



Agenda

INTERNAL OPERATIONS COMMITTEE

June 12, 2017

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, 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 8, 2017 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER recommending Walter Pease to the Board of Supervisors for appointment to the Contra Costa Resource Conservation District board of directors to complete the unexpired term ending on November 30, 2018. *(Julie DiMaggio Enea, County Administrator's Office)*
5. CONSIDER accepting report and recommendations on Phase III of the triennial advisory body review. *(Jami Napier, Chief Assistant Clerk of the Board)*
6. The next meeting is currently scheduled for July 10, 2017.
7. Adjourn

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.

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.

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

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

3.

Meeting Date: 06/12/2017

Subject: RECORD OF ACTION FOR THE MAY 8, 2017 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

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 8, 2017 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 8, 2017 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for May 8, 2017

DRAFT



INTERNAL OPERATIONS COMMITTEE

May 8, 2017

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair

Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Bob Campbell, Auditor-Controller

Dan Borenstein

1. Introductions

Chair Andersen called the meeting to order at 1:10 p.m.

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

No members of the public asked to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the April 10, 2017 IOC meeting.

The Committee approved the Record of Action for the April 10, 2017 IOC meeting as presented.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. INTERVIEW candidates for the pending vacant seats on the Retirement Board and determine recommendations for Board of Supervisors consideration on June 6.

Group 1 @ 1:00 p.m.:

- Debora Allen, (Incumbent, Appointee #5 seat), Clayton
- James Agrusa, Alamo
- Mark Cordone, Alamo

Group 2 @ 1:20 p.m.:

- Frank Darling, Orinda
- Jerry Holcombe (Incumbent, Alternate to Members 4, 5, 6, & 9 seat), Walnut Creek
- Jay Kwon, Danville

Group 3 @ 1:40 p.m.:

- John Phillips (Incumbent, Appointee #9 seat), Moraga
- Dennis Reigle, Alamo
- Kurt Schneider*, Richmond

**Note that Kurt Schneider is a former employee and current non-vested member of CCCERA. Mr. Schneider understands that he would be required to, and he has agreed to, withdraw his contributions and forfeit all rights of membership in CCCERA (Gov. Code Section 31629.5) as a condition of appointment to the Retirement Board.*

The Committee interviewed all of the candidates with the exception of Kurt Schneider who withdrew his candidacy and, at the conclusion, decided to recommend Debora Allen, Jerry Holcombe, Jay Kwon, John Phillips, and Dennis Reigle for further consideration by the Board of Supervisors on June 6.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. INTERVIEW candidates for the pending vacant seat on the East Bay Regional Parks District Park Advisory Committee and determine recommendation for Board of Supervisors consideration on May 23.

The Committee interviewed both candidates and, at the conclusion, decided to recommend Neil Tsutsui to the Board of Supervisors for consideration on May 23:

- ***Bruce Brubaker***
- ***Neil Tsutsui***

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. Adjourn

Chair Andersen adjourned the meeting at 3:24 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: 06/12/2017

Subject: NOMINATION FOR APPOINTMENT TO THE CONTRA COSTA
RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 17/5

Referral Name: ADVISORY BODY RECRUITMENT

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

Referral History:

Contra Costa Resource Conservation District (RCD) director recruitment is conducted by the County pursuant to a 1998 RCD resolution ordering that all future directors shall be appointed by the County Board of Supervisors in lieu of election (Public Resources Code Section 9314).

The mission of the RCD is to carry out natural resources conservation projects through voluntary and cooperative efforts. The RCD is a non-regulatory agency that works with individuals, growers, ranchers, public agencies, non-profit organizations and corporations to accomplish its mission. The USDA Natural Resource Conservation Service provides technical support for the RCD's programs.

Referral Update:

On April 7, 2017, RCD Director Tom Bloomfield resigned from the RCD Board, and on April 25, 2017, the Board of Supervisors declared a vacancy and directed staff to recruit for a replacement director. Staff opened a recruitment on April 18, 2017 for a four-week period that ended on May 19, 2017. The recruitment garnered one application from Walter Pease, which is attached. Mr. Pease was invited to the IOC meeting today.

