



## INTERNAL OPERATIONS COMMITTEE

September 26, 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 August 22, 2016 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER approving Hazardous Materials Commission nomination to appoint Linus Eukel (Orinda) 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. *(Michael Kent, Executive Asst. to the Hazardous Materials Commission)*
5. CONSIDER accepting FY 2015/16 report prepared by the Public Works Department on the County's Local Bid Preference Program. *(David Gould, Public Works Procurement Services Manager)*
6. ACCEPT report on the status of Phase I of the Triennial Advisory Body Review and CONSIDER actions to be taken. *(Julie DiMaggio Enea, County Administrator's Office)*
7. CONSIDER approving the Library Commission's recommendations to continue the Commission through December 2019 and modify the Commission's voting membership and charge. *(Theresa Speiker, Interim County Librarian)*
8. The next meeting is currently scheduled for October 24, 2016.
9. Adjourn

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

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to 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:** 09/26/2016

**Subject:** RECORD OF ACTION FOR THE AUGUST 22, 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 August 22, 2016 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the August 22, 2016 IOC meeting.

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

None.

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#### **Attachments**

DRAFT IOC Minutes for August 22, 2016

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# DRAFT



Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair

Absent: Candace Andersen, Vice  
Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Maureen Parkes, DCD  
Abby Fateman, DCD  
Dan Pelligrini  
Dawn Manley  
Jill Wiseman  
Rodney Smith  
Colin Coffey

1. Introductions

*Chairman Gioia called the meeting to order at 11:05 a.m. 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 May 23, 2016 IOC meeting.

*Chairman Gioia approved the May 23, 2016 minutes as presented.*

AYE: Chair John Gioia

Other: Vice Chair Candace Andersen (ABSENT)

Passed

4. 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)

*Staff advised that candidate Don Della Nina withdrew his application because he is leaving the area.*

*Chairman Gioia noted that he had several applicants for his District seat on the Fish and Wildlife Committee who could be added to the candidate pool for any of the At Large seats, and asked DCD staff to work with his office on future At Large seat recruitments in an effort to increase West County representation among the At Large membership.*

*Chairman Gioia interviewed Rodney Smith, Dawn Manley, and Jill Wiseman, and reviewed the applications submitted by Elizabeth Brunkhorst and Scott Cashen, and decided to recommend Dawn Manley for appointment to the At Large Alternate seat.*

AYE: Chair John Gioia  
Other: Vice Chair Candace Andersen (ABSENT)  
Passed

5. 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.

*Chairman Gioia approved the staff recommendation to allocate \$1,400 from the Fish and Wildlife Propagation fund to print and distribute 5,000 updated "Wildlife in Your Backyard" brochures.*

AYE: Chair John Gioia  
Other: Vice Chair Candace Andersen (ABSENT)  
Passed

6. 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)

***Chairman Gioia interviewed Colin Coffey and reviewed the application and supplemental information submitted by Elaine Schroth and decided to recommend Colin Coffey for appointment as the Board of Supervisors representative on the EBRPD Park Advisory Committee.***

AYE: Chair John Gioia

Other: Vice Chair Candace Andersen (ABSENT)

Passed

7. The next meeting is currently scheduled for September 26, 2016.
8. Adjourn

***Chairman Gioia adjourned the meeting at 11:50 a.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:** 09/26/2016  
**Subject:** NOMINATION TO THE HAZARDOUS MATERIALS COMMISSION  
**Submitted For:** William Walker, M.D., Health Services Director  
**Department:** Health Services  
**Referral No.:** IOC 16/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Julie DiMaggio Enea      **Contact:** Michael Kent (925) 313-6712

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#### **Referral History:**

In 2013, 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 Committee. The IOC made a determination that it would delegate the screening and nomination to fill At Large seats on the Hazardous Materials Commission to the Commission or a subcommittee thereof.

The Environmental Organization #3 Alternate seat was vacated on March 8, 2016 when Ush Vedagiri was reassigned to the Environmental Organizations #2 seat. The Commission recruited, interviewed one candidate and, in May, nominated Charles Davidson for appointment to the seat. A second application from Linus Eukel (Orinda) was received late and also transmitted to the IOC.

The IOC interviewed both 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 expected 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 preferred to see someone who would replace Henry Clark's voice on the Commission.

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

#### **Referral Update:**

The vacant seat was advertised again during the month of June and Mr. Eukel's application was the only application received. The Commission interviewed and recommends the appointment of Mr. Eukel. Since there are only about three months left on the current seat term, which expires on December 31, 2016, staff recommends that the IOC appoint Mr. Eukel to complete the current term and also to a new four-year term expiring on December 31, 2020.

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

APPROVE Hazardous Materials Commission nomination to appoint Linus Eukel (Orinda) 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.

**Fiscal Impact (if any):**

No fiscal impact.

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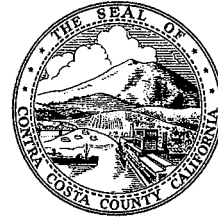
**Attachments**

Letter of Transmittal HazMat Commission  
Candidate Application Linus Eukel HazMat  
Charles Davidson Endorsement Letter  
John Muir Land Trust Endorsement Linus Eukel  
Candidate Application HMC Charles Davidson  
HazMat Commission Roster September 2016  
HazMat Announcement Flyer

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# **CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION**



September 15, 2016

## **MEMO**

**To:** Internal Operations Committee

**From:** Michael Kent, Executive Assistant to the Hazardous Materials Commission *MK*

**Re:** Appointment Recommendation to the Hazardous Materials Commission

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on Board referrals.

Environmental Seat #3 Alternate was declared vacated on March 8, 2016 and posted for 10 days by the Clerk of the Board. The bylaws of the Commission provide that Environmental Seat #3 Alternate be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat and therefore, which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. This term for this seat expires on December 31, 2016. The Hazardous Materials Commission advertised for this open seat, interviewed one candidate, and on April 28, 2016 voted 7-3-2 to recommend that Charles Davidson be appointed to this seat. The Commission received an additional application to serve on the Commission on May 6, 2016 from Linus Eukel.

On May 23, 2016 the Internal Operation committee directed the Hazardous Materials Commission to re-advertise for the vacant Environmental Seat and to consider Mr. Eukel's application as well as any others that were received along with Mr. Davidson's application. The vacant seat was advertised again from May 27, 2016 to June 27, 2016. Mr. Eukel's application was the only additional application received.

