



## INTERNAL OPERATIONS COMMITTEE

August 22, 2016

11:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, 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 May 23, 2016 IOC meeting.  
(Julie DiMaggio Enea, IOC Staff)
4. INTERVIEW candidates for the At Large Alternate 1 seat on the Fish & Wildlife Committee and DETERMINE recommendations for Board of Supervisors consideration.  
(Maureen Parkes, Conservation and Development Department)
5. CONSIDER approving recommendation from the Fish & Wildlife Committee for the supplemental allocation of 2016 Fish and Wildlife Propagation Fund grant funds in the amount of \$1,400 to print and distribute 5,000 updated "Wildlife in Your Backyard" brochures. (Maureen Parkes, Conservation and Development Department)
6. INTERVIEW the following candidates for the Appointee 1 seat on the East Bay Regional Parks District Park Advisory Committee and DETERMINE recommendation for Board of Supervisors consideration. (Julie DiMaggio Enea, County Administrator's Office)
7. The next meeting is currently scheduled for September 26, 2016.
8. 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 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:** 08/22/2016

**Subject:** RECORD OF ACTION FOR THE May 23, 2016 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 May 23, 2016 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the May 23, 2016 IOC meeting.

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

None.

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#### **Attachments**

DRAFT Record of Action for 5-23-16 IOC Meeting

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# DRAFT



## INTERNAL OPERATIONS COMMITTEE

May 23, 2016  
11:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Michael Kent, Health Services Department  
Kara Douglas, Conservation & Development Dept  
Lindy Lavendar, District IV Supervisor's Office  
Russell Watts, Treasurer-Tax Collector  
Jason Crapo, Deputy DCD Director  
John Kopchik, DCD Director  
Jill Ray, District II Supervisor's Office  
Tom Geiger, Asst. County Counsel  
Allison Picard, Chief Asst CAO  
Dustin Reilich, HERO Program  
Phyllis Gordon, Commission for Women  
James Hamill, CSCDA Managing Director  
Jonathan Kevles, Renew Financial  
Eve Perez, HERO Program  
Charles Davidson  
Linus Eukel

### 1. Introductions

*Chair Gioia called the meeting to order at 11:05 a.m. and self-introductions were made around the room.*

### 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 asked to speak during the public comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the April 25, 2016 IOC meeting.

***The Record of Action for the April 25, 2016 IOC meeting was approved as presented.***

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

4. RECOMMEND to the Board of Supervisors the reappointment of Thomas Weber to the BOS Appointee 1 seat on the Airport Land Use Commission for a new four-year term expiring on May 4, 2020.

***The Committee approved the nomination to reappoint Thomas Weber to the BOS Appointee 1 seat on the Airport Land Use Commission to a new four-year term expiring on May 4, 2020 and directed staff to forward the Committee's recommendation to the Board of Supervisors.***

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. CONSIDER approving nominations by the Affordable Housing Finance Committee to the following seats:

Seat	Applicant	Term Expiration
Community #2	Bijal Patel	6/30/18
Community #3	Lisa Caronna	6/30/19
County #3	Tom Shephard	6/30/19

***The Committee approved the Affordable Housing Finance Committee's nominations to appoint Bijal Patel to the Community #2 seat to a term ending 6/30/18, and reappoint Lisa Caronna to the Community #3 seat and Tom Shephard to the County #3 seat to terms endings 6/30/19, on the Affordable Housing Finance Committee; and directed staff to forward the Committee's recommendations to the Board of Supervisors.***

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

6. APPROVE Hazardous Materials Commission nomination to appoint Charles Davidson (Hercules) to the Environmental Organization #3 Alternate seat to complete the unexpired term ending on December 31, 2016 and to a new four-year term ending on December 31, 2020.

*The Committee interviewed Charles Davidson and Linus Eukel for the Environmental Organization #3 Alternate seat. Supervisor Anderson was reluctant to recommend candidates who, philosophically, were biased against anything other than renewable energy, considering the number of refineries operating within the county. Supervisor Gioia said he expects members to be open-minded but it was beneficial to have differing viewpoints and important to achieve geographic representation on the advisory bodies; and for this body in particular to have west county represented due to the operation of refineries in west county. He would like to see someone who would replace Henry Clark's voice on the Commission.*

*ACTION: Lacking unanimous Committee approval for either candidate and recognizing that the Hazardous Materials Commission did not interview or recommend Mr. Eukel, the Committee directed the Hazardous Materials Commission to conduct a new recruitment and submit a new nomination to the IOC. The Committee asked, when the nomination comes back, for staff to indicate the city of residence of all Commission members and which agency each member is representing.*

*Michael Kent noted that providing the city of residence hasn't been a practice because there are no geographic requirements for the seats in question. Supervisor Andersen acknowledged that point and commented that she would not expect to have equal representation on this Commission from her District since most of the county's industry was located in east and west county.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7. CONSIDER comments by the Commission for Women regarding the pending recommendation to modify the membership configuration of the Commission.

*Commission for Women Membership Chair Phyllis Gordon reviewed her letter to the IOC and clarified that she is the Membership Chair but not the Commission Chair. She reported that most of the District Seat vacancies have been filled or are in the process of being filled. She said that the Commission prefers the current seat configuration to what was proposed by the IOC. She noted that in the past, some District seats were left vacant for more than two years. She observed that despite lacking County staff support and funding, the Commission is functional. The Commission has done a lot of membership outreach and has held meetings at locations throughout the county.*

*Supervisor Anderson was inclined to maintain the current seat configuration and observed that the Commission operates independently and with effectiveness. The BOS supports the Commission's efforts. In reference to improving geographical representation in Commission membership, Ms. Gordon stated that she would appreciate receiving referrals from the District offices of applicants for the At Large seats.*

*Supervisor Gioia concurred with maintaining the status quo membership configuration, since the Commission currently has At Large seat vacancies.*

8. ACCEPT status report on the implementation of Property Assessed Clean Energy financing in the County unincorporated area.

*Jason Crapo presented the staff report.*

*Supervisor Gioia invited the PACE providers to identify any issues they have with the County's requirements. James Hamill (CSCDA) explained that CSCDA is a joint powers authority that was established in 1988 and sponsored by the League of CA Cities and CSAC. CSCDA provides a broad range of products (PACE being only one). CSCDA has extensive bonding experience; all bond obligations revert back to the borrower and do not become obligations of the city or county. In all 1400 bond transactions of over \$50 billion, there is no history of litigation against counties or cities associated with the transaction.*

*CSCDA contracts with CA First to operate the PACE program. CSCDA is a pass-through agency and the day to day operations fall under CA First. CSCDA (PACE Provider) is willing to indemnify the County for the collection of the tax assessments but not the operation of the PACE program. He said it would be more appropriate for the CA First (PACE Administrator) to indemnify the County for PACE program operations. He cited the community infrastructure program operated by CSCDA on behalf of the County and the State, which also collects through tax assessments, and does not require insurance. He has no objection to the County placing these requirements on CA First but said his board is not inclined to agree to such requirements for CSCDA.*

*Jason Crapo explained that the operating agreement (OA) is between the County and the JPAs (PACE Providers), which are entities that have the legal authority to create the assessment districts within which the PACE Administrators operate. The County is seeking full indemnification from the PACE Providers for any lawsuits arising from the operation of the PACE programs. In addition, the County is requiring PACE Providers to carry general liability insurance. WRCOG, the PACE Provider for the HERO Program, is self-insured. The County's Risk Manager recommends that PACE Providers carry \$5 million insurance coverage either by taking out a policy or being named as an insured on another agency's policy.*

*James Hamill stated that in every assessment contract, the property owner is required to hold CSCDA and the County harmless.*

*Dustin Reilich with Renovate America (HERO Administrator) said that he had a list of ten issues/challenges with the agreement that WRCOG had signed with the County, but that he was reconciled to all of the County's requirements except for inclusion of the FHFA letter. He said that they have developed disclosure terminology with ABAG to protect consumers that provides the same cautions as in the FHFA letter, and that, technologically, requiring that letter to be included in their statewide or countrywide application packet is problematic.*

***ACTION: The Committee asked Tom Geiger to review the HERO disclosures, and if they reflect the spirit and intent of the FHFA letter, then the Committee would recommend eliminating the FHFA letter requirement from the OA. This OA amendment can go directly to the BOS for consideration.***