Recommendation(s)/Next Step(s):

CONSIDER recommending Walter Pease to the Board of Supervisors for appointment to the Contra Costa Resource Conservation District board of directors to complete the unexpired term ending on November 30, 2018.

Fiscal Impact (if any):

None to the County.

Attachments

Media Release CCRCD Vacancy

Candidate Application Walter Pease CCRCD



Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.co.contra-costa.ca.us

Media Release

FOR IMMEDIATE RELEASE

Tuesday, April 18, 2017

Contact:

Julie DiMaggio Enea

Phone:

(925) 335-1077

Email:

julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS ?

The Contra Costa Resource Conservation District is looking for an individual interested in serving on its Board of Directors. Contra Costa County land owners with a strong interest in soil and water conservation are encouraged to apply. The District is recruiting to fill one vacancy, to complete the current term of office expiring on November 30, 2018. The County Board of Supervisors will make the appointment. Individuals selected will serve as unpaid volunteers.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at www.co.contra-costa.ca.us. Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Friday, May 19, 2017 by 5:00 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, June 12, 2017. More information about the Contra Costa Resource Conservation District and complete eligibility requirements can be obtained by calling Teresa Hunter at the Resource Conservation District, at (925) 672-4577, ext. 4149 or visiting the District website at <http://www.ccrd.org/>.

####



Contra
Costa
County

RECEIVED

APR 26 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

Print Form

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:

Resource Conservation District

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Pease Walter Clifford
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] Pleasant Hill CA 94523
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved Masters

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>San Diego State</u>	<u>Biology</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>130</u>		<u>BS</u>	<u>1971</u>
B) <u>DuBois Valley College</u>	<u>Mgmt</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>20</u>			
C) <u>Univ. of LaVerne</u>	<u>Public Admin</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		<u>10</u>	<u>MS</u>	<u>2000</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<u>CSU Sacramento</u>	<u>Water Treatment</u>	<u>14</u>				

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>5/2010</u> To <u>12/2014</u> Total: Yrs. <u>6</u> Mos. <u>7</u> Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Director of Water Utilities</u> Employer's Name and Address <u>City of Pittsburgh</u> <u>65 Civic Ave</u> <u>Pittsburgh 15222</u></p>	<p>Duties Performed <u>manage water utilities (water + sewer collection)</u> <u>Prepare regulatory reports</u></p>
<p>B) Dates (Month, Day, Year) From <u>1/2012</u> To <u>5/2010</u> Total: Yrs. <u>4</u> Mos. <u>9</u> Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Ast. PW Director</u> Employer's Name and Address <u>City of Pittsburgh</u></p>	<p>Duties Performed <u>Supervise operations of PW Dept, prepare reports & budgets</u></p>
<p>C) Dates (Month, Day, Year) From <u>10/94</u> To <u>1/2012</u> Total: Yrs. <u>7</u> Mos. <u>3</u> Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Water Utility Mgr</u> Employer's Name and Address <u>City of Monterey Park</u> <u>320 W. Newmark</u> <u>Monterey Park, CA</u></p>	<p>Duties Performed <u>manage operation of water utility</u></p>
<p>D) Dates (Month, Day, Year) From <u>7/76</u> To <u>10/94</u> Total: Yrs. <u>18</u> Mos. <u>3</u> Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>Water Superintendent</u> Employer's Name and Address <u>City of Martinez</u> <u>525 Henrietta St</u> <u>Martinez 94553</u></p>	<p>Duties Performed <u>Supervise operation of WTP + lab.</u></p>

7. How did you learn about this vacancy?

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

Director

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:

4/20/17

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

Walter C. Pease

[REDACTED]
Pleasant Hill, CA 94523
[REDACTED]

EXPERIENCE

DIRECTOR OF WATER UTILITIES

City of Pittsburg

May 2010 to December 2016

Supervise operations and maintenance of Water Utilities Department consisting of 35 full-time employees and a \$18M budget (not including CIP). Oversight of: 32 MGD Water Treatment Plant, Water Distribution System, Wastewater Collection System; CIP planning, project selection and prioritization.

- Prepare Water Utilities Department budgets.
- Development review.
- Water Conservation duties including program development, regulations, supervision, handling customer problems, etc.
- Presentations to City Council including: water and sewer rates, development fees, urban water management plan.
- Other duties as listed below continuing for Water Utilities Department.

