



*Administration and Projects Committee Special Meeting **MINUTES***

MEETING DATE: June 19, 2013

MEMBERS PRESENT: Robert Taylor (Chair), Julie Pierce, Tom Butt, Newell Arnerich, Mike Metcalf

STAFF PRESENT: Randell Iwasaki, Randy Carlton, Susan Miller

MINUTES PREPARED BY: Mari Shine

A. CONVENE MEETING: Chair Taylor convened the meeting at 5:10 pm.

B. PUBLIC COMMENT: None

REGULAR AGENDA ITEMS:

- 1.0 FY 2013-14 Proposed Budget for the Contra Costa Transportation Authority and Congestion Management Agency.** The FY 2013-14 Proposed Budget is being submitted to the APC for recommendation to be adopted by the Authority in conjunction with a noticed public hearing on June 19, 2013. The Proposed Budget calls for funding appropriations totaling \$293.3 million for projects, congestion management, planning, programs, administration and debt service necessary for Authority operations, capital improvements and programmed activities planned from July 1, 2013 through June 30, 2014. Staff Contact: Randall Carlton

ACTION: The Committee approved this item 5-0, moved by Commissioner Pierce and seconded by Commissioner Metcalf.

DISCUSSION: None

- 2.0 Management Partners Agreement Amendment.** The Authority entered into Contract 375 with Management Partners to provide recruitment services related to hiring a Director of External Affairs (formerly Government and Community Relations Director). Due to the larger than anticipated interest in the position,

additional hours are required by Management Partners to screen the applicants. Staff is recommending approval of Amendment No. 1 to Contract 375 increasing the contract value from \$9,750 to \$12,750 (a \$3,000 increase) to accommodate the additional consulting hours required. Staff Contact: Randall Carlton

ACTION: The Committee approved this item 5-0, moved by Commissioner Pierce and seconded by Commissioner Metcalf.

DISCUSSION: None

- 3.0 Rejection of Claim Submitted by Moraga Orinda Fire District.** On June 3, 2013 the Authority received a claim from the Moraga Orinda Fire District (MOFD) for damages arising out of a traffic accident located on Highway 24 on December 2, 2012. The dollar amount of the claim is stated at \$1 million or more. The location of the incident was not owned, controlled or operated by the Authority. Staff recommends rejecting the claim and authorizing the Executive Director to notify the claimant accordingly. **Resolution 13-31-A.** Staff Contact: Randall Carlton

ACTION: The Committee approved this item 5-0, moved by Commissioner Pierce and seconded by Commissioner Metcalf.

DISCUSSION:

Commissioner Metcalf verified that there was no conflict of interest in terms of his position with the Town of Moraga.

C. CLOSED SESSION

- 1. Public Employee Performance Evaluation pursuant to Government Code §54957.**
Title: Executive Director.
- 2. Conference with Labor Negotiator Pursuant to Government Code § 54957.6.**
Agency designated representatives: APC Chair Robert Taylor.
- 3. Conference with Legal Counsel - Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(1 case)

D. RECONVENE IN OPEN SESSION – Report on Action Taken in Closed Session

The meeting was reconvened in open session. There was no action taken during Closed Session to report.

- E. ADJOURNMENT TO NEXT MEETING.** The next regular meeting is proposed for Wednesday, July 3, 2013 at 8:00 a.m. (*Note special meeting day and time*)

The meeting was adjourned at 6:00 p.m. to the next regular meeting scheduled for Wednesday, July 3rd at 8:00 a.m.

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