Mr. Eukel was interviewed by the Operations committee of the Commission on August 12, 2016. They considered his application as well as Mr. Davidson's application and voted to recommend

*Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Ralph Sattler, Leslie Stewart,*

Mr. Eukel for the vacant Environmental Seat by a vote of 5 to 0 with one abstention. The full Commission considered the Operations committee's recommendation at their August 25, 2016 meeting. They voted to recommend Mr. Eukel to the Board of Supervisors for the vacant Environmental Alternate seat by a vote of 9 to 0 with 4 abstentions. Both applications and the postings for the vacant seat are attached.

At the May 23, 2016 Internal Operations committee meeting Hazardous Materials Commission staff was directed to include with the recommendation the place of residence of the Hazardous Materials Commission members and who they represent. This information is also attached.

*Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Ralph Sattler, Leslie Stewart,*

*597 Center Ave., Suite 200 Martinez, CA 94553 (925) 313-6712*



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:

Hazardous Materials Commission

Environmental

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Eukel, Linus Jon

(Last Name)

(First Name)

(Middle Name)

2. Address: [Redacted] Orinda CA 94563

(No.)

(Street)

(Apt.)

(State)

(Zip Code)

3. Phones: [Redacted]

(Home No.)

(Work No.)

(Cell No.)

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of New York	Music	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MM	1989
B) UC Berkeley	Music	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AB	1981
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>  2004-2016</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>  12 years -- full time exempt position</p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title  Executive Director</p> <hr/> <p>Employer's Name and Address  John Muir Land Trust  924 Main Street  Martinez, CA 94553</p>	<p>Duties Performed</p> <p>Strategic planning  Land acquisition  Land stewardship  Environmental education  Diverse stakeholder partnering  Budget and finance  Contributed income development</p> <p><a href="http://www.jmlt.org/staff.html">http://www.jmlt.org/staff.html</a></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 East Bay Leadership Council

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: \_\_\_\_\_

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: 5/6/2016

### 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.

**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.





Resisting fossil fuels. Working for climate justice.

[www.sunflower-alliance.org](http://www.sunflower-alliance.org)  
[action@sunflower-alliance.org](mailto:action@sunflower-alliance.org)

To: Michael Kent  
Contra Costa Health Services  
Hazardous Materials Ombudsman

Dear Mr. Kent,

I am writing this letter on behalf of the Sunflower Alliance, endorsing Charles Davidson to join the board of the Hazardous Materials Commission. I am a member of the organization's Coordinating Committee and its secretary.

Charles Davidson, from Hercules, was a founding member of the Sunflower Alliance, in 2012 and is a member of the Coordinating Committee. He comes with the highest recommendation from the Sunflower Alliance.

Charles has regularly lobbied the BAAQMD board members over refinery procedures and rule making and is familiar with the majority of their EIRs going back one decade.

He has done extensive research in order to understand the infrastructure trends required for crude slate changes, such as switching to higher sulfur feedstocks, and, when needed, to recommend improved pollution control technology.

He has also been active in lobbying the County Supervisors for a Community Choice Aggregation as a method of promoting renewable electricity buildout.

Charles is the Energy Policy Liaison of the West County Sierra Club and holds a US patent in advanced x-ray medical imaging, #6,594,335.

He has studied both graduate level physics and molecular biology.

Sunflower Alliance believes that, as a board member of the Hazardous Materials Commission, Charles' contributions will help to advance the quality of life for Contra Costa County citizens.

Sincerely,

Margaret Rossoff  
Secretary



September 13, 2016

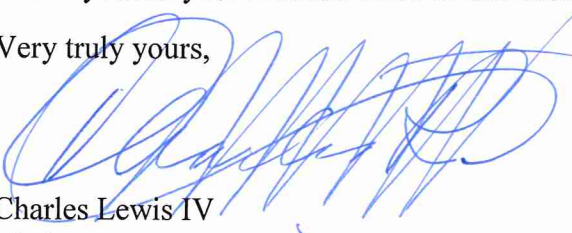
To: The Honorable Candace Andersen, Chair and Members of the Contra Costa County Board of Supervisors  
County Administration Building  
651 Pine Street, Room 106  
Martinez, California 94553

Re: Nomination of Linus Eukel to fill an Environmental - Alternate Seat on the Contra Costa County Hazardous Materials Commission

Dear Chair Andersen and Members of the Board of Supervisors:

On behalf of John Muir Land Trust (JMLT), I am pleased to endorse the nomination of JMLT Executive Director Linus Eukel to fill an Environmental – Alternate Seat on the Contra Costa County Hazardous Materials Commission. Thank you for your consideration of this nomination.

Very truly yours,

  
Charles Lewis IV  
Chair

BOARD OF DIRECTORS

Charles Lewis IV  
*Chair*

Dawn Block  
*Vice Chair*

Eliot Hudson  
*Secretary*

Bill Wadsworth  
*Treasurer*

Arthur Bart-Williams

Peggy S. Cabaniss

Katie Hill

Steve Hutchcraft

Steven Kirby

Joseph A. Ovick

Ted C. Radosevich

STAFF

Linus Eukel  
*Executive Director*

Karen Booth  
*Individual Giving Manager*

Jay Dean  
*Marketing Director*

Carla Din  
*Program Development  
Director*

Krista Jordan  
*Development & Communications  
Manager*

Glen Lewis  
*Open Space Ranger*

Gaye Markham  
*Administrative Manager*

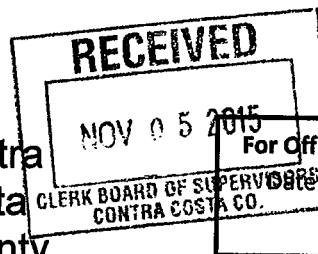
Carolina do Val Callao  
*Database Manager*

P.O. Box 2452  
Martinez CA 94553  
925-228-5460  
925-372-5460 Fax  
jmlt.org





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:**

Hazardous Materials Commission

Environmental

**PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION**

**PRINT EXACT SEAT NAME (if applicable)**

1. **Name:** Davidson Charles Jay

(Last Name)

(First Name)

(Middle Name)

2. **Address:** [REDACTED] Hercules CA 94547

(No.)

(Street)

(Apt.)

(City)

(State)

(Zip Code)

3. **Phones:** [REDACTED]

(Home No.)

(Work No.)

(Cell No.)

