



Agenda

INTERNAL OPERATIONS COMMITTEE

SPECIAL MEETING
November 9, 2017
2:00 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 September 11, 2017 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER recommended changes to the Integrated Pest Management Policy and Advisory Committee bylaws. *(Tanya Drlik, IPM Coordinator, Health Services Department)*
5. CONSIDER nomination of the Affordable Housing Finance Committee to re-appoint Dan Bundy to Community 1 seat on the Affordable Housing Finance Committee to a term ending on June 30, 2020. *(Kara Douglas, Conservation & Development Department)*
6. CONSIDER accepting report on the status of the Agricultural Advisory Task Force and determining action to be taken. *(Julie DiMaggio Enea, County Administrator's Office)*
7. Status report on the recruitment for interim appointees to the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors. *(Julie DiMaggio Enea, County Administrator's Office)*
8. The next meeting is currently scheduled for December 11, 2017.
9. 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: 11/09/2017

Subject: RECORD OF ACTION FOR THE SEPTEMBER 11, 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 September 11, 2017 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the September 11, 2017 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action for September 11, 2017 IOC Meeting



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
September 11, 2017

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: David Gould, Purchasing Services Manager
Beth Ward, Animal Services Director
Steve Burdo, Animal Services Department
Arturo Castillo, Animal Services Department
Jami Napier, Asst. Clerk of the Board
Emlynn Struthers, Clerk of the Board's Office
Anne O, Chief of Staff, District IV
Enid Mendoza, Sr. Deputy County Administrator
Jill Ray, District II Supervisor's Office
Bob Campbell, Auditor-Controller
Beth Mora
Nedda Bass
Phyllis Gordon
Carrie Ricci, Public Works Department
Patricia Ramirez
Debbie Son
Kirsten Upshaw
Jeff Mora
Jennifer Cohen
Argentina Davila-Luevano
Angel Luevano
Susan Smith
Joey Smith

1. Introductions

The Chair called the meeting to order at 1:00 p.m. and self-introductions were made around the room.

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

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

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

The Committee approved the minutes of the July 10, 2017 meeting as presented.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken.

Supervisor Andersen introduced the item, explained that the basis for the referral to IOC was the recent spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized.

Jami Napier advised that the Commission for Women would be included in the next phase of the triennial advisory body review, which will examine and make recommendations about the Commission's current structure, mission and bylaws; regularity of meetings and attendance; compliance with the Better Government Ordinance; ability to achieve a meeting quorum; activities and how they relate (or do not relate) to the Commission's charge, and Commission funds (if any). The staff report with recommendations is scheduled to be presented to the IOC in February 2018.

The following individuals spoke about the importance of the Commission for Women: Debbie Tote, Kirsten Upshaw, Beth Mora, Jennifer Cohen, Argentina Luevano Davila, Joey Smith, Phyllis Gordon, Angel Luevano

Through member comments, it was learned that the Friends of the Commission for Women (Friends), was modeled after a similar organization in Marin County and is currently composed by Phyllis current and former Commission members, and At Large members. To avoid the potential for misappropriation of funds, which allegedly occurred in the Marin Friends, it was decided that dual membership would be permitted between Contra Costa's Commission for Women and Friends. The majority of the Friends Board are current Commissioners. Commissioner Phyllis Gordon serves as the Friends chairperson.

It was learned that the Commission/Friends network at the state and national level through attendance at conferences, and that the Friends will pay for Commissioners' attendance at these conferences. Ms. Gordon has for many years attended on behalf of the Commission/Friends, but all Commissioners have the opportunity to attend. Some commissioners may not be able to participate more fully due to personal

circumstances.

It was learned that the Friends exists primarily to provide support and funding for Commission activities, and any funds raised through Commission events are turned over to the Friends and not maintained by the Commission (the Commission has no authorized mechanism for banking funds). The Commission and other groups can apply for small grants from the Friends and the Friends determines which grants it will fund. Commissioners volunteer to assist with Friends-sponsored Commission functions. The Commission created an office/seat called Treasurer to serve as the bridge between the Friends and the Commission. The Treasurer, at the IOC meeting, questioned whether current Commission activities such as the Hall of Fame event would not be more appropriate for an organization other than the Commission, and commented that activities that might be more aligned with the Commission's charge would, as a rule, not involve significant costs or Friends support.

Supervisor Burgis requested copies of the bylaws, budgets and financial reports of the Friends and the Commission. The Committee discussed potentially making a second referral to the CAO to examine the potential to provide funding for the Commission. Supervisor Burgis stated that the IOC will not try to "fix" the Commission but will set the County's future expectations for the Commission.

CAO Senior Deputy Enid Mendoza advised that she serves as a liaison between the County and the Commission.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

5.

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017.

David Gould presented the staff report and advised that he was convening a staff meeting/training to correct any inconsistencies in reporting that are occurring. Supervisor Burgis said she was interested in learning how the County reaches out to businesses in the different county geographic areas.

The Committee accepted the report and directed staff to share the report with the Board of Supervisors on a future Board agenda.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

6.

ACCEPT FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund.

Beth Ward presented the staff report and submitted an updated/corrected report from the version, attached, than was in the agenda packet. She commented that, since the Animal Benefit Fund was reauthorized a year ago, this is the first report presenting the comprehensive spending plan. She and her staff chose to be conservative in the first year, expending about \$250,000 and leaving a fund balance of over \$800,000. Most of the funds were spent on animal welfare projects such as "cat condos", agility equipment for dogs, and outside exercise space for quarantined animals.

Staff is proposing a FY 17/18 spending plan of \$300,000.

The Committee accepted the report and directed staff to share the report with the Board of Supervisors at a future Board meeting.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. Adjourn

The Chair adjourned the meeting at 3:52 p.m.

For Additional Information Contact:

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

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 11/09/2017

Subject: Revisions to the County's IPM Policy and the IPM Advisory Committee's Bylaws

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

Department: Health Services

Referral No.:

Referral Name:

Presenter: Tanya Drlik, IPM Coordinator **Contact:** Tanya Drlik (925-335-3214)

Referral History:

Over the past few years, changes in the County have made it necessary to revise the County's IPM Policy and the IPM Advisory Committee's bylaws.

1. The General Services Department was subsumed under the Public Works Department.
2. The Public and Environmental Health Advisory Board (PEHAB) was abolished by the Board on November 15, 2016.
3. On February 13, 2017 the Internal Operations Committee replaced the PEHAB seat on the IPM Advisory Committee with a seat for a representative of the County's Sustainability Commission.

This year, the IPM Committee found it necessary to change its meeting date and the time when it elects its officers. These items needed to be reflected in the bylaws.

Referral Update:

On March 16, 2017, the amended bylaws and IPM Policy were approved by the IPM Advisory Committee.

Please see Attachment A for the IPM Policy and IPM Advisory Committee bylaws revisions with the changes tracked.

Recommendation(s)/Next Step(s):

CONSIDER recommended changes to the Integrated Pest Management Policy and Advisory Committee bylaws.

Attachments

Attachment A: IPM Policy/Bylaws



ATTACHMENT A

CONTRA COSTA COUNTY INTEGRATED PEST MANAGEMENT POLICY **October 2017**

To protect public health, county resources and the environment it will be the policy of Contra Costa County to manage pests within county pest management programs in and on county maintained properties and facilities, using Integrated Pest Management (IPM) principles and techniques.

The mission is to promote the combined use of physical, cultural, biological and chemical control methods to effectively manage pests with minimal risk to humans and the environment.

For the purposes of this policy the County adopts the Integrated Pest Management definition provided by the University of California Statewide IPM Project: Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment.

The goals of this countywide policy are to:

1. Minimize risks to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors.
2. Create, implement and periodically review written IPM plans in the Agriculture, Health, and Public Works Departments specific to their operational needs and consistent with the U.C. definition above and this policy.
3. Promote availability, public awareness and public input into written county pest management plans and records.
4. Create public awareness of IPM through education.

To achieve these goals the County has established the following objectives

1. Require County departments to routinely use Integrated Pest Management.
2. Require County pest control contracts to incorporate County IPM policies and practices.
3. Require Departments to report annually on the development and implementation of IPM programs.
4. Maintain a County IPM Coordinator position that reports to the County Administrator and Board of Supervisors.
5. Maintain an IPM Advisory Committee that provides advice to the Board of Supervisors and assists Departments in reviewing pest control alternatives and related costs or impacts.
6. Provide annual IPM training and outreach programs to address the needs of County Departments and employees.



Require County Departments to Routinely Use Integrated Pest Management:

- The Agriculture, Health and Public Works Departments who use pest management techniques when providing services are required to develop a written IPM Plan, or its equivalent, and designate an IPM Coordinator responsible for implementation.

Require County Pest Control Contracts to Incorporate County IPM Policies and Practices

- All County Departments that contract for pest management services will insure that County IPM policies and practices are adhered to by all licensed pest control contractors performing work on county maintained properties and facilities.

Require Departments to Report Annually on the Development and Implementation of IPM Programs.

- It is understood that development and implementation of IPM programs will take time. Department IPM Coordinators will prepare annual reports on department pest control activities to the County Administrator. The department annual reports will be reviewed by the IPM Advisory Committee. The IPM Advisory Committee shall compile the information into an annual report that will be submitted to the County Administrator and the Board of Supervisors.

Maintain a County IPM Coordinator Position that Reports to the Board of Supervisors.

- In recognition that development, implementation and oversight of a County IPM Program require allocation of resources, the position of County IPM Coordinator has been established and funded. The County IPM Coordinator serves as a resource for Department Heads to insure compliance with the County IPM policy. The County IPM Coordinator is required to serve as staff to the IPM Advisory Committee to assist Department Heads in identifying priorities and in acquiring data to properly evaluate pest control needs and appropriate solutions.
- The County IPM Coordinator will provide an annual update to the County Fish and Wildlife Committee.