ASSISTANT PUBLIC WORKS DIRECTOR

City of Pittsburg

Jan 2002 to May 2010

Supervise operations and maintenance of Public Works Department consisting of 78 full-time employees and up to 50 part-time employees and a \$26 M budget (not including CIP). Oversight of: 32 MGD Water Treatment Plant, Water Distribution System, Wastewater Collection System, Parks and facilities, Street maintenance, Storm water system maintenance, Vehicle maintenance, and Building maintenance.

- Supervise the preparation of Public Works Department budget. Prepared Internal Services cost allocations for building and vehicle maintenance for City Departments.
- Direct supervision of WTP and Laboratory (August 2003 to October 2004). Worked on Vulnerability Assessment with Consultant. Worked on water quality issues related to well and backwash water with Consultant. Laboratory Director.
- Prepared Water and Wastewater Collection System multi-year Capital Improvement Programs.
- Worked with Engineering Consultant on Water System Master Plan revisions and Wastewater Collection System Master Plan update and revisions.
- Worked with Consultant on revisions of Water and Sewer Rates, Development Connection Fees and other charges and fees.
- Review of new development including subdivisions totaling over 3,000 dwelling units.
- Write City Council staff reports for Public Works Department purchases, consultant agreements, rate changes, and Capital Improvement Program projects
- Wrote 2005 Urban Water Management Plan.

- Write California Urban Water Conservation Council biannual reports.
- Wrote 2009 Water Conservation program and presented to City Council.
- Review and comment on proposed regulations for: water, water conservation, collections systems, and storm water.

WATER UTILITY MANAGER

Oct. 1994 to Jan 2002

City of Monterey Park

- Supervised operations and maintenance of Water Division with 20 full-time employees and a \$5 M budget. System consisted of 12,100 service connections serving 58,000 customers with 12 wells. Average water production was 10 million gallons per day.
- Responsible for:
 - Distribution system water quality
 - Pump station and reservoir maintenance and operations
 - Water meter readers
 - Water meter testing and repair
 - Backflow prevention program
 - Well production system
 - Water sampling and testing to meet California Department of Public Health (DPH) requirements
 - Distribution system maintenance, consisting of three crews which included repairs, new installations, system upgrades, and emergency response.
- Helped consultant produce comprehensive Water System Master Plan (1996), including replacement schedule and project costs. Prioritized projects for Capital Improvement Program as part of the process; emphasizing water system reliability, employee safety, and improving customer's water quality at the tap. Set up a 20-year CIP schedule on spreadsheet (Excel) based on fund balance after indexed revenue projections and indexed O&M costs.
- Developed Website information for water system including: Annual Water Quality Reports, information for developers, water conservation materials, water glossary, water system characteristics information and links to other water web sites.
- Prepared budgets and review expenditures for Water Administration, Production, Commercial, Distribution and Capital Improvements.
- Initiated Large Water Meter Testing Program and initiated Large Meter Upgrade Program to accommodate testing and proper sizing of large water meters.
- Wrote draft "Sewer System Improvement Maintenance Fee" report, based on results and findings of Sewer System Master Plan (1996).
- Served as member of Safety Committee and Emergency Preparedness Committee.
- Prepared comprehensive study of water meter replacement requirements. The report included meter accuracy analysis, recommended meter change-out time, estimated annual revenue loss, and payback time for accelerated replacement program. Public Works and Finance Directors reviewed the study. Meter change-out program replaced 9,000 water meters (out of 12,000) over a six-year period.
- Replaced three gas chlorine systems with sodium hypochlorite generation systems.
- Initiated seismic evaluation of water system facilities. Started seismic retrofit program, based on recommendation. Received \$224,760 grant from FEMA/CaOES for portion of project costs.

WATER SUPERINTENDENT

City of Martinez

July 1976 to Oct. 1994

Supervised operations and maintenance of Water Division which included operations, laboratory, maintenance and safety programs for 11 employees. System consisted of 9,500 service connections and a 12 million gallon per day conventional water treatment plant.