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

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

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

Give Highest Grade or Educational Level Achieved 2-3 years graduate school plus a doctor of chiropractic degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Life Chiropractic College - Hayward CA	Chiropractic - doctorate	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Doctor	2009
B) Wayne State University - Detroit MI	graduate level radiation physics; cancer biology	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	12 - non-n			
C) University of Michigan	graduate level physics and an undergraduate degree	Yes No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8 - non-mi		BGS	1984
D) Other schools / training completed: University of California - Berkeley	Course Studied: grad. level Molecular Biology; Immunology	Hours Completed: ~16 hours - non-metriculated graduate	Certificate Awarded: Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Aug 2013    Current  Total: <u>Yrs.</u>    <u>Mos.</u>  Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Volunteer - Technical Researcher</p> <hr/> <p>Employer's Name and Address  SunFlower Alliance  sunflower-alliance.org  (A,C-D)</p>	<p>Duties Performed  Founding member of the SFA - a East Bay environmental justice organization that is allied with community-based environmental activist groups in multiple local pollution-impacted communities...  The SFA advocates for a cleaner environment, for a just transition to a vastly expanded renewable...  (cont. section C-D, below)</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  15 July 03 .  Total: <u>Yrs.</u>    <u>Mos.</u>  Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title  US Patent Publication</p> <hr/> <p>Employer's Name and Address  West Contra Cost County Sierra Club</p>	<p>Duties Performed  USPTO - US 6594335 - X-ray phase-contrast medical micro-imaging methods (2003)  WCCSC - Energy Policy Liason (2014-5). Regularly inform SC Board regarding refineries, pollution, transportation and energy, at monthly board meetings or within the interim.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Aug 2013  Total: <u>Yrs.</u>    <u>Mos.</u>  Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title  SFA - Volunteer (A)</p> <hr/> <p>Employer's Name and Address  SunFlower Alliance  sunflower-alliance.org  (cont. from section A)</p>	<p>Duties Performed  energy portfolio and generally, for social, environmental and economic justice. Coordinating activities with allied organizations and individuals throughout greater Contra Costa County from Pittsburg and Benecia to Oakland and lobbying pubic agencies (such as BAAQMD, the Board of Supervisors and Cities)..</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Aug 2013  Total: <u>Yrs.</u>    <u>Mos.</u>  Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title  SFA - Volunteer (A)</p> <hr/> <p>Employer's Name and Address  SunFlower Alliance  sunflower-alliance.org  (cont. from section C)</p>	<p>Duties Performed  My work with the SFA includes analyzing and commenting on the Environmental Impact Reports (EIRs) of Bay Area refineries, allied refinery infrasturcture and the chemical constituents and processes involved in fossil fuel production.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Dr. H. Clark / Maria Allegria

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: \_\_\_\_\_

11-04-2015

### 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.

THIS FORM IS A PUBLIC DOCUMENT

<i>Name</i>	<i>Address</i>	<i>Org</i>
<b>Fred Glueck</b> Business Seat #1 Exp 12/18	Alamo	West County Council of Industries
Aaron Winer (A) Business Seat #1 Exp 12/18	Veolia North America, Richmond (work)	West County Council of Industries
<b>Matthew Buell</b> Business Seat #2 Exp 12/17	Martinez	Industrial Association of Contra Costa County
Jack Bean (A) Business Seat #2 Exp 12/17	Pleasant Hill	Industrial Association of Contra Costa County
<b>Don Bristol</b> Business Seat #3 Exp 12/16	Philips 66, Rodeo (work)	CC Taxpayers Assoc
Marj Leeds (A) Business Seat #3 Exp 12/16	Martinez	CC Taxpayers Assoc
<b>Lara DeLaney</b> City Seat #1 Exp 12/18	Martinez	City of Martinez
Wade Harper (A) City Seat #1 Exp 12/18	Antioch	City of Antioch
<b>Mark Ross</b> City Seat #2 Exp 12/19	Martinez	City of Martinez
Rich Kinney (A) City Seat #2 Exp 12/19	San Pablo	City of San Pablo
<b>George Smith - Chair</b> Env Engineering Seat Exp 12/17	Alamo	GBR Smith Grp
Ron Chinn (A) Env Engineering Seat Exp 12/17	Concord	Innover
<b>Ralph Sattler</b> Env Org Seat #1 Exp 12/17	Martinez	Communities for a Safe Environment
Ed Morales (A) Env Org Seat #1 Exp 12/17	Martinez	Communities for a Safe Environment

<i>Name</i>	<i>Address</i>	<i>Org</i>
Ush Vedagiri Env Org Seat #2 Exp 12/19	Walnut Creek	Sierra Club Mt Diablo Group
Peter Dragovich (A) Env Org Seat #2 Exp 12/19	Martinez	Sustainable Contra Costa
<b>Stephen Linsley</b> Env Org Seat #3 Exp 12/16	El Cerrito	Richmond S. Shoreline Area
Vacant (A) Env Org Seat #3 Exp 12/16		
<b>Frank Gordon</b> General Public Seat Exp 12/19	Pittsburg	General Public Seat
Tim Bancroft (A) General Public Seat Exp 12/19	Danville	General Public Seat
<b>Rick Alcaraz</b> Labor Seat #1 Exp 12/18	El Sobrante	Central Labor Council
Vacant (A) Labor Seat #1 Exp 12/18		Central Labor Council
<b>Jim Payne</b> Labor Seat #2 Exp 12/19	Martinez	United Steelworkers Local 5
Tracy Scott (A) Labor Seat #2 Exp 12/19	Fairfield	United Steelworkers Local 5
<b>Leslie Stewart</b> League of Women Voters Exp 12/16	Concord	League of Women Voters
Audrey Albrecht (A) League of Women Voters Exp 12/16	Concord	League of Women Voters

