

**MINUTES
SPECIAL MEETING OF THE
DISTRICT PARCEL TAX FISCAL OVERSIGHT COMMITTEE**

Alameda-Contra Costa Transit District

10th Floor Conference Room
1600 Franklin Street
Oakland, CA 94612

**Tuesday, December 6, 2011
2:00 p.m.**

Teleconference:

Member Carolyn DeRoo
Embarcadero Bart Station
298 Market Street
San Francisco, CA 94111

Committee Members:

Janet Abelson
Eloise Bodine
Carolyn DeRoo
Henry Gardner
Maria Viramontes
Beverly Johnson

District Staff:

Lewis Clinton, Chief Financial Officer
Carol Babington, Interim General Counsel
Linda Nemeroff, District Secretary

Prior to the start of the meeting, the District Secretary confirmed that all the requirements of the Ralph M. Brown Act had been met in order for Committee Member Carolyn DeRoo to participate in the meeting and advised that all votes must be taken by roll call vote.

The District Parcel Tax Fiscal Oversight Committee held a special meeting on Tuesday, December 6, 2011. The meeting was called to order at 2:15 p.m. by Committee Member Eloise Bodine.

1. ROLL CALL

Upon call of the roll, the following Committee Members responded with their names: Janet Abelson, Eloise Bodine, Carolyn DeRoo, Maria Viramontes, Beverly Johnson – 5

Members Absent: Henry Gardner – 1

2. SELECTION OF CHAIRPERSON

The Chair shall serve at the pleasure of the Committee and shall be selected from the majority of the Committee members present.

MOTION: JOHNSON/VIRAMONTES that Eloise Bodine continue serving as Chair of the Committee (5-0-0-1).

Ayes: Members Johnson, Viramontes, Abelson, DeRoo, Bodine – 5
Noes: None - 0
Abstain: None - 0
Absent: Member Gardner – 1

3. PUBLIC COMMENT for items not on the agenda

There was no public comment offered.

4. DISCUSSION/ACTION ITEMS:

- A. Consider receiving the minutes of the District Parcel Tax Oversight Committee meeting of December 2, 2010.

MOTION: ABELSON/VIRAMONTES to receive the minutes as presented (5-0-0-1).

Ayes: Members Abelson, Viramontes, DeRoo, Johnson, Chair Bodine – 5
Noes: None - 0
Abstain: None - 0
Absent: Member Gardner – 1

- B. Consider review and approval of the Measure V V Financial Statement and the adoption of **Resolution No. 11-1** determining that the Measure V V funds collected during the 2010-11 fiscal year have been appropriated and expended in Special Transit Service District One for operation and maintenance activities (CFO Memo No. 11-01).

Chief Financial Officer Lewis Clinton presented the staff report and addressed questions from the committee.

The Committee requested that future reports include a signed copy of the audit and that the name of the firm performing the audit appear on the document. It was further noted for the record that Maze & Associates had performed the audit of the FY 2010-11 Measure V V funds.

Discussion ensued regarding funding for Special Transit Service Districts One and Two, including the list of expenses provided in the report and the appearance of a service increase in Special District Two. In addition, the Committee expressed a desire to review the allocation methodology for both Districts in order to have a better understanding of how Measure V V funds factor into service and operations in District One.

In addition, the Committee expressed a desire to have more information in front of it pertaining to other revenues received by the two Districts as well as the audited financial statements for the entire District and the ballot language pertaining to the role of the Committee. Member Abelson suggested that in addition to expenses, the 2012 report should include a table outlining the revenue sources for both Districts.

Member DeRoo expressed concern with the notion of certifying that the Measure V V funds were applied for the purposes intended without looking at the bigger budgetary picture. She added that future meetings needed to allow more time for a broader discussion in this regard.

The Committee requested that the following information be provided after the meeting:

- AC Transit Audited Financial Statements for the FY Ended June 30, 2011;
- AC Transit FY 2011-12 and 2012-13 Biennial Operating and Capital Budget;
- Resolution placing Measure V V on the ballot (Resolution No. 08-044); and
- Resolution appointing the membership of the Committee (Resolution No. 08-064).

[The items were forwarded by email to the Committee Members immediately following the meeting by the District Secretary. Staff is to provide at all subsequent meetings copies of the annual District audit, ballot measure language and the resolution establishing the Committee and appointing its membership.]

MOTION: VIRAMONTES/ABELSON to approve of the Measure V V Financial Statement and the adoption of **Resolution No. 11-1** determining that the Measure V V funds collected during the 2010-11 fiscal year have been appropriated and expended in Special Transit Service District One for operation and maintenance activities (5-1-0-0).

Ayes: Members Viramontes, Abelson, DeRoo, Johnson, Chair Bodine – 5
Noes: None – 0
Abstain: None – 0
Absent: Member Gardner – 1

5. COMMITTEE/STAFF COMMENTS

Member DeRoo officially announced her resignation from the Committee due to the time commitment associated with understanding the financial reports. She suggested that time be set aside at future meetings to provide the Committee with an overview of the audit and how it works and applies to Measure V V; noting that it would be beneficial to new members.

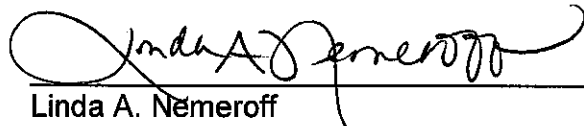
Chair Bodine thanked Member DeRoo for her service on the Committee. She further inquired about the process to appoint additional members when vacancies occur and whether the Committee had any administrative procedures, and if so, requested that a copy be distributed to the members. The District Secretary reported that the Board of Directors would receive an update in January on the status of the Committee and discuss the recruitment of new committee members. She further reported that the resolution appointing the membership of the Committee did provide some guidance as to administrative procedures and that she would forward a copy to the Committee for review.

Member Viramontes apologized for not being able to attend past meetings.

6. ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 3:26 p.m. The next meeting of the District Parcel Tax Fiscal Oversight Committee is scheduled for December 2012.

Respectfully submitted,



Linda A. Nemeroff
District Secretary

