



# Agenda

## INTERNAL OPERATIONS COMMITTEE

December 14, 2015

2:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the November 9, 2015 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER approving nomination to re-appoint Nolan Armstrong to the Member of the Bar seat on the Law Library Board of Trustees to a new one-year term expiring December 31, 2016. *(Julie DiMaggio Enea, IOC Staff)*
5. INTERVIEW candidates for the Environmental Organization, At Large 1 and At Large 2 seats on the Integrated Pest Management Advisory Committee and DETERMINE recommendations for Board of Supervisors consideration. *(Michael Kent/Tanya Drlik, Environmental Health)*
6. INTERVIEW candidates for the At Large #1 and #2 seats on the Fish and Wildlife Committee and DETERMINE recommendations for Board of Supervisors consideration. *(Maureen Parkes, Conservation and Development Department)*
7. REVIEW the Committee's work for 2015 and identify issues to be referred to the 2016 Internal Operations Committee. *(Julie DiMaggio Enea, IOC Staff)*
8. No additional meetings are scheduled for the 2015 Internal Operations Committee.
9. Adjourn

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*The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 12/14/2015

**Subject:** RECORD OF ACTION FOR THE NOVEMBER 9, 2015 IOC MEETING

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** RECORD OF ACTION

**Presenter:** Julie DiMaggio Enea, IOC  
Staff

**Contact:** Julie DiMaggio Enea (925)  
335-1077

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#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action for the November 9, 2015 IOC meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the November 9, 2015 IOC meeting.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

DRAFT IOC Record of Action for 11-9-15

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# Agenda

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
November 9, 2015

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

**Agenda Items:**

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Karen Mitchoff, Chair  
John Gioia, Vice Chair  
Staff Present: Julie DiMaggio Enea, Staff

1. Introductions

*Chair Mitchoff convened the meeting at 2:35 p.m.*

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

*No members of the public were in attendance.*

3. RECEIVE and APPROVE the Record of Action for the October 12, 2015 IOC meeting.

*The Committee approved the Record of Action of the October 13, 2015 meeting as presented.*

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

- 4. 1. REVIEW remaining unincorporated areas/islands to ascertain the need for a general County policy on the sharing of costs for annexation feasibility studies with requesting agencies.
- 2. If a policy is needed:
  - a. IDENTIFY the goal(s) of the policy.
  - b. CONSIDER what principles and criteria should guide the decision to share costs for annexation studies.
  - c. CONSIDER what policies should apply to the source of funding for the County's share of annexation study costs.
  - d. PROVIDE direction to staff on the preparation of a policy for consideration at a future Committee or Board of Supervisors meeting.

***The Committee reviewed the staff report and decided that a policy on cost sharing of annexation studies is unnecessary and that cost sharing proposals can be considered by the Board of Supervisors based on the unique circumstances of each proposal.***

AYE: Chair Karen Mitchoff, Vice Chair John Gioia  
Passed

5. The next meeting is currently scheduled for December 14, 2015.
6. Adjourn

***Chair Mitchoff adjourned the meeting at 2:50 p.m.***

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

DRAFT

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 12/14/2015

**Subject:** NOMINATION FOR APPOINTMENT TO THE LAW LIBRARY BOARD OF TRUSTEES

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** IOC 15/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Julie DiMaggio Enea, IOC Staff    **Contact:** Carey Rowan (925) 646-2783

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#### **Referral History:**

In June, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

#### **Referral Update:**

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

The IO Committee is asked to consider re-appointing Nolan Armstrong to the Member of the Bar seat to a new one-year term expiring December 31, 2016. The Law Librarian recruited for the seat and received interest only from Mr. Armstrong, who wishes to be reappointed.

#### **Recommendation(s)/Next Step(s):**

APPROVE nomination to re-appoint Nolan Armstrong to the Member of the Bar seat on the Law Library Board of Trustees to a new one-year term expiring December 31, 2016.

**Fiscal Impact (if any):**

None.

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**Attachments**

Candidate Letter Nolan Armstrong Law Library

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McNAMARA, NEY, BEATTY, SLATTERY, BORGES & AMBACHER LLP

ATTORNEYS AT LAW

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ROBERT M. SLATTERY  
GUY D. BORGES  
MARTIN J. AMBACHER  
R. DEWEY WHEELER  
PETER J. HIRSIG  
WILMA J. GRAY  
JAMES V. FITZGERALD III  
ROBERT W. HODGES  
PAUL B. WALSH  
ANN H. LARSON

RICARDO A. MARTINEZ  
DENISE BILLUPS-SLOANE  
JAMES E. ALLEN  
DENISE J. SERRA  
NOAH G. BLECHMAN  
MICHAEL P. CLARK  
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DOUGLAS C. McCLURE  
THOMAS E. PFALZER

MICHAEL J. NEY  
(Private Mediator)

DANIEL J. McNAMARA  
(1923 - 2011)

RICHARD E. DODGE  
(1941 - 2000)

OF COUNSEL  
ROBERT W. LAMSON  
LISA R. ROBERTS

October 14, 2015

Nolan S. Armstrong

Board of Supervisors  
Office of the Clerk of the Board  
651 Pine Street  
Martinez, CA 94553

Re: Contra Costa County Public Law Library Board of Directors

Dear Members of the Board of Supervisors:

This letter serves as my request for reappointment to serve on the Contra Costa County Public Law Library Board of Directors. I was appointed to the Board last March and, having very much enjoyed the opportunity of serving thus far, wish to continue service for the 2016 calendar year.

I was born and raised in Contra Costa County and currently reside in Walnut Creek. Since 2005, I have been employed as an attorney in the Walnut Creek office of McNamara, Ney, Beatty, Slattery, Borges & Ambacher LLP. Enclosed please find a copy of my current curriculum vitae.

As a practitioner in Contra Costa County for more than 9 years, I have a strong interest in the law library. While there has obviously been a shift towards electronic legal research over the past decade, law libraries remain a critical source of legal information for many practitioners, judges, and members of the public given the significant costs associated with services such as Westlaw or LexisNexis. I look forward to the opportunity of working to preserve the vital resources provided by the Contra Costa County Law Library.

Thank you for your time and consideration of my application. If you have any questions, please do not hesitate to call.

Very truly yours,

Nolan S. Armstrong

NSA:cn

**EDUCATION**

**THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL, WASHINGTON, D.C.**

Juris Doctorate, *with honors*, May 2005

- Thurgood Marshall Scholar 2004-2005 (top 16%-35% of class)

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA, SANTA BARBARA, CA**

Bachelor of Arts, Political Science, Minor in History, May 2001

- Dean's Honor List 2000-2001 (quarterly G.P.A. of 3.75 or higher)

**WORK EXPERIENCE**

**MCNAMARA, NEY, BEATTY, SLATTERY, BORGES & AMBACHER, LLP**

Walnut Creek, CA

*Associate Attorney*, November 2005 – December 2011; *Partner*, January 2012 – present

- Gained substantive experience in all types of civil matters, with specialization in personal injury and property damage defense, real estate litigation, professional negligence, and defense of public entities in personal injury, dangerous condition of public property, and inverse condemnation claims
- Second chair for two jury trials: *Johnson v. Pikkarainen*, tried to verdict in Marin County Superior Court in June 2014; *Tuttle v. Dal-Tile, Inc.*, tried to verdict in Sonoma County in November/December 2014
- Sole defense attorney for multiple arbitrations throughout Northern California
- Personally taken over 500 depositions of plaintiffs as well as percipient and expert witnesses
- Argued discovery motions and appeared at pre-trial conferences in California Superior Court and United States District Court

**R. JACK CLAPP & ASSOCIATES**

Washington, D.C.

*Law Clerk*, November 2004 – April 2005

- Investigated facts and conducted legal research to evaluate liability in aviation accidents
- Prepared discovery motions and petitions for documents under the Freedom of Information Act

**AMERICAN BAR ASSOCIATION, DEATH PENALTY REPRESENTATION PROJECT**

Washington, D.C.

*Intern*, January – April 2004

- Gathered and analyzed statistical data regarding death penalty convictions, for inclusion in *amicus* briefs filed in Federal Circuit Courts of Appeals and the United States Supreme Court

**BAR ADMISSIONS**

- Admitted to practice in California, 2005
- United States District Court for the Northern District of California, 2005

**PROFESSIONAL MEMBERSHIPS/DISTINCTIONS**

- Association of Defense Counsel of Northern California and Nevada (Member of Board of Directors, December 2014 to present)
- Contra Costa County Bar Association
- Contra Costa Law Library Board of Trustees, March 2015 to present
- Super Lawyers – Young Rising Star, 2012 – 2014.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 12/14/2015

**Subject:** CANDIDATE INTERVIEWS: INTEGRATED PEST MANAGEMENT  
ADVISORY COMMITTEE

**Submitted For:** William Walker, M.D., Health Services Director

**Department:** Health Services

**Referral No.:** IOC 14/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Michael Kent, Hazardous Materials  
Ombudsman

**Contact:** Tanya Drlik  
925.335.3214

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### **Referral History:**

In June 2014, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

### **Referral Update:**

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one Public and Environmental Health Advisory Board representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat. Terms of office for the At Large and Alternate seats reviewed by the Internal Operations Committee have recently been extended from two to four years at the direction of the IOC.

The Environmental Organization, and At Large 1-3 seats will become vacant on December 31,



2015. Attached is a letter from the IPM Committee transmitting the three applications received from the recruitment for the four vacancies, and describing the recruitment process, and the current Committee roster.

**Recommendation(s)/Next Step(s):**

INTERVIEW the following candidates for membership on the Integrated Pest Management Advisory Committee and DETERMINE recommendations for Board of Supervisors consideration:

Candidate	Seat	Term
Jim Cartan (Walnut Creek)*	Environmental Organization	1/1/16-12/31/18
James Donnelly (Danville)	At Large 1	1/1/16-12/31/19
Andrew Sutherland (Martinez)	At Large 2	1/1/16-12/31/19

*\*Note that Mr. Cartan disclosed a financial relationship with the County in question 9 on the application.*

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

IPM Transmittal Letter 11/24/15

Candidate Application IPM Jim Cartan

Candidate Resume IPM Cartan

Candidate Recommendation Ltr IPM Cartan

Candidate Application IPM James Donnelly

Candidate Application IPM Andrew Sutherland

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## Memorandum

**To:** Internal Operations Committee  
Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

**From:** The IPM Advisory Committee  
Cece Sellgren, Chair  
Tanya Drlik, Staff

**Date:** November 24, 2015

**Subject:** Public Member Appointments to the IPM Advisory Committee

### Background:

On November 10, 2009, the Board of Supervisors approved the bylaws for the Committee.

#### *Purpose of the Committee (from the Committee's Bylaws)*

- A. *Protect and enhance public health, County resources, and the environment;*
- B. *Minimize risks and maximize benefits to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors;*
- C. *Promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy;*
- D. *Serve as a resource to help Department Heads and the Board of Supervisors review and improve existing pest management programs and the processes for making pest management decisions;*
- E. *Make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions; and*
- F. *Provide a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.*

#### *Purview of the Committee*

The Committee is concerned with the operation of County Departments and not with the actions of other public agencies, private individuals, business, or industry.

### Current Members of the IPM Advisory Committee

Currently the Committee has a total of 13 seats consisting of voting and non-voting members.

The 8 voting members include

- One representative from Contra Costa Health Services
- One representative from the County Storm Water Program
- One representative from the County Public and Environmental Health Advisory Board
- One representative from the County Fish and Wildlife Committee
- One representative from an environmental organization
- Three at-large members of the public.

The 4 non-voting members include

- A representative from the Agriculture Department
- Two representatives from the Public Works Department (Facilities Division and Maintenance Division)
- One representative from the County's pest management contractor



**Public Member Alternate**

The Committee also has one public member alternate who only votes if one or more of the three at-large public members is absent from a meeting.

Please see Attachment A for the list of current Committee members.

**Number of Vacancies on the Committee:** Five (5) Total—Three (3) Public At-Large Member seats, one (1) Public Member Alternate seat, and one (1) Environmental Organization seat. Note that the current Environmental Organization member resigned this year, and her seat was declared vacant by the Board of Supervisors.

**Recruiting for the Public Member seats**

From September 28 through November 9, 2015, the IPM Coordinator, with the help of the Supervisors’ offices, widely publicized the Committee’s vacancies. A notice of the vacancies along with the application form was emailed to 36 organizations, list serves and email contacts, reaching 100s of potential applicants. The notice was sent to the County Library Administration for posting in each library. The notice was also sent to the office of each County Supervisor and to the extensive email list of the IPM Advisory Committee. The notice was posted on the County’s Advisory Body website and appeared in Supervisor Andersen’s newsletter.

**Number of Applications Received:** Three (3) applications were received for the seats and are attached to this memo. There is one application for the Environmental Organization seat and two for the public at-large seats.

**Terms:** The Committee is in the process of converting to staggered four-year terms, and the chart below details the process. Since the Environmental Organization member did not complete her term (to December 2016), we recommend that the new Environmental Organization member have a one-time three-year term from 2016 through 2018.

	<u>Current Term Expiration Date</u>	<u>Phase-in of Four-Year Terms</u>	<u>Subsequent 4-Year Terms</u>
At-Large 1	December 31, 2015	12/31/15 – 12/31/19	12/31/19 – 12/31/23
At-Large 2	December 31, 2015	12/31/15 – 12/31/19	12/31/19 – 12/31/23
At-Large 3	December 31, 2015	12/31/15 – 12/ 31/18 (one-time three-year term)	12/31/18 – 12/31/22
At-Large Alternate	December 31, 2015	12/31/15 – 12/ 31/18 (one-time three-year term)	12/31/18 – 12/31/22
Environmental Org.	December 31, 2016 (Member resigned mid-term)	12/31/15 – 12/31/18 (one-time three-year term)	12/31/18 – 12/31/22
PEHAB (Public and Environmental Health Advisory Board)	December 31, 2015	12/31/15 – 12/31/19	12/31/19 – 12/31/23
Fish and Wildlife	December 31, 2015	12/31/15 – 12/31/19	12/31/19 – 12/31/23

**Designation of At-Large seats 1, 2, and 3:** The applicants selected for these seats should be designated either 1, 2, or 3 in order to identify their terms.

