



Citizens Watchdog Committee Meeting Agenda

Monday, January 14, 2013, 5:30 to 8:30 p.m.
1333 Broadway, Suite 300, Oakland, CA 94612

****NOTE: EARLIER TIME FOR AUDIT AND COMPLIANCE REVIEW****

5:30 to 5:45 p.m. – CWC Compliance Orientation

5:45 to 6:30 p.m. – Audit and Compliance Report Review

6:30 to 8:30 p.m. – Regular CWC Meeting

Meeting Outcomes:

- Receive an orientation on the CWC members' role in the audit and compliance report review process and review a sample audit and compliance report
- Review the fiscal year 2011-2012 audits and compliance reports
- Receive an update on projects and programs
- Review of Alameda CTC Annual Financial Report, June 30, 2012
- Review the CWC Annual Report Cost Benefit Analysis
- Receive an update on the One Bay Area Grant Program

5:30 – 6:30 p.m.	1. Audit and Compliance Report Review	I
	<u>01 Presentation Compliance Report Review Process.pdf</u> – Page 1	
	<u>01A Memo and Attachments of Compliance Report Review Process.pdf</u> – Page 9	
	<u>01A1 Sample Audit-Compliance Report.pdf</u> – Handout at meeting	
	<u>01A2 Compliance-Audit Intake Sheet.pdf</u> – Handout at meeting	
6:30 – 6:35 p.m.	2. Welcome and Introductions	
6:35 – 6:40 p.m.	3. Public Comment	I
6:40 – 6:45 p.m.	4. Approval of November 19, 2012 Minutes	A
	<u>04 CWC Meeting Minutes 111912.pdf</u> – Page 25	
6:45 – 7:45 p.m.	5. Update on Projects and Programs	I
	<u>05 Presentation Capital Projects.pdf</u> – Presented at the meeting	
	<u>05A Presentation Pass-through Funds and Grant Programs.pdf</u> – Page 43	
	<u>05A1 Memo and Attachments Pass-through Funds and Grant Programs.pdf</u> – Page 51	

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| 7:45 – 8:00 p.m. | 6. Alameda CTC Audited Annual Financial Report, June 30, 2012
06 Presentation Annual Financial Report 063012.pdf – Page 71
06A AlamedaCTC Annual Financial Report 063012.pdf – Page 79
06A1 Joint Commission and CWC Audit Committee Meeting Minutes.pdf – Page 153 | |
| 8:00 – 8:05 p.m. | 7. CWC Member Reports/Issues Identification A
07 CWC Issues Identification Process and Form.pdf – Page 157 | A |
| 8:05 – 8:20 p.m. | 8. Staff Responses to CWC Requests for Information
08A Memo Response to Submitted Issues Form.pdf –
Page 161
08A1 Issues Form Submitted for CWC Review.pdf – Page 163
08A2 Memo and CWC Annual Report Cost Benefit Analysis.pdf – Page 165
08A3 Memo Funding for TEP Ballot Costs.pdf – Page 175 | |
| 8:20 – 8:30 p.m. | 9. Staff Reports/Board Actions
A. General Items
09A Alameda CTC Action Items.pdf – Page 187
09A1 CWC Calendar FY12-13.pdf – Page 193
09A2 CWC Roster.pdf – Page 195 | |
| 8:30 p.m. | 10. Adjournment | |

Key: A – Action Item; I – Information/Discussion Item; full packet available at www.alamedactc.org

Next Meeting:

Date: March 11, 2013

Time: 6:30 to 8:30 p.m.

Location: Alameda CTC Offices, 1333 Broadway, Suite 300, Oakland, CA 94612

Staff Liaisons

Tess Lengyel, Deputy Director of Policy, Public Affairs and Legislation, (510) 208-7428, tlengyel@alamedactc.org

Patricia Reavey, Director of Finance, (510) 208-7422, preavey@alamedactc.org

Angie Ayers, Public Meeting Coordinator, (510) 208-7450, aayers@alamedactc.org

Location Information: Alameda CTC is located in Downtown Oakland at the intersection of 14th Street and Broadway. The office is just a few steps away from the City Center/12th Street BART station. Bicycle parking is available inside the building, and in electronic lockers at 14th and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org). There is garage parking for autos and bicycles in the City Center Garage (enter on 14th Street between Broadway and Clay). Visit the Alameda CTC website for more information on how to get to the Alameda CTC: <http://www.alamedactc.com/directions.html>.

Public Comment: Members of the public may address the committee regarding any item, including an item not on the agenda. All items on the agenda are subject to action and/or change by the committee. The chair may change the order of items.

Accommodations/Accessibility: Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call (510) 893-3347 (Voice) or (510) 834-6754 (TTD) five days in advance to request a sign-language interpreter.