- Responsible for:
 - Distribution system water quality
 - Pump station and reservoir maintenance and operations
 - Water meter readers
 - Water meter testing and repair
 - Backflow prevention program.
 - Laboratory Accreditation and certification from DPH's Environmental Laboratory Accreditation Program.
 - Supervised laboratory analyses and Quality Assurance Program.
- Produced 10-year Capital Improvement Program including replacement schedule and costs. Prioritized projects for Capital Improvement Program as part of the budget process.
- Produced master planning and advanced planning for Water System growth. Included reservoir and pump station sizing, locations, elevations, water line sizing and costs.
- Worked with Engineering Consultant on update of Water System Master Plan.
- Prepared budgets and reviewed expenditures for Water Administration, Treatment, Distribution and Capital Improvements totaling over \$5 million per year.
- Set up monitoring plan, supervised sample analyses and wrote reports to meet requirements of Regional Water Quality Control Board for filter backwash discharge and marina dredging discharge projects.
- Worked with Rate Consultant on Water Rate Study and Development Fee and presented it to the City Council.
- Assisted in the coordination various departments involved in water system operations, engineering, maintenance, and billing.
- Initiated site study for 2 million gallon reservoir and presented it to the City Council. Site was acquired through eminent domain and constructed.
- Wrote and administered Water Rationing Plan (1977) and served as Water Referee.
- Served as City of Martinez Safety Coordinator (1979 to 1984) and assisted with various safety programs. Served on Safety Committee.
- Administered City of Martinez Water System's Water Conservation program.
- Worked with Finance Department to handle bills and problems they had difficulty resolving.
- Prepared hazardous material safety plans, chemical inventory plans as required by Contra Costa County.
- Maintained staff responsibility for formation of Benefit District for portion of Martinez Water System.
- Helped set up city's Emergency Operations Center and performed as part of team that implemented Incident Command System (ICS). Part of ICS structure's response group.

CHEMIST May 1974 to July 1976

California-American Water Co.

Performed bacteriological, chemical and physical testing for six separate districts (77,000 total service connections) for source and potable water and to meet discharge requirements. Company's districts used a combination of well and surface waters. Analyzed well discharge samples and reported to Regional Water Quality Control Board.

WATER TREATMENT PLANT OPERATOR

Nov 1973 to May 1974

California-American Water Co.

Operated 25 mgd Water Treatment Plant. Did lab tests, water treatment plant maintenance. Took field samples. Handled customer complaints.

EDUCATION

Public Administration (MPA)

Public Administration

Biology (BS)

Graduate courses in Civil Engineering and Biology

(includes: Sanitary Engineering and Water/Wastewater Treatment Plant Design)

Management courses

Management and Safety courses

Water Microbiology

Water Treatment/Distribution/Management/

Wastewater Collection systems courses

Street maintenance

University of La Verne

CSU Hayward

San Diego State University

San Diego State University

Los Medanos Community College

Diablo Valley College

Solano Community College

CSU Sacramento

Citrus College

CERTIFICATION

Water Treatment Plant Operator - CDPH T5

Water Distribution System Operator - CDPH D5

Water Quality Analyst (AWWA) - Grade II

Backflow Prevention Device Tester (USC)

Water Conservation Practitioner (AWWA) - Grade 1

Collection System Maintenance (CWEA) - Grade 3

Other active affiliations:

Friends of Alhambra Creek - Martinez, CA.

Kiwanis International - Pittsburg Chapter (Treasurer)

Boy Scouts - Assistant Scout Master

College Park High School Instrumental Music Boosters (treasurer - 3 years)



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 06/12/2017
Subject: Triennial Advisory Body Review – Phase III Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 17/7
Referral Name: Advisory Body Triennial Review
Presenter: Jami Napier, Chief Asst. CoB **Contact:** Jami Napier (925) 335-1908

Referral History:

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and discretionary. The Board approved Resolutions (2012/497 and 2012/498) to formalize a "triennial sunset review process" of these bodies so that a third of the total are reviewed annually. The Board approved Phase I of this review on December 5, 2016, and Phase II on March 21, 2017.

Referral Update:

Summary Findings for Phase III

All of the bodies reviewed in this period are fulfilling their function and no major changes are recommended. A number of bodies requested assistance in filling their vacancies, as was also reported in the Phase II review. The Chief Assistant Clerk of the Board, whose office tracks Board appointments, has been requested to work with each Board office in improving outreach when vacancies are identified for this purpose, and to report back on these efforts by July 2017.