Maintain an IPM Advisory Committee that Provides Advice to the Board of Supervisors and Assists Departments in Reviewing Pest Control Alternatives and Related Costs or Impacts.

- An IPM Advisory Committee has been created. The Advisory Committee will serve as a resource to help both Department Heads and the Board of Supervisors review and improve existing programs and the processes used for making pest management decisions.

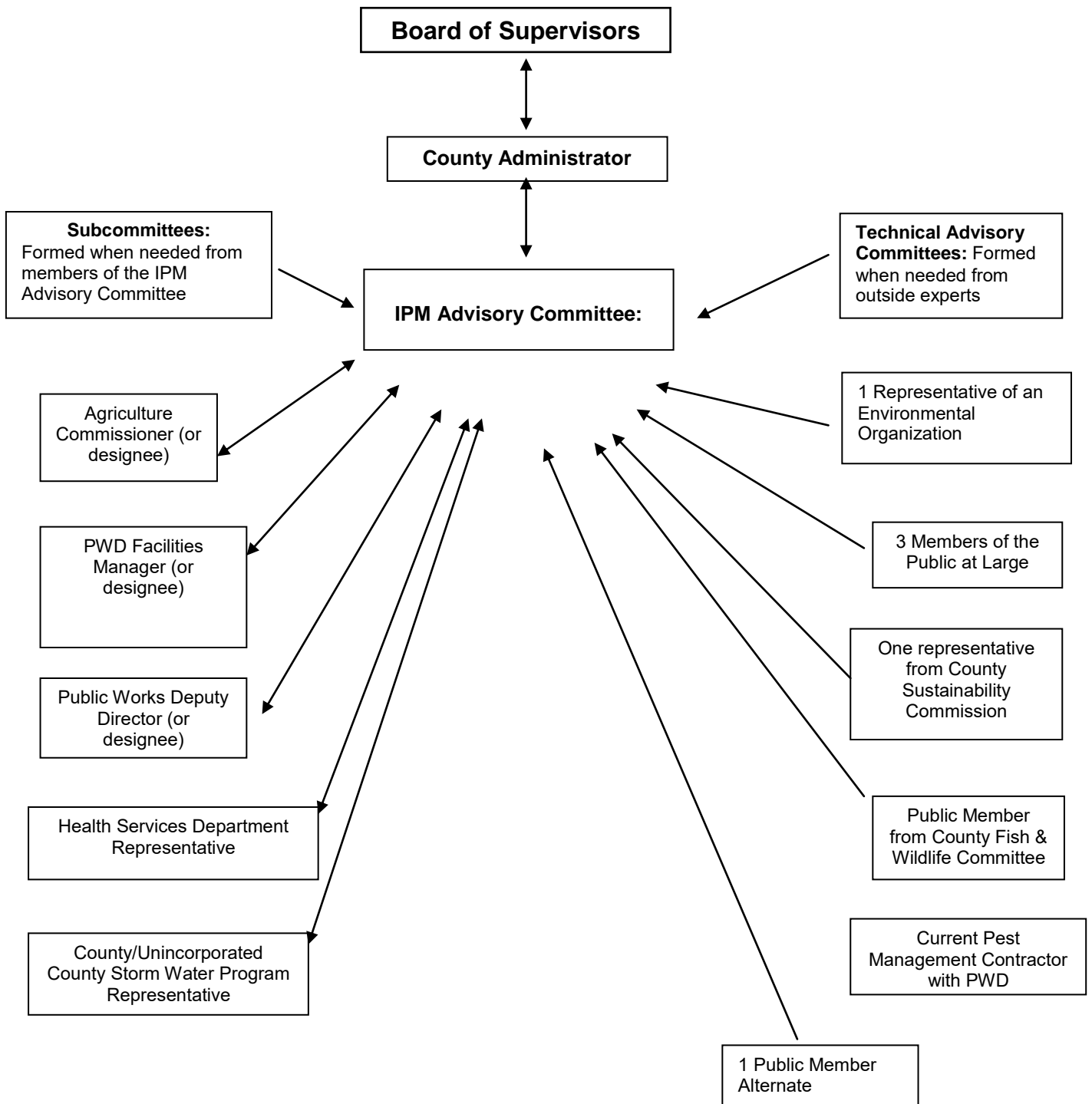
The membership of the Committee shall be composed of the following:

1. Four (4) ex-officio, non-voting members as follows:
 - a. Agricultural Commissioner, or designee
 - b. Public Works Facilities Maintenance Manager, or designee
 - c. Public Works Deputy Director, or designee
 - d. A current Structural Pest Management contractor with General Services Department
2. Eight (8) voting members as follows:
 - a. Two (2) ex-officio members:
 - i. Health Services Department representative
 - ii. County/Unincorporated County Storm Water Program representative
 - b. Six (6) public members:
 - i. County Sustainability Commission representative
 - ii. County Fish and Wildlife Committee representative
 - iii. Three (3) Type 2, "At Large Appointments,"

- iv. One (1) Type 3, "At Large Appointment," for an environmental organization with either 501(c)(3) or 501(c)(4) status
3. One (1) Type 3, "At Large Appointment" for a Public Member – Alternate.
 - The IPM Advisory Committee may form subcommittees of its members to research and explore specific issues that come before the Committee. The goal of a subcommittee is to provide a working forum for interaction and for information exchange among experts and staff focusing on issues needing in-depth consideration.
 - The IPM Advisory Committee may use Technical Advisory Committees to develop information regarding pest control decisions. The IPM Technical Advisory Committee may include representatives from the East Bay Regional Park District, Contra Costa Mosquito & Vector Control District, Contra Costa Water District, the University of California Cooperative Extension, Pesticide Applicators Professional Association and/or Pest Control Operators of California and other appropriate representatives with expertise in a specific field.
 - Information regarding preferred pest control solutions must include data regarding comparative efficacy, cost, environmental impact and hazards to the public and applicator. Information and recommendations must be based on the best science available.
 - The IPM Advisory Committee will also work with the County IPM Coordinator to develop IPM training programs for County Departments and their employees to assist in compliance with the county's IPM policy. Additional support could also be provided to County Departments who wish to develop public outreach programs to address environmental and public health concerns.

Provide Annual IPM Training and Outreach Programs to Address the Needs of County Departments and Employees.

- Training programs will be developed under the direction of County IPM Coordinator with the concurrence of the IPM Advisory Committee to ensure that County employees understand IPM techniques and County policy. Utilizing resources such as the U.C. Pest Management Guidelines that have been developed by the University of California Statewide IPM Program, training classes on integrated pest management techniques will be developed and made available for County employees.
- Public outreach programs to address environmental and health concerns will also be developed to complement existing county programs.



**CONTRA COSTA COUNTY
INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE
BYLAWS**

I. Name and Definition

- A. The name of this advisory body to the Contra Costa Board of Supervisors shall be the “Contra Costa County Integrated Pest Management Advisory Committee,” hereafter referred to as the “Committee.”
- B. “Integrated Pest Management” (hereinafter, “IPM”) is defined as “an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment.”

II. Purpose (Mission Statement)

The general purposes of the Committee shall be as follows:

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

III. Membership

- A. The membership of the Committee shall be composed of the following:
 - 1. Four (4) ex-officio, non-voting members as follows:
 - a. Agricultural Commissioner, or designee
 - b. Public Works Facilities Maintenance Manager, or designee
 - c. Public Works Deputy Director, or designee
 - d. A current Structural Pest Management contractor with the Public Works Facilities Maintenance Division
 - 2. Eight (8) voting members as follows:
 - a. Two (2) ex-officio members:
 - iii. Health Services Department representative
 - iv. County/Unincorporated County Storm Water Program representative

b. Six (6) public members:

v. Sustainability Commission representative

- vi. County Fish and Wildlife Committee representative
 - vii. Three (3) Type 2, "At Large Appointments,"
 - viii. One (1) Type 3, "At Large Appointment," for an environmental organization with either 501(c)(3) or 501(c)(4) status
3. One (1) Type 3, "At Large Appointment" for a Public Member – Alternate.

B. Membership Requirements

- 1. Members must reside or work in Contra Costa County and should reflect the ethnic, racial, and geographical diversity of the County.
- 2. Contractors who provide pest management services to the County may not serve on the Committee. The exception is A.1.d., above, the Current Structural Pest Management Contractor with the Public Works Facilities Maintenance Division.
- 3. If a member's work status or residence changes, he/she must notify the Committee in writing, within thirty (30) days of their change in status. The Chair will review the change of status and determine if the member is still eligible for membership according to these by-laws. If they are found to be ineligible, the member will be asked to resign his/her position.
- 4. Current employees of Contra Costa County are not eligible to serve on the Committee as "At Large Appointments" under A.2.iii, A.2.iv, and A.2.v above

C. Responsibilities of Membership

Each member must:

- 1. Have an interest in and commitment to the Purpose (Mission Statement) of the Committee;
- 2. Demonstrate knowledge of, interest in, and commitment to improvement of IPM practices in Contra Costa County;
- 3. Attend Committee meetings;
- 4. Notify the IPM Coordinator, in advance, of any unavoidable absence from a meeting; and
- 5. Must comply with the Contra Costa County Policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.

D. Resignation

Any member who desires to resign his or her position with the Committee must do so in writing and file it with the Chair and Secretary of the Committee.

IV. Staff to the Committee

The County IPM Coordinator shall serve as staff to the Committee. Staff shall issue and distribute agendas in accordance with the Brown Act and Better Government Ordinance. Staff shall finalize minutes and distribute to members in the agenda packet.

v. Organization of the Committee

A. *Officers*: The officers of the Committee shall be the Chair, Vice-Chair, and Secretary.

B. *Duties of Officers*:

- 1. It shall be the duty of the Chair to preside at all meetings.
- 2. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. Should both senior officers be unavailable, the Secretary shall preside.

