



## Meeting Minutes

### CONTRA COSTA COUNTY Abandoned Vehicle Abatement Services Authority

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Wednesday, December 4, 2024

10:00 AM 30 Muir Road, Zoning Administration Room,  
Martinez, CA

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#### Zoom Link

<https://cccouny-us.zoom.us/j/82933861216?pwd=99aGEj5tKc23DkhB2P00m5MM5ui7Qv.1>

Call In 888 278 0254

Access Code 198675

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Authority. To view staff reports click on the number to the right of the agenda item.

- 1 Roll Call and Introductions  
*Chair Jason Crapo calls meeting to order*  
*Roll and introductions: Jason Crapo, Chris Peart (Brentwood), Steve Borbely (Moraga), Dave Hoff (San Pablo), Alma Causey (Richmond), Katrina O'Brien (San Ramon), absent (Pittsburg).*
- 2 Public comment on any item under the jurisdiction of the Authority and not on this agenda (speakers may be limited to two minutes).  
*No public comment*
- 3 Review and approve meeting minutes from December 6, 2023, meeting  
**Attachments:** Draft AVAP Annotated Minutes Dec 2023  
*Motion to approve meeting minutes from December 6, 2023, meeting made by Katrina O'Brien and seconded by Dave Hoff. Motion approved 6 Ayes 0 Nays*
- 4 Receive staff report reviewing procedure for selecting individuals to serve on the Board of Directors as described by the Authority Joint Powers Agreement
  - 4a Board opens meeting to general membership and receives nominations
  - 4b Vote - General membership
  - 4c New Board members are selected and impaneled
  - 4d Board of Directors to select a Chairperson*General membership nominates and vote on new board members. New Board members are selected and impaneled for a two year term:*  
*East: Beth Baldwin (Brentwood), Myla Rivers (Pittsburg)*  
*Central : Luis Martinez (Pleasant Hill), Katrina O'Brien (San Ramon)*  
*West : Gloria Garcia (Richmond), Illeana Gutierrez (Hercules)*  
*Chair : Jason Crapo (Contra Costa County)*

- 5 Receive staff report describing expenditures for costs of services provided to the Authority by Contra Costa County Department of Conservation and development (DCD) and County Auditor-Controller in FY 23-24 and Approve reimbursement to DCD and County Auditor-Controller for Administrative Costs of services provided to the Authority in the amount of \$45,697.86

**Attachments:** Attachment 5A AVAP Admin Costs FY2023-24  
Attachment 5B Final Totals for cities & unincorp

*Motion to receive staff report describing expenditures for costs of serves provided to the Authority by Contra Costa County Department of Conservation and development (DCD) and County Auditor-Controller in FY 23-24 and Approve reimbursement to DCD and County Auditor-Controller for Administrative Costs of services provided to the Authority in the amount of \$45,697.86 made by Beth Baldwin and Seconded by Gloria Garcia. Motion approved 6 Ayes 0 Nays*

- 6 Approve Reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY 24-25 in an amount not to exceed \$55,000.00 which represents 5% of the Authority's estimated gross revenues for FY24-25

**Attachments:** Attachment #6A Estimated Admin Costs 24-25 for Annual Meeting

*Motion to approve Reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY 24-25 in an amount not to exceed \$55,000.00 which represents 5% of the Authority's estimated gross revenues for FY24-25 made by Beth Baldwin Motion Seconded by Gloria Garcia. Motion approved 6 Ayes 0 Nays*

The next meeting is currently scheduled for December 2025.

## Adjourn

The Authority will provide reasonable accommodations for persons with disabilities planning to attend the Authority meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Authority less than 96 hours prior to that meeting are available for public inspection at 30 Muir Road, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the authority will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Jason Crapo, 925-655-2800