**Attachment A**

**INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE ROSTER  
(As of January 1, 2015)**

Seat Title	Appointee Name	Work Address or Affiliation	City of Residence	Term Expiration	Voting?
Agriculture Commissioner	Chad Godoy	2366 Stanwell Circle, Concord, CA 94520		None	NO
General Services Deputy Director or Designee	Jerry Casey	2467 Waterbird Way Martinez, CA 94553		None	NO
Public Works Deputy Director or Designee	Allison Knapp	255 Glacier Dr., Martinez, CA 94553		None	NO
County Pest Management Contractor	Carlos Agurto	Pestec IPM Provider, 1804 Sanger Peak Ct., Antioch, CA 94531	Antioch	December 31, 2015	NO
Health Services Department Representative	Michael Kent	597 Center, Ste 100, Martinez, CA 94553		None	YES
County/Unincorporated County Storm Water Program Representative	Cece Sellgren	255 Glacier Dr. Martinez, CA 94553		None	YES
Public and Environmental Health Advisory Board Representative	Marjorie Leeds	Shell Plant Manager, retired	Martinez	December 31, 2015	YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	301 W Prospect Ave, Danville 94526	Pleasant Hill	December 31, 2015	YES
Public Member – Type 2 At Large	Doug Freier	EBMUD, retired	Concord	December 31, 2015	YES
Public Member – Type 2 At Large	Terry Davis	Sales Manager, Univar	Antioch	December 31, 2015	YES
Public Member – Type 2 At Large	Patti TenBrook	USEPA, Region 9, Office of Pesticide Programs	Concord	December 31, 2015	YES
Environmental Organization – Type 3 At Large Seat	Sonce Devries	Island Watch Conservation Science	Lafayette	December 31, 2016	YES
Public Member Alternate	Cheng Liao	DTSC, retired	Moraga	December 31, 2015	Only if a public at-large member/ PEHAB rep/F&W rep is absent



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

IPM Advisory Committee

Environmental Organization seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Cartan Jim Osborne  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Walnut Creek CA 94596  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Master of Science, Environmental Management

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco	Environmental Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		8	MS	June, 2013
B) University of California, Santa Cruz	Environmental Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		16	BA	June, 2009
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: California Department of Pesticide Regulation	Course Studied Qualified Applicator License course and test	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">10/1/2013</div> <div style="border: 1px solid black; padding: 2px;">Current</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">2 yrs</div> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 2px;">40+</span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Land Conservation Associate</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">                 Save Mount Diablo                  1901 Olympic Boulevard Suite 320                  Walnut Creek, CA 94596             </div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Drafted Standard Operating Procedure for herbicide application on Save Mount Diablo properties</li> <li>- Lead monthly Integrated Pest Management (IPM) workdays</li> <li>- Hold herbicide application trainings for volunteers</li> <li>- Maintain Qualified Applicator Licence through CA DPR</li> </ul> </div>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">03/2012</div> <div style="border: 1px solid black; padding: 2px;">09/2013</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">1 yr</div> <div style="border: 1px solid black; padding: 2px;">7 months</div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 2px;">40</span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Biological Science Technician</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">                 National Park Service                  Golden Gate National Recreation Area                  Fort Cronkhite, Sausalito, CA 94965             </div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Obtained Qualified Applicator License through CA DPR</li> <li>- Applied herbicide to invasive vegetation throughout park</li> <li>- Performed mechanical invasives treatment</li> <li>- Managed multiple restoration sites within park</li> <li>- Aided scientific research within restoration sites</li> </ul> </div>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">01/2010</div> <div style="border: 1px solid black; padding: 2px;">11/2010</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">11 months</div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 2px;">40</span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Habitat Restoration Team Intern</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">                 National Park Service                  Golden Gate National Recreation Area                  Fort Cronkhite, Sausalito, CA 94965             </div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Mechanically removed invasive species throughout the park</li> <li>- Planted native species in multiple restoration sites</li> <li>- Handled gas powered tools</li> </ul> </div>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> </div> <p>Hrs. per week <span style="border: 1px solid black; width: 50px; height: 20px;"></span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; height: 20px;"></div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; height: 50px;"></div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; height: 150px;"></div>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

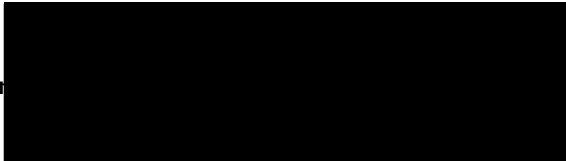
If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date:

10/14/15

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



# Jim Cartan



## Professional Experience

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### **Save Mount Diablo:** Walnut Creek, CA

*Land Conservation Associate*

October 2013 – Present

- Oversee management of 20 properties.
- Perform property monitoring and data collection.
- Plan, coordinate, and execute workdays across multiple volunteer pools including the Diablo Restoration Team, Stewardship Team, and Integrated Pest Management Team.
- Coordinate, plan, and execute Hike and Thrive program.
- Coordinate the Mary Bowerman Science and Research Program.
- Supervise seasonal interns.
- Maintain Microsoft Excel databases, and perform various data entry and reporting tasks.
- Communicate Stewardship accomplishments with monthly newsletters and contribute articles to biannual “Diablo Watch” publication.

### **National Park Service:** Golden Gate National Recreation Area, Sausalito, CA

*Biological Science Technician, Habitat Restoration Team, Natural Resources Division*

March 2012 – September 2013

- Identify and remove invasive species within park boundaries.
- Plan and lead invasive plant patrols and native species planting efforts.
- Supervise interns and volunteer groups during field work.
- Perform monitoring and data collection tasks in restoration sites.
- Work with power tools and chemical application equipment.
- Contribute to the GGNRA vegetation stewardship work plan.
- Document weed control efforts using GPS, ArcMap, and Google Earth applications.
- Maintain Microsoft Access and Excel databases, and perform various data entry and reporting tasks.
- Perform nursery and plant propagation tasks.

### **Every Dog Has Its Day Care:** Emeryville, CA

*Dog handler*

December 2010 - February 2012

- Front desk reception and client interface.
- Delivered and picked up dogs from clients’ residences.

**National Park Service:** Golden Gate National Recreation Area, Sausalito, CA

*Habitat Restoration Team Intern, Natural Resources Division*

January 2010 - November 2010

- Identified and mapped priority invasive species within park boundaries using GPS and ArcGIS software.
- Lead volunteer-based workdays at multiple restoration sites.
- Handled gas powered equipment.
- Trained others in GIS/GPS mapping protocols in both field and office environments.

**UC Santa Cruz:** Family Student Housing, Santa Cruz, CA

*Repair and Maintenance Intern*

June 2009 - August 2009

- Performed plumbing, electrical, and flooring repair in individual apartments.
- Performed weekly trash and recyclables pick up from on-site receptacles.
- Spackled and painted individual apartments.

## **Volunteer Experience**

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**Alemanya Farm:** San Francisco, CA

*Volunteer Steward, Alemany Natives Garden*

February 2012 - Present

- Plan and lead a monthly volunteer workday.
- Supervise volunteer groups during fieldwork.
- Perform invasive species removal, sheet mulching, and native seed collection during the summer months.
- Perform native species planting in the winter months.
- Communicate accomplishments with quarterly update.
- Contribute to the food-production side of the farm whenever possible.

**National Park Service:** Golden Gate National Recreation Area, Sausalito, CA

*Habitat Restoration Team Volunteer*

October 2010 - February 2012

- Identified invasive species.
- Performed invasive plant removal and native species planting.

## **Education**

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**University of San Francisco (USF):** San Francisco, CA

*M.S. Environmental Management*

June 2013

**University of California, Santa Cruz (UCSC):** Santa Cruz, CA

*B.A. Environmental Studies, Minor in Sociology*

June 2009

## **Specialized Skills and Knowledge**

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- Extensive fieldwork in natural and urban environments, including plant identification, restoration, horticulture, and surveying and monitoring.
- Substantial knowledge of plant and restoration ecology principles, with specific focus in northern coastal scrub and rangeland ecosystems.
- Qualified Herbicide Applicator, CA Department of Pesticide Regulation #129770.
- Skilled in the use of spatial analysis tools (GPS, GIS, ArcGIS, ArcPad), for georeferencing and mapping applications.
- Experienced with data base creation and management.
- Extensive online article database research and reporting skills (Web of Science, JSTOR, Fusion, etc.)
- Experienced with Microsoft Office suite (Word, Excel, Access, Power Point, and Publisher).
- Excellent written and verbal communication skills.



October 14, 2015

Contra Costa Board of Supervisors  
County Administration Building  
651 Pine St. Room 107  
Martinez, CA 94553

To whom it may concern,

Save Mount Diablo fully supports Jim Cartan's application for the Environmental Organization seat on Contra Costa County's Integrated Pest Management (IPM) Advisory Committee. As a 501(c)(3) non-profit awaiting Land Trust Alliance accreditation, we recognize the value of a thorough and collaborative approach to land management.

In the two years he has worked for the organization, Jim has demonstrated a strong grasp of mechanical and chemical invasive species control, and has applied his previous experience with The National Park Service to managing our protected lands. He took what was a loosely monitored practice and drafted a Standard Operating Procedure for herbicide application on our properties, consistent with County and State regulations. Over the past year he has initiated a monthly Integrated Pest Management workday with a dedicated body of volunteers, held multiple trainings for interested volunteers, tracked treatments on the properties, and has maintained his Qualified Applicator License issued from California's Department of Pesticide Regulation.

Jim would be a great addition to the County's IPM Advisory Committee. His passion for non-native and invasive vegetation management, his professional experience, and his knowledge of herbicide safety and application techniques make him an ideal candidate to represent Save Mount Diablo on the Environmental Organization seat. Jim is a dedicated member of the organization and I am confident that he will benefit the committee's mission of informing pest management in County facilities, in County landscaping, and along County roads and flood control channels.

Sincerely,

Meredith Hendricks  
*Land Programs Director*

Print Form



Contra Costa County

RECEIVED For Office Use Only Date Received: NOV 09 2015 CLERK BOARD OF SUPERVISORS CONTRA COSTA CO.

For Reviewers Use Only: Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO: Contra Costa County CLERK OF THE BOARD 651 Pine Street, Rm. 106 Martinez, California 94553-1292 PLEASE TYPE OR PRINT IN INK (Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Integrated Pest Mgt Advisory Committee Public Member PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: DONNELLY, JAMES ROBERT (Last Name) (First Name) (Middle Name)

2. Address: [Redacted] DANVILLE, CA 94526 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted] (Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma [X] G.E.D. Certificate [ ] California High School Proficiency Certificate [ ]

Give Highest Grade or Educational Level Achieved MASTER OF ARTS

Table with 6 columns: Names of colleges / universities attended, Course of Study / Major, Degree Awarded, Units Completed (Semester/Quarter), Degree Type, Date Degree Awarded. Rows include Long Beach City College (Engineering), California State University Long Beach (Chemistry), St. Marys College of California (Leadership), and Hazwoper & Refresheas.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year)	Title	Duties Performed
From <u>Oct 2006</u> To <u>Present</u> Total: Yrs. <u>9</u> Mos. <u>3</u> Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/>	Principal Employer's Name and Address J.R. Donnelly Consulting 373 Century Cir. Danville, CA 94524	<ul style="list-style-type: none"> <li>• ENVIRONMENTAL HEALTH SAFETY &amp; QUALITY CONSULTING FOR MINING/INDUSTRIAL PROJECTS</li> <li>• DEVELOP HSE PROGRAMS</li> <li>• CONDUCT AUDITS</li> <li>• ENVIRONMENTAL TRAINING</li> <li>• MSHA SURFACE MINER TRAINING</li> <li>• EXPERT WITNESS FOR DOJ</li> </ul>
B) Dates (Month, Day, Year) From <u>July 1989</u> To <u>Oct 2006</u> Total: Yrs. <u>17</u> Mos. <u>3</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/>	Title DIRECTOR HEALTH, SAFETY, ENVIRONMENTAL Employer's Name and Address AKER KVAERNER METALS 12,500 Alcosta Blvd, SAN RAMON, CA 94583	Duties Performed <ul style="list-style-type: none"> <li>• OVERSAW HSE &amp; Q ACTIVITIES FOR METALS PROJECTS WORLDWIDE</li> <li>• CONDUCTED HSE &amp; Q AUDITS</li> <li>• MANAGED MULTIPLE SITE REMEDIATION PROJECTS</li> </ul>
C) Dates (Month, Day, Year) From <u>Oct 1985</u> To <u>July 1989</u> Total: Yrs. <u>3</u> Mos. <u>10</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/>	Title PRODUCT MANAGER Employer's Name and Address JOY ENVIRONMENTAL EQUIPMENT COMPANY MONROVIA, CA	Duties Performed DEVELOPED AIR POLLUTION CONTROL SYSTEMS FOR BOILER and INCINERATION APPLICATIONS.
D) Dates (Month, Day, Year) From <u>MAY 80</u> To <u>OCT. 82</u> <u>JAN 84</u> To <u>OCT. 85</u> Total: Yrs. <u>4</u> Mos. <u>3</u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/>	Title MANAGER RESEARCH & DEVELOPMENT Employer's Name and Address NIRO ATOMIZER (GLAD SAXEVE) 305 SOEBORD, DENMARK	Duties Performed <ul style="list-style-type: none"> <li>• DEVELOPED AIR POLLUTION CONTROL SYSTEMS FOR POWER &amp; INDUSTRIAL BOILERS and MUNICIPAL AND HAZARDOUS WASTE INCINERATORS</li> <li>• DEVELOPED USES FOR END PRODUCTS FROM AIR POLLUTION SYSTEMS</li> </ul>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other **COLLEAGUE**

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name \_\_\_\_\_ Date Nov. 9, 2015

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

IPM Advisory Committee

Public Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Sutherland, Andrew Mason  
 (Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Martinez, CA 94553  
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
 (Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Ph.D.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Davis	Entomology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ph.D.	2009
B) UC Davis	Horticulture & Agronomy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.S.	2005
C) University of Florida	Environmental Horticulture	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.S.	2001
D) Other schools / training completed: Entomological Society of America	Course Studied Board Certified Entomologist	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			