Additionally, as mentioned in the Phase II Triennial Review report, refresher training to County employees staffing these bodies would be beneficial on topics such as the required annual report of activities for committees, tracking meeting agendas and minutes, as well as budget oversight and general record keeping to ensure continued compliance with the California Brown Act and County Better Government Ordinance.

No changes to bylaws, membership requirements, or seat structure are recommended for committees except those highlighted in the summary findings. Below is a list of bodies included in the Phase III reviews that are either mandated to exist or are discretionary to the Board, and a brief description of each body follows.

MANDATED COMMISSIONS OR COMMITTEES:

1. Alamo-Lafayette Cemetery District

The Cemetery District is a property tax and fee-supported organization that provides burial

services; year-round maintenance; and preservation of interment plots. Interments are restricted to residents and taxpayers of the cemetery district boundaries and their immediate family members. The District is controlled by the California State Health & Safety Code §9000. The District staff report that revenues received from property taxes and burial sales have been insufficient to cover operational expenses and the District Board is exploring alternatives to ensure continued financial viability.

2. Byron-Brentwood-Knightsen Cemetery District

The Cemetery District is a property tax and fee-supported organization that provides burial services; year-round maintenance; and preservation of interment plots. Interments are restricted to residents and taxpayers of the cemetery district boundaries and their immediate family members. The District is controlled by the California State Health & Safety Code §9000.

3. Public Law Library

The Board of Trustees governs the Law Library pursuant to the California Business and Professions Code 6300. The Law Library's mission is to provide all members of the community access to research materials to aid in understanding and preserving legal rights at three full-time sites with the assistance of trained staff. Two-thirds of the customers served in the law library sites are members of the general public.

Staff for the Public Law Library has requested the assistance of the County in advocating for changes in their revenue sources. The State froze the portion of court filing fees going to the Law Library at \$35 in 2007. This source represents 90-95% of the Law Library's budget. Since that time, operational costs have continued to increase, which has required reducing the staff support from five to three positions. Without an increase to the Law Library portion of the court filing fee, staff believes the continued existence of the Public Law library is in jeopardy. It is recommended that this issue be referred to the Board's Legislation Committee to determine if the County should advocate to the State on behalf of the Public Law Library to improve the funding source available for this service.

4. Fish and Wildlife Committee

The role of this committee is to advise the Board of Supervisors on fish and wildlife issues and make recommendations for the expenditure of funds from the Fish and Wildlife Propagation Fund (Fish and Game Code Section 13103). Over the last three years, \$224,210 has been granted for projects related to public education, habitat improvement, temporary emergency treatment and care of orphaned wildlife and scientific research. Additionally, the committee may address issues surrounding the enforcement of fish and game laws and regulations when referred to the committee by the Board of Supervisors.

The Fish and Game Code section 13103 (j) states that secretarial service, travel and postage for this function may not exceed three percent of the average received in the fund for the previous three years or \$3000, whichever is greater. Currently the staff support provided by Conservation and Development exceeds this amount and is being absorbed by the General Fund. Staff recommends evaluating a change to the meeting frequency (from 12 to 6 annually) to reduce the time spent by staff on this activity, which may require a restructuring of the grant reimbursement process.

5. North Richmond Waste and Recovery Mitigation Fee Committee

This committee has existed since 2004 as part of a Bulk Materials Processing Center

Memorandum of Understanding with the City of Richmond to jointly administer mitigation fees collected from the Bulk Materials Processing Center at the West Contra Costa County Sanitary Landfill. The Environmental Impact Report for this project determined that this Center would impact the North Richmond community, and authorized a mitigation fee to defray annual costs associated with collection and disposal of illegally dumped waste and other related impacts.

The committee addresses the needs of the community through multiple strategies including community clean-up events, law and code enforcement activities, community garden projects and other community based projects.

6. Workforce Development Board

Federal legislation requires that an authorized workforce board be in place in order to receive funding for these activities. The Workforce Development Board of Contra Costa County is the access point for employment-related and training services, which involves developing local plans, identifying providers of services, monitoring system performance, and helping to develop the labor market information system.