3. The Secretary, or a designee of the Chair, shall take notes at all meetings

C. *Subcommittees:*

1. The purpose of a Subcommittee is to research and explore specific issues in-depth that come before the Committee.
2. The goal of a Subcommittee is to provide a working forum for interaction and information exchange among experts and staff focusing on issues needing in-depth consideration.
3. The Committee Chair shall designate Subcommittee members from the Committee with advice from the Committee.
4. For those issues that are technical in nature, the Subcommittee Chair, with a majority vote from the Subcommittee members, may invite experts from other agencies or institutions, such as East Bay Regional Park District, Contra Costa Mosquito & Vector Control District, Contra Costa Water District, the University of California Cooperative Extension, Pesticide Applicators Professional Association, Association of Applied IPM Ecologists, and/or Pest Control Operators of California and other appropriate representatives with technical expertise in a specific field to attend Subcommittee meetings to provide input and/or report to the Subcommittee.
5. Only the Subcommittee members will have voting rights to make final decisions regarding recommendations to send to the full Committee.

VI. Terms/Elections

A. *Committee:*

1. The terms for the Department Representatives do not expire. All other members shall serve for a term of four (4) calendar years. Any vacancies during the term of the member shall be filled for the remainder of that four (4) calendar year term. Members may serve more than one (1) four-year term if reappointed.
2. The Committee shall elect its officers every two (2) years, **at the first meeting of each even numbered calendar year.** Officers shall be elected by a simple majority of those present.
3. New officers shall assume their duties **immediately after the election.**
4. Officers shall serve for a term of two (2) years. Any vacancies during the term of the officer shall be filled for the remainder of that two (2) calendar year term. Officers may serve more than one (1) two-year term if re-elected.
5. Should an officer resign, the vacancy will be filled by election at the next regular meeting.
6. Members with two (2) absences in a calendar year may be recommended by the Committee for removal from membership to the Board of Supervisors.
7. Committee vacancies will be filled per the Maddy Local Appointive List Act of 1975.

B. *Subcommittees:*

1. The Committee Chair selects Subcommittee members.
2. Subcommittee members recommend a Subcommittee chair to the Committee Chair, if needed.

VII. Duties of the Committee and Subcommittees

A. The general duties of the Committee shall include:

1. Working with County Departments to create, promote, implement, and periodically evaluate IPM programs, strategies, and policies specific to their operational needs and consistent with the County IPM Policy;

2. Recommending policies;
3. Prioritizing work of the IPM Coordinator;
4. Coordinating pest management among all areas of the County;
5. Forming Subcommittees to assist in the work of the Committee as deemed necessary by the Committee;
6. Promoting ongoing and expanded cross training among departments on IPM issues;
7. Promoting availability, public awareness, and public input into written county pest management programs, protocols, and records;
8. Helping create public awareness of IPM and promote public education on IPM techniques; and
9. Providing an ongoing forum for consensus and resolution of IPM issues.

B. The general duties of the Subcommittees shall include:

1. Researching and discussing matters requiring in depth consideration; and
2. Making specific recommendations to the Committee as appropriate.

viii. Meetings/Voting

- A. The Committee shall meet every other month on the **third Thursday** of the month from 10:00 a.m. to 12:00 p.m.
- B. All meetings of the Committee shall be open to the public and all interested persons shall be permitted to attend meetings. Time shall be set aside for limited public comment on items not on the posted agenda.
- C. A notice of the regular meeting, with an attached agenda, shall be posted in a public notice area not less than ninety-six (96) hours prior to the meeting, pursuant to the Brown Act and the Better Government Ordinance.
- D. “Quorum” is defined as fifty percent plus one.
- E. A quorum of the total membership (at least 7 members) must be present in order to hold a meeting. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- F. Voting at Meetings
 1. A quorum of voting members (at least 5 members) must be present before any vote on matters before the Committee can take place. Passage of a matter requires approval by a simple majority of the voting members present, except on matters involving policy recommendations to the Board of Supervisors.
 2. Passage of matters involving policy recommendations to the Board of Supervisors requires approval by a simple majority of the total number of voting members (at least 5 members).
 3. The Public Member – Alternate may vote only if a member listed in III. Membership A.2.b, above, is absent. Otherwise, the Public Member – Alternate may not vote on matters before the Committee.

ix. Bylaws/Amendments

These bylaws will govern the membership, organization, and meetings of the Committee. These bylaws may be amended by majority vote at any regular Committee meeting, a quorum being present, with prior notice to the membership.

x. Annual Objectives

The Committee shall review and adopt annual objectives at the first meeting of the calendar year.

XI. Reports to the Board of Supervisors

The Committee shall submit a status report on the activities of the Committee as directed, but no less frequently than annually, to the Transportation, Water & Infrastructure Committee of the Board of Supervisors. In addition, the Committee shall submit an annual report to the County Board of Supervisors in accordance with Section IV of Resolution No. 2002/377 (6/18/02).

XII. Committee Records

Records of the Committee shall be housed at the office of the IPM Coordinator.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 11/09/2017

Subject: NOMINATION TO THE AFFORDABLE HOUSING FINANCE COMMITTEE

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

Department: Conservation & Development

Referral No.: IOC 17/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Kara Douglas, Asst Deputy DCD
Director

Contact: Kara Douglas
925.674.7880

Referral History:

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$1.5 million in HOME Investment Partnership Act and \$1.8 million in Community Development Block Grant funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development.

The Committee consists of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments to the AHFC are reviewed by the Internal Operations Committee and referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached for your information (**Attachment A**).

Referral Update:

With the appointment of Mr. Bundy, there will be one vacancy for a County representative, and an expired term for the East County Cities representative. That member has expressed interest to continue serving on the committee. County staff will work with the East County Cities to forward a recommendation to the Board of Supervisors.

Recommendation(s)/Next Step(s):

RE-APPOINT Dan Bundy to the Community Representative 1 seat with an expiration date of June 30, 2020. Mr. Bundy has served on the committee since 2003. His experience with providing services and housing to individuals with special needs makes him an invaluable member of the committee.

Attachments

AHFC Member Roster Sep2017

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE**

CITY REPRESENTATIVES

East County Representative (City 1)

Eric C. Brown

Term expired June 30, 2017

Brentwood, CA 94513

Email:

West County Representative (City 2)

Lisa Motoyama

Term expires June 30, 2018

El Cerrito, CA 94530

Email:

County Representative (City 3)

Calvin S. Robie

Term expires June 30, 2019

Senior Vice President

Bank of Walnut Creek (retired)

Pleasant Hill, California 94523

Phone:

Email:

COUNTY REPRESENTATIVES

Vacant

Term expired June 30, 2017

Willie J. Robinson
William J. Robinson,
Construction Management

Term expires June 30, 2018

El Sobrante, CA 94803
Phone:
Email:

Tom Shepard (County 3)

Term expires June 30, 2019

Moraga, CA 94556
Phone:
Email:

COMMUNITY REPRESENTATIVES

Dan Bundy (Community 1)
Harmony Homes Associated

Term expired June 30, 2017

Walnut Creek, CA 94597
Phone:
Email:

Bijal Patel (Community 2)
Lubin Olson & Niewiadomski

Term expires June 30, 2018

San Francisco, CA 94111
Phone:
Email:

Lisa Caronna (Community 3)

Term expires June 30, 2019

Kensington, CA 94707
Phone:
Email:

COMMITTEE STAFF

Kara Douglas
Assistant Deputy Director
Phone: (925) 674-7880
Email: kara.douglas@dcd.cccounty.us

Gabriel Lemus
CDBG Program Manager
Phone: (925) 674-7882
Email: Gabriel.lemus@dcd.cccounty.us

Christine Louie
Housing Planner
Phone: (925) 674-7787
Email: Christine.Louie@dcd.cccounty.us

Contra Costa County Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Fax (925) 674-7258



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 11/09/2017
Subject: Status of the Agricultural Advisory Task Force
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Agricultural Advisory Task Force
Presenter: Julie Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

In the past five years, the Agricultural Department has experienced a series of Departmental Head turnover. Vince Guise was the County's Agricultural Commissioner/Sealer of Weights and Measures from March 31, 2008 through March 1, 2012. Upon retirement, he returned to serve on a temporary basis from March 1, 2012 through October 3, 2014.

In June of 2014, the County Administrator hired Chad Godoy as the new Agricultural Commissioner / Sealer of Weights and Measures. Mr. Godoy left County employment on September 30, 2016.

Finding a qualified individual to serve as the Agricultural Commissioner/Sealer of Weights and Measures has been difficult due to the extensive requirements for State licenses. Consequently, to meet the mandated responsibilities of this office, the County entered into a Memorandum of Understanding (**Attachment 1**) with Alameda County to authorize the Alameda County Agricultural Commissioner/Sealer of Weights and Measures (Mr. Humberto Izquierdo) to act in his licensed capacity as the Contra Costa County Agricultural Commissioner/Sealer of Weights and Measures.

Mr. Izquierdo's responsibilities include the ministerial and regulatory duties of the office such as signing of Notice of Proposed Actions; signing agreements with the California Department of Pesticide Regulations (DPR) or the California Department of Food and Agriculture (CDFA); and submitting Official requests to the CDFA, DPR, and other local, state, or federal government agencies; and guiding staff on issues of policy limited to the regulatory responsibilities of an Agricultural Commissioner/Sealer of Weights and Measures. However, the eight hours per week work schedule does not permit Mr. Izquierdo to exercise authority over any budgetary or human resources functions, which remain the responsibility of Contra Costa staff. Chief Assistant County Administrator Eric Angstadt has assumed administrative oversight of the department. Assistant Agricultural Commissioner Matt Slattengren manages the day to day activities of the office. The County Administrator's Office plans to continue the MOU for the next several years.