*With regard to the insurance and indemnification requirements, Tom Geiger explained the risk issues and advised that the level of risk the Committee was willing to accept is more of a policy decision than a legal issue. He explained that the County's agreement with WRCOG provided full indemnification of the County for the PACE program and the actions of the PACE Administrators and contractors. Whereas, CSCDA is proposing that it indemnify the County only for placement of taxes on the tax roll. Since the County is not in contract with parties other than the PACE Provider (CSCDA), it would have no recourse with the property owner, contractors, or PACE Administrators. If CSCDA refuses to fully indemnify the County as WRCOG did, then the practical solution for moving forward with CSCDA is for the County to enter into separate contracts with CSCDA's PACE Administrators, e.g. CA First, for insurance and indemnification.*

*Jason Crapo emphasized that the reason it's appropriate for the County to contract with and be indemnified by the PACE Providers/JPs rather than the PACE Administrators, is that the PACE Providers are ultimately responsible for the tax assessments for the life of the assessment, which could be as long as 20 years. PACE Administrators may come and go over that period, business relationships may change, but the PACE Provider is the entity that is legally responsible and that is the important contractual relationship for the County.*

***ACTION: The IOC directed County Counsel to review CA First's proposed agreement to indemnify the County and confer with CA First's legal counsel, and work with County staff to bring the agreement to the Board for consideration.***

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

9. The next meeting is currently scheduled for June 27, 2016.
10. Adjourn

***Chair Gioia adjourned the meeting at 12:25 p.m.***

For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 08/22/2016  
**Subject:** FISH & WILDLIFE COMMITTEE RECRUITMENT  
**Submitted For:** John Kopchik, Interim Director, Conservation & Development Department  
**Department:** Conservation & Development  
**Referral No.:** IOC 16/5  
**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.

Due to the resignation of the At Large Alternate 1 member, the seat is currently vacant and the term will expire on December 31, 2016. The Conservation & Development Department recruited for applicants as described in the attached transmittal memo. Six applications were received and are attached for the IOC's review. All of the applicants were invited to interview with the IOC today.

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

INTERVIEW the following candidates for the At Large Alternate 1 seat on the Fish & Wildlife Committee to complete the unexpired term ending on 12/31/16 and also to a new four-year term of 1/1/17-12/31/21, and DETERMINE recommendations for Board of Supervisors consideration:

- Elizabeth Brunckhorst (Concord)
- Scott Cashen (Walnut Creek)
- Don Della Nina (Byron)
- Dawn Manley (Walnut Creek)
- Rodney Smith (Danville)
- Jill Wiseman (Lafayette)

**Fiscal Impact (if any):**

None.

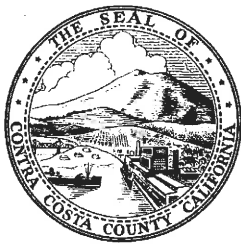
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**Attachments**

Fish & Wildlife Transmittal and Applications

Current Fish & Wildlife Cte Roster

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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 John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

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

**DATE:** August 15, 2016

**SUBJECT:** Applications for Appointment to the Fish and Wildlife Committee  
At-large Alternate 1 Seat

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#### **Fish and Wildlife Committee "FWC" Membership Structure & Appointment Process**

There are 10 members on the FWC: one from each Supervisor's District, four At-large members, and one At-large Alternate 1. Each term of office, whether for supervisor-appointed or at-large members, is four years. These expire on a rotational basis, so as to have internal continuity on the FWC. 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 At-large Alternate 1 positions, the FWC solicits the vacancies. The Internal Operations Committee considers applications from all interested individuals, conducts interviews and recommends appointments to the Board. Due to the resignation of the At-large Alternate 1 member, the seat is currently vacant and the term will expire on December 31, 2016.

#### **Public Notice of Vacancies and Application Availability**

An application for membership for the At-large Alternate 1 position 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 June 1, 2016. A press release was sent to local newspapers and it was also publicized on the County website in the County Highlights section. In addition, it was added to CCTV's County Net which appeared on Comcast Channel 27, Astound Channel 32, and AT&T U-verse Channel 99.

#### **Application Review**

Six (6) applications were received for the At-large Alternate 1 seat vacancy. Those include applications from Elizabeth Brunckhorst, Scott Cashen, Don Della Nina, Dawn Manley, Rodney Smith and Jill Wiseman. All six (6) 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:			Concord	CA	94521	
	(No.)	(Street)	(Apt.)	(City)	(State)	(Zip Code)
3. Phones:						
	(Home No.)	(Work No.)	(Cell No.)			
4. Email Address:						

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



**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted      Rejected

Print Form

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>  9 years  Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Biological Resources Expert</p> <hr/> <p>Employer's Name and Address  Self employed business owner  Walnut Creek, CA</p>	<p>Duties Performed  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>Title  Senior Wildlife Ecologist</p> <hr/> <p>Employer's Name and Address  TSS Consultants  2724 Kilgore Road  Rancho Cordova, California 95670</p>	<p>Duties Performed  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>Title  Senior Biologist</p> <hr/> <p>Employer's Name and Address  ECORP Consulting, Inc.  2100 Embarcadero Rd, Ste 105  Oakland, CA 94606</p>	<p>Duties Performed  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>Title  Member IPM Advisory Committee</p> <hr/> <p>Employer's Name and Address  Contra Costa County</p>	<p>Duties Performed  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: 07/01/2016

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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.

# Scott Cashen, M.S.

## Senior Wildlife Ecologist

### Education

- Master of Science, Wildlife and Fisheries Science, Pennsylvania State University (1998)
- Bachelor of Science, Resource Management, University of California at Berkeley (1992)

### Areas of Expertise

- Scientific field studies (design, implementation, and management)
- CEQA/NEPA compliance issues
- Biological resource assessments
- Fish and wildlife surveys
- Litigation support
- Renewable energy
- Scientific writing and technical editing
- Forest management

### Professional Experience

- Independent Biological Resources Consultant, Walnut Creek, CA (2007 – present).
- TSS Consultants, Senior Biologist, Walnut Creek, CA (2005 –2007).
- ECORP Consulting, Senior Biologist, Oakland, CA (2000 –2005).
- Pt. Reyes Bird Observatory, Field Ornithologist, SF Bay Area (2000).
- National Park Service, Field Ornithologist, Alaska (1999).
- Penn State University – Instructor of Wildlife Management (1998).
- Penn State University – Graduate Research Assistant/Teaching Assistant (1995-1998).
- Pacific Meridian Resources, Consulting Forester, Emeryville, CA (1992 –1995).
- University of California, Biological Resources Technician, Tahoe National Forest (1992).

### Permits

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

### Publications

Gutiérrez RJ, AS Cheng, DR Becker, S Cashen, et al. 2015. Legislated collaboration in a conservation conflict: a case study of the Quincy Library group in California, USA. Chapter 19 *in*: Redpath SR, et al. (eds). *Conflicts in Conservation: Navigating Towards Solutions*. Cambridge Univ. Press, Cambridge, UK.

Cheng AS, RJ Gutiérrez RJ, S Cashen, et al. 2016. Is There a Place for Legislating Place-Based Collaborative Forestry Proposals?: Examining the Herger-Feinstein Quincy Library Group Forest Recovery Act Pilot Project. *Journal of Forestry*.

Print Form:



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 COURT

65.7 Pine Street, Firm: 705;

Martinez California 94531-2527

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

C6C Fish+Wildlife Committee  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-Large Alternate 1

1. Name: Della Nina DONALD GENE  
(Last Name) (First Name) (Middle Name)

2. Address: \_\_\_\_\_  
 (No.)                  (Street)                  (Apt.)                  (City)                  (State)                  (Zip Code)

3. **Phones:** \_\_\_\_\_  
 (Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

**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	Procurement Contracting
--	-------------------------

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley = EXT	PROCUREMENT CONTRACTING CERTIFICATION	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Cert	1990
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input 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)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 3+ <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Board Member</p> <p>Employer's Name and Address</p> <p>Byron MAC BYRON, CA</p>	<p>Duties Performed</p> <p>Board Member Issues concerning the town of Byron</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 3+ <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Committee Member</p> <p>Employer's Name and Address</p> <p>Contra Costa Fish &amp; Wildlife</p>	<p>Duties Performed</p> <p>Issues regarding Fish &amp; Wildlife for Contra Costa County</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p></p> <p>Employer's Name and Address</p> <p></p>	<p>Duties Performed</p> <p></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p></p> <p>Employer's Name and Address</p> <p></p>	<p>Duties Performed</p> <p></p>

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## 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.