6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From <u>          </u> To <u>          </u>            04/02/2012 present            Total: Yrs. <u>          </u> Mos. <u>          </u>            3 7            Hrs. per week <u>~40</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Urban IPM Advisor            Employer's Name and Address            University of California, Division of            Agriculture and Natural Resources;            2801 Second Street;            Davis, CA 95618-7779</p>	<p>Duties Performed            Education, outreach, and collaborative research surrounding management of key urban pests, in cooperation with UCCE Advisors, pest control operators, pest management professionals, public agencies, schools, parks, public housing, and regulatory agencies.</p>
<p>B) Dates (Month, Day, Year)            From <u>          </u> To <u>          </u>            07/01/2009 03/31/2012            Total: Yrs. <u>          </u> Mos. <u>          </u>            2 8            Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Postdoctoral Researcher            Employer's Name and Address            UC Davis Department of Plant            Pathology;            One Shields Avenue;            Davis, CA 95616</p>	<p>Duties Performed            Multiple project coordination for applied research laboratory, involving grant application, technical writing, personnel management, experimental design, purchasing, statistical analysis, data collection, extension of ideas to interest groups.</p>
<p>C) Dates (Month, Day, Year)            From <u>          </u> To <u>          </u>            09/15/2003 06/15/2009            Total: Yrs. <u>          </u> Mos. <u>          </u>            5 9            Hrs. per week <u>~30</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Graduate Student Researcher            Employer's Name and Address            UC Davis Department of Entomology;            One Shields Avenue;            Davis, CA 95616</p>	<p>Duties Performed            Experimental design and statistical analysis for pesticide efficacy trials, insectary and greenhouse operations, laboratory maintenance and technical assistance.</p>
<p>D) Dates (Month, Day, Year)            From <u>          </u> To <u>          </u>            04/01/2006 09/30/2006            Total: Yrs. <u>          </u> Mos. <u>          </u>            0 6            Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title            IPM Technician            Employer's Name and Address            UC Davis Arboretum;            1046 Garrod Drive;            Davis, CA 95616</p>	<p>Duties Performed            Scouting, pesticide decision and pesticide application as well as development of a biological program and release of biological control agents for propagation nursery with over 500 plant species during summer.</p>

7. How did you learn about this vacancy?

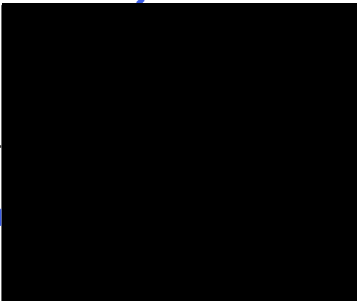
CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board,  Contra Costa County.

Sign Name: 

Date: 11/9/2015

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 12/14/2015  
**Subject:** FISH & WILDLIFE COMMITTEE RECRUITMENT  
**Submitted For:** John Kopchik, Interim Director, Conservation & Development Department  
**Department:** Conservation & Development  
**Referral No.:** IOC 14/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Maureen Parkes                      **Contact:** Maureen Parkes 925-674-7831

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#### **Referral History:**

In June 2014, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

#### **Referral Update:**

The Fish & Wildlife Committee was established by the Board in December 1994 to advise the Board on fish and wildlife issues, make recommendations for the expenditure of funds from the Fish and Wildlife Propagation Fund, and to address issues surrounding the enforcement of fish and game laws and regulations of the County. The Committee comprises ten members: one nominated by each County Supervisor, four At Large seats, and one At Large Alternate seat. Seat terms were recently extended from two to four years at the direction of the IOC. The IOC conducts interviews for the At Large and At Large Alternate seats.

On December 31, 2015, the terms for the At Large #1 and #2 seats will expire. The Conservation & Development Department recruited for applicants as described in the attached transmittal memo. Six applications, including two from the incumbents, were received.

#### **Recommendation(s)/Next Step(s):**

INTERVIEW the following candidates for the At Large #1 and #2 seats for three-year terms 1/1/16-12/31/18\* and DETERMINE recommendations for Board of Supervisors consideration:

- Elizabeth Brunckhorst, Concord
- Scott Cashen, Walnut Creek
- Rhonda Gehlke, incumbent, Oakley
- Scott Hanson, Martinez\*\*
- Shaun Horne, El Cerrito
- Jay Jahangiri, Martinez
- Kathleen Jennings, incumbent, Concord
- Caitlyn Obolsky, Hercules

\* *The seat terms will convert to four years terms beginning 1/1/19.*

\*\**Note that Mr. Hanson disclosed a financial relationship with the County.*

**Fiscal Impact (if any):**

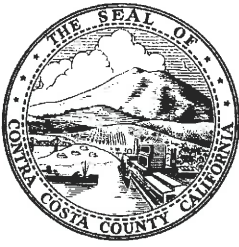
None.

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**Attachments**

Fish & Wildlife Transmittal and Applications

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CONTRA COSTA COUNTY  
**Department of Conservation and Development**  
30 Muir Road  
Martinez, CA 94553  
Telephone: 674-7203 Fax: 674-7250

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**TO:** Internal Operations Committee  
Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice-Chair

**FROM:** Maureen Parkes, Staff to the Fish and Wildlife Committee *Maureen Parkes*

**DATE:** November 24, 2015

**SUBJECT:** Applications for Appointments to the Fish and Wildlife Committee  
At-large Seat #1 and At-large Seat #2

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**Fish and Wildlife Committee “FWC” Membership Structure & Appointment Process**

There are 10 members of the FWC: one from each Supervisor’s District, four At-large members, and one At-large alternate. The five district seats are nominated by the appropriate Supervisor. When one of these membership positions is available, the public may submit an application directly to the Supervisor’s office. For the four At-large and one alternate At-large positions, the FWC solicits the vacancies. The Internal Operations Committee considers applications from all interested individuals, conducts interviews and recommends appointments to the Board.

On February 10, 2015 the Board of Supervisors approved a schedule to convert the terms of the FWC from two-year terms to four-year terms with staggered term expiration dates. This approval included a phased-in approach with one-time, three-year appointments for the At-large #1 and At-large #2 seats from December 31, 2015 through December 31, 2018, then four-year appointments thereafter.

**Public Notice of Vacancies and Application Availability**

An application for membership for the At-large #1 and At-large #2 positions was distributed to the Fish and Wildlife Committee and the Contra Costa Watershed Forum distribution lists as well as posted to the FWC website on September 24, 2015. A press release was sent to local newspapers and it was also publicized on the County website in the County Highlights section.

**Application Review**

The deadline for applications was November 16, 2015. Six (6) applications including two from the incumbent members were received for the upcoming vacant At-large seats prior to the deadline. Those include applications from Scott Cashen, Rhonda Gehlke (At-large Seat #1, incumbent), Shaun Horne, Jay Jahangiri, Kathleen Jennings (At-large Seat #2, incumbent) and Caitlyn Obolsky. Two (2) additional applications from Elizabeth Brunckhorst and Scott Hanson were received after the deadline. All eight (8) applications are included as attachments to this memo in alphabetical order.



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:  
11-17-15

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Fish and Wildlife Committee

At- Large Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Brunckhorst Elizabeth  
 (Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Concord CA 94521  
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved BA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Mills College	Anthropology/Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	4 years		BA	1984
B) University of California Santa Cruz	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	2 years		BA	1990
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

**6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="2002"/>    <input type="text" value="2003"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text" value="Leadership Course"/>            Employer's Name and Address  <input type="text" value="Santa Rosa County, FL"/></p>	<p>Duties Performed  <input type="text" value="One day per month leadership course. (Class 17)."/></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="07/97"/>    <input type="text" value="Current"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text" value="18"/>      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text" value="Mom"/>            Employer's Name and Address  <input type="text" value="Self"/></p>	<p>Duties Performed  <input type="text" value="Coach, driver, cook, psychologist, home school teacher, business woman, tour guide, and single parent."/></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>      <input type="text"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>      <input type="text"/>            Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>            Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>



7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name  Date: 11-16-2015

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.





6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2007      Present            Total: <u>Yrs.</u>   <u>Mos.</u>            8 years            Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><b>Title</b></p> <p>Biological Resources Expert</p> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <p>Self employed business owner            Walnut Creek, CA</p>	<p style="text-align: center;"><b>Duties Performed</b></p> <p>Biological resource investigations            Review of CEQA/NEPA documents            Expert witness testimony            Scientific review committee member            Wildlife surveys            Biological Assessments            Mitigation planning            Technical writing            Supervision of field crews            Proposal writing</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2005      2007            Total: <u>Yrs.</u>   <u>Mos.</u>            2 years            Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><b>Title</b></p> <p>Senior Wildlife Ecologist</p> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <p>TSS Consultants            2724 Kilgore Road            Rancho Cordova, California 95670</p>	<p style="text-align: center;"><b>Duties Performed</b></p> <p>Biological Resource Assessments            Wildlife surveys            Supervision of field crews            Prepare management plans            Coordination with clients and natural resource agencies            Grant writing</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2000      2005            Total: <u>Yrs.</u>   <u>Mos.</u>            5 years            Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><b>Title</b></p> <p>Senior Biologist</p> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <p>ECORP Consulting, Inc.            2100 Embarcadero Rd, Ste 105            Oakland, CA 94606</p>	<p style="text-align: center;"><b>Duties Performed</b></p> <p>Biological Resource Assessments            Fish and wildlife surveys            Habitat mapping            Supervision of field crews            Prepare management plans            Mitigation monitoring            Construction monitoring            Coordination with clients and natural resource agencies            Grant writing</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            2012      2014            Total: <u>Yrs.</u>   <u>Mos.</u>            2 years            Hrs. per week _____ . Volunteer <input checked="" type="checkbox"/></p>	<p style="text-align: center;"><b>Title</b></p> <p>Member IPM Advisory Committee</p> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <p>Contra Costa County</p>	<p style="text-align: center;"><b>Duties Performed</b></p> <p>Served on Contra Costa County's IPM Advisory Committee. Attended meetings and participated in working groups.</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_ Date: 10/26/2015

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
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6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**Scott Cashen, M.S.**  
**Senior Biologist / Forest Ecologist**

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Scott Cashen has 23 years of professional experience in natural resources management. During that time he has worked as a field biologist, forester, environmental consultant, and instructor of Wildlife Management. Mr. Cashen focuses on CEQA/NEPA compliance issues, endangered species, scientific field studies, and other topics that require a high level of scientific expertise.

Mr. Cashen has knowledge and experience with numerous taxa, ecoregions, biological resource issues, and environmental regulations. As a biological resources expert, Mr. Cashen is knowledgeable of the various agency-promulgated guidelines for field surveys, impact assessments, and mitigation. Mr. Cashen has led field investigations on several special-status species, including ones focusing on the yellow-legged frog, red-legged frog, desert tortoise, steelhead, burrowing owl, California spotted owl, northern goshawk, willow flycatcher, Peninsular bighorn sheep, red panda, and various forest carnivores.

Mr. Cashen is a recognized expert on the environmental impacts of renewable energy development. He has been involved in the environmental review process for over 80 solar, wind, biomass, and geothermal energy projects. Mr. Cashen's role in this capacity has encompassed all stages of the environmental review process, from initial document review through litigation support. Mr. Cashen has provided expert witness testimony on several of the Department of the Interior's "fast-tracked" renewable energy projects. His testimony on those projects helped lead agencies develop project alternatives and mitigation measures to reduce the environmental impacts associated with the projects.

Mr. Cashen was a member of the independent scientific review panel for the Quincy Library Group project, the largest community forestry project in the United States. As a member of the panel, Mr. Cashen was responsible for advising the U.S. Forest Service on its scientific monitoring program, and for preparing a final report to Congress describing the effectiveness of the Herger-Feinstein Forest Recovery Act of 1998.

AREAS OF EXPERTISE

- CEQA, NEPA, and Endangered Species Act compliance issues
- Comprehensive biological resource assessments
- Endangered species management
- Renewable energy development
- Scientific field studies, grant writing and technical editing

EDUCATION

M.S. Wildlife and Fisheries Science - The Pennsylvania State University (1998)

B.S. Resource Management - The University of California, Berkeley (1992)

## **PROFESSIONAL EXPERIENCE**

### **Litigation Support / Expert Witness**

As a biological resources expert, Mr. Cashen reviews CEQA/NEPA documents and provides his clients with an assessment of biological resource issues. He then prepares written comments on the scientific and legal adequacy of the project's environmental documents (e.g., Environmental Impact Statement). Mr. Cashen has provided testimony to the California Energy Commission, California Public Utilities Commission, and U.S. district courts.

Mr. Cashen can lead field studies to generate evidence for legal testimony, and he can incorporate testimony from his deep network of species-specific experts. Mr. Cashen's clients have included law firms, non-profit organizations, and citizen groups.

### **REPRESENTATIVE RENEWABLE ENERGY EXPERIENCE**

#### **Solar Energy**

- Abengoa Mojave Solar Project
- Avenal Energy Power Plant
- Beacon Solar Energy Project
- Blythe Solar Power Project
- Calico Solar Project
- Calipatria Solar Farm II
- Carrizo Energy Solar Farm
- Catalina Renewable Energy Project
- Fink Road Solar Farm
- Genesis Solar Energy Project
- Heber Solar Energy Facility
- Imperial Valley Solar Project
- Ivanpah Solar Electric Generating
- Maricopa Sun Solar Complex
- McCoy Solar Project
- Mt. Signal and Calexico Solar
- San Joaquin Solar I & II
- Stateline Solar Project
- Solar Gen II Projects
- SR Solis Oro Loma
- Vestal Solar Facilities
- Victorville 2 Power Project

#### **Geothermal Energy**

- Casa Diablo IV Geothermal Project
- East Brawley Geothermal
- Mammoth Pacific 1 Replacement
- Orni 21 Geothermal Project
- Western GeoPower Plant

#### **Wind Energy**

- Catalina Renewable Energy Project
- Ocotillo Wind Energy Project
- San Diego County Wind Ordinance
- Shu'luuk Wind Project
- Tres Vaqueros Repowering Project
- Tule Wind Project
- Vasco Winds Relicensing Project

#### **Biomass Facilities**

- CA Ethanol Project
- Colusa Biomass Project
- Tracy Green Energy Project

## **Project Management**

Mr. Cashen has managed several large-scale wildlife, forestry, and natural resource management projects. Many of these projects have required hiring and training field crews, coordinating with other professionals, and communicating with project stakeholders. Mr. Cashen's experience in study design, data collection, and scientific writing make him an effective project manager, and his background in several different natural resource disciplines enable him to address the many facets of contemporary land management in a cost-effective manner.