Via four job center sites, job seekers have access to basic and individualized career services and training services available countywide. Priority is given to populations who are the most in need or have the greatest challenges to employment: low-income individuals, those formerly incarcerated, current and former foster youth, and individuals with disabilities, English language learners, and low basic skill inventories.

The Workforce Board has recommended an update to its by-laws that will be brought to the Board of Supervisors for approval after the review by County Counsel is completed.

DISCRETIONARY COMMISSIONERS OR COMMITTEES:

1. Affordable Housing Finance Committee

This committee was established in 1995 to develop recommendations for the Board regarding the allocation of Community Block Grant and HOME Investment Partnership Act funds. The Committee, staffed by the Department of Conservation and Development, reviews the developers' qualifications, cost effectiveness of the proposal, the need for the type of housing proposed, and the feasibility of the proposed financing.

2. Managed Care Commission

This committee was established in 1995 with the goal of advising the Health Services Director and Board of Supervisors regarding health insurance needs for the community and to promote the Contra Costa Health Plan. The targeted populations within the county are recipients of Medi-Cal, Medicare, undocumented children and medically indigent persons.

The staff review of this commission results in a recommendation to add one additional seat for a Medicare subscriber for a senior or person with disabilities as this is required by the National Committee for Quality Assurance. Additionally, due to the challenge in finding physicians with sufficient time to serve on the Commission, it is recommended that this seat designation be broadened in title to "medical provider" to include Nurse Practitioners, Physician's Assistants and Optometrists.

3. Treasury Oversight Committee

The Board established this committee on November 6, 1995 to allow local agencies, including school and special districts, as well as the public, to participate in reviewing the policies that guide the investment of public funds that are invested by the County Treasurer. The committee monitors the County's investment pool and policy, and confirms that the annual audit is conducted to ensure compliance with Government Code 27130-27137.

This committee was initially mandated under the Government Code but this requirement was suspended by the State in 2004. The Treasurer recommends the committee continue to exist to allow the public to participate in the review of policies that guide the investment of public funds under the authority granted annually by the Board of Supervisors.

4. Iron Horse Corridor Management Program Advisory Committee

This committee was authorized by the Board of Supervisors in 1997 to assist the County in managing the former Southern Pacific Railroad right-of-way known as the Iron Horse Corridor, which extends 18 miles from Mayette Avenue in Concord to the Alameda County line (through BOS Districts II and IV). The Board directed the committee develop a management program, which included mapping the existing right-of-way, taking inventory of all existing license agreements and uses, establishing criteria for the continued operation of the right-of-way as a joint use facility, landscaping, developing public education information, and creating funding mechanisms to cover program costs.

5. Fire Protection District Advisory Commission

The purpose of the Commission is to advise the Fire Chief and Board of Supervisors regarding goals and objectives of the District, the operations and capital budgets, and declarations of fire apparatus and equipment as surplus; and provide a liaison with the community. The Commission also serves as the Appeals Board on weed abatement matters.

6. Keller Canyon Mitigation Fund Review Committee

The Keller Canyon Landfill Mitigation Fund process was established in August 1992. The Board of Supervisors designated that these funds be used to mitigate effects of the landfill site by funding community-based organizations and County Departments for programs in the following areas: youth services, code enforcement, community beautification, public safety, and community services. This Committee makes annual funding recommendations to the Board of Supervisors.

Recommendation(s)/Next Step(s):

ACCEPT the Triennial Review Phase III Report and the specific recommendations summarized below:

1. Direct staff to report back by July 2017 with a plan to increase outreach for filling vacant Board committees and commissions that includes working with each Board office to advertise openings in their specific District with a goal of encouraging diverse representation on these bodies.
2. Direct staff to provide refresher training to employees staffing these committees on administrative and fiscal requirements and procedures.
3. Direct Conservation and Development Department staff to evaluate the cost of staff support for the Fish and Wildlife Committee, and explore whether modifying the number of meetings from 12 to 6 annually is appropriate.

4. Request the Managed Care Commission update its by-laws to add one additional seat for a senior or person with disabilities, and to broaden the seat description designated for a physician to a “medical provider”.
5. Refer to the Board’s Legislation Committee a request for the County to advocate to the State on behalf of the Public Law Library to improve the funding source available for this service.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