<i>Interested Parties - Name</i>	<i>Address</i>	<i>E-Mail (email pkts)</i>
Greg Feere	Bldg & Construction Trades Council 2727 Alhambra Avenue #5 Martinez CA 94553-3120	ccbtc@att.net
Tim Shestek	1121 "L" St, Ste 609 Sacramento CA 95814-3943	tim_shestek@americanchemistry.com
Kevin Buchan	Western States Petroleum Assoc Chevron Prod. Co, Public Affairs (925) 681-8206	<a href="mailto:kbuchan@wspa.org">kbuchan@wspa.org</a>
Walt Gill	P.O. Box 1272 Richmond CA 94802-0272	WWGI@chevron.com
Eric Zell	Zell & Associates 125 Park Place, Ste 200 Pt Richmond CA 94801-3980	eric@zellandassociates.comn
Virginia Hamrick	1101 Singingwood Court, Apt 1 Walnut Creek CA 94595-3250	virgih@aol.com
KCRT	Richmond	info@kcrt.com
Mario Diaz	---	mdiaz914@gmail.com
Kyle A. Riesenber	---	kyle.a.riesenberg@kp.org
Nathan Sellers (HMC only)	---	nsellers@aeiconsultants.com
Gail Garrett (OPS only)	P.O. Box 3474 Moraga CA 94575-3474	ggarrett@StMarys-CA.edu
Michael Kent	597 Center Avenue, Ste 100 Martinez CA 94553-4640	michael.kent@hsd.cccounty.us
Randy Sawyer	Hazardous Materials Program 4585 Pacheco Blvd Ste 100 Martinez CA 94553-2228	randy.sawyer@hsd.cccounty.us
Supervisor John Gioia	District I 11780 San Pablo Avenue, Ste D El Cerrito CA 94530	dist1@bos.cccounty.us
Supervisor Andersen	District II 309 Diablo Road Danville CA 94526	dist2@bos.cccounty.us
Supervisor Mary N. Piepho	District III 309 Diablo Road Danville CA 94526	dist3@bos.cccounty.us
Supervisor Karen Mitchoff	District IV 2151 Salvio Street, Ste R Concord CA 94520	dist4@bos.cccounty.us
Supervisor Federal Glover	District V 315 E Leland Road Pittsburg CA 94565	dist5@bos.cccounty.us
John Kopchik Joyce Ring-Reaes, sec	Community Development 651 Pine Street, 5th Floor, NW Martinez CA 94553	joyce.ring-reaves@dcd.cccounty.us & jkopc@dcd.cccounty.us

<b><i>Interested Parties - Name</i></b>	<b><i>Address</i></b>	<b><i>E-Mail (email pkts)</i></b>
Linda Wilcox	County Counsel 951 Pine Street, 9th Floor Martinez CA 94553-1229	<a href="mailto:linda.wilcox@cc.cccounty.us">linda.wilcox@cc.cccounty.us</a>
Enid Mendoza (Agenda only)	County Administrator's Office 651 Pine Street, 10th Floor Martinez CA 94553-1229	<a href="mailto:enid.mendoza@cao.cccounty.us">enid.mendoza@cao.cccounty.us</a>
HMC file	---	
Scott Etzel		<setzel@dow.com>
Jill Ray	Dist 2 BOS	<a href="mailto:Jill.Ray@bos.cccounty.us">Jill.Ray@bos.cccounty.us</a>
Lynda Deschambault		<a href="mailto:info@cccclimateleaders.org">info@cccclimateleaders.org</a>
Kristen Pollot		<a href="mailto:Kpollot@ci.pittsburg.ca.us">Kpollot@ci.pittsburg.ca.us</a>
Hector Rojas		<a href="mailto:Hrojas@ci.pittsburg.ca.us">Hrojas@ci.pittsburg.ca.us</a>
Randy Richardson		<a href="mailto:Randy.Richardson@erm.com">Randy.Richardson@erm.com</a>
Molly Samuel		<a href="mailto:msamuel@kqed.org">msamuel@kqed.org</a>
Alexandria Endress		<a href="mailto:aendress@ci.pittsburg.ca.us">aendress@ci.pittsburg.ca.us</a>
Cadence Andersen		<a href="mailto:candace.andersen@bos.cccounty.us">candace.andersen@bos.cccounty.us</a>
Christiana Altimari	Contra Costa TV	<a href="mailto:Chirstiana.Altimari@contracostatv.org">Chirstiana.Altimari@contracostatv.org</a>
Chris Verdugo	Contra Costa TV	<a href="mailto:Chris.Verdugo@contracostatv.org">Chris.Verdugo@contracostatv.org</a>
Charles Davidson		<a href="mailto:charlesdavidson@me.com">charlesdavidson@me.com</a>
Roger Smith		<a href="mailto:roger@benefitsstore.com">roger@benefitsstore.com</a>

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**\*\* PLEASE POST or DISTRIBUTE \*\***

## **CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS**

### **DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?**

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental – Alternate Seat**.

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1<sup>st</sup> Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Filing Date: Applications must be postmarked by June 27, 2016 and mailed to the Clerk of the Board.

**Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on July 8, 2016 at the North Richmond Center for Health, 1501 3<sup>rd</sup> Street, Richmond.**

*Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol*

**597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721**



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/26/2016

**Subject:** ANNUAL REPORT ON THE LOCAL BID PREFERENCE PROGRAM

**Submitted For:** Julia R. Bueren, Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 16/4

**Referral Name:** LOCAL BID PREFERENCE PROGRAM

**Presenter:** David Gould, Procurement Services  
Manager

**Contact:** David Gould (925)  
313-2151

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### **Referral History:**

On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support small local business and stimulate the local economy at no additional cost to the County. The ordinance provides that if the low bid in a commodities purchase is not a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

Since adoption, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee. The Public Works Department made its last status report to the IOC in October 2015, which reported out to the Board of Supervisors in November 2015. The department had set a goal to utilize available technology to increase the visibility of local businesses that offer services needed by County departments.

### **Referral Update:**

Attached is the FY 2015/16 Local Bid Preference Program report prepared by the Procurement Services Manager. Six bids met the program criteria in 2015/16 and awards were made under the program to local bidders in all six cases. This experience demonstrates that the program works for procurements that meet the program criteria. The challenge remains for local businesses become more competitive with out-of-county businesses.

The percentage of purchase orders awarded to local and Bay Area businesses decreased in 15/16 from 38% to 27%. However, the dollar value of purchase orders awarded to local and Bay Area businesses increased in 15/16 from \$44.4 million to \$51.6 million.

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

ACCEPT annual report prepared by the Public Works Department on the County's Local Bid Preference Program.

**Fiscal Impact (if any):**

No fiscal impact, as this is only an informational report. The program itself results in no financial loss to the County because purchase orders are still awarded to the lowest bidder. The program merely gives a second opportunity for local bidders who are within 5% of the lowest bid to meet or beat the lowest bid. The objective of the program is to stimulate the local economy and job creation.

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**Attachments**

2015/16 Local Bid Preference Report

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## Memo

September 19, 2016

**TO:** Internal Operations Committee  
**FROM:** David J. Gould, Procurement Services Manager  
**SUBJECT:** **ANNUAL REPORT ON THE LOCAL BID PREFERENCE PROGRAM**

### Recommendation

Accept the report on purchasing solicitations awarded to local businesses during Fiscal Year '15-'16, and the Value of purchase orders awarded to local business during the same period.

