

**Summary Minutes**  
**Marketing, Planning, and Legislative Committee**  
County Connection Administration Offices  
2477 Arnold Industrial Way, Concord  
**August 7, 2014, 8:30 a.m.**

**Directors:** Directors Schroder and Worth  
**Staff:** Anne Muzzini  
**Public:** None

**Call to Order:** Meeting called to order at 8:35 a.m. by Director Schroder

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of MP&L Summary Minutes for July 3, 2014:** Minutes were approved.

**4. Update on CBS Outdoor Shelter Maintenance Contract – One Year**

**Extension:** Ms. Muzzini explained that CBS outdoor manages the maintenance of all the bus shelters including those not owned by CBS. They contract with the ARC an organization that employs adults with mental disabilities to do the labor. The contract has been a success and has one more option year. The Committee supported staff's recommendation to extend the contract. No Board action is necessary for routine contract extensions.

**5. Lamorinda Service Plan Recommendation to Award:** Ms Muzzini explained that she had received three proposals for the Lamorinda Service Planning work and that a technical committee of the LPMC had met to discuss them. The committee unanimously favored the Nelson Nygaard proposal as it was the most responsive and had the most experienced team for the job. There was discussion about the timeline for execution and completion of the project. The Committee supported the staff recommendation. No Board action is required for contracts less than \$100,000.

**6. Marketing Reports:** The website user report and the community events reports were presented.

**7. Next Scheduled Meeting** –The next meeting was scheduled for September 4th at 8:30am.

**8. Adjournment** – The meeting was adjourned at 9:02 a.m.

Minutes prepared and submitted by: Anne Muzzini, Director of Planning & Marketing