At the April 2015 Internal Operations meeting, CAO Staff recommended and stated that, *“In view of the recent department head appointment, this might be the perfect opportunity to refresh and update the Board of Supervisors (BOS) charge to and expectations for this committee. Revisiting the Committee’s charge could help focus the annual work plan and activities on those agricultural-related policy issues in Contra Costa County on which the BOS searches for advice. Attention also needs to be given to developing a regular meeting schedule, annual work plan or mission statement, and publicly posting committee agendas and meeting notices, unless the BOS wishes to consider sun-setting this committee or merging it with another body.”*

The Committee had concurred with the staff recommendation to have the recently hired Agriculture Director (Mr. Godoy) review the charge, work efforts and structure of the Agricultural Task Force and provide the County Administrator’s Office (CAO) with recommendations for any changes.

On April 19, 2016, the Board of Supervisors, upon the IOC’s recommendation, reconstituted the Agricultural Advisory Task Force (**Attachment 2**) and approved an updated mission statement, seat configuration and bylaws (**Attachment 3**).

In July 2016, a Media Advisory (**Attachment 4**) was released seeking individuals who are interested in serving on the County’s Agricultural Advisory Task Force. The Clerk of the Board received eight applications for the task force, all of which were received last summer (July and August 2016). At that time, the applications were forwarded to Mr. Godoy and the Board staff person, in the case of a district seat applicant.

Applicant Seat

Shawn Lipetzky – Concord Voting Seat (District IV)

John Ginochio – Walnut Creek Not indicated

Mark Dwelly – Oakley Voting Member

Patrick Johnson-Brentwood Voting Member

John Viano- Martinez Not indicated

Clayton Wiedemann-Pleasant Not indicated

Rebecca Courchesne- Brentwood District II

Janet Caprile-Pleasant Hill UC Cooperative Extension Seat

Since the time Mr. Godoy left County employment, no further action has been taken to re-establish the Agricultural Advisory Task Force.

Referral Update:

At the December 20, 2016 Board of Supervisors meeting, the Board authorized the Department of Conservation and Development, in consultation with the Agricultural Advisory Task Force and local agricultural stakeholders, to review existing land use regulations (e.g., General Plan policies and zoning) and identify for future Board consideration specific actions the County could take to further promote and incentivize agricultural sustainability and economic vitality. The Board also approved the expenditure of up to \$150,000 from the Livable Communities Trust (District III Portion) for this purpose. (**Attachment 5**)

Conservation and Development Director John Kopchik confirmed that DCD has some Reform Land Use Zoning Policies that relate to agriculture and would like to be able to have them reviewed by the Agricultural Advisory Task Force.

The Clerk of the Board has started the process for the next triennial advisory body review, and is surveying those committees/commissions/task force designated in the first phase of the review, including the Agricultural Advisory Task Force. Matt Slattengren responded to the questionnaire (**Attachment 6**), and indicated that the Task Force has never been formed since it was reconstituted by the Board.

Recommendation(s)/Next Step(s):

ACCEPT report on the status of the Agricultural Advisory Task Force and DETERMINE action to be taken.

Attachments

Attachment 1: MOU for Services of Alameda Co Agriculture Director

Attachment 2: April 2016 Reconstitution of the Agricultural Advisory Task Force

Attachment 3: April 2016 Bylaws of the Agricultural Advisory Task Force

Attachment 4: July 2016 Announcement of Member Recruitment

Attachment 5: Dec 2016 BOS Referral to Ag Adv Task Force

Attachment 6: Ag Dept Response to Triennial Advisory Body Review Survey Questionnaire

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 04/25/2017

Approved as Recommended ☒

Other ☐

Unanimous ☒ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☐ Carson: ☐ - ☐ 5

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2017-22



Documents to be signed by Agency/Purchasing Agent:

File No. 29960

Item No. 13.1

Copies sent to:

Donna Eoff & Auditor

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:

Clerk of the Board
Board of Supervisors.

By: R. B. Bailey
Deputy



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

Chris Bazar
Agency Director

Agenda Item 13.1 April 25, 2017

224 West Winton Ave
Room 110

Hayward, California
94544-1215

phone
510.670.5333
fax
510.670.6374

www.acgov.org/cda

April 11, 2017

Honorable Board of Supervisors
Administration Building
Oakland, California 94612

Dear Board Members:

SUBJECT: APPROVE A MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF ALAMEDA AND THE
COUNTY OF CONTRA COSTA TO AUTHORIZE THE
ALAMEDA COUNTY AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS AND MEASURES TO ACT IN THE
SAME CAPACITY FOR CONTRA COSTA COUNTY

RECOMMENDATION:

Approve a Memorandum of Understanding (MOU) between the County of Alameda and the County of Contra Costa to authorize the Alameda County Agricultural Commissioner/ Sealer of Weights and Measures to also act in his licensed capacity as the Contra Costa County Agricultural Commissioner/Sealer of Weights and Measures, the MOU becomes effective as of the date it is finally executed, and ends one year from that date, in the amount of \$79,040, plus additional eligible expenses.

DISCUSSION/SUMMARY:

The California Food and Agricultural Code requires that counties have a licensed Agricultural Commissioner and licensed Sealer of Weights and Measures to exercise the powers and duties as regulated. Most counties, including Alameda and Contra Costa, have combined those functions into a single individual that serves in both capacities. Currently, Contra Costa County is without a licensed County Agricultural Commissioner/Sealer of Weights and Measures to fulfill the required duties and has requested the part-time, temporary utilization of Alameda County's Commissioner/ Sealer.

After initial discussions and a formal request for assistance from Contra Costa County, the County Administrator requested that the Community Development Agency (CDA) explore options with Contra Costa County for providing support to the neighboring County. After determination that a collaboration could be mutually beneficial to both

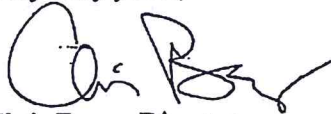
jurisdictions, a Memorandum of Understanding (MOU) was developed outlining the scope of work, payment terms, schedule/duration and expectations for both Counties.

The Office of the County Counsel has reviewed and approved the MOU.

FINANCING:

There is no Net County Cost as a result of this action. All expenses will be reimbursed to Alameda County per the terms of the MOU.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Chris Bazar', written over a horizontal line.

Chris Bazar, Director
Community Development Agency

cc: Susan S. Muranishi, County Administrator
Donna R. Ziegler, County Counsel
Steve Manning, Auditor-Controller
Stephanie Chan, County Administrator's Office
Heather M. Littlejohn, Office of the County Counsel
U.B. Singh, CDA Finance Director

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF CONTRA COSTA
AND THE COUNTY OF ALAMEDA
FOR LICENSED AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND
MEASURES SERVICES**

This Memorandum of Understanding ("MOU") is entered into by and between the County of Contra Costa ("Contra Costa") and the County of Alameda ("Alameda") (collectively, the "Counties," and, individually, as a "County").

RECITALS

- (a) Contra Costa requires the services of a licensed Agricultural Commissioner/Sealer of Weights and Measures ("Commissioner/Sealer") to perform the duties set forth in the California Food and Agricultural Code.
- (b) Alameda currently employs a licensed Commissioner/Sealer with the expertise and capability to provide the necessary service to Contra Costa.
- (c) The positions of Commissioner/Sealer in both Alameda and Contra Costa are components of each respective County, with common powers and duties.
- (d) It is the purpose of this MOU to authorize these Counties to coordinate their work and jointly exercise these powers and duties as set forth herein.
- (e) This MOU is authorized by California Food and Agricultural Code section 2124.

AGREEMENT

Now, therefore, the Counties agree as follows:

- 1. **TERM.** This MOU is effective as of the date it is finally executed, and ends one year from that date. This MOU may be extended if mutually agreed upon by the parties in writing.
- 2. **SCOPE OF SERVICES.** During the term of this MOU, Alameda shall assign its current Commissioner/Sealer to perform for Contra Costa the ministerial functions requiring a fully licensed and duly appointed Agricultural Commissioner/Sealer of Weights and Measures in accordance with all applicable federal, state, and county laws, ordinances, and regulations.
 - a. For example, the Commissioner/Sealer's responsibilities for Contra Costa include, but are not limited to, signing of Notice of Proposed Actions; signing agreements with the California Department of Pesticide Regulation (DPR) or the California

C-2017-22

Department of Food and Agriculture (CDFA); and submitting Official Requests to the CDFA, DPR, and any other local, state, or federal governmental agencies.

- b. The Commissioner/Sealer shall provide guidance to Contra Costa staff on issues of policy limited to the regulatory responsibilities of an Agricultural Commissioner/Sealer of Weights and Measures. Contra Costa warrants that it will maintain, throughout the duration of the MOU, adequate staffing levels to support the duties of the Commissioner/Sealer. To the extent feasible, Contra Costa will utilize Contra Costa staff to perform the duties of the Agriculture/Weights and Measures Department that do not require a fully licensed and duly appointed Agricultural Commissioner/Sealer of Weights and Measures. For example, staff shall be responsible for researching and preparing preliminary drafts or reports of agreements for the Commissioner/Sealer's review.
- c. The Commissioner/Sealer shall not be responsible for nor have any authority over any budgetary or human resources functions. Such functions will remain the responsibility of Contra Costa staff.
- d. The Contra Costa County Administrator's Office shall remain the Appointing Authority for the Contra Costa Agriculture/Weights and Measures Department.
- e. The Commissioner/Sealer shall provide eight (8) hours of work per week for Contra Costa, to be performed at the Contra Costa Department of Agriculture's office in Concord, California, or at such other location in Contra Costa as may be requested by Contra Costa. The eight (8) hours of work may be performed during one (1) business day or split into two (2) four-hour days. Any meeting or other functions requiring a fully licensed and duly appointed Agricultural Commissioner/Sealer of Weights and Measures to be present shall occur only during normal business hours. Travel time between Contra Costa offices or work locations and travel time to or from Concord to other Contra Costa locations shall be included within the eight (8) hours. In no event shall the Commissioner/Sealer be required to provide more than eight (8) hours of work per week for Contra Costa.
- f. The Commissioner/Sealer shall remain an employee of Alameda and shall not be considered an employee of Contra Costa. The Commissioner/Sealer shall not have or be deemed to have any type of employment relationship with Contra Costa, including, but not limited to, a joint employer or co-employer relationship. Contra Costa shall not be responsible for worker's compensation benefits or any employee benefits for the Commissioner/Sealer while he is providing services to Contra Costa.
- g. While performing services for Contra Costa pursuant to this MOU, the Commissioner/Sealer shall act solely in the public interest of Contra Costa as directed by the Contra Costa County Board of Supervisors.