### Background

In 2005 the Board of Supervisors adopted the Local Bid Preference Program, County Ordinance 1108-2.47 in 2006. Under the program, if the low bid in a commodities purchase is not a local vendor, any local vendor who submitted a bid within 5% of the lowest bid has the option to submit a new bid. If the new bid is for an amount less than or equal to the lowest bid, the award may be made to the local vendor. This program applies to bids over \$25,000.

### Local Bid Preference Program Results

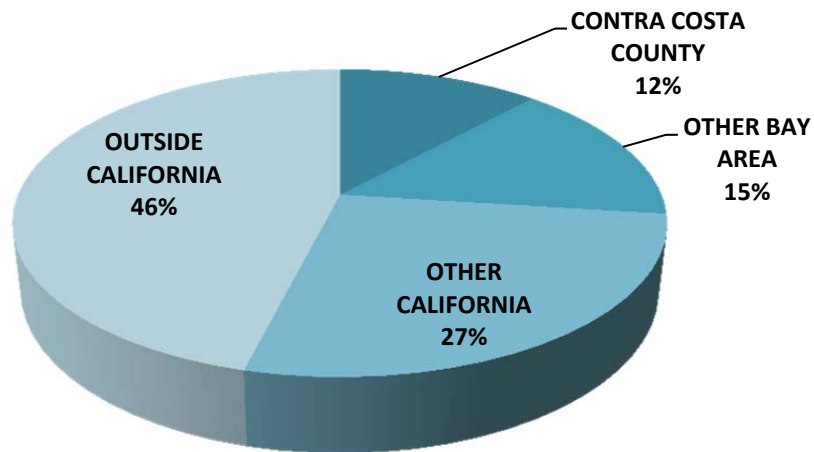
Purchasing Services processed 57 solicitations using Bidsync. Of the 57 bids, 19 were for commodities and 38 were for services or construction. The dollar value of all bids was \$12,667,000. There were six bids that met the criteria for the Local Bid Preference Program. Awards were made to six local vendors under the program.

	2012-13	2013-14	2014-15	2015-16
Formal Bids Meeting Criteria	17	6	6	6
Bids Awarded to Local Vendors	14 (82%)	6 (100%)	4 (67%)	6 (100%)
Award Value	\$1,620,000	\$382,294	\$275,442	\$279,420

An evaluation was done to determine the total value of purchase orders issued to local vendors. Purchase orders were grouped into three categories; 1) Local Contra Costa County businesses, 2) Businesses within the other bay area counties, 3) Businesses outside the bay area.

The total value of new purchase orders issued during the previous fiscal year exceeded \$191 million. The percentage of purchase orders awarded to local and bay area businesses was 27%. The dollar value of purchase orders awarded to Bay Area businesses was \$51,654,720, an increase of 16%.

## DISTRIBUTION OF PURCHASE ORDERS



### Fiscal Year 2015-2016

New Purchase Orders	Contra Costa County	Other Bay Area Counties	Outside Bay Area
\$ 191,214,974	\$ 22,717,227	\$ 28,937,493	\$ 139,560,254
100%	12%	15%	73%

### Fiscal Year 2014-2015

New Purchase Orders	Contra Costa County	Other Bay Area Counties	Outside Bay Area
\$ 116,392,725	\$ 23,046,509	\$ 21,349,053	\$ 71,997,163
100%	20%	18%	62%

### Fiscal Year 2013-2014

New Purchase Orders	Contra Costa County	Other Bay Area Counties	Outside Bay Area
\$ 117,341,377	\$ 18,166,897	\$ 15,392,375	\$ 83,782,105
100%	15.5%	13.1%	71.4%



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/26/2016

**Subject:** STATUS UPDATE ON PHASE I OF THE TRIENNIAL ADVISORY  
BODY REVIEW

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

**Department:** County Administrator

**Referral No.:** IOC 16/7

**Referral Name:** Advisory Body Triennial Review

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

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### **Referral History:**

On December 8, 2015 and in subsequent actions on April 19 and September 20, 2016, the Board of Supervisors approved the following Internal Operations Committee recommendations on the first phase of the current Triennial Advisory Body Review cycle:

1. TERMINATED the County's participation on the Bay Area Library Information System Advisory Council.
2. DIRECTED the Contra Costa Commission for Women to revise its Bylaws to reflect a total membership of 20 seats (one from each Supervisorial District and 15 At Large) plus one Alternate, and the standard County quorum requirement, which is a majority of authorized seats or, in this case, 11, and to submit the revised bylaws to the Board of Supervisors for consideration.
3. APPROVED recommendations of the Health Services Department in regarding revised mission and structure of the Alcohol and Other Drugs Advisory Board.
4. RECONSTITUTED the Agricultural Advisory Task Force, including revised mission statement and work program, delineation of powers, duties, membership, bylaws, meeting plan and staffing.
5. UPDATED the Advisory Council on Aging bylaws to provide greater clarity and direction in the administration of the Council's operations.
6. UPDATED the Emergency Medical Care Committee bylaws to eliminate alternate seats, reduced the number of officers and clarified mission and duties.
7. EXTENDED the Library Commission through December 31, 2016 to provide time for input by the Commission and the cities on the future of the Commission.

The IOC asked staff to follow up on several questions and made the following determinations, which required no action by the Board of Supervisors:

1. To maintain the Airport Land Use Commission and Aviation Advisory Committee as separate bodies.
2. To maintain the Hazardous Materials Commission and the Public and Environmental Health Advisory Board (PEHAB) as separate bodies and direct the Health Services Department to

report back to the IOC with recommendations for revitalizing the PEHAB.

**Referral Update:**

The following items from Phase I of the Triennial Advisory Body Review remain outstanding and require consideration by the IOC and possible action by the Board of Supervisors:

1. The future disposition of the Public and Environmental Health Advisory Board. There was some discussion about abolishing PEHAB and creating a new citizens' advisory body on sustainability. The Board's ad hoc Committee on Sustainability, on August 22, held a discussion regarding a new citizens' advisory body on sustainability, but the staff report made no mention of PEHAB.
2. The future disposition of the Library Commission (see recommendations in Item 4 on today's Committee agenda).

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

ACCEPT report on the status of Phase I of the Triennial Advisory Body Review and CONSIDER actions to be taken.