### REPRESENTATIVE EXPERIENCE

#### *Wildlife Studies*

- Peninsular Bighorn Sheep Resource Use and Behavior Study: (*CA State Parks*)
- "KV" Spotted Owl and Northern Goshawk Inventory: (*USFS, Plumas NF*)
- Amphibian Inventory Project: (*USFS, Plumas NF*)
- San Mateo Creek Steelhead Restoration Project: (*Trout Unlimited and CA Coastal Conservancy, Orange County*)
- Delta Meadows State Park Special-status Species Inventory: (*CA State Parks, Locke*)

#### *Natural Resources Management*

- Mather Lake Resource Management Study and Plan – (*Sacramento County*)
- Placer County Vernal Pool Study – (*Placer County*)
- Weidemann Ranch Mitigation Project – (*Toll Brothers, Inc., San Ramon*)
- Ion Communities Biological Resource Assessments – (*Ion Communities, Riverside and San Bernardino Counties*)
- Del Rio Hills Biological Resource Assessment – (*The Wyro Company, Rio Vista*)

#### *Forestry*

- Forest Health Improvement Projects – (*CalFire, SD and Riverside Counties*)
- San Diego Bark Beetle Tree Removal Project – (*SDG&E, San Diego Co.*)
- San Diego Bark Beetle Tree Removal Project – (*San Diego County/NRCS*)
- Hillslope Monitoring Project – (*CalFire, throughout California*)

## Biological Resources

Mr. Cashen has a diverse background with biological resources. He has conducted comprehensive biological resource assessments, habitat evaluations, species inventories, and scientific peer review. Mr. Cashen has led investigations on several special-status species, including ones focusing on the foothill yellow-legged frog, mountain yellow-legged frog, desert tortoise, steelhead, burrowing owl, California spotted owl, northern goshawk, willow flycatcher, Peninsular bighorn sheep, red panda, and forest carnivores.

### REPRESENTATIVE EXPERIENCE

#### *Avian*

- Study design and Lead Investigator - Delta Meadows State Park Special-Status Species Inventory (*CA State Parks: Locke*)
- Study design and lead bird surveyor - Placer County Vernal Pool Study (*Placer County: throughout Placer County*)
- Surveyor - Willow flycatcher habitat mapping (*USFS: Plumas NF*)
- Independent surveyor - Tolay Creek, Cullinan Ranch, and Guadacanal Village restoration projects (*Ducks Unlimited/USGS: San Pablo Bay*)
- Study design and Lead Investigator - Bird use of restored wetlands research (*Pennsylvania Game Commission: throughout Pennsylvania*)
- Study design and surveyor - Baseline inventory of bird species at a 400-acre site in Napa County (*HCV Associates: Napa*)
- Surveyor - Baseline inventory of bird abundance following diesel spill (*LFR Levine-Fricke: Suisun Bay*)
- Study design and lead bird surveyor - Green Valley Creek Riparian Restoration Site (*City of Fairfield: Fairfield, CA*)
- Surveyor - Burrowing owl relocation and monitoring (*US Navy: Dixon, CA*)
- Surveyor - Pre-construction burrowing owl surveys (*various clients: Livermore, San Ramon, Rio Vista, Napa, Victorville, Imperial County, San Diego County*)
- Surveyor - Backcountry bird inventory (*National Park Service: Eagle, Alaska*)
- Lead surveyor - Tidal salt marsh bird surveys (*Point Reyes Bird Observatory: throughout Bay Area*)
- Surveyor - Pre-construction surveys for nesting birds (*various clients and locations*)

#### *Amphibian*

- Crew Leader - Red-legged frog, foothill yellow-legged frog, and mountain yellow-legged frog surveys (*USFS: Plumas NF*)

- Surveyor - Foothill yellow-legged frog surveys (*PG&E: North Fork Feather River*)
- Surveyor - Mountain yellow-legged frog surveys (*El Dorado Irrigation District: Desolation Wilderness*)
- Crew Leader - Bullfrog eradication (*Trout Unlimited: Cleveland NF*)

#### *Fish and Aquatic Resources*

- Surveyor - Hardhead minnow and other fish surveys (*USFS: Plumas NF*)
- Surveyor - Weber Creek aquatic habitat mapping (*El Dorado Irrigation District: Placerville, CA*)
- Surveyor - Green Valley Creek aquatic habitat mapping (*City of Fairfield: Fairfield, CA*)
- GPS Specialist - Salmonid spawning habitat mapping (*CDFG: Sacramento River*)
- Surveyor - Fish composition and abundance study (*PG&E: Upper North Fork Feather River and Lake Almanor*)
- Crew Leader - Surveys of steelhead abundance and habitat use (*CA Coastal Conservancy: Gualala River estuary*)
- Crew Leader - Exotic species identification and eradication (*Trout Unlimited: Cleveland NF*)

#### *Mammals*

- Principal Investigator – Peninsular bighorn sheep resource use and behavior study (*California State Parks: Freeman Properties*)
- Scientific Advisor – Study on red panda occupancy and abundance in eastern Nepal (*The Red Panda Network: CA and Nepal*)
- Surveyor - Forest carnivore surveys (*University of CA: Tahoe NF*)
- Surveyor - Relocation and monitoring of salt marsh harvest mice and other small mammals (*US Navy: Skagg's Island, CA*)
- Surveyor – Surveys for Monterey dusky-footed woodrat. Relocation of woodrat houses (*Touré Associates: Prunedale*)

#### *Natural Resource Investigations / Multiple Species Studies*

- Scientific Review Team Member – Member of the scientific review team assessing the effectiveness of the US Forest Service's implementation of the Herger-Feinstein Quincy Library Group Act.
- Lead Consultant - Baseline biological resource assessments and habitat mapping for CDF management units (*CDF: San Diego, San Bernardino, and Riverside Counties*)



- Biological Resources Expert – Peer review of CEQA/NEPA documents (*various law firms, non-profit organizations, and citizen groups*)
- Lead Consultant - Pre- and post-harvest biological resource assessments of tree removal sites (*SDG&E: San Diego County*)
- Crew Leader - T&E species habitat evaluations for Biological Assessment in support of a steelhead restoration plan (*Trout Unlimited: Cleveland NF*)
- Lead Investigator - Resource Management Study and Plan for Mather Lake Regional Park (*County of Sacramento: Sacramento, CA*)
- Lead Investigator - Biological Resources Assessment for 1,070-acre Alfaro Ranch property (*Yuba County, CA*)
- Lead Investigator - Wildlife Strike Hazard Management Plan (*HCV Associates: Napa*)
- Lead Investigator - Del Rio Hills Biological Resource Assessment (*The Wyro Company: Rio Vista, CA*)
- Lead Investigator – Ion Communities project sites (*Ion Communities: Riverside and San Bernardino Counties*)
- Surveyor – Tahoe Pilot Project: Validation of California’s Wildlife Habitat Relationships (CWHR) Model (*University of California: Tahoe NF*)

## Forestry

Mr. Cashen has five years of experience working as a consulting forester on projects throughout California. Mr. Cashen has consulted with landowners and timber operators on forest management practices; and he has worked on a variety of forestry tasks including selective tree marking, forest inventory, harvest layout, erosion control, and supervision of logging operations. Mr. Cashen’s experience with many different natural resources enable him to provide a holistic approach to forest management, rather than just management of timber resources.

### REPRESENTATIVE EXPERIENCE

- Lead Consultant - CalFire fuels treatment projects (*SD and Riverside Counties*)
- Lead Consultant and supervisor of harvest activities – San Diego Gas and Electric Bark Beetle Tree Removal Project (*San Diego*)
- Crew Leader - Hillslope Monitoring Program (*CalFire: throughout California*)
- Consulting Forester – Forest inventories and timber harvest projects (*various clients throughout California*)

## **Grant Writing and Technical Editing**

Mr. Cashen has prepared and submitted over 50 proposals and grant applications. Many of the projects listed herein were acquired through proposals he wrote. Mr. Cashen's clients and colleagues have recognized his strong scientific writing skills and ability to generate technically superior proposal packages. Consequently, he routinely prepares funding applications and conducts technical editing for various clients.

### **PERMITS**

U.S. Fish and Wildlife Service Section 10(a)(1)(A) Recovery Permit for the Peninsular bighorn sheep

CA Department of Fish and Game Scientific Collecting Permit

### **PROFESSIONAL ORGANIZATIONS / ASSOCIATIONS**

The Wildlife Society

Cal Alumni Foresters

Mt. Diablo Audubon Society

### **OTHER AFFILIATIONS**

Scientific Advisor and Grant Writer – *The Red Panda Network*

Scientific Advisor – *Mt. Diablo Audubon Society*

Grant Writer – *American Conservation Experience*

### **TEACHING EXPERIENCE**

Instructor: Wildlife Management - The Pennsylvania State University, 1998

Teaching Assistant: Ornithology - The Pennsylvania State University, 1996-1997



Contra  
Costa  
County

**RECEIVED**  
NOV 09 2015  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Fish and Wildlife Committee  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Seat on Committee  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Gehlke Rhonda (Roni) Lynn  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Oakley, CA 94561  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Bachelor Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) California State Univ, East Bay (Hayward)	Corporate Public Relations/Bus Admin	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	160		B/A	1986
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)          From <u>          </u> To <u>          </u>          09-2010      present          Total: Yrs. <u>          </u> Mos. <u>          </u>          5 years      <u>          </u>          Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title          Executive Director          Employer's Name and Address          Delta Science Center          PO Box 8          Oakley, CA 94561</p>	<p>Duties Performed          As the only paid employee for the DSC my job consists of doing everything from running environmental progaras, to raising money, writing grants, developing education programs, marketing programs, conducting shoreline and classroom tours and programs, speaking on Delta issues, conducting board meetings and more.</p>
<p>B) Dates (Month, Day, Year)          From <u>          </u> To <u>          </u>          06/2001      present          Total: Yrs. <u>          </u> Mos. <u>          </u>          14 yrs      4 months          Hrs. per week <u>vary</u> . Volunteer <input type="checkbox"/></p>	<p>Title          Outreach Consultant          Employer's Name and Address          Ironhouse Sanitary District          450 Walnut Meadows Drive          Oakley, CA 94561</p>	<p>Duties Performed          Work as an independent contractor for the district developing outreach education programs, producing a quarterly newsletter, managing on site residential and commercial recycled water fill station, coordinating on site tours and school programs, setting up displays and booths at local fairs. Through my work ISD has won awards for outstanding education outreach.</p>
<p>C) Dates (Month, Day, Year)          From <u>          </u> To <u>          </u>          1990      2005          Total: Yrs. <u>          </u> Mos. <u>          </u>  <u>          </u>      <u>          </u>          Hrs. per week <u>          </u> . Volunteer <input type="checkbox"/></p>	<p>Title          Board member, president, chair          Employer's Name and Address          Oakley Chamber of Commerce          PO Box 1340          Oakley, CA 94561</p>	<p>Duties Performed          Served on the Oakley Chamber board for 15 years, served as chamber president for a total of five years, served as vice president for total of three years. Served as Oakley Almond Festival chair for a total of 8 years. Coordinated other events, produced the chamber newsletter and served as advisor to the board for several years.</p>
<p>D) Dates (Month, Day, Year)          From <u>          </u> To <u>          </u>          5/1990      present          Total: Yrs. <u>          </u> Mos. <u>          </u>          25 years      5 months          Hrs. per week <u>F/T</u> . Volunteer <input type="checkbox"/></p>	<p>Title          CEO          Employer's Name and Address          R&amp;G Promotions          PO Box 798          Oakley, CA 94561</p>	<p>Duties Performed          Owner and operator of a public outreach and public relations company serving non-profits and businesses in Contra Costa County. Public relations consultant, develop promotional campaigns, events, newsletters, media packets, social media programs and more.</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other current committee member

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:



Date: 11/5/15

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4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra  
Costa  
County

**RECEIVED**  
NOV 17 2015  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Fish and Wildlife Committee

At-large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Hanson Scott Allen  
 (Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Martinez, CA 94553  
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Bachelor of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of North Dakota	Industrial Technology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120	<input type="checkbox"/>	BS	1987
B) University of California	Environmental Studies	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	50	N/A	N/A
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Other schools / training completed: California Specialized Training Institute	Course Studied Hazardous Materials	Hours Completed Thousands	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			



6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      3/1/2001      2/28/2013</p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>                      12</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Hazardous Materials Specialist</p> <hr/> <p>Employer's Name and Address                      Contra Costa Health Services                      597 Center Avenue                      Martinez, CA 94553</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> <li>- Conducted surveys and inspections of facilities which generate, store, handle, treat, or dispose of hazardous materials.</li> <li>- Participated as an emergency response team member during chemical spills and other hazardous materials/hazardous wastes incidents.</li> <li>-Made presentations to community groups.</li> </ul>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      11/1/1987      2/28/2001</p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>                      13      <input type="text"/></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Air Quality Inspector II</p> <hr/> <p>Employer's Name and Address                      Bay Area Air Quality Management District                      939 Ellis Street                      San Francisco, CA 94109</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> <li>-Conducted compliance inspections on facilities designated as sources of air pollution.</li> <li>-Responded and investigated complaints by citizens of air pollution problems; determined nature and extent of problem.</li> <li>-Coordinated with other governmental agencies regarding the air pollution exposures.</li> </ul>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      1981      1985</p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>                      3      <input type="text"/></p> <p>Hrs. per week <u>40+</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title                      Sergeant E 5</p> <hr/> <p>Employer's Name and Address                      U. S. Army                      Various</p>	<p>Duties Performed</p> <p>Armor crew member.</p> <p>Duties as assigned.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>      <input type="text"/></p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <input type="text"/>      <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/></p> <hr/> <p>Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship: Retirement Health Care Recipient