Sign Nar

Date:

5-11-16

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §5250-6270).
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.

THIS FORM IS A PUBLIC DOCUMENT



Contra  
Costa  
County

RECEIVED

MAY 6 2016

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, Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Manley, Dawn M  
(Last Name) (First Name) (Middle Name)

2. **Address:** Walnut Creek, CA 94597  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:**  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:**

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 BS in Environmental Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cal State East Bay	Environmental Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		100+	BS	6/2003
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"/>			

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)  <u>From</u>      <u>To</u>  8/2000      present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  15                7</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Director of Animal Encounters</p> <hr/> <p>Employer's Name and Address  Lindsay Wildlife Experience  1931 First Avenue  Walnut Creek, CA 94597</p>	<p>Duties Performed  Management of captive live animal collection (native CA wildlife - non-releaseable) and animal keeper staff of 7.</p> <p>Permit officer for state and federal permits and licenses</p> <p>Budget management</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div style="border: 1px solid black; width: 100%; height: 30px;"></div></p> <hr/> <p>Employer's Name and Address  <div style="border: 1px solid black; width: 100%; height: 100px;"></div></p>	<p>Duties Performed  <div style="border: 1px solid black; width: 100%; height: 150px;"></div></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div style="border: 1px solid black; width: 100%; height: 30px;"></div></p> <hr/> <p>Employer's Name and Address  <div style="border: 1px solid black; width: 100%; height: 100px;"></div></p>	<p>Duties Performed  <div style="border: 1px solid black; width: 100%; height: 150px;"></div></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; display: inline-block;"></div></p> <p>Hrs. per week <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div style="border: 1px solid black; width: 100%; height: 30px;"></div></p> <hr/> <p>Employer's Name and Address  <div style="border: 1px solid black; width: 100%; height: 100px;"></div></p>	<p>Duties Performed  <div style="border: 1px solid black; width: 100%; height: 150px;"></div></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

*I regularly attend these meetings*

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, Com

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

Date: 5/5/16

### 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.
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.

Accepted	Rejected
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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)</p> <p>From <u>          </u> To <u>          </u></p> <p>1974      1997</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>23      92</p> <p>Hrs. per week <u>45</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Director of Public Health lab services</p> <p>Employer's Name and Address</p> <p>Contra Costa Co. Health Services Dept. 1111 Ward Street Martinez</p>	<p>Duties Performed</p> <p>Directed all diagnostic microbiology services with a staff of 24. The main lab was on Ward St. All animals tested for rabies were performed here. There were branch labs in Richmond, Concord and Pittsburg. The lab program was Medicare approved and became a revenue center.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>          </u> To <u>          </u></p> <p>1974      <u>          </u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p><u>          </u>    10</p> <p>Hrs. per week <u>          </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>supervising microbiology lab</p> <p>Employer's Name and Address</p> <p>Alta Bates Hospital In Berkeley</p>	<p>Duties Performed</p> <p>directing 7 medical technologists performing tests on patient specimens to detect and identify infectious agents.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>          </u> To <u>          </u></p> <p>1971      1974</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>3      36</p> <p>Hrs. per week <u>60</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Associate Professor and lab chief</p> <p>Employer's Name and Address</p> <p>University of Texas Medical School in Galveston and the Shriner Burns institute for burned children</p>	<p>Duties Performed</p> <p>Teaching medical microbiology to medical students, directing graduate student research and operating a diagnostic lab to test specimens from burn patients. Staff of 10</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>          </u> To <u>          </u></p> <p>1967      1971</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>4      48</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Assistant professor of microbiology</p> <p>Employer's Name and Address</p> <p>Temple University schools of dentistry in Philadelphia, Pa</p>	<p>Duties Performed</p> <p>Teaching students of dentistry and pharmacy. Had various faculty functions and did basic research</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Members

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: August 01, 2016

### 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.

THIS FORM IS A PUBLIC DOCUMENT



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:**

Contra Costa County Fish & Wildlife  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-large Alternate Member  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Wiseman Jill Marie  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Lafayette CA 94549  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

Phones: [Redacted] 8 [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 B.A.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California San Diego	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		180	B.A.	1991
B) University of California Berkeley	Extension Business Classes Epidemiology executive program	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	21			
C) ecfirst	certified Security compliance specialist certified HIPAA Professional	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				2008 2012
D) Other schools / training completed: ISACA	Course Studied certified information systems auditor	Hours Completed 40-50 hours/ yr	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input 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)  <u>From</u>      <u>To</u>  197/1997 10/23/2014</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  17 yrs</p> <p>Hrs. per week <u>40<sup>+</sup></u> . Volunteer <input type="checkbox"/></p>	<p>Title  Senior Manager, project  Manager, Senior business  consultant</p> <p>Employer's Name and Address  Kaiser Permanente  1 Kaiser Plaza  Oakland, CA 94612</p>	<p>Duties Performed</p> <p>17+ years leading compliance initiatives &amp; audits</p> <ul style="list-style-type: none"> <li>- provided strategic &amp; tactical advice to various departments (e.g., exec leadership to front line staff)</li> <li>- made funding recommendations</li> <li>- Developed procedures, policies</li> <li>- Project Manager of programs to 2M</li> </ul>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  9/1/1992 9/1/1997</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  5 yrs</p> <p>Hrs. per week <u>40<sup>+</sup></u> . Volunteer <input type="checkbox"/></p>	<p>Title  Clinical Outcomes  Coordinator / Clinical Exercise  Physiologist</p> <p>Employer's Name and Address  UCSD  8939 Villa La Jolla Drive  La Jolla, CA 92037</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> <li>- Launched new UCSD outpatient clinic (one of original six staff that grew to sixty)</li> <li>- Published research</li> <li>- Organized Department (developed vision, goals, processes)</li> </ul>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2/5/2013 8/27/2013</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  6 m</p> <p>Hrs. per week <u>3</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Wildlife Hospital  volunteer</p> <p>Employer's Name and Address  Lindsay Wildlife Experience  1931 First Ave.  Walnut Creek 94597</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> <li>- Cared for orphaned &amp; injured native California wildlife</li> </ul>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></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 Attend Meetings

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 Nan

Date: 7-7-16

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THIS FORM IS A PUBLIC DOCUMENT

**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.

## ***FISH AND WILDLIFE COMMITTEE ROSTER***

	<b><u><i>Appointment Date</i></u></b>	<b><u><i>Term Expires</i></u></b>
<i>Vacant (District I)</i>		<i>February 28, 2016</i>
<i>Susan Heckly (District II) Pleasant Hill</i>	<i>April 14, 2015</i>	<i>February 28, 2018</i>
<i>Clark Dawson (District III) Antioch</i>	<i>March 31, 2015</i>	<i>February 28, 2018</i>
<i>Brett Morris (District IV) Walnut Creek</i>	<i>March 3, 2015</i>	<i>February 28, 2019</i>
<i>Daniel Pellegrini (District V) Martinez</i>	<i>March 3, 2015</i>	<i>February 28, 2019</i>
<i>Roni Gehlke (At-Large 1) Oakley</i>	<i>January 5, 2016</i>	<i>December 31, 2018</i>
<i>Kathleen Jennings (At-Large 2) Concord</i>	<i>January 5, 2016</i>	<i>December 31, 2018</i>
<i>Jeff Skinner (At-Large 3) Martinez</i>	<i>December 9, 2014</i>	<i>December 31, 2016</i>
<i>Scott Stephan (At-Large 4) San Ramon</i>	<i>December 9, 2014</i>	<i>December 31, 2016</i>
<i>Vacant (At-Large Alternate 1)</i>	<i>December 9, 2014</i>	<i>December 31, 2016</i>



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 08/22/2016

**Subject:** SUPPLEMENTAL ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDS

**Submitted For:** John Kopchik, Director, Conservation & Development Department

**Department:** Conservation & Development

**Referral No.:** IOC 16/6

**Referral Name:** Allocation of Propagation Funds by the Fish and Wildlife Committee

**Presenter:** Maureen Parkes, Conservation &  
Development Dept

**Contact:** Maureen Parkes  
925.674.7831

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### **Referral History:**

In April, the IOC reviewed and made recommendations to the Board of Supervisors on allocation of 2016 Fish and Wildlife Propagation Fund grant funds for six projects totaling \$22,450. These allocations were approved by the Board on May 10, 2016.