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 09/26/2016

**Subject:** Advisory Body Triennial Review Phase I Follow-up Item: Library Commission

**Submitted For:** Theresa Speiker, Interim County Librarian

**Department:** Library

**Referral No.:** IOC 16/7

**Referral Name:** Advisory Body Triennial Review

**Presenter:** Theresa Speiker, Interim County  
Librarian

**Contact:** Theresa Speiker (925)  
646-6721

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### **Referral History:**

In accordance with the Board of Supervisor's policy, a Triennial Review of the Library Commission was conducted in 2015 by the County Librarian, Jessica Hudson. The review was prepared with and co-signed by the then-Chair of the Commission, Rodger Lum. The recommendations in the Triennial Report were listed, but not heard, on the Library Commission agenda in November, 2015. The topic was listed again and recommendations were presented verbally by Ms. Hudson at the Library Commission's January 2016 meeting. The written report was provided to Library Commission members at the March 24, 2016 Library Commission meeting and the Internal Operations Committee (IOC) on March 28, 2016.

The Triennial Report recommended the IOC consider two alternatives: either sun-setting the Library Commission entirely or reauthorizing it with fewer members (by eliminating the alternate members and/or the 5 Special Representatives) and developing a renewed charge, mission and work plan.

At the March IOC meeting Supervisors determined that the Commission should continue in operation through the end of 2016, for a review of its charge, mission, proposed work, membership structure, and continuation going past 2016. In May 2016, the Board of Supervisors (BOS) extended the Commission until the end of December 2016 to allow the Commission, the Contra Costa Mayor's Conference and staff the time needed to conduct this review.

At its May 2016 meeting, the Mayor's Conference also approved the extension of the Library Commission through the end of 2016. The Conference established an ad hoc committee of Mayors to review the matter and make further recommendations about the Library Commission to the Board of Supervisors and the Mayors.

### **Referral Update:**

## **Mayor's Conference Recommendations**

Following the meeting of the Mayor's Conference where reauthorization of the Commission occurred, the Executive Director of the Conference and a group of Mayors began their review of the Library Commission. Their report, which is attached, recommends continuation of the Library Commission and also recommends continued participation by all Cities in the County, with the exception of the City of Richmond. This change is recommended because Richmond chose, through Council Resolution, to no longer participate in the Library Commission or appoint a Commission member and alternate. This report will go to the full membership of the Mayor's Conference before the end of 2016 and is expected to be approved with no changes.

## **Library Commission and County Staff Updates**

Since June, the Library Commission and an appointed ad hoc Revitalization Committee made up of Library Commissioners have been reviewing such issues as the mission, charge and work of the Library Commission, the number and type of members, specifics within the Commission's bylaws and whether or not the Commission should be reauthorized.

During these months, Library Commissioners and the ad hoc Revitalization Committee have invested a significant number of volunteer hours imagining the future of the Library Commission, developing recommendations for restructuring its membership and work products, drafting the Revitalization Report for consideration and review by the entire Library Commission and beginning to draft bylaw changes.

In addition to this work by Library Commissioners and the Mayor's Conference, the Interim County Librarian, Library administration and staff and the CAO's Office engaged in numerous discussions to consider the future of the Library Commission, consulted regularly with the Library Commission Chair and ad hoc Revitalization Committee members and provided staff assistance to the Library Commission and its ad hoc Revitalization Committee. Staff from the CAO's Office and County Counsel have also assisted by researching and providing guidance on technical questions raised by the Commissioners.

## **The Draft Revitalization Report, Recommendations and Proposed Changes**

Throughout this process, the current Library Commission Chair, Alan Smith, has provided leadership and facilitated review of the Commission's structure and mission. He will be present at the September IOC meeting to talk about the work of the Library Commission's appointed ad hoc Revitalization Committee, the draft Revitalization Report, and to answer questions regarding the draft recommendations and their work to this point.

In the draft Revitalization Report, the ad hoc Committee and the Library Commission is recommending that the Commission be reauthorized. This report, which is attached hereto, also envisions a number of changes (highlighted below) to the Library Commission's voting membership structure and the Commission's work going forward.

All recommendations contained in the draft Revitalization Report have been developed by ad hoc Revitalization Committee members and Library Commissioners and made available to the public through the open meeting process and requirements. To date, there have been five public meetings noticed on this topic since June, 2016.

In addition to developing and writing the Revitalization Report, the ad hoc Committee and Library Commission have been reviewing the Commission's current bylaws and possible changes to them. If the decision is made to reauthorize the Library Commission, they will be ready to work

with County Counsel and library staff to draft a revision that contains the proposed changes, for the Board of Supervisors review and approval.

### **Highlights from the Draft Revitalization Report**

- The Library Commission proposes a slightly smaller voting membership structure that retains alternate members and changes most of the Special Representatives (except the Central Labor Council) to ex-officio/non-voting status. Alternates would vote only in the absence of the regular appointee. In addition, the City of Richmond passed a resolution to give up its membership on the Commission. With these changes, voting membership becomes 24, with 13 voting attendees needed for a quorum.
- Off-cycle voting for a new Chair or Vice Chair will be allowed, to ensure that both a Chair and Vice Chair will be in place if a mid-term resignation occurs.
- The agenda will be streamlined and notice and opportunities for the public to comment on issues will be made clearer and more prominent.
- The number of meetings will remain at 6 per year.
- Minutes will be streamlined and distributed electronically to members, unless requested otherwise.
- Requests for information shall be routed to designated library staff through the Chair of the Commission or an ad hoc committee chair.
- Library Commission advisory duties will be focused on planning, policy review, financial review, advocacy and funding recommendations, community outreach, support and advocacy for Library services.
- The prohibition against inquiry or investigation into personnel policies and practices and the day-to-day administrative operations of the County Library will continue in place.

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

We have thoroughly reviewed the draft Revitalization Report's recommendations and proposed changes. Our assessment is that these proposals are sound and have the potential to modernize and reinvigorate the work and structure of the Library Commission.

In concert with the recommendations from the Mayor's Conference, we support reauthorization of the Library Commission, in the structure as recommended in the Conference report.

If both the Library Commission and the IOC Supervisors agree with the structure and future work for the Commission, as outlined and recommended in the draft Revitalization Report, we recommend the Board of Supervisors reauthorize the Commission until the end of December 2019. We further recommend that 2019 be set as the year for the next Triennial Review of the Library Commission.