- i. In the event that the public interest of Contra Costa and Alameda potentially conflict in any manner, the assigned Commissioner/Sealer shall report the potential conflict to the County Administrator of each County.
 - ii. Together, the County Administrators shall determine whether a genuine conflict exists.
 - iii. In the event of a conflict, either County Administrator may direct the assigned Commissioner/Sealer to abstain from participation in such matter.
3. PAYMENT. Contra Costa shall pay Alameda the sum of \$190.00 per hour for each hour of the Commissioner/Sealer's work for Contra Costa pursuant to this MOU.
 - a. Alameda will invoice Contra Costa for payment on a quarterly basis.
 - b. Alameda, through the Commissioner/Sealer, will also submit to Contra Costa quarterly reports detailing work performed, including expenditures and charges, and reasonable documentation of those expenditures and charges, if any.
4. TERMINATION. Either County may terminate this MOU without cause at any time upon sixty (60) days' prior written notice to the other County.
5. NO PUBLIC AGENCY. This MOU does not create a public agency separate from the Counties hereto.
6. INDEMNITY AND RELEASE. To the fullest extent permitted by law, Contra Costa shall hold harmless, defend and indemnify the County of Alameda, its Board of Supervisors, its Commissioner/Sealer assigned to perform services pursuant to this MOU, its employees and agents, and Humberto Izquierdo, from and against any and all claims, losses, damages, liabilities and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance of services pursuant to this MOU (collectively "Liabilities") except to the extent such Liabilities are caused by the negligent acts and/or willful misconduct of any indemnitee. The obligation of this indemnity shall be for the full amount of all damage to the County of Alameda and other indemnified parties, including, but not limited to, defense costs, and shall not be limited by any insurance limits.

7. NOTICES. All correspondence regarding this MOU, including invoices, payments, and notices, shall be directed to the following persons at the following addresses and phone numbers:

CONTRA COSTA: Eric Angstadt
Chief Assistant County Administrator
Contra Costa County Administrator
651 Pine Street, 10th Floor
Martinez, California 94553
TEL: (925) 335-1009

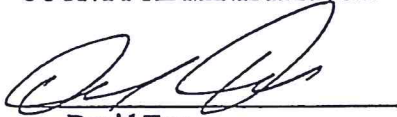
ALAMEDA: Chris Bazar
Agency Director
Alameda County Community Development
Agency
224 W. Winton Avenue, Room 110
Hayward, California 94544
TEL: (510) 670-5333

8. REPRESENTATIONS. Each Party hereby warrants that it has authority to execute this MOU.
9. AMENDMENT. No amendment to this MOU will be effective unless it is in writing and signed by both Counties.
10. SURVIVAL. The obligations of this Agreement, which by their nature would continue beyond the termination or expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 6), shall survive termination or expiration.
11. SEVERABILITY. Should any provision of this MOU, for any reason, be deemed or held invalid or unenforceable, in whole or in part, by a tribunal of competent jurisdiction, such provision shall be enforced to the maximum extent possible, and the remaining provisions of this MOU shall remain in full force and effect, to the maximum extent possible.
12. EXECUTION IN COUNTERPARTS. This MOU may be executed in counterparts, each of which shall be treated as an original and all of which together shall be considered one and the same agreement. Facsimile signatures or scanned copies of signatures are binding and are to be considered original signatures.

CONTRA COSTA COUNTY

DATED:

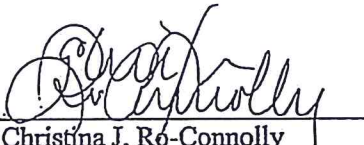
COUNTY ADMINISTRATOR



David Twa
County Administrator

Approved as to form:

COUNTY COUNSEL
SHARON L. ANDERSON

By: 

Christina J. Ro-Connolly
Deputy County Counsel

CJR:

COUNTY OF ALAMEDA

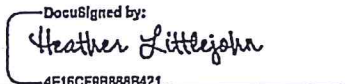
DATED:



Wilma Chan
President, Board of Supervisors,
County of Alameda

Approved as to form:

COUNTY COUNSEL
DONNA R. ZIEGLER

By: 
Heather M. Littlejohn
Deputy County Counsel



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: April 19, 2016

Subject: RECONSTITUTION OF THE AGRICULTURAL ADVISORY TASK FORCE

RECOMMENDATION(S):

RECONSTITUTE the Agricultural Advisory Task Force and APPROVE updated mission, seat configuration, and attached bylaws.

FISCAL IMPACT:

None.

BACKGROUND:

The recommendation culminates from a thorough review performed by the County's new Agricultural Commissioner as part of the County Administrator's triennial Board advisory body review process.

The Board of Supervisors, which has a long-standing commitment to supporting and promoting agriculture, seeks to assist farmers and ranchers by addressing emerging agricultural issues. For this reason, the Agricultural Commissioner and the IOC recommend the re-establishment of the Contra Costa County Agricultural Advisory Task Force to provide a forum for people and organizations that have an interest in agriculture.

Contra Costa County has undergone a transition from predominantly rural to become more suburban over the past 50 years. The Contra Costa County Board of Supervisors created an Agricultural Core zone to preserve the best growing soils located in the Eastern portion of the County. In addition, when the voters passed transportation expenditure plans (Measure C and Measure J), they included growth limits including a requirement that 65% of the land in Contra

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/19/2016** ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 19, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea (925)
335-1077

By: Stephanie Mello, Deputy

cc:

BACKGROUND: (CONT'D)

>

Costa County be preserved as open space and later added an Urban Limit Line policy to further direct growth into the urban centers. Growth has effectively been limited to no more than 35% of the County.

Due to the flexibility and innovation of local farmers and ranchers, the Contra Costa agricultural industry continues to play an important and vital role in the local economy. The success of Contra Costa's agricultural industry requires producers to adapt to constantly changing environmental, economic, political and social conditions, creating unanticipated needs and opportunities within the agricultural community.

The new Task Force's mission, seat configuration, and **attached bylaws** are designed to revitalize and modernize the body's efforts. A proposal to re-establish the Task Force was reviewed and approved by the Internal Operations Committee on March 28, 2016.

MISSION:

The mission of the Task Force is to advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County. In doing so, the Task Force will also provide a forum to support the exchange of information and ideas, advocate for projects, resolve disagreements, foster consensus and build relationships within the agricultural and ranching community.

POWERS AND DUTIES:

The Task Force shall:

1. Provide leadership and direction in formulating policy recommendations relevant to preserving and promoting agriculture, and advise the Planning Commission and the Board of Supervisors on applicable planning, zoning, and other land-use issues.
2. Make recommendations to enhance the economic viability of agriculture and to minimize undesirable environmental impacts.
3. Provide active participation and leadership to develop a plan to further preserve, enhance and promote agriculture in Contra Costa County.
4. Participate periodically in the review of Contra Costa County's guidelines for the Williamson Act.
5. Report to the Board of Supervisors on effects of proposed local, State and federal legislation affecting agricultural resources
6. Advise and work with city, county, district governments, special interest groups, and individuals concerning conflicts between agriculture, urban development and environmental quality.
7. Advise and work with city, county, state, federal, special interest groups, individuals, and other entities and district governments concerning Agricultural preservation funding opportunities.
8. Advise County departments on the impact of programs affecting preserving and promoting agriculture in Contra Costa County.
9. Determine the committee's work schedule, procedures, and work products.

MEMBERSHIP:

The Agricultural Advisory Task Force will be composed of 12 members appointed by the Board of Supervisors: 8 voting members and 4 ex-officio non-voting members.

In order to ensure that the Task Force represents each region of the County, one seat representing each of the five county districts shall be filled by a member nominated by each Supervisor. Those appointed shall be technical representatives of their profession or field, and advocates for preserving and promoting agriculture in Contra Costa County. They shall demonstrate expertise by their active involvement in agriculture, professional association and/or academic achievement. They shall be able and committed to meet regularly and should be able to communicate effectively with interested members of the public.

In addition, a seat shall be provided each to a representative of the Contra Costa County Farm Bureau that is nominated by the Bureau, and representatives of Harvest Time and the Cattlemen's Association that is nominated by their membership. These organizations shall submit the names of their selected representative to the Board for approval. Although it is expected that appointments for these positions will represent the variety of agricultural interests within the county, if the need arises for additional appointments, other experts may be recommended by the Agricultural Advisory Task Force at any time to the Board of Supervisors to become voting members.

Ex officio members will be non-voting and shall be the following persons:

1. Contra Costa-County Agricultural Commissioner (or designee)
2. Contra Costa County Director of Conservation and Development (or designee)
3. A representative of the University of California Cooperative Extension nominated by the Cooperative Extension office
4. A representative of the Resource Conservation District nominated by the District

TERMS OF OFFICE:

Appointed members of the Agricultural Task Force shall serve at the pleasure of the Board of Supervisors and shall have terms of three years. No regular member shall serve more than two terms in succession. A regular member shall remain on the committee following expiration of the term being served until he or she is re-appointed to a successive term or until a successor is appointed. The Board of Supervisors shall fill any vacancy on the committee, and may utilize the committee to screen the applicants' qualifications. The person appointed to fill a vacancy shall serve for the unexpired term of the person he or she succeeds.