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 11 Nov 2015

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5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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Contra  
Costa  
County

**For Office Use Only**  
Date Received:  
MAR 02 2015  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
951 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Fish and Wildlife Committee

At-Large-Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Horne Shaun Corwin  
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] El Cerrito CA 94530  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) San Francisco State University	Environmental Sustainability and Social	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BA	5/2005
B) Sonoma State University	International Water Resource Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	40		MA	5/2010
C) Oregon State University	Water Conflict Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	18		Cert	12/2011
D) Other schools / training completed.	Course Studied	Hours Completed	Certificate Awarded.			
San Francisco State University	Geographic Information Systems (GIS)	30	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 11/12/2011 Current Total: Yrs. <u>          </u> Mos. <u>          </u> 5 <u>          </u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Watershed Resource Specialist Employer's Name and Address Napa County Flood Control and Water Conservation District 804 First Street Napa, CA 94559</p>	<p>Duties Performed Stream and Watershed Maintenance Program (SMP) coordinator responsible for stream surveys, mitigation planning and monitoring, biological monitoring, construction monitoring, CEQA analysis, permit compliance, and development of Annual Reports for resource agencies. Project manager of the Napa River Restoration Project (9miles).</p>
<p>B) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 4/15/08 11/1/15 Total: Yrs. <u>          </u> Mos. <u>          </u> 2 <u>          </u> 7 <u>          </u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Stream Maintenance Biologist Employer's Name and Address Sonoma County Water Agency 404 Aviation Blvd., Santa Rosa, CA 95403</p>	<p>Duties Performed As a Stream Maintenance Biologist on the Stream Maintenance Program, I was responsible for conducting pre project native plant surveys, wetland delineations, arboricultural surveys, wildlife monitoring, and assisting with the development of Annual Reports. Supervised the implementation of the Sonoma Youth Ecology Corps Program.</p>
<p>C) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 1/1/2013 1/1/14 Total: Yrs. <u>          </u> Mos. <u>          </u> 1 <u>          </u> Hrs. per week <u>          </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Water Leader Employer's Name and Address Water Education Foundation 1401 21st St#200, Sacramento, CA 95811</p>	<p>Duties Performed Participated as a Research Specialist focusing on California water resource issues. Worked with a group of industry expert to interview resource managers, participated in water infrastructure tours, conducted stormwater research, drafted of stromwater report and legislative bill/ language to improve stromwater management and local funding.</p>
<p>D) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 3/15/2006 4/1/2009 Total: Yrs. <u>          </u> Mos. <u>          </u> 3 <u>          </u> 1 <u>          </u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Arborist Employer's Name and Address Pacific Tree Care P.O. Box 34 Calistoga, CA 94515</p>	<p>Duties Performed Assisted with Arboriculture Consultation and project management. Responsibilities included conducting tree surveys, advising clients on tree care and pruning. Worked ad a climber providing pruning services, assisted with site evaluation and land management assessments.</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

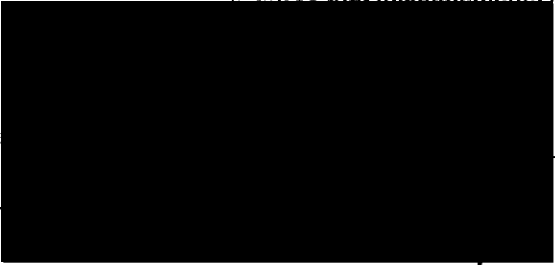
If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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Sign Name



Date: 2/23/15

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Shaun C. Horne

El Cerrito, CA 94530

Contra Costa County  
CLERK OF THE BOARD  
651 Pine St. Rm. 106  
Martinez, California 94553-1292

To Whom It May Concern:

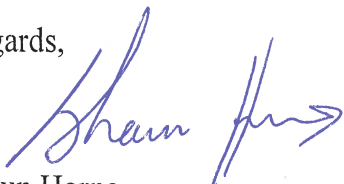
I would like to express my interest in a position on the Contra Costa County Fish and Wildlife Committee. As a long time resident of the San Francisco Bay Area and Contra Costa County, I have had the opportunity to develop a comprehensive understanding of the geography, natural resources, and infrastructure of the region. My academic and professional background provide me with the expertise and experience necessary to assist in advising elected officials on how to best manage private and public lands to mitigate the impacts of human activities on native habitats, wildlife corridors, and the quality of surface and groundwater.

It is essential to have a grounded and rational view of how the built environment influences natural systems in order to effectively collaborate with diverse stakeholders on land management and planning decisions. The interdisciplinary nature of my professional and academic training has helped me develop the technical skills necessary to think holistically about balancing natural resources with modern infrastructure.

Working in the field of watershed management over the last decade and engaging with progressive municipalities, I have developed a comprehensive understanding of the institutions and environmental issues surrounding natural resources. I actively participate in the development of innovative projects to restore natural systems' ecological function within the built environment. I bring an informed understanding of how natural resource management activities can become integrated with modern infrastructure to enhance environmental services while supporting the regions unique flora and fauna.

I am excited about the opportunity to engage with my local government. I look forward to providing an informed and dynamic perspective to the Contra Costa County Fish and Wildlife Committee. Thank you for taking the time to consider my application and thank you for supporting this important work.

Regards,



Shaun Horne



**EDUCATION**

Sonoma State University, Rohnert Park, CA  
M.A. (2010) International Water Resource Management

San Francisco State University, San Francisco, CA  
B.A. (2005) Environmental Sustainability and Social Justice

Oregon State University, Corvallis, OR  
Water Conflict Management and Transformation Graduate Certificate (2011)

San Francisco State University, San Francisco, CA  
Geographic Information Systems (GIS) Certificate (2011-current)

**CERTIFICATIONS/  
ASSOCIATIONS**

- International Society of Arboriculture Certified Arborist #WE-8534A
- Water Conflict Management and Transformation Graduate Certificate
- Environmental Protection Agencies Watershed Academy Certification
- PADI Open Water Diver Certification #0702A71162
- Swift Water Rescue Training

**REFERENCES**

Dr. William Todd Jarvis, Assistant Professor of Geosciences, Oregon State University, 202 Wilkinson Hall, Corvallis, OR 97331, (541) 737-8052  
[Todd.Jarvis@oregonstate.edu](mailto:Todd.Jarvis@oregonstate.edu)

Keenan Foster, Principal Environmental Specialist, Sonoma County Water Agency 404 Aviation Blvd. Santa Rosa, CA 95401 (707) 547-1941 [kfoster@scwa.ca.gov](mailto:kfoster@scwa.ca.gov)

**PROFESSIONAL AND RESEARCH EXPERIENCE**

**Watershed and Flood Control Resource Specialist, Napa County Flood Control and Water Conservation District, 2011-Current**

- Coordinator of Stream and Watershed Maintenance Program, including stream surveys, mitigation planning and monitoring, biological monitoring, construction monitoring, CEQA analysis, permit compliance, and development of Annual Reports and Annual Notification documents for regulatory agencies.
- Project Manager on the Napa River Oakville to Oak Knoll Restoration Project, including stakeholder coordination, project review, CEQA analysis, environmental permitting, annual river surveys, and monitoring report development.
- Napa River Dredging Project Coordinator, including dredge disposal site permitting, managing sediment sampling and analysis and coordinating with USACE on project specifications and logistics.
- Stream Bank Stabilization Cost-Share Program Administrator
- Watershed Assessment Coordinator, including annual budget, various grants, consultant agreements, watershed funding agreements, and presentations to Flood Board of Supervisor.

Supervisor: Watershed and Flood Control Operations Manager, Rick Thomasser (707)259-8600

**Stream Maintenance Biologist, Sonoma County Water Agency, 2008-2011**

- Site Biologist, including advising watershed management activities associated with the Stream Maintenance Program.
- Site Arborist, including pre project surveys, preparation of arboricultural reports and construction monitoring on recycled pipeline project.
- Biological Monitor, including site surveys for California tiger salamander (*Ambystoma californiense*), red-legged frog (*Rana draytonii*), and nesting birds.
- Project Coordinator, including watershed assessment, habitat protection, native plant surveys, restoration planning, wildlife surveys, implementing mitigation projects, monitor restoration sites, native plant nursery technician, educational outreach, and assisting with the Annual Report, Annual Notification documents for regulatory agencies and with environmental permit compliance.
- Supervisor of North Bay Conservation Corps and Sonoma Ecology Youth Corps, working on the SMP projects.

Supervisor: Principle Environmental Specialist, Jessica Marini-Lamb (707) 547-1903

**Water Leaders Program, Water Education Foundation, 2013**

- Research specialist, including interviewing industry experts, participating in water infrastructure tours, conducting stormwater research, drafting of stormwater report and legislative bill to improve stormwater management.

Supervisor: Executive Director, Rita Schmidt Sudman (916) 444-6240

Thomas Mumley, Assistant Executive Director, San Francisco Bay Regional Water Quality Control Board, 1515 Clay St. Suite 1400, (510) 622-2300

John Niehaus, Stream Maintenance Program Coordinator, Sonoma County Water Agency, 2150 College Ave. Santa Rosa CA 95401, (707) 521-1845  
[jniehaus@scwa.ca.gov](mailto:jniehaus@scwa.ca.gov)

## PUBLICATIONS

Horne, Shaun. (2010) *Boundaries Don't Protect Rivers People Do: Integrating an Ecological Paradigm into Transboundary Water Resource Management*. Masters Project Sonoma State University.

### **Water Here and There International Fellowship (WH&T IF), Association for International Practical Training and International Fund For China's Environment, 2010-2011**

- Research Fellow, investigating Access to Clean Safe Drinking Water in China and the U.S.A., traveled to China to learn about water resources issues as part of a professional cross cultural exchange, developed educational tool kit for water resource professionals.

Director: Dan Ewert (410) 997-2200

### **Research Assistant, Santa Rosa Waste Water Treatment Plant, Fuel From Aquatic Biomass Project, 2009-2010**

- Research Assistant, including maintaining three aquatic scrubber ponds used to study the feasibility of growing aquatic biomass for methane production, collected water samples with auto sampler for testing, harvested biomass & assisted with phosphate testing and analysis, collected and analyzed project data.

Supervisor: Dr. Michael Cohen (707) 664-3413

### **Grassland Restoration Research Technician, Sonoma State University, 2009-2010**

- Restoration Research Technician, including the development of experiments to test the allelopathic effect of native trees on invasive Harding grass (*Phalaris aquatica*), setting up quadrants at Fairfield Osborne Preserve to monitor species complexity. Analyzed experiment findings using SAS and developed report for preserve managers. Developed long-term restoration program for grassland and riparian ecosystems.

Supervisor: Dr. Caroline Christian (707) 664-3144

### **Certified ISA Arborist, Pacific Tree Care, 2006-2009**

- Project Arborist, including managing small crews, providing Arboriculture consultation. Climbing trees with ropes and harness to prune, remove, cable, set up rigging equipment and inspect trees. Providing tree care in the form of mycorrhizal injections, foliar spray, disease inspection, soil amendments and through educating property owners about tree care techniques. Operated and maintained forestry equipment and assisted with arborist surveys, reports, and sales.

Supervisor: Owner, Joe Schneider (707) 942-0261

### **Intern, California Public Interest Research Group, San Francisco State University September 2004-May 2005**

- Organized 1,000 high school and college students for water testing, habitat restoration, beach cleanups, and policy advocacy.
- Organized event logistics, coordinated event speakers, and promoted educational outreach.
- Coordinated with partner organizations, developed environmental campaigns and carried out fundraising events.



Contra  
Costa  
County

For Office Use Only  
**RECEIVED**  
Date Received:  
OCT 21 2015  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Reviewers Use Only:  
Accepted Rejected

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BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Contra Costa County Fish and Wildlife Committee

At Large Board Member Positions

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Jahangiri Jay  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Martinez CA 94553  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Masters Degree in Environmental Sciences and Engineering

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) State University of New York	Biology/Chemistry	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	128		B.S.,	1983
B) Virginia Polytechnic Institute	Environmental Engineering and	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	36		M.S.,	1997
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Several different Service providers and institutions	Course Studied numerous environmental sciences	Hours Completed Over 600 hours	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			



**6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

<p>A) Dates (Month, Day, Year)  <b>From</b>                      <b>To</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">10/8/2014</div> <div style="border: 1px solid black; padding: 2px;">Present</div> </div>                       Total: <b>Yrs.</b>      <b>Mos.</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">2</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">1</div> </div>                       Hrs. per week <span style="border: 1px solid black; padding: 2px;">40</span> . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 2px;">Principal Managing Director</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 2px;">TRE Consulting, Inc 345 Donegal Way Martinez, CA 94553</div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 2px;">In charge of the overall practice of TRE Consulting, Inc in the following areas:                      1. CEQA/NEPA reporting                      2. All environmental compliance areas in water, air, fish and wildlife, sustainability                      3. ISO 14001                      4. Storm water management                      5. Dredging projects                      5. USFWS, NMFS AND CAFG</div>
<p>B) Dates (Month, Day, Year)  <b>From</b>                      <b>To</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">8/10/2010</div> <div style="border: 1px solid black; padding: 2px;">10/1/2014</div> </div>                       Total: <b>Yrs.</b>      <b>Mos.</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">3</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">3</div> </div>                       Hrs. per week <span style="border: 1px solid black; padding: 2px;">50</span> . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 2px;">Director of Environmental Management</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 2px;">WorleyParsons 2400 Clayton Blvd Concord, CA</div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 2px;">In charge of all the ports, marine, and coastal projects on the west coast of the United States in the following areas:                      1. Storm water management                      2. site restorations and remediation                      3. Phases I, II and III ESA                      4. CEQA/NEPA                      5. Dredging Projects                      6. USFWS, NMFS, AND CAFG permitting</div>
<p>C) Dates (Month, Day, Year)  <b>From</b>                      <b>To</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">2/12/2002</div> <div style="border: 1px solid black; padding: 2px;">8/1/2010</div> </div>                       Total: <b>Yrs.</b>      <b>Mos.</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">8</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">6</div> </div>                       Hrs. per week <span style="border: 1px solid black; padding: 2px;">45</span> . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 2px;">Director of Environmental Programs</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 2px;">TRE Consulting, Inc 345 Donegal Way Martinez, CA 94553</div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 2px;">In charge of developing and implementing all environmental compliance, natural resources development, CEQA/NEPA consulting, dredging, water quality, and permitting programs and projects for a variety of ports, coastal, regional government and municipalities as well as transportation clients in the State of CA.</div>
<p>D) Dates (Month, Day, Year)  <b>From</b>                      <b>To</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">5/8/1998</div> <div style="border: 1px solid black; padding: 2px;">2/1/2002</div> </div>                       Total: <b>Yrs.</b>      <b>Mos.</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">4</div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div>                       Hrs. per week <span style="border: 1px solid black; padding: 2px;">45</span> . Volunteer <input type="checkbox"/> </p>	<p style="text-align: center;"><b>Title</b></p> <div style="border: 1px solid black; padding: 2px;">Director of Environmental andf Regualto</div> <hr/> <p style="text-align: center;"><b>Employer's Name and Address</b></p> <div style="border: 1px solid black; padding: 2px;">Port of Stockton 2201 West Washington Street Stockton, CA</div>	<p style="text-align: center;"><b>Duties Performed</b></p> <div style="border: 1px solid black; padding: 2px;">Directed and oversaw the port of Stockton and its 72 tenants' environmental, coastal permitting, CEQA/NEPA reporting, storm water management, NPDES permitting, USFWS, NMFS, CAFG, and all in water/dredging projects. Liasoned with all regulatory agencies.</div>



7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Commission, or Committee of the County.