### **Referral Update:**

Attached is a memo from the Fish & Wildlife Committee requesting consideration for a supplemental allocation of \$1,400 to print and distribute 5,000 updated "Wildlife in Your Backyard" brochures. Attached is an explanatory memo and a sample of the brochure to be distributed.

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

APPROVE recommendation from the Fish & Wildlife Committee for the supplemental allocation of 2016 Fish and Wildlife Propagation Fund grant funds in the amount of \$1,400 to print and distribute 5,000 updated "Wildlife in Your Backyard" brochures.

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

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$ 1,400.00 of the \$15,987.99 unallocated propagation funds available. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

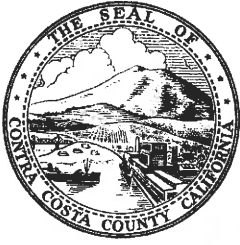
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### **Attachments**

Fish & Wildlife Cte transmittal letter and brochure

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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 John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

**FROM:** Daniel Pellegrini, Chair  
Fish and Wildlife Committee

By: Maureen Parkes, Planning Technician III *Maureen Parkes*  
Staff to Fish and Wildlife Committee

**DATE:** August 16, 2016

**SUBJECT:** Contra Costa County Fish and Wildlife Committee Recommendation to Print and Distribute 5,000 "Wildlife in Your Backyard" Brochures

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The Contra Costa County Fish and Wildlife Committee (FWC) requests the Internal Operations Committee's (IOC) consideration of the expenditure of up to \$1,400 from the Fish and Wildlife Propagation Fund (Fund) to print and distribute 5,000 updated "Wildlife in Your Backyard" brochures. The brochures inform County residents about how to manage wildlife in urban settings. The FWC is requesting that the IOC consider this recommendation and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the Fish and Wildlife Propagation Fund, the "Wildlife in Your Backyard" brochure, the review process performed by the FWC and documents the FWC's recommendation to authorize the expenditure.

## **I. Background**

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license), illegal take and illegal dumping. Occasionally there are larger fines that result from larger violations, including failure to obtain appropriate permits for activities such as streambed alteration. A portion of the fines are deposited into the Fish and Wildlife Propagation Fund. California Fish and Game Code 13103 defines how money in this fund may be spent, but the Board of Supervisors is in charge of authorizing specific expenditures. The "Wildlife in Your Backyard" brochure project is consistent with the expenditure criteria established by State law because it relates to public education on fish and wildlife issues. As of August 15, 2016, the Fund had an available balance of \$263,658.81.

These funds will also be available for the funding of eligible projects that benefit fish and wildlife during the 2017 Contra Costa County Fish and Wildlife Propagation Fund grant cycle.

The “Wildlife in Your Backyard” brochure was first developed by the Fish and Wildlife Committee in 2004 to inform residents in the County how to manage wildlife in urban settings. Many homes are located near natural areas and open space. This proximity creates an opportunity for negative human/wildlife interactions. For example, some County residents have encounters with raccoons living in their attics or deer eating their flowers and vegetables from their backyards. Residents often contact the County Fish and Wildlife Committee, County Animal Services Department or Lindsay Wildlife Experience for information on how to handle these situations. The Committee concluded that it was very important to create a brochure that people can bring home or access online to refer to when they encounter situations with wildlife.

The FWC decided to update the 2004 brochure. The Committee worked for several months on the revisions which include reformatted easy-to-read text and the addition of several photos of wild animals. Most of the text remains the same, although some content and contact numbers have been updated. The draft revised brochure is 16 pages long and stapled in the middle (8.5 by 5.5 inches finished). On January 20, 2016, the FWC approved the final text and recommended expenditure of up to \$1,400 to print and distribute 5,000 copies of the brochure. A copy of the draft revised brochure is attached.

If the revised brochure is approved, it will be posted on the FWC web page and distributed throughout the County in public places, when and where permission is granted, including County Animal Services, East Bay Municipal Utility District’s visitor center at their reservoir, at local or regional parks, and Lindsey Wildlife Experience in Walnut Creek. The FWC also plans to send the brochures to real estate agents and homeowners that are located near natural areas or open space.

Please contact Maureen Parkes at 925-674-7831 or Abigail Fateman at 925-674-7820 with any questions.

Attachment: Draft Revised Brochure

# **WILDLIFE IN YOUR BACKYARD**



Guide developed and funded by the  
Contra Costa County Fish and Wildlife Committee

# Introduction

One of the Bay Area's greatest assets is its abundance of woodland, grassland and wetland habitats. Many wildlife species live in close proximity to their human neighbors as housing development expands in our region. We invite you to take a few minutes to read about some of the common wildlife species found in Contra Costa County and several things you can do to get along with these original "residents" of your neighborhood.



## How To Be Wildlife Friendly

There are a few important steps to take to keep a healthy distance between your family and wildlife in the neighborhood. Following these tips helps to make wild animals welcome guests rather than pests.

- Keep garbage in tightly covered containers and pick up fallen fruit from fruit trees. Without the smells associated with food stuffs from our houses and gardens, animals are much less likely to create nuisances in our yards.
- Do not leave pet food or water out in your yard. Close pet doors at night to keep wild animals outside.
- Maintain bird feeders by collecting fallen and discarded seeds which attract rats, squirrels and other wildlife.
- Keeping cats indoors will protect them from disease and predators, as well as to help conserve native songbirds, lizards, salamanders and other small animals. Several sources, including the Audubon Society, report that free-roaming cats have devastating effects on native animals.
- Close or screen entrances to attics, vents and crawl spaces, and areas under sheds and decks so animals cannot use those areas to sleep, den or breed.
- If deer are a problem in your area, plant "deer resistant"

plants recommended by your local nursery.

■ If raccoons or skunks are digging in your lawn, you may have a grub (insect larvae that eat grass roots) problem. Watering the lawn in the morning rather than the evening will make the lawn more difficult to dig and keep grubs deeper in the soil during the evening hours. Heavy grub infestations should be treated with the minimum amount of toxic substances. Ask your local nursery about beneficial nematodes for grub control.

■ Use black or cayenne pepper on the lawn to discourage wildlife from digging. Dog and cat repellent may work as well.

■ Let native wildlife stay wild. Although well intentioned, feeding wildlife disrupts natural behaviors and can reduce long-term survival.

■ Do not handle wildlife. This can harm animals and expose you to disease.

## **Our Furry, Feathered and Scaly Friends**

The following are some of the more common local animal residents in the county. The recommendations noted for each species can help to maintain a harmonious relationship with them.



### **Raccoons**

These black-masked, dexterous mammals are active mostly at night and eat an extremely wide variety of foods. Raccoons digging in lawns are a common problem in suburban areas. To prevent raccoons from routine visits to your yard, follow the

general tips on page 2, particularly regarding grub infestations. In addition, limit access to attics and crawl spaces by screening. If needed:

- Wrap metal guards, 18 inches or wider, around tree trunks five or six feet above the ground to keep raccoons from climbing trees to get to roof tops and fruit. Trim bushes and tree branches three feet back from the roofline.
- To protect fish in a pond, submerge a wire mesh horizontally around the edge, leaving the center open. Raccoons cannot reach past the wire and will not stand on it because it is unstable. Submerge terra cotta pipes for fish escape cover.

## Pocket Gopher



*Photo by Chuck Abbe*

Gophers are herbivores and eat a variety of plants, such as leafy vegetables above ground and roots and tubers underground. They constitute an important food source for many wild animals. Owls, hawks, foxes, coyotes, badgers, weasels and snakes eat gophers. Gophers also play a major role in soil dynamics. Their constant digging results in vertical cycling of

soil. This counteracts the packing effect of grazers, makes the soil more porous and permeable, reduces run off and provides increased aeration for plants.

