

Inter Office Memo

To: Board of Directors
From: Laramie Bowron, Manager of Planning *LB*
Reviewed By: *Pluh*

Date: October 28, 2011

SUBJECT: Retired Van Donations**SUMMARY OF ISSUES:**

The Operations and Scheduling Committee evaluated the need for five LINK retired vans to non-profit or public agencies. There were requests for six vans and the committee agreed that they should go to entities within the CCCTA service area which eliminated a few of the applications. In addition there was agreement that some mechanism for ensuring that they were painted needed to be in the contract releasing CCCTA of liability.

The Committee supported donating vans to the following entities given they were willing to sign the agreement drafted by CCCTA's attorney.

- City of Pleasant Hill Dept of Park and Recreation
- The Boys and Girls Club in Martinez
- Camp Saint Francis (Episcopal Dioces of No. California based in Concord/Pleasant Hill)
- Vineyard Church Concord

Key elements of the agreement will include:

- Release of all liability
- Clarification that entity shall bear all maintenance and insurance cost
- They will pay the price to paint the vehicle so that there is no confusion about ownership
- Certification of nonprofit status

RECOMMENDATIONS:

The O&S Committee recommends that the General Manager be authorized to enter into an agreement to transfer the title of four retired vans to the entities listed above. The agreement will be approved by the attorney and include the key points identified above.

FINANCIAL IMPLICATIONS: No cost to CCCTA.

OPTIONS:

1. Support committee recommendation
2. Other action as determined by the Board