Sign Name: \_\_\_\_\_



Date: \_\_\_\_\_

10/19/2015

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra  
Costa  
County

**RECEIVED**  
OCT 28 2015  
For Office Use Only  
Date Received:  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Contra Costa County Fish & Wildlife Committee

Member At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Jennings Kathleen Ward  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Concord CA 94518  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Ph.D. Wildland Resource Science, Wildlife Ecology

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California, Berkeley	Wildlife Ecology/ Wildland Resource Scien	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	23		Ph.D.	12/2001
B) University of San Francisco	Environmental Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	26		M.S.	12/1987
C) University of San Francisco	Biology and Theology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	170		B.S.	05/1986
D) Other schools / training completed: California Department of Fish and Wildlife	Course Studied Wildlife Handling and Animal Restraint	Hours Completed 16	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="01/2001"/>      <input type="text" value="Present"/>            Total: <u>Yrs.</u>      <u>Mos.</u>  <input type="text" value="14"/>      <input type="text" value="10"/>            Hrs. per week <input type="text" value="40+"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text" value="Senior Environmental Scientist"/>            Employer's Name and Address  <input type="text" value="California Dept of Fish and Wildlife&lt;br/&gt;           Office of Spill Prevention and Response&lt;br/&gt;           425G Executive Court North&lt;br/&gt;           Fairfield, CA 94534"/></p>	<p>Duties Performed  <input type="text" value="Working for wildlife trustee agency, conduct; petroleum/hazardous materials response; collection and rehabilitation of injured/oiled wildlife; wildlife and habitat injury assessment; training in resources at risk including NOAA environmental sensitivity index, California Natural Diversity Database; statewide area contingency plan coordination; grant proposal review."/></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="08/1994"/>      <input type="text" value="Present"/>            Total: <u>Yrs.</u>      <u>Mos.</u>  <input type="text" value="19"/>      <input type="text" value="3"/>            Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text" value="Adjunct Professor"/>            Employer's Name and Address  <input type="text" value="University of San Francisco&lt;br/&gt;           Department of Environmental Science&lt;br/&gt;           2130 Fulton Street&lt;br/&gt;           San Francisco, CA 94117"/></p>	<p>Duties Performed  <input type="text" value="Full time teaching in undergrad/grad programs from 1994-1999. Courses included Environmental Science, Resource Assessment &amp; Management, Pollutant Fate &amp; Transport, Master's Thesis.&lt;br/&gt;&lt;br/&gt;           Part time teaching in grad program since 2004. Graduate Master's Project course including paper, presentation."/></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="08/1999"/>      <input type="text" value="Present"/>            Total: <u>Yrs.</u>      <u>Mos.</u>  <input type="text" value="14"/>      <input type="text" value="3"/>            Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="At-Large Committee Member"/>            Employer's Name and Address  <input type="text" value="Contra Costa Fish &amp; Wildlife Committee&lt;br/&gt;           651 Pine Street, Room 106&lt;br/&gt;           Martinez, CA 94553"/></p>	<p>Duties Performed  <input type="text" value="Attending monthly CCFWC meetings, assisting with grant proposal review and funding recommendations, planning of Fall Wildlife Forum, planning of guest speakers, work plan updates, participating in Brown Act and other required training, and reviewing committee publications, including Wildlife in My Backyard."/></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text" value="01/2000"/>      <input type="text" value="8/2005"/>            Total: <u>Yrs.</u>      <u>Mos.</u>  <input type="text" value="5"/>      <input type="text" value="7"/>            Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text" value="Wildlife Volunteer"/>            Employer's Name and Address  <input type="text" value="Lindsay Wildlife Hospital&lt;br/&gt;           1931 First Ave&lt;br/&gt;           Walnut Creek, CA 94597"/></p>	<p>Duties Performed  <input type="text" value="Worked as wildlife volunteer for five years: cleaning and laundry, managing baby bird room, preparing food and feeding assorted wildlife, intake of injured/orphaned wildlife, assisting with restraint and treatment of injured/orphaned wildlife."/></p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other  Through Committee

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:



Date:

10/26/15

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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

## *Curriculum Vitae*

**KATHLEEN W. JENNINGS, Ph.D.**

[REDACTED]  
Fairfield, CA 94534  
[REDACTED]

### **OBJECTIVE**

Professional Scientist with 20 plus years experience seeking responsible position in natural resource protection and impacts assessment.

### **REGULATORY EXPERIENCE**

**Senior Environmental Scientist. California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR). January 2001 – Present**

Petroleum and hazardous materials spill responder. Member of OSPR Field Response Team for Northern California. Conduct natural resource injury assessments resulting from release of petroleum and other hazardous materials to aquatic and terrestrial environments. Participate in area contingency planning process including development and testing of sensitive site protection strategies. Oversee restoration efforts as part of mitigation process. Statewide Area Contingency Plan (ACP) Coordinator.

Trained in Incident Command System (ICS), wetland delineation and assessment, shoreline protection strategies, geographic information systems (GIS). Trainer in Environmental Unit, Resources at Risk, Shoreline Protection, Shoreline Cleanup and Assessment Technique (SCAT) and Bioremediation.

### **ACADEMIC EXPERIENCE**

**Instructor. Department of Environmental Science, University of San Francisco, San Francisco, California. August 1993 – August 1999, August 2004 – Present (Adjunct Professor)**

Courses taught: undergraduate Environmental Science I (ENVS 210) and graduate Pollutant Fate and Transport (ENVS 654), Resource Assessment and Management (ENVS 636), Thesis Seminar Series - Thesis Research (ENVS 688), Thesis Design (ENVS 689), Thesis Writing (ENVS 690), Thesis Completion (ENVS 699), Master's Project (ENVS 698). Thesis Advisor to approximately fifty graduate students during initial six year period. Administrative role as Assistant Director for Master of Science in Environmental Management (MSEM) Program, involved with student orientation and registration, conducting MSEM information meetings and other administrative responsibilities.

**Graduate Student Researcher. Department of Environmental Science, Policy and Management, Division of Ecosystem Sciences, University of California, Berkeley, California. August 1994 - Present.**

Student researcher for El Cerrito/Kensington Urban Deer Project funded by California Department of Fish & Game, Boone & Crockett Club, Mule Deer Foundation. Project involved survey research with mailed questionnaires for 1995 and 1998. Survey addresses incorporated into geographic information system (GIS) for analysis of spatial distribution of responses in study area. Home range analysis involved deer capture, radio-collaring and tracking using radio telemetry techniques in urban setting. Deer locations incorporated into GIS for home range analysis using USGS ArcView extension MOVEMENT. Population estimation performed using volunteer data and NOREMARK software for mark-recapture estimation.

**Head Teaching Assistant/Laboratory Instructor. Department of Biology, University of San Francisco, San Francisco, California. Fall 1985 and Fall 1987.**

Supervised laboratory instructors and assistants. Prepared General Biology lecture and demonstration materials, weekly quizzes, laboratory practical examinations. Responsible for coordinating laboratory sections and grading.



## **ENVIRONMENTAL CONSULTING EXPERIENCE**

### **Environmental Scientist, Tetra Tech Inc., Lafayette, California. May 1991 - August 1993.**

Performed human health and ecological risk assessments for hazardous waste sites in California, Idaho, and Alaska. Assessments involved contaminant data evaluation, receptor identification, development of conceptual site models describing exposure pathways such as feeding interactions within communities, exposure assessment including quantification of chemical exposure levels, toxicity assessment, quantification of health risks, and report preparation.

#### **Relevant Projects:**

Authored Toxicity Characterization section of Draft Ecological Assessment Work Plan for Superfund Ecological Risk Assessment for Naval Air Weapons Station (NAWS) Point Mugu, California. Responsibilities included: development of conceptual site models illustrating human and ecological receptor exposure pathways, assessment of chemicals of ecological concern using concentrations for different environmental media and ecological toxicity data, assistance with selection of receptors of ecological concern including sensitive (threatened, endangered) and keystone species.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Murtaugh Landfill Site, Murtaugh, Idaho. Project involved contaminant data analysis, development of conceptual site model, assessment of potential wildlife exposure pathways and levels using primary literature on feeding and behavioral ecology of identified species including burrowing owls and pheasants, toxicity assessment for identified or surrogate species, assessment of ecological risk from landfilled pesticide wastes.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Poppy Lane Site, Kenai, Alaska. Project involved contaminant data analysis, development of conceptual site models, assessment of potential wildlife exposures, toxicity assessment for identified or surrogate species, and assessment of risks to wildlife communities from petroleum wastes. Risks were assessed for anadromous salmon spawning in nearby streams, plants and small mammals living onsite in contaminated areas.

### **Staff Scientist, Aqua Terra Technologies, Walnut Creek, California. July 1989 - May 1991.**

Performed human health risk assessments for hazardous waste sites in California including AB2588 (Air Toxics "Hot Spots") projects involving analysis of risks from industrial air emissions. Some ecological risk assessment project work.

#### **Relevant Project:**

Authored Draft Sampling and Analysis Plan for Hunter's Point Naval Shipyard Ecological Risk Assessment. Involved with establishing sampling and analysis protocols for: storm water runoff using USEPA standard methods for marine and estuarine aquatic toxicity testing, sediments using U.S. Army Corps of Engineers toxicity testing procedures, and element bioaccumulation in mussels using California State Mussel Watch Program methods.

### **Staff Scientist, Institute of Chemical Biology, University of San Francisco, San Francisco, California. 1984-1989**

Performed all aspects of aquatic and terrestrial resource analysis for environmental impact assessments in Geysers region of Northern California.

#### **Relevant Projects:**

Involved in all aspects of long-term water quality monitoring programs in Geysers. Program tasks included field and laboratory water quality analysis, stream sediment analysis, benthic macroinvertebrate analysis, fish population estimation, and report preparation.

Additional project work involved measurement of contaminant loading in tissues of Geysers wildlife and assessment of potential impacts to wildlife health. Wildlife species identified for study were black-tailed deer, black-tailed jackrabbits and western fence lizards representing different trophic levels.

## EDUCATION

Ph.D. 2001. Wildland Resource Science, University of California, Berkeley, California. Areas of Specialization: Wildlife Ecology, Wildlife Management. Major Professor: Dr. Dale R. McCullough. Dissertation Title: Ecology of and Public Response to Urban Black-tailed Deer in El Cerrito and Kensington.

M.S. 1987. Environmental Management, University of San Francisco, San Francisco, California. Thesis Title: Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields.

B.S. 1986. Biology and Theology, University of San Francisco, San Francisco, California. Graduate of St. Ignatius Institute Liberal Arts Program.

## TRAINING

40-Hour HAZWOPER Certification. Currently qualified to wear respiratory protective equipment, including full-face air purifying respirator and self-contained breathing apparatus.

Wildlife Rehabilitation Volunteer. 1999-2003. Lindsay Wildlife Museum, Walnut Creek, California. Program Certified by California Department of Fish and Game.

Wildlife Handling and Restraint Certification. May 1995. Wildlife Investigations Laboratory. California Department of Fish and Game.

## COMPUTER EXPERIENCE

### Database/Word Processing/Statistical/Presentation Software:

Microsoft Access	Microsoft Excel
Microsoft PowerPoint	Microsoft Word

### Geographic Information System (GIS) Software:

ARC/INFO (UNIX/Windows)	ArcView and ArcMap(Windows)
-------------------------	-----------------------------

## PROFESSIONAL AFFILIATIONS

Contra Costa County Fish and Wildlife Committee – Appointed Member – Since 1999

Peyton Slough Wetlands Advisory Committee – 2001 to Present

## PRESENTATIONS

El Cerrito/Kensington Urban Deer Study. Presentation at the 1996 Annual Western Section Wildlife Society Conference, February 1, 1996. Reno, Nevada.

Urban Deer: Ecology and Management. Presentation at the International Wildlife Rehabilitation Council Conference, October 2, 1997. Concord, California.

Urban Deer: Ecology and Management. Presentation at the Mule Deer Foundation National Conference, January 9, 1998. Sacramento, California.

Urban Deer: Ecology and Management. Presentation for the Natural Sciences Guild, Oakland Museum, February 17, 2000. Oakland, California.

## PUBLICATIONS

Addassi, Y.A., K.W. Jennings, M. Ziccardi, J. Yamamoto and S. Hampton. 2005. Long-term Wildlife Operations: Adaptations to Traditional Incident Command (or ICS) Structure. A Case Study of the SS Jacob Luckenbach. International Oil Spill Conference (IOSC) Proceedings.