Gophers dig two types of burrows. One is a long, winding, shallow tunnel to obtain food, and the second a deep tunnel for shelter with chambers for food and nesting. Fan-shaped mounds of loose dirt distinguish gopher holes from circular mole hills.

### **For gophers eating plants and tunneling:**

- Place hardware cloth (1/4 inch or 1/2 inch mesh) 18-20 inches deep around the perimeter of your garden to exclude

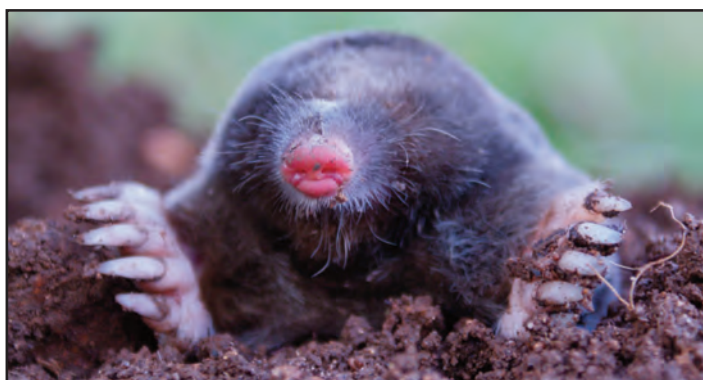
gophers. Fasten commercial tree wrap around ornamental plants and trees.

■ Plant daffodils, oleander, gopher or mole plant (*Euphorbia lathyris*) or other plants that gophers dislike. Check at your local nursery for suggestions.

### **To protect plant roots:**

■ Plant in underground baskets of 1/4 inch hardware cloth. Line the sides and bottoms of all planting holes and beds with galvanized wire mesh or light gauge mesh when planting trees and shrubs; they need protection only when young and vulnerable. Use a heavier mesh for permanent beds where you grow annuals and vegetables. Be sure to place the mesh deep enough to accommodate growing root crops and bulbs, and leave at least 3 inches of mesh above ground.

■ Make your own root protectors using 3/4 inch hexagonal wire netting or purchase them ready-made.



## **Moles**

Moles are insectivores and are very beneficial, aerating the soil and eating insects harmful to gardens. They do not eat vegetation and cause very little damage to plants. Gopher plant is reported to repel moles. Mole-Med is a castor bean extract that may repel moles when sprayed on lawns.

# California Ground Squirrel

Ground squirrels live in colonies in open areas where they can burrow, and are present in most agricultural and rural areas in California. They are also found around buildings, gardens and industrial sites.

## **For ground squirrels burrowing in your yard:**

- Place hardware cloth (1/4 inch or 1/2 inch mesh) to a depth of 18-20 inches around small plots of individual ornamental plants and trees.
- Remove brush piles and debris, reduce cover, and control weeds to make the area more open and to remove food sources.
- Encourage raptors such as hawks and owls by erecting a raptor perch or pole.

## **For ground squirrels eating plants:**

- Wrap tree and shrub trunks with commercial tree wrap.
- Spray rodent repellent on ornamental plants, which has an extremely bitter taste (may include Benzylidylethyl as an active ingredient). Cribbing spray and Roepel are available commercially. Avoid using gas cartridges and anticoagulants, which can poison non-target species directly or secondarily. Squirrel burrows are used by a wide variety of wildlife species.

# Striped Skunks

The common skunk is another creature of the night that, like the raccoon, eats a wide variety of foods. A skunk typically will not use its most famous feature, its odor, unless provoked. Skunks digging in lawns are a common problem in suburban areas. To keep skunks away from your yard, follow the general tips on page 2, particularly regarding grub infestations.

Keeping garbage and pet food inaccessible is especially important, as well as screening vents and crawl spaces.



If a skunk sprays you or your pet, mix together into solution (but not in a closed container, as it's potentially volatile): 1 quart 3% hydrogen peroxide, 1/4 cup baking soda, 1 tsp. Dawn dish detergent.

Apply immediately, keeping it out of the animal's eyes, nose and mouth. Leave for several minutes and rinse with water. This amount is enough for a small dog. You should double the ingredients for medium dogs and triple for large dogs. Apply several times if needed. Commercial deodorizers are available from veterinarians and feed stores.

## Songbirds

Due to the diversity of habitats throughout Contra Costa County, more than 180 species of birds can be found here. Many are year-round residents, while others pass through during spring and fall migration.

If you choose to keep a bird feeder and/or a birdbath, keep them clean. Dirty feathers spread disease. Once a week, wash your feeder with soapy water, rinse and soak in a



diluted solution of bleach (1 part bleach to 32 parts water). Always use fresh, high-quality sterile seed. If the seed gets wet from rain, replace it with dry seed immediately before mold develops.

The American Bird Conservancy, the National Audubon Society and the Humane Society urge owners to keep cats confined indoors and controlled to protect birds and other wildlife. If your cat injures a bird, place the bird in a small container such as a paper lined box. Call Lindsay Wildlife Experience (see back page for number) for care information.



## Black-tailed Deer

Deer eat a variety of plants and seem particularly attracted to many of the trees, bushes and perennials commonly used in your yard. While eight to ten foot high fencing is the only sure method of preventing deer from eating your plants, an alternative is to erect screens or other barriers around individual plants to protect them.

Your local nursery can help you find plants less likely to be grazed by deer. Repellents can be successful, but instructions must be followed carefully. You may need to try several different brands of repellents to find one that actually repels deer in your yard. Deer repellents are available at nurseries and home improvement stores. Motion activated sprinklers work well to scare and startle deer from your garden.

## Opossums

The opossum is the only marsupial native to North America. It was introduced into California in San Jose during the 1920s as a game animal, and has dispersed throughout the state.



Opossums are active at night, and are known to “play dead” when startled or confronted. They generally are not aggressive or destructive, but may try to bluff their attacker by hissing, salivating and opening their mouths wide to show their 50 teeth. Opossums are less likely to linger if garbage cans are well sealed and pet food is not left out.



*Photo by CDFW*

## Snakes

The Bay Area is home to many different species of snakes, including the gopher snake, king snake and rattlesnake. The only potentially dangerous venomous snake in the Bay Area is the Northern Pacific Rattlesnake.

Although the Night Snake and Ring-necked snake with rear fangs are mildly poisonous, they are generally not harmful to humans due to their size and demeanor.

Gopher snakes are more common than rattlesnakes in the Bay Area and are often mistaken for rattlesnakes. A gopher snake has a pointed tail. A rattlesnake will have rattles on its tail, or if it is young, it may have a rounded tail with a button, but will never have a pointed tail.

Rattlesnakes are potentially dangerous to humans and pets. Any rattlesnake bite should be treated as a medical emergency that requires immediate care for humans or veterinary care for pets. The bite victim should be immobilized, remain calm and be transported to a hospital. Vaccinations are available for pets.

Snakes are beneficial because they eat many animals we consider to be pests, such as mice, rats and ground squirrels. They should not be killed.

To make your yard less attractive to snakes, clear or thin dense brush and weeds from around your house to reduce rodents. In particular, discouraging ground squirrels will also reduce the attractiveness of an area to rattlesnakes.

Fencing may keep most snakes out of yards. Use small-mesh wire fence that extends 18 inches into the ground and 3 feet above ground. Do not use plastic mesh because snakes can become entangled.

## Coyotes

Coyotes are found throughout California in a variety of habitats, including urban areas. They resemble a small German shepherd dog with the exception of the long snout and bushy, black-tipped tail. Feeding coyotes, whether deliberately or not, puts you, your pets and your neighbors at risk.



Feed pets indoors or promptly remove outdoor dishes when your pet is finished. Store kibbled pet food in trash cans with tight lids that prevent spilling if the can tips over. To make your home less attractive to rodents clear brush and dense weeds.

Never leave small children unattended in areas known to be frequented by coyotes. Protect your pets by keeping small animals indoors. Coyotes may seek cats and small dogs in residential areas. Cats should never be allowed to wander outside in coyote country. Bring dogs indoors at night and never allow them to run loose.

## Wild Turkeys

Wild turkeys were first introduced into California about 100

years ago with many subsequent reintroductions throughout the state. They have become well established in many areas, including the Bay Area. Turkey nests and eggs are protected by Federal law.