If the IOC and BOS agrees with these recommendations, we propose the new Librarian begin to work with the Library Commission and County Counsel to rewrite the Commission bylaws to reflect the changes as outlined, in the Mayor's Conference report and the ad hoc Revitalization Committee report.

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

None.

## **Attachments**

DRAFT Library Commission Recommendations

Letter from CC Mayor's Conference regarding Future of Library Commission

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**CONTRA COSTA COUNTY LIBRARY COMMISSION  
AD-HOC REVITALIZATION COMMITTEE REPORT  
September 22, 2016 DRAFT (Revised Version 1.6)**

**INTRODUCTION**

In 2012, the Contra Costa County Board of Supervisors (Board) instituted a triennial review process of all county boards and commissions. The review for the Contra Costa County Library Commission (Commission) was delayed from 2014 as the county librarian was new to that position.

A report was written in Q4 2015 (approximately November as the report is undated). It was provided to the Commission at its March 24, 2016 meeting. It was then discussed at the County Internal Operations Committee (IOC) at its March 28, 2016 meeting.

In response to the Triennial Report (Report), the Commission established an ad-hoc Revitalization Committee. The Committee has met three times on June 9, June 30 and August 18, 2016. The Committee members include: Alan B. Smith Chair (District IV), Kathy Gilcrest (San Ramon), Laura Canciamilla (Pittsburg), Mary Ann Hoisinton (Lafayette), Kathrine Brackin (Pleasant Hill), Brian Miller (Hercules), and Peter Wilson (District IV Alternate).

This report provides background on the Commission and results of the Committee's deliberations including changes to the standard agenda and bylaws. Note: Bylaw changes must be approved by a two-thirds vote of the Commission, with the concurrence of the Board. The Commission can discuss revisions at this meeting. However, the Commission must wait at least one meeting before approving them.

**EXECUTIVE SUMMARY OF RECOMMENDED CHANGES**

This report focuses on the following recommendations:

**Agendas:**

- Eliminate Commission Bookshelf
- "Items from the public" should be "Public Comment"
- Show on the agenda if an item is for "Action", "Discussion" etc.

**Bylaws:**

- Commission to be "reinstated" (reauthorized)
- Revise membership **and voting**
- Continue six meetings per year
- Retain alternates
- Add new purpose to provide community level support and advocacy for Library services
- Technical revisions including revising duties
- Streamline minutes.

## **“REINSTATEMENT”**

The Commission’s term was set to expire June 30, 2016. At the March 28 IOC meeting, library staff was requested to prepare a Board Order extending the Commission to December 31, 2016 pending the Commission’s work on revising its bylaws etc. The full Board approved the extension in May. The Contra Costa Mayors Conference concurred at its June 2 meeting. The IOC is scheduled to hear a report from library staff at its September 26 meeting.

## **COMMISSION BACKGROUND**

The Commission was established in March 1991 for a two-year period. It has been “reinstated” (reauthorized) continuously since then. Originally, it contained 28 positions:

- One for each of the 18 cities including Richmond
- One for each of five Board of Supervisor districts
- Special representatives from the Friends Council, Central Labor Council, Office of Education, Contra Costa Council, and the Countywide Youth Commission
- Oakley was added after its July 1, 1999 incorporation, thus bringing the total positions to its present 29
- The Countywide Youth Commission was sunsetted in 2010 and was replaced in 2012 by the Contra Costa Community College District
- The Contra Costa Council changed its name to the East Bay Leadership Council.

## **RECOMMENDED CHANGES**

### **Agenda Revisions**

The following are the three agenda revisions the Committee recommends. They can be approved immediately by the Commission.

- **Eliminate “The Commission Bookshelf”.** This item has been on the agenda for at least 19 years. It was intended as an “ice breaker” for any commissioners who were shy about talking; as well as using time until a quorum was reached. Due to present meeting rules, it has outlived its purpose.
- **“Items From the Public”** should be renamed **“Public Comment”**. This is the term used by most other agencies (e.g. cities and the Board of Supervisors). By showing public comment, the public will more clearly understand their input is welcomed.
- **Mark all agenda items as “Action”, Discussion” etc. on the agenda.** Presently the word “action” is only shown on the green pages between the attachments. Not all know to look there, and the green page can be hard to read on-line. With this change, both commissioners and the public will know which items are for action.

## Responses to Report (Bylaws)

The Report made several recommendations as follows:

### 1. Sunset the Commission

The Commission voted at its January 29, 2016 meeting that it wanted to continue in existence. The IOC at its March 28 meeting did not concur with sunsetting the Commission and instructed library staff to proceed with a reinstatement board order as outlined above.

### 2. Bylaw Changes

The Report states that library staff did not recommend any changes to the bylaws. However, both IOC and the Committee did not agree. Thus, bylaw revision recommendations follow.

### 3. Membership Reduction and Voting

Both IOC and library staff recommended reducing membership. Thus, a letter was written toward that end by the Interim County Librarian and the Commission Chair and signed by the Chair. The letters were sent to the Special Representatives and the mayor of Richmond. They were mailed the week of June 20. They were asked if they wanted to: 1) retain a voting membership; 2) be an ex-officio member without voting rights; or, 3) no membership. The results are:

Entity	Regular Membership	Ex-officio Membership	No Membership
City of Richmond			X
College District		X	
East Bay Leadership Council		X	
Friends Council		X	
Office of Education		X	
Central Labor Council	X		

This will bring regular membership to **24**. As a result the number of commissioners needed for a quorum will be **13**. **The Central Labor Council will be the only remaining Special Representative with a vote. When and if the Friends' Council is reconstituted, the by-laws can be revised to also include them with a vote. However, since the Friends' Council does not presently exist, it is not possible to include them as a voting member.**

**It is recommended that voting be by simple majority of all commissioners present. The current method of voting by those representing city representatives and county representatives has never made any difference in the results.**

#### **4. Number of Meetings per Year**

The present bylaws state the Commission is to meet at least quarterly. The Committee recommends the number be retained at six. The Committee believes with a proper focus, there is adequate work for the Commission to continue as is.

#### **5. Alternate Commissioners**

The Report stated that on average **35-40** Commissioners are at each meeting. The following shows the number of Commissioners attending the past nine meetings averages **27** including alternates.