Brown, R.J., W.P. Jordan, G.L. Stevens, K.D. Ward and R.L. Banks. 1987. Element content in seven tissues from black-tailed deer and black-tailed jackrabbits collected from the Geysers geothermal steam fields and Hopland Field Station, California. In: S.J. Sharpe, ed. *Studies of Geysers Wildlife: Element Loads and Parasites*.

Jennings, K. 1996. El Cerrito/Kensington Urban Deer Study. *Mule Deer*: Fall 1996.

Jennings, K. 1990. *Draft Sampling and Analysis Plan for Ecological Risk Assessment at Hunter's Point Naval Shipyard, San Francisco, California*. Aqua Terra Technologies, Incorporated.

Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Murtaugh Landfill Site, Murtaugh, Idaho*. Tetra Tech, Incorporated.

Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Poppy Lane Site, Kenai, Alaska*. Tetra Tech, Incorporated.

Jennings, K. 1993. Toxicity Characterization. In: *Draft Ecological Assessment Work Plan for Naval Air Weapons Station (NAWS) Point Mugu, California*. Tetra Tech, Incorporated.

Jordan, W.P., R.J. Brown, G.L. Stevens and K.D. Ward. 1987. *Squaw Creek Aquatic Monitoring Program (SCAMP) Annual Report 1985-1986*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.

Jordan, W.P., R.J. Brown and K. W. Jennings. 1988. *Squaw Creek Aquatic Monitoring Program (SCAMP) Annual Report 1986-1987 and Three-year Summary*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.

Jordan, W.P., R.J. Brown and K. W. Jennings. 1989. *Squaw Creek Aquatic Monitoring Program Annual Report 1987-1988 (SCAMP IV)*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.

McCullough, D.R., K.W. Jennings, N.B. Gates, B.G. Elliott, and J.E. DiDonato. 1997. Overabundant deer populations in California. *Wildlife Society Bulletin* 25(2): 478-483.

Ward, K.D., G.L. Stevens, R.J. Brown and W.P. Jordan. 1987. Element bioaccumulation and biomagnification in western fence lizards in the Geysers geothermal steam fields. In: S.J. Sharpe, ed. *Studies of Geysers Wildlife: Element Loads and Parasites*.

Ward Jennings, K. 1987. *Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields*. Master's Thesis. University of San Francisco. San Francisco, California.

## REFERENCES AVAILABLE UPON REQUEST





Contra  
Costa  
County

**RECEIVED**  
NOV 12 2015  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

### BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Fish and Wildlife Committee

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Obolsky Caitlyn Mary  
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Hercules CA 94547  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Juris Doctor

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Diego	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			J.D.	2010
B) Santa Clara University	Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.S.	2006
C) Cañada College	Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			A.A.	2004
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

**6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

<p>A) Dates (Month, Day, Year) From To</p> <p>10/2014 present</p> <p>Total: Yrs. Mos. 1 1</p> <p>Hrs. per week 5 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>HSC Legal Team Attorney</p> <p>Employer's Name and Address</p> <p>Homeschool Association of California P.O. Box 77873 Corona, CA 92877</p>	<p>Duties Performed</p> <p>Conduct legal research on various issues related to homeschooling in California. Respond to parent inquiries regarding questions of legality. Engage in outreach and communication with state officials and other organizations. Author various letters on behalf of parents and HSC regarding legal issues.</p>
<p>B) Dates (Month, Day, Year) From To</p> <p>01/2013 07/2015</p> <p>Total: Yrs. Mos. 1 6</p> <p>Hrs. per week 20 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Freelance Content Creator</p> <p>Employer's Name and Address</p> <p>Justia, Inc. 1380 Pear Ave. #2B Mountain View, CA 94043</p>	<p>Duties Performed</p> <p>Created unique content for various law firm websites and web blogs nationwide. Content based on geographic and topical practice, such as nursing home abuse, prescription errors, workers' compensation, family law, etc. Representative states included clients from Massachusetts, New York, Florida, California, Maryland, etc.</p>
<p>C) Dates (Month, Day, Year) From To</p> <p>01/2007 04/2007</p> <p>Total: Yrs. Mos.  4</p> <p>Hrs. per week 15 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Clean Water Intern</p> <p>Employer's Name and Address</p> <p>San Diego Coastkeeper 2825 Dewey Road #200 San Diego, CA 92106</p>	<p>Duties Performed</p> <p>Worked on various issues related to water quality in San Diego. In addition to conducting legal research and writing, particularly related to the contamination of the sediment bottom of the San Diego Bay, attended, and in some cases gave comment, at various stakeholder meetings, including: City Council, Regional Water Quality Control Bd., etc</p>
<p>D) Dates (Month, Day, Year) From To</p> <p>Total: Yrs. Mos.</p> <p>Hrs. per week . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other notice at library

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: [REDACTED] Date: November 10, 2015

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

## CURRENT POSITION

**Legal Team, Homeschool Association of California** October 2014 to present  
Respond to questions and advise parents regarding their rights under California Law; research complex issues arising under the California Education Code & other statutes and California case law decisions; compose letters to parents or relevant governmental agents or organizations; authoring of generally applicable informative letters and articles; communicate regularly with other state and nationwide agencies regarding legal issues in California; engage in outreach and educational campaigns regarding laws; take whatever other necessary to protect parents' rights to homeschool under California law.

**Home Educator** December 2007 to present  
Responsible for curating and providing individualized instruction for four children. Utilize emerging curriculum approach with a foundational base deriving from that of the Classical, Charlotte Mason, and Thomas Jefferson Education philosophies. Topics of study have included Ancient World History (with particular student interest in Ancient Greece and Ancient China), Biological Sciences & Human Anatomy, Geography, Greek & Norse Mythology, Mandarin Chinese, Classical Latin, and other topics. Instruction this year focuses on Astronomy and Geology, Earth Science, the Middle Ages and Renaissance study (including Shakespeare). Additional instruction given in Art (applied & Artist study), Music (composer study), Mathematics, Social Sciences, Critical Thinking, Grammar, Phonics, Writing, Reading, and Language Arts more generally. Activities have included participation in wide range of cooperative learning opportunities, including studying of world cultures and volunteering at senior homes. Extensive off site visits to nearby locations of artistic, cultural, scientific, historical, and literary significance. Members in good standing of ten local social groups dedicated to home education.

## PRIOR EXPERIENCE

**Freelance Writer, Justia, Inc.** January 2013-2014; January 2015-July 2015  
Responsible for creating custom legal content, including legal content pages for websites and recurring content for web blogs. Assignments involved creating unique content for law firms in states across the country, which included Alabama, California, Maryland, New York, South Carolina, Tennessee, Massachusetts, Texas, Michigan, Rhode Island, Washington D.C., Florida, Illinois, among others. Consistently wrote content for the following practice areas: Criminal Defense, Car Accidents, Motorcycle Accidents, Truck Accidents, Nursing Home Abuse, Medical Malpractice, Personal Injury, Premises Liability, Employment Discrimination, Divorce, Family Law, Products Liability, Prescription Errors, Workers' Compensation, Real Estate, etc.

**Freelance Writer, LawInfo.com** July 2011- August 2012

Wrote daily content for LawInfo.com detailing current legal news, events, and trends and also highlighting LawInfo's free legal resources and documents available through its sister site LawSmart. Posts aimed at developing a platform for creating awareness of potential legal issues and how attorneys can help clients resolve these matters. Posts assigned followed set schedule, on matters such as legal "hot topics," recent national consumer



product recalls, products liability lawsuits, "weird laws," etc. Additional special assignments focused on particular practice areas (e.g. Estate Planning) and geographic locations through the use of Search Engine Optimization language.

### **Research Assistant for Professor Lawrence Alexander,**

University of San Diego School of Law, Summer & Fall semesters 2007

Reviewed articles and other academic writings on criminal law and constitutional law topics for Co-Executive Director of the Institute for Law & Religion, Institute for Law & Philosophy, and faculty advisor of the San Diego Law Review. Entailed copyediting as well as validating sources and determining proper citation. Central project included an article on Freedom of Association for the Journal of Social Philosophy and Policy, published in the summer of 2008.

### **Clean Water Legal Intern**

San Diego Coastkeeper, January 2007-April 2007

Conducted legal research and writing, including research memorandum and opinion letters, on the various topics related to San Diego Clean Water advocacy. Issues included those falling under the Conservation and Recovery Act (RCRA), Clean Water Act (CWA), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), California Environmental Quality Act (CEQA), Environmental Impact Reports (EIRs), and determination of Potentially Responsible Parties (PRPs), etc. Representative project involved a research memorandum regarding the high concentrations of chemicals including arsenic, mercury, lead and others found in microbenthic communities, macrobenthic communities, and those established by a 28-day bioaccumulation study within the sediment of the San Diego Bay. Attended various stakeholder meetings, including those for the Regional Water Quality Control Board, San Diego City Council, San Diego City Council subcommittees, environmental non-profit coalition meetings, city planning meetings (particularly relating to storm drains and landscape proposals), etc. Offered testimony at a Regional Water Quality Control Board meeting regarding anti-backsliding provisions for Total Maximum Daily Load (TMDLs) and National Pollutant Discharge Elimination Systems (NPDES).

### **PUBLICATIONS & PAPERS**

EXTRACTING UNIVERSAL PRINCIPLES OF JUSTICE & UNDERSTANDING FROM DISPARATE LEGAL "TRADITIONS" IN THE AGE OF NIHILISM: DOES COMPARATIVE LEGAL ANALYSIS ASPIRE TO THE IMPOSSIBLE?, working paper, Jurisprudence & Legal Philosophy eJournal, Vol. 7, No. 103, October 13, 2015

STATE MANDATED VACCINATIONS: TRULY HARMLESS ENDEAVOR OR VIOLATION OF SUBSTANTIVE DUE PROCESS RIGHTS?, Spring 2009, published on Social Science Research Network September 11, 2015

VOTING RIGHTS FOR ALGERNON: DENYING THE MENTALLY INCOMPETENT THEIR RIGHT TO VOTE, Spring 2008, published on Social Science Research Network September 11, 2015

Paul A. McLennon Sr. Honors Moot Court Constitutional Law competition appellate brief and oral argument regarding whether a fictitious RFRA like statute exceeded Congress's power under the Enforcement Clause of Fourteenth Amendment, and further whether it violated the Establishment Clause of the First Amendment.

## EDUCATION

**University of San Diego School of Law,**  
J.D., *cum laude*, 2010

San Diego, CA

Honors: CALI Excellence for the Future Awards in Civil Procedure I & Property  
Highest Class Grade Professional Responsibility (A+)  
Executive Editor, *Journal of Contemporary Legal Issues*, vol. 18 (2009)  
Phi Delta Phi Honor Society  
Class speaker nominee

Coursework: Environmental Law (RCRA, CERCLA, CAA, CWA (POTW), ESA, etc.)  
Constitutional Law I & II, Insurance Law, Separation of Powers

Activities: Education Clinic, Summer 2009, Spring 2010  
Paul A. McLennon Sr. Honors Moot Court Competition, Spring 2009  
Entrepreneurship Clinic, Summer 2008  
San Diego Coastkeeper Law & Policy Clinic, Spring 2007  
AAJ Mock Trial Competition, Fall 2007  
Environmental Law Society, Pro Bono Legal Advocates, and Public  
Interest Law Foundation

**Santa Clara University,**  
B.S., Political Science, 2006

Santa Clara, CA

Thesis: "In Defense of: In Defense of a Political Court"

Activities: Founder of *The Harbinger*, political newspaper;  
volunteer soccer coach various youth teams

## Cañada College

A.A., Political Science, high honors, 2004

Redwood City, CA

Honors & Activities:

2003-2004 Student Body President  
Master of Ceremonies Phi Theta Kappa Honor Society  
Tutor in Microeconomics, Macroeconomics, English, English as  
a Second Language, General  
Varsity Soccer team; volunteer soccer coach youth teams  
Student spokesperson for athletic department

## OTHER

Author of The Consumer Protection Amendment, proposed amendment to Senate Bill  
277 based on existing statutory law for tobacco manufacturers, published via press  
release May 28, 2015

## LANGUAGES

Varying levels of proficiency in Spanish, Russian, ASL, Latin, and French.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 12/14/2015

**Subject:** 2015 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** N/A

**Presenter:** Julie DiMaggio Enea, IOC  
Staff

**Contact:** Julie DiMaggio Enea 925.335.1077

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### **Referral History:**

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

### **Referral Update:**

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2015 and recommending matters for referral to the 2016 Committee.

### **Recommendation(s)/Next Step(s):**

REVIEW the Committee's work for 2015 and identify issues to be referred to the 2016 Internal Operations Committee

### **Fiscal Impact (if any):**

None.