Ex officio members and the two seats nominated by industry groups will serve at will in two year terms as long as they represent the entity that selected them to serve as ex officio members of the committee and are willing and able to act as members.

<u>Seat</u>	<u>Nominated by</u>	<u>Voting</u>	<u>Term</u>	<u>Staggered Terms</u>	
			<u>Length</u> <u>in Years</u>	<u>First Term</u>	<u>Succeeding Term</u>
1 District I	District I Supervisor	Voting	3	6/1/16-6/30/19	7/1/19-6/30/22
2 District II	District II Supervisor	Voting	3	6/1/16-6/30/20	7/1/20-6/30/23
3 District III	District III Supervisor	Voting	3	6/1/16-6/30/19	7/1/19-6/30/22
4 District IV	District IV Supervisor	Voting	3	6/1/16-6/30/20	7/1/20-6/30/23
5 District V	District V Supervisor	Voting	3	6/1/16-6/30/19	7/1/19-6/30/22
6 CCC Farm Bureau	CCC Farm Bureau	Voting	3	6/1/16-6/30/20	7/1/20-6/30/23
7 Harvest Time	Harvest Time	Voting	3	6/1/16-6/30/19	7/1/19-6/30/22
8 Cattlemen's Association	Cattlemen's Association	Voting	3	6/1/16-6/30/20	7/1/20-6/30/23
9 Agricultural Commissioner	Ex-Officio	Non-Voting	2	N/A	N/A
10 Conservation & Development Director	Ex-Officio	Non-Voting	2	N/A	N/A
11 U.C. Cooperative Extension	Cooperative Extension Office	Non-Voting	2	6/1/16-6/30/18	7/1/18-6/30/20
12 CC Resource Conservation District	CCRCDD District Board	Non-Voting	2	6/1/16-6/30/18	7/1/18-6/30/20

MEETINGS:

Regular meetings shall be held two times per year at a minimum, pursuant to a schedule of dates, times and places determined at the first meeting of the committee.

STAFF:

Chad Godoy, Contra Costa County Agriculture Department
Phone number: (925) 646-5240 or E-mail: chad.godoy@ag.cccounty.us

CONSEQUENCE OF NEGATIVE ACTION:

That status quo of irregular meetings and attendance will continue.

ATTACHMENTS

Agricultural Advisory Task Force Bylaws_April 2016

CONTRA COSTA COUNTY AGRICULTURAL ADVISORY TASK FORCE

BY-LAWS

APRIL 19, 2016

BY-LAWS OF THE
CONTRA COSTA COUNTY
AGRICULTURAL ADVISORY TASK FORCE

I. AUTHORITY

The Agricultural Advisory Task Force (the “Task Force”) is organized and exists as an advisory body to the Board of Supervisors of Contra Costa County (the “Board”) and the County Agricultural Commissioner pursuant to an Order of the Board dated April 26, 2016.

II. PURPOSE

The mission of the Task Force is to advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County. In doing so, the Task Force will also provide a forum to support the exchange of information and ideas, advocate for projects, resolve disagreements, foster consensus and build relationships within the agricultural and ranching community.

III. DUTIES

The Task Force shall perform the following advisory functions:

1. Provide leadership and direction in formulating policies relevant to preserving and promoting agriculture, and advise the Planning Commission and the Board of Supervisors on applicable planning, zoning, and other land-use issues.
2. Make recommendations to enhance the economic viability of agriculture and to minimize undesirable environmental impacts.
3. Provide active participation and leadership to develop a plan to further preserve, enhance and promote agriculture in Contra Costa County.
4. Participate periodically in the review of Contra Costa County's guidelines for the Williamson Act.

5. Report to the Board of Supervisors on effects of proposed local, state and federal legislation affecting agricultural resources
6. Advise and work with city, county, district governments, special interest groups, and individuals concerning conflicts between agriculture, urban development and environmental quality.
7. Advise and work with city, county, state, federal, special interest groups, individuals, and other entities and district governments concerning agricultural preservation funding opportunities.
8. Advise County departments on the impact of programs affecting preserving and promoting agriculture in Contra Costa County.
9. Determine the Task Force's work schedule, procedures, and work products.

IV. MEMBERSHIP

1. All members shall be appointed by the Board of Supervisors, except as otherwise provided herein.
2. Voting seats
 - a. The Task Force will be comprised of eight voting seats, and each voting seat will be filled by one member.
 - b. In order to ensure that the Task Force represents each region of the County, one seat representing each of the five County districts shall be filled by one member nominated by each District Supervisor.
 - i. Those appointed shall be technical representatives of their profession or field, and advocates for preserving and promoting agriculture in Contra Costa County.
 - ii. They shall demonstrate expertise by their active involvement in agriculture, professional association and/or academic achievement.
 - iii. They shall be able and committed to meet regularly and should be able to communicate effectively with interested members

of the public.

- c. In addition, a seat shall be provided each to the following:
 - i. A representative of the Contra Costa County Farm Bureau that is nominated by the Bureau.
 - ii. A representative of Harvest Time that is nominated by its membership.
 - iii. A representative of Cattlemen's Association that is nominated by its membership.

These organizations shall submit the names of their selected representative to the Board for approval.

- d. It is expected that appointments for the above membership positions will represent the variety of agricultural interests within the County. If the need arises for additional appointments, other experts may be recommended by the Task Force at any time to the Board of Supervisors to become voting members.

3. Ex officio members will be non-voting and shall be the following persons:

- a. Contra Costa County Agricultural Commissioner (or designee)
- b. Contra Costa County Director of Conservation and Development (or designee)
- c. A representative of the University of California Cooperative Extension, nominated by the Cooperative Extension Office and approved by the Board of Supervisors
- d. A representative of the Contra Costa Resource Conservation District, nominated by the District and approved by the Board of Supervisors

V. TERMS OF OFFICE

- 1. All appointed members of the Task Force serve at the pleasure of the Board of Supervisors and shall have terms of three years.
- 2. No voting member shall serve more than two terms in succession.

3. A voting member shall remain on the Task Force following expiration of the term being served until he or she is re-appointed to a successive term or until a successor is appointed.
4. The Board of Supervisors shall fill any vacancy on the Task Force and may utilize the Task Force to screen an applicant's qualifications. The person appointed to fill a vacancy shall serve for the remainder of the term of the person he or she succeeds.
5. Ex officio members and the three seats nominated by industry groups will serve at will for two year terms as long as they represent the entity that selected them to serve as ex officio members of the Task Force and are willing and able to act as members.
6. Resignation: any member who desires to resign his or her position with the Task Force must do so in writing and file it with the Chairperson and Secretary of the Task Force.

VI. OFFICERS

The Task Force shall select the following officers from its membership:

1. A Chairperson selected from the voting members who shall be responsible for the conduct of all meetings and the calling of special meetings, and who shall be the official representative of the Task Force except when a representative is otherwise designated.
2. A Vice-Chairperson selected from the voting members who shall serve in the absence of the chairperson, and who shall succeed to the office of chairperson if that office falls vacant before the term is expired.
3. A Secretary selected from the ex officio members who shall be appointed by the chairperson subject to confirmation by the Task Force. The secretary shall maintain all records and conduct correspondence of the Task Force, prepare agendas and give notice of meetings and shall certify all official documents and resolutions of the Task Force.

4. Selection of officers shall be held at the first regular scheduled meeting of the Task Force and annually thereafter.

VII. OPEN MEETINGS

Meetings of the Task Force shall be held as follows:

1. Regular meetings shall be held two times per year at a minimum, pursuant to a schedule of dates, times and places determined at the first meeting of the Task Force.
2. Additional meetings may be called by the Board of Supervisors, the chairperson or by a quorum of voting members. Meetings shall only be scheduled with ninety-six (96) hours written notice of the time and place and business to be conducted.
3. All meetings shall be conducted in compliance with the Ralph M. Brown Act (Government Code § 54950 et seq.) and the County's Better Government Ordinance.
4. A copy of the agenda and minutes of each meeting shall be mailed to each member, the Board of Supervisors, and any additional persons as authorized by the Task Force. Other persons requesting the minutes of a meeting must do so in writing to the Secretary and pay the prevailing copying and mailing rates.

VIII. QUORUM AND VOTING

1. A quorum for all meetings shall be one more than half of the voting seats of the Task Force, or 5 members. (A vacant voting seat shall still count towards quorum.) A quorum must be present for the Task Force to take any action.
2. A majority vote of those voting members present is necessary for any matter to pass.
3. Proxy voting is not permitted.

4. In the event of a tie vote, the Chairperson may designate one of the ex-officio members to cast the tie-breaking vote. The ex-officio member designated by the Chairperson shall be the member with the most knowledge of the issue at hand.

IX. ATTENDANCE REQUIREMENTS

1. Regular attendance at meetings of the Task Force is required. An unexcused absence from three regularly scheduled consecutive meetings will be considered grounds for the Task Force to recommend to the Board that the absentee member's appointment be rescinded by the Board.
2. Excused absences will be granted for the following reasons: illness of self, member of immediate family, or close friend; death of member of immediate family or close friend; requirements of the member's job or elected/appointed position; vacation. A member must contact the Secretary prior to the meeting to be excused from a meeting.
3. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.
4. Rescission of an appointment to the Task Force may only be effected by an action of the Board.

