	\$162.96	\$0.00
CLERK - SPECIALIST LEVEL	0	\$42.26	\$31.37	\$69.96	\$143.59	\$0.00
ACCOUNTANT III	121	\$67.61	\$42.63	\$104.73	\$214.97	\$26,011.07
FISCAL OFFICER	0	\$83.66	\$40.18	\$117.66	\$241.51	\$0.00
ADMINISTRATOR	9.5	\$127.32	\$73.26	\$190.55	\$391.13	\$3,715.76
SECRETARY - ADVANCED LEVEL	2	\$37.53	\$41.02	\$74.62	\$153.17	\$306.35
PRINCIPAL BUILDING INSPECTOR	0	\$80.28	\$53.93	\$127.50	\$261.71	\$0.00
TOTAL	132.5					\$30,033.17
COUNTY COUNSEL						\$2,173.70
BAY AREA NEWS						\$374.96
CCC AUDITOR'S OFFICE COSTS						\$0.00
ELECTIONS						\$950,644.57
ANNUAL MEETING						\$0.00
TOTAL EXPENSES						\$983,226.40
TOTAL REVENUE:						\$1,049,981.07
BALANCE						\$66,754.67

ATTACHMENT 7B

**Contra Costa County Abandoned Vehicle Abatement
Trust Fund Allocation Figures - Final 2021-2022**

<u>Auditor's Vendor #</u>	<u>City</u>	<u>50% Allocation Amount (based on population)</u>	<u>50% Allocation Amount (based on % Towed/Tagged/V oluntary removal)</u>	<u>Total Allocation</u>	
00147	Antioch	3,264.30	6,539.81	9,804.11	
12731	Brentwood	1,912.53	0.00	1,912.53	
10839	Clayton	327.10	0.00	327.10	
01985	Concord	3,738.25	2,756.54	6,494.79	
10184	Danville	1,271.68	0.00	1,271.68	
02120	El Cerrito	717.62	0.00	717.62	
06943	Hercules	747.65	3,328.86	4,076.51	
07863	Lafayette	734.30	0.00	734.30	
02380	Martinez	1,064.73	0.00	1,064.73	
02069	Moraga	487.32	0.00	487.32	
10132	Oakley	1,241.63	2,651.12	3,892.75	
00884	Orinda	550.73	0.00	550.73	
04007	Pinole	560.75	0.00	560.75	
05534	Pittsburg	2,156.18	2,056.21	4,212.39	
10821	Pleasant Hill	987.96	426.02	1,413.98	
04048	Richmond	3,184.20	2,057.00	5,241.20	
01679	San Pablo	897.84	9,060.22	9,958.06	
00376	San Ramon	2,426.54	974.29	3,400.83	
08405	Walnut Creek	2,062.72	20.38	2,083.10	
	Unincorp	5,043.31	3,506.88	8,550.19	
		<u>33,377.34</u>	<u>33,377.33</u>	<u>66,754.67</u>	\$ 66,754.67
Total Administrative Cost for FY 21/22					<u>\$ 983,226.40</u>
Total AVAP Apportionment Received for FY 21/22					<u>\$ 1,049,981.07</u>