Wild turkeys live in woodland habitats, which contain both trees for roosting and open grasslands for foraging and nesting. Local turkey populations have recently increased in size, with some flocks containing 50 or more birds.

Turkeys are ground feeders, and consume a wide variety of food including grasses, grains, acorns, fruits, insects and agricultural crops. In particular, their fondness for acorns may hinder oak regeneration and rob native wildlife of a valuable food resource. Turkeys are a protected game species.

Many residents enjoy seeing these impressive birds; however, they have become a nuisance in some suburban areas due to the damage they can cause by foraging in gardens and landscaping and the droppings they leave behind. In many cases, these problems are caused or exacerbated by residents who feed the turkeys and thereby attract them to residential neighborhoods. Feeding wild turkeys puts them in jeopardy by altering their wild behavior and encouraging close contact with people.

If wild turkeys begin roosting in your trees or causing damage to your property and you need help, the California Department of Fish and Wildlife can provide specific advice. Turkeys can be discouraged from your property with motion-activated sprinklers.

# Mice and Rats



*Photo by USGS*

Rodents most commonly seen in and around dwellings in the Bay Area include the house mouse, roof rat (black rat) and Norway rat (brown rat). These animals are not native to North America, cause millions of dollars in damage each year, and can cause food poisoning and spread diseases such as plague and typhus to humans.

In the Bay Area, we also have many native rodents such as deer mice, harvest mice, California voles (meadow mice) and dusky-footed woodrats (pack rats). These native species are usually seen away from homes, but sometimes may be found close to or in dwellings when populations increase periodically.

You can make your home and garden less attractive to rodents:

- Keep leaf litter, lumber, trash, brush, wood and rock piles to a minimum to reduce hiding places. Ground cover such as ivy is commonly used by non-native rodents.
- Remove all sources of food. Fruit and vegetables should be promptly harvested and not allowed to accumulate or drop to the ground.
- Bird feeders should contain seeds and not allow them to drop to the ground.
- Seal all places where rodents may enter your house. Mice can get through an opening the size of a dime; rats can enter through openings the size of a quarter.

## **In your home:**

- Do not use glue traps or poison. Glue traps are inhumane and can catch unintended victims such as lizards and birds. Poisoned rodents may secondarily poison non-target predators or pets. Snap traps are the most effective, humane method of

control.

- If you hire a pest control operator, make sure they use traps and exclusion instead of poisons.

## Bats

The Bay Area is home to many species of bats. They are a protected non-game species and may not be harmed, except under special conditions set by the California Department of Fish and Wildlife.

Bats are very beneficial because they eat a large variety of harmful insects. A colony of 500 bats can easily capture over a half a million insects nightly.

Some bats roost in trees and rock crevices. Other colonial species roost in buildings or may have nighttime feeding roosts. Bats roosting on porches and eaves are usually Pallid bats which come at night to roost and feed on their meal; insect body parts are often found below the roost. To deter bats from roosting, cover the area with smooth, tight-fitting plastic, such as Plexiglas or other hard plastic, so they can't crawl under or cling to it. Naphthalene flakes (moth balls) suspended in netting or socks sometimes deter bats from roosting in an area.

Never attempt to handle any bat, as they are potential vectors of the lethal rabies virus. However, less than one half-percent of bats actually contract rabies.

Eliminate openings where bats may enter a building. If a bat enters a building allow it to fly out by itself through open windows or doors.

Never seal a roosting area from May through August in case there is a nursery colony with baby bats that cannot fly out.

If humans or pets come in direct contact or are bitten by a bat, collect the bat and seek immediate medical advice from your local county health department and doctor.





## Mountain Lions

The mountain lion is an apex predator coexisting with us in the east San Francisco Bay area. Mountain lions are a keystone species which reflects the health of the environment.

In Contra Costa County mountain lions are faced with several challenges, particularly the fragmentation of habitat.

Mountain lions require large tracts of land territory and home range. Our freeways and suburbanization have divided the region into isolated, disconnected areas which mountain lions must navigate to access preferred habitat.

Vehicles are a leading cause of death for these animals. Upon entering into our backyards or cities, they pose a potential public safety concern. Your chances of being attacked by a mountain lion are extremely low.

There have been 16 confirmed attacks on humans by mountain lions in California since 1890. For comparison, one is 1,000 times more likely to be struck by lightning and 500 times more likely to be killed by a domestic dog.

### **To minimize risks of mountain lion attacks:**

- Do not hike alone. Hike in groups.
- Keep children close to you and within your sight at all times when in lion country.
- Do not approach a lion. Most mountain lions will generally try to avoid a confrontation. Give them a way to escape.

■ Do not run from a lion. Running may stimulate a mountain lion's instinct to chase. Instead, stand and face the animal. Make eye contact. If you have small children, pick them up if possible so they do not panic and run.

■ Do not crouch or bend over. A person squatting or bending over looks a lot like a four-legged prey animal.

■ Do all you can to appear larger. Raise your arms. Open your jacket if you are wearing one. Throw stones, branches or what ever you can reach without crouching or turning your back.

Wave your arms slowly and speak firmly in a loud voice.

■ Fight back if attacked with any means available, protecting your head and neck.



## Pets and Wildlife

Indoor cats avoid exposure to disease and predators. Free-roaming cats and small dogs can become part of the food chain, with consequences for both pets and wildlife. Indoor cats live an average of five times longer than free-roaming cats.

Dogs should be kept in fenced yards, on leash or under direct control. Keep vaccinations for dogs and cats current to minimize risk of disease transmission between domestic and wild animals. Your veterinarian can give you more information about preventing problems caused by encounters between pets and wildlife.

## And, Finally...

We hope that this guide shows that living with wildlife is not much of a burden. Most of what works to keep wildlife populations healthy is common sense.

## Keep creeks clean

If you are aware of pollutants such as oil, pesticides, pool water, yard clippings or other man-made pollutants entering local creeks, inform your city's public works department.

Californian Office of Emergency Services (800) 852-7550

California Dept. of Fish & Wildlife (707) 944-5500

CCC Animal Services Dept. (Central/Eastern County)

(925) 335-8300

CCC Animal Services Dept. (Western County)

(510) 374-3966

Contra Costa Clean Water Program

(800) NODUMPING

Contra Costa Dept. of Agriculture

(925) 646-5250

Contra Costa Mosquito & Vector Control

(925) 685-9301

Lindsay Wildlife Experience

(925) 935-1978

## Save water

Reducing residential and business water use relieves the intense pressure on our water resources posed by our growing population. For example, use native plants that do not require heavy watering, and use a broom instead of the hose when cleaning around your home or at work.

## Visit local parks and creeks

There is high quality wildlife habitat not far from your home. Getting to know the region's animals is a pleasure and shows the value of our efforts to preserve, conserve and restore wildlife.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 08/22/2016  
**Subject:** East Bay Regional Parks District Park Advisory Committee Recruitment  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 16/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

The East Bay Regional Park District (EBRPD) Park Advisory Committee (PAC) was established in July 1974 to assist in the development of the District's master plan. The PAC consists of twenty-one members. Members of the PAC are nominated by the following:

1. Two members by each member of the Board of Directors (14),
2. One member for each of the following (7): a. Mayors' Conference of Alameda County, b. Mayors' Conference of Contra Costa County, c. Board of Supervisors of Alameda County, d. Board of Supervisors of Contra Costa County, e. Contra Costa County Chapter of California Special Districts Association, f. Alameda County Chapter of California Special Districts Association, g. One representative of organized labor from the Alameda Central Labor Council or the Contra Costa Central Labor Council (on a rotating basis). Employees of the EBRPD are not eligible to serve on the PAC.

#### **Referral Update:**

Colin Coffey has been serving as the Board of Supervisors representative since 2011. Two applications (attached hereto) have been received for the current vacancy:

Colin Coffey (Hercules)  
Elaine Schroth (Danville)

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

INTERVIEW the following candidates for the Appointee 1 seat on the East Bay Regional Parks District Park Advisory Committee to complete the unexpired term ending on December 31, 2016 and to a new two-year term expiring on December 31, 2018:

- Colin Coffey (Hercules)
- Elaine Schroth (Danville)

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

None.

