

Inter Office Memo

To: Administration and Finance Committee
From: Anne Muzzini, Director of Planning and Marketing

Date: February 4, 2011

Reviewed By: *Rob*

SUBJECT: Restructuring Advisory Committees

SUMMARY OF ISSUES:

County Connection has two advisory committees, the Citizens Advisory Committee and the Accessible Services Committee. The both have met once a month and have members that are appointed from each jurisdiction. Recently in response to concerns about staff time, the CAC has voluntarily agreed to meet every other month.

Staff recommended a change to the advisory committee structure whereby the Committees would be combined and then meet 6 times per year. The A&F made this recommendation to the Board, where the decision was made to give each advisory committee more time to formulate their response. Since that Board meeting, both Committees have submitted their comments. These are summarized below:

ASC Response

- They have well attended meetings and focus on specific issues related to paratransit.
- They serve a unique purpose, the review of LINK service
- They understand the need to save staff time, and would prefer to reduce meeting frequency as opposed to losing their autonomy.
- Current meeting time is important.
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CAC Response

- Trying to mix the 2 groups is "like mixing asphalt into scrambled eggs" says C. Hogel.
- The CAC focuses on fixed route issues, "combining them is in effect, ... diminishing the representation of two different sets of bus patrons." C. Evans.
- Savings can be attained if they meet less frequently.

The consensus opinion of the advisory committees is to retain their autonomy and reduce the meeting frequency if necessary to save staff time.

In response staff has these points to make:

- It has been difficult to keep seats filled on both committees. Each has one member from each jurisdiction; a total of 22 individuals.
- The CAC has had poor attendance and unfilled seats this past year.

- To address the desire for autonomy, the agenda for the new “combined” committee could begin by separating paratransit and fixed route issues. Members could attend one or both topics.
- New flex route service type service, which may be on the horizon, blurs the lines between fixed route and paratransit.
- Members of the CAC would find interesting the implementation of the “Vans to Nonprofit” program where retired vans are donated to nonprofit organizations, and likewise the ASC may find interesting the implementation of the “real time bus” passenger information project being considered for the fixed route service.

FINANCIAL IMPACT:

The number of meeting times and the number of committee members that are supported directly impacts the cost of staff support.

OPTIONS:

1. Combine committees and meet six times a year seeking to retain autonomy through separation of the topics. All existing members would be grandfathered into the new advisory committee. One seat from each jurisdiction would be filled as vacancies occur. Meet six times per year.
2. Retain the existing CAC and ASC committees and reduce their meeting frequency with each meeting six times a year.
3. Other action as determined by the Committee

RECOMMENDATION:

Staff recommends combining the committees and reducing the number of meetings to six per year. This will better reflect the amount of material for review and to enable input from the perspective of both fixed route and paratransit riders on shared topics.

Member Name	Appmt. Expires	01/10	02/10	03/10	04/10	05/10	06/10	07/10	08/10	09/10	10/10	11/10	12/10
Sandra Smith 183 Riverside Drive Lafayette, CA 94504 283-5194 sandrasmith@valpo.com Rep. Lafayette	06/00	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Sarah Vital 183 Village Place Merinez, CA 94553 228-9051 vital.sarah1@gmail.com Rep. C. County	04/01 Jun-11	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	E	
Elison Vark 1821 Leona Drive Concord, CA 94518-1241 349-0223 elison@arc@aol.com Rep. Concord	09/02 Sep-12	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Dan Dumas 187 Birch Place Danville, CA 94526 510-872-0278 dumas@sc-att.net Rep. Danville	07/10 Jul-12						IA	IA	E	IA	E	E	IA
Maureen Murphy 2408 Tee Creek Dr #2 Walnut Creek, CA 94595 934-7485 Rep. Walnut Creek	08/03 Jun-11	E	E	IA	IA	IA	IA	IA	IA	E	E	E	IA
David Loyd Alive Program 2151 Salvo St, Suite V Concord, CA 94529 Rep. Pleasant Hill	01/00 Jun-11	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Philo Reed 488 Chaucer Circle San Ramon, CA 94583 828-0928 philreed@msa.com Rep. San Ramon	02/08 Jun-11	E	IA	IA	IA	IA	E	E	IA	IA	IA	IA	IA
Connie Whiting 285 Willow Lake Drive Martinez, CA 94523 928-7893 conniewhiting@sbobob.net Rep. Martinez	07/00 Dec-11	E	IA	IA	IA	IA	E	E	IA	IA	IA	IA	IA
Sue Littlehale 4 Canyon Court Orinda, CA 94563 254-8287 Sue.Littlehale@gmail.com Rep. Orinda	04/10 Apr-12		IA		IA		IA	IA	IA	E	E	E	IA

Meeting was not held
IA - In Attendance
E - Excused Absence
UE - Unexcused Absence

FY2011 CAC MEMBER ATTENDANCE LOG

JURISDICTION - NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CLAYTON - Charles . Eval	X	P	P	P	P	X	X					
CONCORD-	X					X	X					
CC COUNTY - PJ Dhoot	X	P	E			X	X					
DANVILLE - Mike Meringe	X	P	E			X	X					
LAFAYETTE-	X					X	X					
MARTINEZ- Beverli Marsh	X	P	P		P	X	X					
MORAGA -	X					X	X					
ORINDA - Charles Hogle	X	P	P	P		X	X					
PLEASANT HILL - Gwen S	X	P	P	P	P	X	X					
SAN RAMON - Harvey Rig	X	P	P	P	E	X	X					
WALNUT CREEK -	X					X	X					

If a member misses three or more consecutive meetings without cause, the CAC may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction.

Attendance Key

- P-Present
- E-Excused Absence
- A-Unexcused Absence
- X-Meeting Canceled