X. CONDUCT OF BUSINESS

1. No business shall be transacted at any meeting of the Task Force other than on those matters named in the publicly posted agenda.
2. All meetings of the Task Force shall be called to order by the Chairperson, or in the Chairperson's absence, by the Vice-Chairperson, or in the Vice-Chairperson's absence, by a Task Force member designated for that purpose by the Chairperson or Vice-Chairperson.
3. Public comment at all meetings shall be as provided for under applicable law.

XI. SUBCOMMITTEES

1. Subcommittees of Task Force members may be established as necessary by the Chairperson. Subcommittees may either be standing or ad hoc.
2. All subcommittees shall make progress reports to the Task Force at each of the Task Force's regular meetings.
3. All subcommittee meetings shall be conducted under the same policies governing meetings of the Task Force.

XII. STAFFING

The Department of Agriculture will provide primary staffing to accomplish the work of the Task Force. The Task Force may make recommendations to staff and the Board of Supervisors to hire consultants as required.

Staff Contact: Chad Godoy, Contra Costa County Agriculture Department
Phone number: (925) 646-5240 or
E-mail: chad.godoy@ag.cccounty.us

XIII. AMENDMENTS TO THE BY-LAWS

1. These By-Laws may be amended by two-thirds vote of the Task Force on advance written notice. All amendments that alter the provisions of the April 26, 2016 Board Order that established the Task Force must be approved by the Board.
2. Notice of proposed By-Law amendments shall be presented in writing at a regular meeting of the Task Force for discussion. The Task Force shall vote on the proposed amendments at the next regular meeting of the Task Force. The agenda for the meeting at which the proposed amendments are to be voted upon shall contain an item entitled "Proposed By-Law Amendment."

XIV. PUBLIC ACCESS TO TASK FORCE RECORDS

The Task Force shall make available to the general public all records as required by law.



Contra Costa County

County Administrator's Office • 651 Pine Street, 10th Floor • Martinez, CA 94553 • www.co.contra-costa.ca.us

Media Release

FOR IMMEDIATE RELEASE

Friday, July 1, 2016

Contact: Chad Godoy
Phone: (925) 646-5250
Email: chad.godoy@ag.cccounty.us

WOULD YOU LIKE TO SERVE ON THE COUNTY'S AGRICULTURAL ADVISORY TASK FORCE?

The Contra Costa County Board of Supervisors is seeking individuals who are interested in serving on the County's Agricultural Advisory Task Force. The Task Force will advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County. In doing so, the Task Force will also provide a forum to support the exchange of information and ideas, advocate for projects, resolve disagreements, foster consensus and build relationships within the agricultural and ranching community.

The first Task Force meeting date will be determined at a later time. The meeting will take place at 3020 Second Street, Knightsen, CA 94548. Members of the Task Force are not compensated.

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 Thursday, August 12, 2016 by 5:00 p.m.** Further information about the Agricultural Advisory Task Force can be obtained by contacting Chad Godoy, Agricultural Commissioner/Director of Weights & Measures, at chad.godoy@ag.cccounty.us or (925) 646-5250.

###



Contra
Costa
County

To: Board of Supervisors
From: Mary N. Piepho, District III Supervisor
Date: December 20, 2016

Subject: Allocation of Funds from the Livable Communities Trust to Develop Recommendations on Agricultural Land Use Policy

RECOMMENDATION(S):

1. AUTHORIZE the Department of Conservation and Development (DCD), in consultation with the Contra Costa County Agriculture Advisory Task Force and local agricultural stakeholders, to review existing land use regulations (e.g., General Plan policies and zoning) and identify for future Board consideration specific actions the County could take to further promote and incentivize agricultural sustainability and economic vitality; and
2. APPROVE the expenditure of up to \$150,000 from the Livable Communities Trust (District III Portion) for this purpose, as recommended by Supervisor Mary Nejedly Piepho.

FISCAL IMPACT:

None to the General Fund. Up to \$150,000 from the Livable Communities Trust (District III portion) will be allocated toward the effort.

BACKGROUND:

Agriculture has historically been an important part of Contra Costa County's economy and culture, with agricultural

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 12/20/2016 ☒ APPROVED AS
RECOMMENDED

☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 20, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Federal D. Glover, District V
Supervisor

By: Stephanie Mello, Deputy

Contact: TOMI RILEY,
925-252-4500

BACKGROUND: (CONT'D)

activities dating back to the Spanish colonial period. Good soils, a mild climate, and adequate water supplies allowed agriculture to become a principal element of the county's economy. However, the agricultural sector began a steady decline following World War II, as tens of thousands of acres of productive agricultural land were converted to accommodate urban and suburban growth.

Understanding the impact of development pressures on agricultural resources, in 1978 the Board of Supervisors established the Agricultural Core ("Ag Core") as part of the newly-adopted East County Area General Plan (see Note 1). The Ag Core included 14,600 acres of farmland that were the most capable of supporting and sustaining agricultural production because the soils were considered the best for farming a wide variety of plants or crops. These soils were rated as "Prime Farmland" through a soil survey conducted by the U.S. Department of Agriculture's Soil Conservation Service (now the Natural Resource Conservation Service). Additionally, the Ag Core is identified as Prime Farmland through the Farmland Monitoring and Mapping Program administered by the California Department of Conservation, Division of Land Resources Protection (see Attachment A, Contra Costa County Important Farmland Map 2014 and Note 2).

In 1990 Contra Costa voters approved Measure C, which among other things established the County's Urban Limit Line and resulted in the County rezoning the Ag Core to require 40-acre minimum parcel sizes where 10-acres had been the previous minimum. Unfortunately, the years immediately preceding Measure C's adoption saw a spike in subdivision applications within the Ag Core, which resulted in creation of numerous parcels that are undersized by today's zoning standards. These parcels are often developed as estate lots or other non-agricultural uses and may not easily lend themselves to economically-viable agricultural enterprises due to their size.

Despite public and private efforts to preserve the county's productive agricultural land over the past several decades, from 1984 through 2014 Prime Farmland decreased from 41,181 to 25,502 acres and Important Farmland decreased from 116,148 to 88,912 acres (see Note 3). Prime Farmland within the Ag Core itself has decreased from 14,600 acres to approximately 11,500 acres since the Ag Core's inception.

Despite the decrease in agricultural acreage, agriculture is still an important element of the Contra Costa County economy. In 2015 agriculture contributed \$225 million and provided 2,277 jobs (1,735 direct and 542 indirect/supporting) (see Note 4). The \$128.5 million gross value of the county's agricultural production ranked 38th out of the 56 California counties submitting crop reports in 2015 and 6th out of the 9 Bay Area counties (see Note 5).

While Contra Costa's agricultural production may be small compared to the \$3.23 billion production of San Joaquin County, it is nearly three times larger than the agricultural production of neighboring Alameda County. Local initiatives such as Buy Fresh, Buy Local and Harvest Time in Brentwood have increased awareness of Contra Costa's agricultural resources and products, but its agricultural tourism ("agritourism") industry lags behind Alameda County's relative to the size of its agricultural economy. In part this is because Alameda County has adopted a clear vision for its most prominent agricultural area, the South Livermore Valley, and successfully worked with the cities of Livermore and Pleasanton and local stakeholders, like the Livermore Valley Winegrowers Association, to leverage its agricultural resources. Contra Costa County can learn from and build upon Alameda County's experience.

Food production has also become an issue of intense public interest in recent years. Across the nation people have become increasingly aware of their food sources and production practices. Organically farmed and farm-to-table, concepts which were somewhat obscure a just decade ago, are now mainstream and commonly factor into consumer choices. Therefore, it is important that Contra Costa County farms remain an economically-viable local food source.

The District III Supervisor has consistently engaged with the agricultural community over the last twelve years to hear their thoughts on the future of agriculture, including convening town hall style meetings, participating in forums and conferences and engaging with individual farmers and other interested people at numerous other meetings and events. Farmers in Contra Costa County value our agricultural tradition and want to see it continue, but they also feel strongly that opportunities to promote economic vitality for agriculture need to be identified and pursued.

With these considerations in mind, the District III Supervisor recommends that the full Board authorize DCD, in

consultation with the Agricultural Advisory Task Force and stakeholders in the local agricultural community, to identify for future Board consideration specific actions the County could take to further promote and incentivize agricultural sustainability and economic vitality. These could include, but are not limited to:

- Researching on how programs to promote agricultural sustainability and economic vitality have been developed and funded throughout California, including agritourism, agricultural marketing opportunities and efforts to make agriculture more sustainable.
- Reviewing the County General Plan and zoning ordinance to identify changes necessary to promote the economic vitality and sustainability of agriculture.
- Reviewing current permitting procedures for agricultural projects to identify opportunities for streamlining and removing barriers in order to promote the economic sustainability of agricultural uses.
- Review policies and programs to identify opportunities for complementing improved economic vitality with retention of the agricultural land and productivity necessary to drive a sustainable and vital agricultural economy.

Completing the actions described above will require considerable staff resources. Extensive public outreach and engagement will be necessary. Amendments to the County General Plan and zoning ordinance are subject to review under the California Environmental Quality Act and must go through a series of public hearings. The District III Supervisor therefore recommends allocating \$150,000 from the District III portion of deposits into the Livable Communities Trust Fund to DCD to cover staff time and other costs.

The Livable Communities Trust Fund (Fund) was established to implement the County's Smart Growth Action Plan. Goals of the Action Plan relevant to this proposal are the following: 3) to promote innovative land use planning and design principles that encourage mixed use and infill development (this proposal is to study innovative land use planning and is intended to improve the sustainability of agricultural lands and reduce pressure to convert such lands to urban uses, thereby enabling a focus on mixed use and infill development in existing urban areas; and 4) promote economic revitalization and urban infill communities (this proposal is intended to promote the agricultural economy).

