

**Inter Office Memo**

**To:** Administration & Finance Committee  
**From:** Anne Muzzini, Director of Planning & Marketing  
**Reviewed By:** *[Signature]*

**Date:** May 31, 2011

*[Signature]*

**SUBJECT: Advisory Committee - Transition Plan & Roles and Functions**

**SUMMARY OF ISSUES:** On Friday, May 13, 2011 the Advisory Committee reviewed the proposed transition plan and the draft roles and functions. Consensus was reached on the transition elements described below:

- The new committee will be called the Advisory Committee for the time being.
- In the case of dual representation (only two jurisdictions – Walnut Creek and Concord), both representatives would serve their full terms. Upon expiration of either term, the jurisdiction would recommend one candidate. Jurisdictions without representation at this time will move forward in their recruitment process once the transition plan and the revised role and function document are approved by the Board of Directors.
- The Advisory Committee approved the Roles and Functions attached for Board consideration.
- The advisory committee approved Sara Vital as Chair, and Sandra Smith as Vice Chair.
- Meetings will take place on the second Friday of the month at 9:30 am in alternate months of the year.

**RECOMMENDATION:** Discuss and recommend for Board adoption the transition plan and Roles and Functions.

**Central Contra Costa Transit Authority**  
**Advisory Committee**  
**Role and Function**

5/31/2011

**Purpose**

The primary purpose of the Central Contra Costa Transit Authority Advisory Committee will be to review, analyze and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit service. The Advisory Committee will be asked to consider and make recommendations on finance and planning documents that include but are not limited to the following:

- CCCTA Ten Year Short Range Transit Plan
- Annual operating and capital budget
- Annual marketing plan
- Other issues such as operations, scheduling, administration, finance, and legislation

**Composition**

The Advisory Committee shall be comprised of eleven (11) members from Central Contra Costa County. Each member jurisdiction will be requested to recommend one member from that jurisdiction for appointment by the CCCTA Board of Directors. Each member jurisdiction may also recommend an alternate member from that jurisdiction for appointment to be approved by the CCCTA Board of Directors. The following criteria should be considered:

- Representative should be active in community participation and involvement
- Representative should reside in the appointed community
- Representative should be a current or former user of fixed-route and/or paratransit service, or an advocate for transit users in their communities

**Term**

- Members will be appointed for a two-year term, with no limit on the number of terms served
- If during his/her term, a representative resigns, is removed, or unable to continue to serve, the recommending jurisdiction will be requested to appoint a successor, to be approved by the CCCTA Board of Directors to serve the balance of the term.
- If a member misses three or more consecutive meetings without cause, the Advisory Committee may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction

**Officers**

- The Advisory Committee will elect officers who will serve one-year terms. Officers will include a chair and a vice chair.

### Meetings

- The Advisory Committee will meet every other month. However, if the Committee wishes to have a special meeting, any member may request that the Chair ask the staff liaison to schedule such a meeting  
A majority of those present shall be required to adopt an action

### Charge

The Advisory Committee is charged with the responsibility of acting as ADVISORS to the CCCTA Board of Directors, and to collect and report service issues and concerns received from the jurisdictions. Members may volunteer, or be appointed by the Chair to attend scheduled CCCTA Committee meetings, participate in Advisory Committee subcommittees, or undertake other duties for the Advisory Committee

Furthermore, the Committee is charged with the responsibility of acting as DISSEMINATORS of information in their community, and to assist in the education of their jurisdictions regarding the fixed-route and accessible services that are available.

In fulfilling these responsibilities the Committee will:

- Make formal recommendations in the form of written communications and reports to the CCCTA Board of Directors, and where appropriate, supplement with oral comments.
- Appoint a member to serve as the Committee liaison to the Contra Costa County Paratransit Coordinating Council
- Act as a forum for fixed-route, accessible services, and LINK paratransit users to express concerns or ideas about the services to the Authority

In fulfilling this charge, individual members may be expected to:

- Network with other interested citizens and groups in the community Maintain a working relationship with Board representative from his/her jurisdiction
- Assist CCCTA staff at community or business events