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### **Attachments**

DRAFT 2015 IOC Year-End Report

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## INTERNAL OPERATIONS COMMITTEE 2015 PRODUCTIVITY REPORT

During 2015, the Internal Operations Committee (IOC) received 15 referrals from the Board of Supervisors, made 11 reports to the Board, and reviewed nominations to those advisory bodies for which the IOC has traditionally made recommendations to the Board of Supervisors (BOS) for appointment or reappointment – primarily at large seats or seats on committees whose composition requirements must be monitored. Our Committee appreciates the time and effort taken by the staff to the Board’s advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted an annual SBE Program report on October 12, 2015 from the County Administrator’s Office, covering the period January-December 2014, and noted that new data collection procedures instituted by CAO and have been implemented by most departments. The Committee recommended that staff provide a highlighted performance report and give underperforming departments an opportunity to communicate what factors are hindering their performance. This is a standing referral . **REFER**
2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller’s Office presented a report of their 2014 audits and the proposed 2015 Audit Schedule to the IOC on February 9, 2015. The Committee accepted the report on the status of 2014 audits and approved the 2015 plan with the direction to examine the Inmate Welfare Fund as soon as possible and to broaden the examination of the Public Works Department to include compliance with the vehicle acquisition policy. The Board of Supervisors approved the IOC’s recommendations on March 3, 2015. This is a standing referral. **REFER**
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The Fleet Manager, in a report on February 9, 2015, highlighted that there are over 1,500 vehicles in the fleet, 859 of which are in the Internal Services Fund (ISF), identified 9 low mileage vehicles out of 859 vehicles in the Internal Services Fund Fleet and consulted with each department having low mileage vehicles. The Fleet Manager concluded that all but 4 of the 9 low mileage vehicles had compelling reasons to be maintained in the fleet. The department continues to install asset management and locating devices in ISF vehicles to promote good decision making and optimization of the ISF fleet. The Committee accepted the staff report and,



on October 12, received a follow-up report on the status of "greening" the fleet. On November 17, 2015 the Board of Supervisors approved the recommended changes to the County's Vehicle and Equipment Acquisition Policy and Clean Air Vehicle Policy and Goals. The primary impact of the proposed changes is to commit to a goal of procuring the most fuel efficient and lowest emission vehicles that meet the essential vehicle requirements and specifications of departments. The policy vests authority with the Fleet Manager to determine when exemptions from the policy may be warranted. This is a standing referral. **REFER**

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee. On October 12, 2015, the IOC accepted the FY 2014/15 Report from the Public Works department and requested that the Purchasing Manager provide more information in future reports about how the Local Bid Preference Program meshes with the Small Business Enterprise and Outreach Programs. On November 17, the Board of Supervisors accepted the annual report. This is a standing referral. **REFER**

5. Advisory Body Recruitments. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2015, the IOC submitted recommendations to the Board of Supervisors to fill 18 vacant seats on various committees and commissions. The IOC interviewed 17 individuals for seats on the Airport Land Use Commission, Aviation Advisory Committee, Integrated Pest Management Advisory Committee, and the Fish & Wildlife Committee. This is a standing referral. In 2016, the IOC will recruit to fill scheduled vacancies on the County Planning Commission (At Large #2 seat), Retirement Board (BOS #4 seat), Advisory Fire Commission (At Large #1 seat), and the Resource Conservation District (three seats). **REFER**

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors

review. On April 13, 2015 the IOC received a report from DCD proposing, on behalf of the FWC, 2015 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 21, recommended grant awards for 11 projects totaling \$61,155, which the Board of Supervisors unanimously approved. This is a standing referral. **REFER**

7. Special Recruitment: Impartial Observers for Ambulance RFP Process. On January 13, 2014, the Board of Supervisors considered approving the Final Emergency Ambulance Request for Proposals (RFP), directing the Emergency Medical Services Agency to submit the RFP to the California State EMS Authority and, upon State approval, release the RFP. During the discussion on this topic, the Board determined that it would be beneficial to have two impartial observers involved in the service provider selection process. On January 20, 2015, Emergency Medical Services Agency staff recommended a process to select the impartial observers. The Board directed that advertisements for interested parties be placed on the County home page, on the Health Services Department website, in the local newspaper, e-mailed to all known parties who may have an interest and posted by the Clerk of the Board of Supervisors in the same manner currently used for vacancies on advisory bodies. Staff advertised the Impartial Observer and Evaluator positions for three weeks and received five applications. Two applicants were determined to be ineligible due to their prior employment with either the County or with a potential bidder. On April 13, 2015, the IOC interviewed three candidates and, on April 21, 2015, recommended to the Board appointment of two candidates as impartial observers and one candidate as an evaluator. **TERMINATE**

8. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and status report on November 13, 2013 showing substantial work and progress. The IOC requested EH staff to bring a final draft ordinance to the Committee for further consideration but staff subsequently identified issues with the interplay between the proposal and current franchise agreements that had to be examined before the County could proceed with an ordinance. On April 2015, IOC accepted a status report, and on July 27, 2015 reviewed a conceptual draft ordinance and a report outlining ten key issues on which policy direction was needed before further work on the ordinance could proceed. On October 12, 2015, the IOC provided additional policy direction to staff and asked to see a final draft ordinance at the February 2016 IOC meeting. IOC expressed preference to address the enforcement aspect of the ordinance on a separate and parallel track and directed staff to gather information from law enforcement countywide to see if enforcement costs could be estimated. The IOC asked for a commitment from the franchises to raise fees sufficient to fund enforcement of the ordinance countywide. As this continues to be a work in progress, we recommend that this referral be continued to the 2016 IOC. **REFER**

9. Social Media Policy. On June 26, 2012, the Board of Supervisors referred to the IOC the potential development of a policy governing the use of social media by County departments. The County Administrator's Office assigned the Office of Communications and Media (OCM) with the task of researching this issue and providing information to the IOC. The IOC began studying

the issue in August 13, 2012 and received periodic updates over the subsequent 18 months, during which time work on the policy had to be tabled for several months due to other emerging priorities. The policy was completed and approved by the Board of Supervisors on June 17, 2014, with direction to the OCM Director to work with the County Counsel and Risk Manager to prepare social media site usage guidelines, terms of use disclaimers, and staff training curriculum, and to report back to the Internal Operations Committee on the status of these efforts. On May 11, 2015 the IOC received and accepted a status report from the OCM Director on administration of the County's Social Media Policy. IOC requested the OCM Director to schedule the report and recommendations for Board of Supervisors discussion in July.

**TERMINATE**

10. Property Assessed Clean Energy (PACE). PACE financing is authorized by State law to allow financing of renewable energy, energy efficiency and water efficiency improvements on private property. On August 14, 2012, the Board of Supervisors referred to the IOC an evaluation of establishing PACE districts within the County. The matter was taken up by the IOC in December 2012, but as new information became available regarding legal and federal regulatory issues, Supervisor Mitchoff, who introduced the matter to the Board for study, decided to withdraw her committee referral. The matter was again referred to the IOC on September 9, 2014. The IOC held several discussions to flesh out issues that would need to be addressed in any operating agreements to be used by the County.

On March 9, 2015 IOC recommend that entities interested in forming PACE financing districts within the unincorporated area of the county submit an application with their proposal to the Department of Conservation and Development (DCD). Following a satisfactory review of application materials, staff would proceed to develop contracts with program providers to operate PACE programs within the county. On June 16, 2015, the Board of Supervisors approved the County's participation in PACE (property assessed clean energy) financing programs and directed the Department of Conservation and Development to implement an application process to enable PACE financing providers to apply to operate PACE programs in Contra Costa County.

In August 2015, the Board of Supervisors directed the IOC to reconsider the operating agreement and policies that were approved by the Board of Supervisors on June 16, 2015 based on issues raised by PACE providers. On November 17, 2015 the Board of Supervisors accepted the staff report recommending that the Board of Supervisors authorize the implementation of the California HERO PACE financing program in the unincorporated area of the County, adopted Resolution No. 2015/442 to join the California HERO Property Assessed Clean Energy (PACE) financing joint powers authority, and authorized DCD to execute an amended operating agreement with the Western Riverside Council of Governments to operate a PACE financing program within the unincorporated area of the County. **TERMINATE**

11. MHSA Three-Year Plan Oversight Process. In January 2015, the Board of Supervisors referred to the IOC a review of the roles of the Mental Health Commission and the Consolidated Planning Advisory Workgroup (CPAW) with respect to their roles in making recommendations, reviewing and monitoring the Mental Health Services Act (MHSA) budget, and to examine any

potential conflicts of interest for the members of CPAW who are contractors receiving funding through the MHSA budget. The Health Services Department reported to the IOC on this referral on March 9, 2015 at which time, after substantial discussion and public comment, the IOC requested staff to report back in 60 days with its findings and recommendations for alternate stakeholder body models. The IOC requested the Contra Costa Behavioral Health Services (CCBHS) Director provide recommendations regarding the role, governance and structure of the CPAW. Input was invited and considered from CPAW, the Mental Health Commission, and NAMI – Contra Costa. In addition, analysis was conducted of other counties of similar size as to how they addressed the statutory and regulatory requirements for active stakeholder participation in planning, evaluation and oversight of the public mental health system.

CCBHS reported back to the IOC on July 27, 2015 and made recommendations regarding CPAW governance, membership, attendance, structure, and staffing. The IOC agreed with these operating plans and principles, and recommended additional changes to the membership configuration. On August 18, 2015 the IOC reported back to the Board of Supervisors on the restructuring of the Behavioral Health Division's Consolidated Planning and Advisory Workgroup (CPAW) and the Board approved the recommendations. **TERMINATE**

12. Advisory Body Triennial Review. The Board of Supervisors has asked a number of county residents, members of businesses located in the county and/or county staff to serve on appointed bodies that provide advice to the Board on matters of county or other governmental business. Members provide a resident's, business or county staff perspective on a wide variety of policy issues or programs that the BOS oversees.

Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was considered by the IOC on April 13, 2015. At that time, the Supervisors approved many of the recommendations in the report. However, they also asked the CAO's Office to return with additional information about a number of the advisory bodies. On October 12, 2015 the IOC accepted the follow-up report from the County Administrator on outstanding issues and information requests stemming from Phase 1 of the Board Advisory Body Triennial Review. The IOC reported back to the Board on December 8 with results of Phase I of the review and recommendations for follow-up. **REFER**

13. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee. On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. The Committee accepted the staff report and requested a follow-up report from the new Animal Services Director approximately 90 days post-appointment regarding pending needs and possible one-time uses of the funds. **REFER**

14. Community Choice Energy. On August 18, 2015, the Board of Supervisors referred to the IOC the topic of Community Choice (Energy) Aggregation. Community Choice Aggregation (CCA) is the practice of aggregating consumer electricity demand within a jurisdiction or region for purposes of procuring energy. The existing energy utility remains responsible for transmission and distribution. The most common reason for jurisdictions pursuing CCA is to promote electricity generation from renewable energy sources and offer consumers choice in purchasing electricity with potential opportunities for cost savings.

The IOC took up CCA at its regular September 14, 2015 meeting and on October 13, recommended to the Board of Supervisors that outreach be conducted to Contra Costa cities and neighboring counties to gauge their interest in partnering with Contra Costa County to implement CCA. The Board directed the Conservation and Development Department (DCD) to conduct this outreach and examine the following three CCA options:

- forming a CCA partnership among the cities and the County, representing the unincorporated areas;
- partnering with Alameda County (and its cities) to form a CCA program; or
- joining the existing Marin Clean Energy program (which currently provides energy to three Contra Costa cities – Richmond, San Pablo and El Cerrito).

Further, the Board directed DCD to reach out to Contra Costa mayors and city managers to explain the concept and gauge their interest in studying CCA options. The Board also acknowledged that outreach efforts would require a substantial amount of staff time, expertise, and experience in the field of energy aggregation and, on October 20, 2015, approved an allocation of \$25,000 to DCD for the study of CCA. Results of the outreach efforts will be reported to the IOC, therefore, we recommend that this matter be retained on referral. **REFER**

15. Cost Sharing of Annexation Studies. On October 20, 2015, the Board of Supervisors referred to the Internal Operations Committee the development of a policy for Board consideration to guide the sharing of costs between the County and local jurisdictions of annexation feasibility studies. Annexation feasibility studies typically involve a determination of the study area and its characteristics, an inventory of current and needed services, the cost of furnishing needed services, and potential revenue to fund those services. The Committee reviewed remaining unincorporated County areas to determine the likelihood that there will be future annexations that might meet criteria that would be addressed in a cost-sharing policy. It was evident from reviewing the unincorporated areas that the circumstances informing annexation decisions were unique and varied greatly among the different areas. At the November 9, 2015 IOC meeting, the Committee decided that a general policy would be impractical and that decisions to share in the costs of annexation feasibility studies should be considered based on the

circumstances of each particular request and proposal. On November 17, 2015 the Board of Supervisors accepted the report and approved the IOC recommendation that the Board consider requests to share costs for annexation feasibility studies on a case-by-case basis in lieu of developing a County policy on such requests. **TERMINATE**

**EXHIBIT A  
LIST OF REFERRALS TO BE REMOVED**

7. Special Recruitment: Impartial Observers for Ambulance RFP Process
9. Social Media Policy
10. PACE (Property Assessed Clean Energy)
11. Mental Health Services Act Three-Year Plan Oversight Process
15. Annexation Study Cost-Sharing Policy

**EXHIBIT B  
LIST OF ITEMS TO BE REFERRED TO THE  
2016 INTERNAL OPERATIONS COMMITTEE**

**Standing Referrals**

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual financial audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
4. Local Bid Preference Program
5. Advisory Body Candidate Screening/Interview
6. Fish and Wildlife Propagation Fund Allocation
12. Advisory Body Triennial Review

**Non-Standing Referrals**

8. Waste Hauler Ordinance
13. Animal Benefit Fund Review
14. Community Choice Energy Aggregation

<b>2015 Committee:</b>			
<b><u>Appointments:</u></b>		<u>Appt</u>	<u>Interviewed</u>
Law Library	3/3/2015	1	0
HazMat Commission	3/3/2015	2	0
Affordable Housing Finance Cte	3/3/2015	1	0
CCTA Citizen Adv Cte	3/31/2015	1	0
Aviation Advisory Cte	3/31/2015	1	2
HazMat Commission	4/21/2015	1	0
Airport Land Use Commission	4/21/2015	2	4
Affordable Housing Finance Cte	6/9/2015	1	0
Treasury Oversight Cte	8/18/2015	1	0
HazMat Commission	9/22/2015	1	0
Fish & Wildlife Cte	12/15/2015	2	8
IPM Adv Cte	12/15/2015	3	3
Law Library	12/15/2015	<u>1</u>	<u>0</u>
		18	17
<b><u>Reports to BOS:</u></b>			
Financial Audit Schedule	3/3/2015		
Fish & Wildlife Prop Fund Allocation	4/21/2015		
Ambulance RFP Impartial Observers	4/21/2015		
Restructure of Behavioral Health CPAW	8/18/2015		
Low Mileage Fleet Vehicles	11/17/2015		
Community Choice Energy	10/13/2015		
IPM Seat Terms/Bylaws	9/22/2015		
Local Bid Preference Program	11/17/2015		
SBE/Outreach Program Semi-Annual Rpt	11/17/2015		
Year-end Report	12/15/2015		
Waste Hauler Ordinance	N/A		
PACE	11/17/2015		

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