

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

**December 6, 2023
10:00 a.m.**

30 Muir Road Martinez, CA

Access the meeting live online at:

<https://ccccounty-us.zoom.us/j/81147026602>

Meeting ID: 811 4702 6602

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

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 in person, 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 the meeting by email at

Trish.Dominguez@dcd.cccounty.us

MEETING AGENDA

- 1. CALL TO ORDER**
(Chairman, Jason Crapo)
- 2. INTRODUCTIONS**
Roll: Jason Crapo, Chris Peart (Brentwood), Myla Rivers (Pittsburg), Steve Borbely (Moraga), Officer Elerick for Dave Hoff (San Pablo), Alma Causey (Richmond), Katrina O'Brien (San Ramon) and introductions
- 3. PUBLIC COMMENT: Items not on the agenda (3 minutes/speaker)**
No Comments
- 4. APPROVAL OF MINUTES: Authority meeting held on December 7, 2022**
Attachment 4A: Minutes of December 7, 2022, meeting

Motion made by Steve Borbely to Receive and approve Minutes from Annual Meeting on December 8, 2021.
Motion was 2nd by Chris Peart and unanimously approved by Board 7 Ayes 0 Nays 0 Abstentions
- 5. Accept CCAVASA 2021-2022 Independent Audit Report for years ending June 30, 2022 and 2021 (Victoria Isip)**
 - a. Receive staff report on the Independent Audit Report**

Attachment 5A: Memorandum on Internal Control for the Years ended June 30, 2022 and 2021
Attachment 5B: Contra Costa County Abandoned Vehicle Abatement Service Authority Required Communications for the Years ended June 30, 2022 and 2021
Attachment 5C: Basic Financial Statements for the Years ended June 30, 2022 and 2021

*Motion made by Chris Peart to Receive the Staff Report describing the Independent Audit Report
Motion 2nd by Katrina O'Brien and approved unanimously 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 \$19,126.31 for services provided to the Authority in FY 22 – 23.**
(Jason Crapo)

- a. Receive staff report describing expenditures for costs of services provided to Authority by the County in FY 22 – 23**

Attachment 6A: Administrative Costs for AVAP FY 22– 23

Attachment 6B: Trust Fund Allocation to Member Agencies – Final 2022-2023

Motion made by Myla Rivers to Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in the amount of \$19,126.31 for services provided to the Authority in FY 22 – 23.

Motion 2nd by Steve Borbely and unanimously approved by 7 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 23– 24 in an amount not to exceed \$55,000.00 which represents 5% of Authority's estimated gross revenues for FY 23 - 24.** (Jason Crapo)

- a. Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 23-24**

Attachment 7A: Projected Cost Estimates/Administrative Budget for FY 23 – 24

Motion made by Chris Peart 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 for services provided to the Authority in FY 23 – 24.

Motion 2nd by Myla Rivers and unanimously approved by 7 Ayes 0 Nays 0 Abstentions

- 8. ADJOURN**