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**Attachments**

Candidate Application Colin Coffey EBRPD Adv Committee

Candidate Application Elaine Schroth EBRPD Adv Committee

Supplemental Information Submitted by Elaine Schroth

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Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**RECEIVED**

AUG 09 2016

CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

## 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:

East Bay Regional Park Parks Advisory Committee

Member appointed by CC Board of Supervisors

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Coffey Colin Jay  
(Last Name) (First Name) (Middle Name)

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

3. Phones: \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

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 Doctorate (law degree)

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	US History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1980
B) UC Hastings	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			JD	1983
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"/>			
_____	_____	_____				

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>1984</u> To <u>present</u>          Total: Yrs. <u>          </u> Mos. <u>          </u>          Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <b>Attorney/Partner</b>          Employer's Name and Address          Archer Norris          Walnut Creek</p>	<p>Duties Performed          Lawyer and owner with California Regional law firm, 100 lawyers State wide offices.</p>
<p>B) Dates (Month, Day, Year)          From <u>2001</u> To <u>2009</u>          Total: Yrs. <u>          </u> Mos. <u>          </u>          Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <b>Member EBRPD PAC</b>          Employer's Name and Address</p>	<p>Duties Performed          Member appointed by Director Ted Radke</p>
<p>C) Dates (Month, Day, Year)          From <u>2012</u> To <u>present</u>          Total: Yrs. <u>          </u> Mos. <u>          </u>          Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <b>Member EBRPD PAC</b>          Employer's Name and Address</p>	<p>Duties Performed          Member appointed by Contra Costa Board of Supervisors</p>
<p>D) Dates (Month, Day, Year)          From <u>2005</u> To <u>present</u>          Total: Yrs. <u>          </u> Mos. <u>          </u>          Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <b>EBRPD Park Ambassador</b>          Employer's Name and Address</p>	<p>Duties Performed          Spokesperson and representative at community events for the EBRPD.</p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other County Staff

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: August 9, 2016

### 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.

THIS FORM IS A PUBLIC DOCUMENT

Colin J. Coffey

Attachment to CCC Application for Re-Appointment to  
East Bay Regional Park District Park Advisory Committee

I am seeking re-appointment to the EBRPD Park Advisory Committee on behalf of the Contra Costa Board of Supervisors. I have served the County in this position since 2012 and can serve through the end of 2018 under the Park District's eight year term limits for PAC membership. I previously served on the PAC as an appointee of former Park District Director Ted Radke, from 2001 to 2009, and have now served an additional five years as an appointee of the CC Board of Supervisors. I have an excellent attendance record on the Committee and I take every opportunity to dialog with members of the Board of Supervisors on Contra Costa issues pertaining to the Park District.

I am a third generation Contra Costan, a lifelong user of the regional parks, my wife and I were married in Tilden Park 30 years ago, I have served 13 years on the PAC, and I have explored most of the District's 66 regional parks. My wife and I regularly hike District park and regional trails. I have served the District as an EBRPD "park ambassador" since 2005. Along with my wife and two college age children, we were the Park District's first "ambassador family," each of us having received ambassador training. As volunteer Park Ambassadors we regularly attend community events (fairs, festivals, public and private events) and man a Park District table, distributing brochures and answering questions people have on the parks and trails. My wife and I are members of the Regional Parks Foundation, and through the Foundation we annually support five summer "camperships", a program designed to send inner city kids to Park District outdoor camps at little to no cost to their parents.

I was a Park District spokesperson on the campaign in support of bond Measure WW. On the PAC I have made a central focus of my involvement with Park District Board members and management the District's adherence to funding the Contra Costa park and trail projects designated for funding through Measure WW. I will be honored and appreciative of re-appointment to the PAC and hope to continue this work with the Park District on behalf of Contra Costa.

**Colin J. Coffey**  
Hercules, California 94547

E-Mail: \_\_\_\_\_

**Education & Credentials**

Hastings College of Law, San Francisco, California, J.D., 1983  
Editor, Hastings International Law Review  
University of California, Berkeley, California, A.B. History, 1980  
Honors: A.B. Degree awarded with "Great Distinction"  
Phi Beta Kappa  
Martindale-Hubbe A/V Rating

**EMPLOYMENT EXPERIENCE**

Archer Norris, Walnut Creek, 1983-present, attorney-at-law, partner 1990.

**PRACTICE**

Thirty year concentration in the field of public healthcare law and regulation.  
General Counsel to major medical centers and counsel to hospital boards of directors.  
Assisted numerous healthcare providers and organizations including hospitals, healthcare districts, medical groups. Advised business clients, candidates, and political committees on California political law issues, member of the California Political Law Attorneys Association.

**ACTIVITIES**

- Past President (2005) and Member, Board of Directors, Contra Costa Bar Association
- East Bay Regional Parks District, Advisory Committee (2001 to 2009)
- East Bay Regional Parks District, Advisory Committee (2012 to present)
- California Democratic Party, State Central Committee (1988 to 2011)
- Past member, EBMUD, Citizens Advisory Committee
- Friends of Congressman George Miller, former Legal Counsel and Treasurer

**PERSONAL**

Born, Walnut Creek, California; Third Generation Contra Costan; lifelong resident and career based in Contra Costa County; Married Mila Nues (CPA), two children ages 20 and 23; active in community, local government, schools and kids in sports activities.



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:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. **Address:** \_\_\_\_\_  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** \_\_\_\_\_

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 \_\_\_\_\_

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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"/>			

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)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <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 \_\_\_\_\_

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: \_\_\_\_\_

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
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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.

**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.

# EAST BAY REGIONAL PARK DISTRICT PARK ADVISORY COMMITTEE (PAC) APPLICATION

Name Elaine Cortez Schroth

Danville CA 94526

Phone: Day Evening

Employer Name Retired. Leadership San Ramon Valley Executive Director

Business

Address PO Box 1185 Danville 94526 E-mail:

## Related Experience and Interests:

Strong interest in maintaining open spaces, trailheads, parklands. Experience reviewing master plans, HOA CC & Rs, Financials. Experience with JPAs, executive boards, citizen committees, elected officials, public govt./staff. Experience creating and reviewing audits, budgets, general policies. Knowledge of Brown Act.

## Describe one area of highest interest related to parks, open space & recreation:

Currently reside in westside Danville, close to both Las Trampas trails as well as Iron Horse Trail. Enjoy utilizing EBRPD trails. Know San Ramon Valley and Oakland Hills very well - in addition to exploring all of Contra costa and Alameda county over last 30 years. Continue the legacy of our parks and trails included in future growth.

For purpose of assuring a diverse representation on the PAC we would appreciate your optional response to the following:

- |  |  |
|--|--|
| 1) Date of Birth: _____                  | 4) Annual Income Level:                  |
| 2) Highest level of education completed: | Under \$30K                              |
| _____ BS Economics _____                 | 30K- \$60K                               |
|  | _____X_____ Above \$60K                  |
| 3) Ethnic Identity:                      | 5) Physically Challenged Y_____ N_X_____ |

If appointed, I am committed to serve at least a 2-year term and will make every effort to attend evening meetings on the fourth Monday of each month.

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

## PLEASE RETURN TO:

Yolande Barial  
East Bay Regional Park District  
2950 Peralta Oaks Court  
Oakland, CA 94605

Nominating Authority: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: Yolande Barial  
Confidential Secretary  
Phone: 510/544-2021 Fax: 510/569-1417  
Email: ybarial@ebparks.org

## **Elaine C. Schroth**

| Danville CA 94526

### **Professional Summary**



**Elaine Cortez Schroth** served as the Executive Director of the Leadership San Ramon Valley program since 2008. She is very passionate about the San Ramon Valley community, in particular maintaining the open spaces, regional trails, and parklands. Elaine also served as the Program Manager 2013-2016 for the TRAFFIX program, a Measure J Congestion Relief Agency for the San Ramon Valley.

An active community member, Elaine has served as a Chairman of the Board and board member for the Danville Area Chamber of Commerce, is a past board member of the San Ramon Valley YMCA, a past youth athletic coach, and an involved board member of her HOAs. In June 2016, Elaine received a Proclamation by Contra Costa County District 2 Supervisor Candace Andersen recognizing her Dedication, Commitment, and Service to the San Ramon Valley Community. Elaine is a past VP of Philanthropy of National Charity League Rolling Hills, a mother/daughter organization that empowers members to be well-rounded and socially aware contributors in their communities. An engaged citizen, Elaine looks forward to new roles volunteering in her community.