<b>Meeting Date</b>	<b># Vacant</b>	<b># Alternates</b>	<b># Reg. Comm. Present</b>	<b># Alt. Present</b>	<b># Total Comm.</b>
11/14	4	13	24	7	31
1/15	3	13	21	9	30
3/15	5	13	19	7	26
5/15	2	14	19	7	26
7/15	3	14	21	8	29
9/15	3	14	16	8	24
11/15	3	13	18	7	25
1/16	5	14	22	8	30
3/16	5	12	15	5	20

**Source:** Commission attendance roster from the minutes.

#### **Observations:**

- At no point has the number attending been as high as shown in the Report.
- About half of the positions have alternates.
- About half of the alternates usually attend.

The Committee voted to continue the practice of having alternates. It observed that some alternates are as active, or more active than the regular commissioner. Also, by having alternates attend meetings; the alternate is in a position to assume the regular voting position when required. Alternates also assist in achieving a quorum. It was noted, however, that given the smaller meeting room in the new location, alternates may need to sit in the audience.

#### **Commission Purpose**

- The Report states: "The Library Commission...provides community level support and advocacy for Library services." It is, thus, proposed that this become "**Purpose F**".



## **Technical Revisions**

**Duties have been grouped under five topics as shown below:**

### **IV. DUTIES**

**The Commission shall perform the following advisory functions:**

#### **A. Planning**

- 1. Participate in short and long range planning activities for libraries.**
- 2. Monitor progress made in achieving goals set forth in plans adopted by the Board. Report and make recommendations to the Board and the County Librarian in this regard.**

#### **B. Policy Review**

- 1. Assist in the development of policies that the Commission and the County Librarian determine will improve the operations of, and services available, through the County Library.**
- 2. Discuss and vote on major policy issues.**

#### **C. Finance**

- 1. If the Commission has concerns or questions regarding the library budget, the Commission may make recommendations to the Board and the County Librarian.**
- 2. Advocate and recommend the funding necessary to provide each level of service (e.g. hours of operation, check-out laptops, or other resources) proposed by the Commission, the Board, or the County Librarian, as the case may be.**
- 3. Explore alternative methods of establishing stable and adequate funding for each level of service. Report the Commission's findings, along with any related recommendations, to the Board or County Librarian.**

#### **D. Community Outreach**

- 1. Hold meetings that encourage the expression of community views on matters related to the County Library.**
- 2. Participate in community activities supporting the library, such as friends of the library and library foundations, or city/town library advisory groups.**
- 3. Provide community feedback to the County Librarian and Board of Supervisors.**

#### **E. Other**

- 1. Oversee the actions of committees of the Commission.**
- 2. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.**

### **3. Performs other tasks and assignments that are referred to the Commission by the Board or County Librarian.**

Note: The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, and (ii) day-to-day administrative operations of the County Library.

#### **Agenda Packets**

- Present bylaws state that Commission packets are to be mailed. This will change to: "Commission packets will be provided electronically unless otherwise requested".

#### **Elections**

- **Whenever the chair and/or vice chair position becomes vacant, an election to fill the vacancy shall occur at the next regularly scheduled commission meeting.**

#### **Streamline Minutes**

- The minutes will become shorter with the elimination of the Commission Bookshelf.
- Presently each time a commissioner is named in the minutes, the entity they represent is repeated. Since their entity represented is shown in the roster section. It is proposed the entity does not need to be repeated throughout the minutes.
- Minutes can use bullet points as much as possible.

#### **Commissioner Communications with Staff**

- It is recognized staff time is limited. So as to help staff be as efficient as possible, communications for information should be routed through the chair or a committee chair to the county librarian or designated staff.

#### **Commission Work Plan and Annual Report**

- This document should be aligned with the Commission's Purposes and Duties.

#### **Reinstatement**

- At the end of each term for the Commission, when its term is extended, it is said to be "Reinstated". The word "Reinstatement" sounds as though the Commission term had lapsed. It is thus proposed the word be changed to "**Reauthorization**".

#### **CONCLUSION**

The Contra Costa County Library Commission is the only entity in the county whose sole purpose is to advise, advocate and support the County Librarian and the Board of Supervisors to provide library services.

Adoption of the above revisions will facilitate a strong Commission and improve its ability to fulfill its Purposes and Duties.

## **NEVER TAKE YOUR LIBRARY FOR GRANTED**

(anonymous)

Report prepared by Alan B. Smith, with valuable assistance from Kathy Gilcrest and Peter Wilson.



# CONTRA COSTA

## COUNTY MAYORS CONFERENCE

September 9, 2016

To: Contra Costa County Board of Supervisors Internal Operations Committee

From: Contra Costa Mayors Conference

Subject: Report on discussion of Library Commission status

Some weeks ago County Library staff, on behalf of the Internal Operations Committee (IOC), requested that the Mayors Conference cities offer thoughts about the continuation and possible reorganization of the County Library Commission.

After consultation with various mayors and council members, the consensus opinion, based on the feedback we have received is:

- 1) That the Library Commission should continue to exist. Several cities expressed the opinion that it is an effective and valuable information-sharing forum.
- 2) That it is appropriate that each city appoint a member and an alternate in case the regular member is unable to attend. This provides continuity of information sharing which is one of the main values of the Commission. Whether one or both attend and who should sit at the table during discussion is an internal operations matter for the Commission to resolve for itself in its own procedures.
- 3) Should there be any issues that require a vote, that each city have only one vote and that the practice of counting city and county votes separately be discontinued as most decisions are taken by consensus and the past practice seems cumbersome and unnecessary.
- 4) The City of Richmond has indicated that they no longer wish to have either a regular or an ex-officio seat on the Commission. The other cities are comfortable with this position taken by Richmond. Should some future issue affect the Richmond library, appropriate outreach can be extended at that time.
- 5) There was no specific consensus as to the various "Special Representative" members, although it is understood that reducing the size of the body is a desirable goal in the abstract. At the same time, information sharing with the various "special constituencies"

is valuable and the County may best be able to judge the appropriateness of the various members in this category.

6) There was no consensus on the frequency of the meetings, some find the current schedule fine, and others thought less frequent meetings might be desirable.

7) There was sentiment expressed that it might be useful to provide childcare if any of the representatives have young children. We recognize this is not properly a structural issue, but the comment is passed on in the spirit of sharing the feedback we received.

In all other matters we defer to the IOC and the Board of Supervisors and thank the County for consulting us.

In general, we believe the climate surrounding County Library operations is very good and that the Commission has contributed to this positive feeling.

Prepared by:

Gary Pokorny  
Executive Director,  
Contra Costa Mayors Conference