Elaine retired several years ago as a Danville business owner, where her two businesses, Bay Building Maintenance and Langenwalter Carpet Cleaning and Dyeing have provided commercial janitorial and carpet cleaning services to Contra Costa and Alameda county businesses and residences since 1987.

Elaine enjoys many activities such as hiking, biking, paddle boarding, travel, and Zumba classes. Elaine and her husband Gary, a biochemist, reside in Danville and have three children; two are graduates of Cal High and UC alumni, as well as a recent Monte Vista High school graduate who will start the University of Arizona in the Fall.

## Elaine Cortez Schroth

Email:

LinkedIn: <http://www.linkedin.com/pub/elaine-cortez-schroth/11/55a/828>

Phone:

Twitter: @Elaine\_Schroth

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### SUMMARY OF EXPERTISE

- Strong network of community business leaders, government officials, corporate board members, and senior level executives in San Ramon Valley, creating 25 years of partnerships in East Bay cities and counties.
- Successful business owner for over 24 years in Bay Area with 50 employees and 150+ accounts
- 25+ years active chamber involvement and community board member creating objectives, goal, and policies
- Meeting organizer, presenter and public speaker for 30+ non-profit groups and transportation JPA
- In fast-paced environments, provide solutions and effective responses to emergency and controversial issues

### PROFESSIONAL EXPERIENCE

**Program Manager, Measure J Traffic Congestion Relief Agency (TRAFFIX)** *is a public agency responsible for providing traffic congestion relief through San Ramon Valley's most congested intersections*

2013 – 2016 <http://www.ridetraffic.com>

**Program Administration:** Administers and coordinates TRAFFIX program, projects and activities; makes recommendations for action and assists in policy and procedure development and implementation:

- *Public Interface:* Point of contact for nearly 2,000 students and parents each morning and afternoon.
- *Budget Management:* Develop an annual \$ 2M+ operating budget for approval to the Board of Directors.
- *Contract Management:* Coordinate \$ 2M contracts (union) related to the operations, planning, finances.
- *Web Site Management:* Develop, evaluate, and update the website, which serves as the Program's primary business transaction location for over 10,000 users, including public meeting agendas and minutes.
- *Board and Committee Meetings:* Plans, prepares, and coordinates the preparation of reports including recommendations for action on policies, procedures, goals, and objectives to the BOD, committees.

**Marketing:** Promote the student transportation service and increase ridership by:

- *Advertising:* Creates and administers campaign and public communications utilizing newsletters, press releases and other forms of social media. Proven reduction in greenhouse gas emissions with 500,000 fewer vehicle trips around TRAFFIX schools and 140,000+ vehicle trips that no longer occur.
- *Program Monitoring:* conducts organizational, operational and analytical studies and promotes the effectiveness of the program in providing traffic congestion relief; including 1 million fewer miles of private vehicle travel every school year.
- *Program Reporting:* Serves as liaison to governing bodies - Danville Town Council, San Ramon City Council, SRVUSD Board of Trustees, and CCC Board of Supervisors, SWAT, and CCTA).

**Executive Director, Leadership San Ramon Valley** – *Non-profit program provides information and skills to manage the challenges and lead in the rapidly evolving business, political, cultural and social environment of the San Ramon Valley.*

2008 – 2016 <http://www.leadershipsrv.org>

- *Primary contact* for the 25 year program and within the community of San Ramon Valley for nearly 600 alumni. Key speaker at various Chamber of Commerce events and service club meetings.
- *Overall Coordination and Administration* of the 10 month annual program.
- *Support the Board of Directors* by formulating monthly 15 member Board meeting agendas, financial information and meeting minutes; maintain Bylaws; annually recruit 30-35 new class members.
- *Support each year's class participants* with 40 facilitators and speakers annually.
- *Financial/Fundraising:* Prepare annual budget; maintain tax and financial records and provide monthly financial reports to the Board; grant writing, corporate and alumni donation requests.
- *Communication and Marketing:* Prepare and distribute news releases; maintain website.

### Owner and CFO, Bay Building Maintenance, Inc.

1989 – 2013 <http://www.baybuildingmaintenance.com>

- *Operations:* manage 50 employees and 150 janitorial service accounts on an annual basis.
- *CFO:* manage all financial aspects of service business with \$ 1 + million annual budget.
- *Marketing:* implement and manage website and advertising. Manage marketing campaigns.
- *Community Outreach:* participate in Chamber of Commerce and other professional groups. Attend seminars, networking groups, professional workshops to expand scope of business.
- *Sales and Training:* train field and office supervisors and employees. Prepared written catalogs, course guides, and brochures of complex product features.

### EDUCATION / AWARDS

Present – 2013                      University of California Berkeley Technology Transfer Program, ITS  
B.S. Economics 1985              University of California, Davis

2016                      Proclamation by Contra Costa County District 2 Supervisor Candace Andersen recognizing and honoring Dedication, Commitment, and Service to San Ramon Valley Community  
2012                      Danville Award -Dedicated Service to the Town of Danville  
2011                      Highest Philanthropy Honor– National Charity League Association for Mothers and Daughters  
2007                      Nominee Business Person of the Year– Danville Area Chamber

### PROFESSIONAL ASSOCIATIONS & ACTIVITIES

Present                      Association of Leadership Professionals  
Present                      Danville Area and San Ramon Chamber of Commerce Member / Past Executive Board  
Present                      SRVUSD Student Recognition Committee  
2000-2015                  Twin Creeks and Tuscany HOA Board Member/ Executive Committee  
2009-2015                  National Charity League Member / Executive Board Member/ VP Philanthropy  
2004-2013                  ICCS – Cleaning Contractor Member / Janitorial Services Management Member  
1989-2013                  San Leandro and Oakland Chamber of Commerce Member  
2006-2010                  San Ramon Valley YMCA Board Member  
2008                          Danville Area Chamber of Commerce **Chairman of the Board**  
2004                          Leadership San Ramon Valley Graduate

## Elaine C. Schroth References

PREPARED FOR:  
Sharon Clay  
East Bay Regional Park District

**Candace Andersen**  
**TRAFFIX Board of Directors - Chair**  
[candace.andersen@bos.cccounty.us](mailto:candace.andersen@bos.cccounty.us)  
925.314.3329 (w)

Contra Costa County District II Supervisor  
309 Diablo Road  
Danville, CA 94526

**Bill Clarkson**  
**San Ramon Mayor**  
[bill@billclarkson.com](mailto:bill@billclarkson.com)  
925.200.5380 (cell)

City of San Ramon Offices  
7000 Bollinger Canyon Road  
San Ramon, CA 94583

**Henry Perezalonso**  
**Town of Danville Parks/ Recreation Manager**  
[hperezalonso@danville.ca.gov](mailto:hperezalonso@danville.ca.gov)  
408.835.1501 (cell)  
925.314.3454 (w)

Town of Danville Offices  
233 Front Street  
Danville, CA 94526

**Karen Stepper**  
**Town of Danville Mayor**  
[councilstepper@yahoo.com](mailto:councilstepper@yahoo.com)  
925.275.2412 (cell)

Town of Danville Offices  
510 La Gonda Way  
Danville, CA 94526

**Rachel Hurd**  
**TRAFFIX Board of Directors – Past Chair**  
[rmshurd@sbcglobal.net](mailto:rmshurd@sbcglobal.net)  
925.833.9455 (h)  
925.819.0351(cell)

Leadership San Ramon Valley Board of Directors  
SRVUSD Board of Education Director  
9474 Broadmoor Drive  
San Ramon, CA 94583

**Dominique Yancey**  
**San Ramon Parks Commission**  
[dan.yancey@comcast.net](mailto:dan.yancey@comcast.net)  
925.895.8240 (cell)

Contra Costa District Attorney's Office  
900 Ward Street  
Martinez, CA 94553

**Victoria Harris**  
**San Ramon Planning Commission**  
[vickiharris@chevron.com](mailto:vickiharris@chevron.com)  
925.487.6921 (cell)

Chevron Corporation  
6001 Bollinger Canyon Road  
San Ramon, CA 94583