In reviewing the purpose of the Fund, the Board of Supervisors determined on December 3, 2013 that "the goal shall be to spend the money equally among supervisorial districts." At build-out of the development projects contributing revenue to the Fund, deposits to the Fund will total \$8,448,000. The interest-bearing trust account has earned over \$300,000 in interest to date. So far, one expenditure has been made from the Fund (a \$250,000 expenditure approved on October 22, 2013 for the Northern Waterfront Economic Development Initiative). Another expenditure was authorized on June 14, 2016, with \$1,432,830 from the District I portion providing matching funds for the development of the Heritage Point affordable housing project in North Richmond. An additional proposal to authorize expenditure of up to \$250,000 from the District III portion is on the December 20 agenda for a feasibility study for the Marsh Creek Corridor Multi-Use Trail.

CONSEQUENCE OF NEGATIVE ACTION:

If the funding is not allocated resources will not be available to the County to study and develop policies to improve agricultural sustainability and profitability.

CHILDREN'S IMPACT STATEMENT:

The recommended action will not affect children's programs in the County.

**Contra Costa County Board of Supervisors
Advisory Body
Triennial Review**

Contact Information

Name of Advisory Body (i.e. Committee, Commission, Council, or Board)
Agricultural Task Force Committee

Name of Person Completing the Triennial Review Survey
Matthew Slattengren

Chairperson Name
N/A

Staff Name
N/A

Staff Agency/Department
Department of Agriculture

Staff Telephone Number
(925) 608-6600

Staff Email
AGCommissioner@ag.cccounty.us

Advisory Body Website Address (write "n/a" if the advisory body does not have a website)
N/A

Membership

How many advisory body members were appointed during the last 36 months?
0

How many advisory body members resigned during the last 36 months?
0

Has the advisory body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty with recruitment and retention)?
Yes

If "Yes", please describe the membership challenges experienced.
Advisory body was never formed

Are there special qualifications, requirements or prerequisites for members to serve on the advisory body?

No

If "Yes", explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

[Click here to enter text.](#)

Does the advisory body have a sufficient number of members to achieve its mission?

No

If "No", Do you recommend an adjustment to the number of advisory body seats (an increase, decrease, or other restructuring)?

No

If "Yes", please indicate which seats you would modify, and why.

[Click here to enter text.](#)

Meetings

How many advisory body meetings were scheduled during the last 36 months?

0

During the last 36 months, how many advisory body meetings were held?

0

How many advisory body meetings were cancelled during the last 36 months?

0

How many advisory body meetings were cancelled during the last 36 months *specifically due to lack of quorum*?

0

Community Information, Outreach, and Meeting Notices

How does the advisory body engage stakeholders and the general public on issues and programs within the body's area of responsibility?

No

How are stakeholder and public input incorporated into the advisory body's mission and objectives?

Provides a forum to support the exchange of ideas

What outreach efforts are undertaken to encourage public participation in advisory body meetings and sponsored activities?

N/A

How far in advance of the meeting date does the advisory body post its meeting notice?

N/A

Where are meeting notices posted (please note all locations, both physical and electronic)?
N/A

What information is regularly presented to the advisory body members to keep them informed of the body's performance?
N/A

Mission and Purpose

What is the original purpose and responsibility of the advisory body?
Advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County.

Have there been major changes to the advisory body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
Yes

If "Yes", please describe these changes.

The Advisory body was originally created many years ago, but had no meetings, and no action in many years. In 2016 it was revitalized and changed with new By-Laws and new rules on who shall be part of the group.

What target population or priority communities are served by the advisory body?
Agricultural and ranching communities

List activities, services, programs, and/or special projects the advisory body delivers to achieve its current mission.
N/A

Are the advisory body bylaws reflective of the body's current mission, purpose, and focus?
Yes

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

[Click here to enter text.](#)

Do you recommend changes to the advisory body's mission, purpose, or focus?
No

If "Yes", explain the changes you would suggest.

[Click here to enter text.](#)

Budget (if applicable)

Does the advisory body have an annual operating budget or partner directly with a County department or private organization that provides, holds, and/or disburses funds on behalf of the advisory body?

No

➡ If “No”, please proceed to the next section, “Challenges.”

If “Yes”, please complete the questions below.

Is the advisory body affiliated with a non-profit agency or organization?

[Choose an item.](#)

If “Yes”, what is the name of the affiliated non-profit agency or organization (examples may include a Friends Committee, Booster Club, or other similar organization)?

[Click here to enter text.](#)

Are there written documents that outline the relationship between the advisory board and the fundraising entity?

[Choose an item.](#)

If “Yes”, please link or attach any governing documents that describe the relationship between the entities and how they are governed.

[Click here to enter text.](#)

Please provide the advisory body’s sources of revenue (if any) for the past 36 months. Rounded figures can be used. Please use additional sheets or documents if necessary.

Revenue Sources

Source	Amount (\$)
Total	

Provide a summary of the committee's actual or estimated expenditures for the past 36 months. Please use additional sheets or documents if necessary.

Expenditures by Category

Category	Amount (\$)
Total	

Challenges

Are there any additional challenges or problems that the advisory body wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the advisory body has been unable to resolve?

Choose an item.

Provide a description of the challenge or concern.

Advisory body has never been formed in the new 2016 incarnation, and no indication has been given if there is current need or desire to try to form the advisory body again.

December 2016 there was a Consent item 106 on December 20, 2016 called "Allocation of Funds from the Livable Communities Trust to Develop Recommendations on Agricultural Land Use Policy" that requires Department of Conservation and Development to consult with the Agricultural Task Force to promote and incentivize Agriculture in Contra Costa County.

Who is affected by this challenge or problem?

The Agricultural Task Force, and potentially Contra Costa County Agriculture Industry.

What changes or other recommendations has the committee considered in response?

N/A

Accomplishments and Impact

Describe the specific impact the work of the advisory body has made in achieving its mission.

N/A

Describe any effects the advisory body has had on the target population or community.

N/A

Additional comments on the accomplishments and impact of the advisory body (optional)

You may use this space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related achievements.

N/A

Required Materials (Attach or Provide Links)

- Agendas from the last 12 meetings
 - ☐ Attached; *or*
 - ☐ Link to Agendas from last 12 meetings:
- Minutes (or records of action) from the last 12 meetings
 - ☐ Attached; *or*
 - ☐ Link to Minutes from last 12 meetings:
- Bylaws currently in effect
 - ☐ Attached; *or*
 - ☐ Link to current bylaws:
- Annual Report (submitted to the Board of Supervisors)
 - ☐ Attached; *or*
 - ☐ Link to most recent Annual Report:

Required signatures

(1) **Chairperson of your advisory body:**

x

NA

(please print name):

NA

(2) **County Staff or Liaison who coordinated survey:**

x

Matthew Slattengren

(please print name):

Matthew Slattengren

Please direct completed forms and any questions to:

Emlyn Struthers
Management Analyst for the Clerk of the Board
Emlyn.Struthers@cob.cccounty.us
Phone: (925) 335-1919

Thank you for your cooperation!



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 11/09/2017
Subject: INTERIM APPOINTMENTS TO THE EAST CONTRA COSTA FIRE PROTECTION 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 Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

The East Contra Costa Fire Protection District ("District") is governed by a nine-member appointed Board of Directors. Four members of the Board of Directors were appointed by the Brentwood City Council, three members were appointed by the Oakley City Council, and two members were appointed by the Contra Costa County Board of Supervisors. California law allowed voters to change an appointed fire protection district board of directors to a board of directors whose members are elected by the voters. The District Board of Directors adopted a resolution asking voters to decide whether to change the District governing board "from an appointed Board of Directors of nine members to a Board of Directors of nine members, elected at-large." A majority of voters in the November 2016 election supported changing the governing board to an elected board.

Additionally, on October 2, 2017, the District Board of Directors directed staff to prepare a resolution for future District Board consideration to conduct an all mail ballot election on March 6, 2018 to transition from a nine-person elected board to a five-person elected board and to designate the seats "at large" rather than representative of wards. Under either the current 9-member elected board or the 5-member elected board, the members of the District Board of Directors will be elected at the next general District election in November 2018, at which time the appointed offices will terminate.

Referral Update:

The terms of office for the two Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, will expire on February 4, 2018, leaving vacancies that will not be filled until successors are elected in November 2018 and assume office. In February, the IOC approved the following recruitment schedule:

October 13	Issue press release advertising vacancies
November 20	Application Deadline for vacancies (5 week application period)
November 27-30	Staff to schedule interviews for December 11
December 11	IOC Committee Meeting: Interview candidates for the vacancies
December 19 or some time in January 2018	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
February 5, 2018	All appointments take effect

Staff opened the recruitment on October 13 (see attached media advisory).

Recommendation(s)/Next Step(s):

ACCEPT status report on the recruitment for interim appointees to the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors.

Attachments

ECCFPD Election Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

* * *

RESOLUTION NO. 2017-03

**CALLING AN ELECTION TO BE CONSOLIDATED WITH THE
STATEWIDE GENERAL ELECTIONS IN EACH EVEN-NUMBERED YEAR,
BEGINNING ON NOVEMBER 6, 2018,
AND ORDERING THAT THE ELECTIONS OF DIRECTORS BE
SUBMITTED TO THE VOTERS AT THOSE ELECTIONS**

WHEREAS, since the East Contra Costa Fire Protection District (District) was formed in 2002, members of the Board of Directors (Board) have been appointed by the City Councils of Brentwood and Oakley, and by the Contra Costa County Board of Supervisors (Appointing Authorities); and

WHEREAS, on November 8, 2016, as provided for in the District's enabling legislation, specifically at California Health and Safety Code 13848, the District's voters approved Measure N, thereby requiring the District to transition from an appointed Board to an elected Board; and

WHEREAS, California Health and Safety Code Section 13848 specifies that, when voters approve transitioning from an appointed Board to an elected Board, the first elected directors will be elected at the next general district election; and

WHEREAS, California Elections Code Section 1303 provides that general district elections are held on the first Tuesday following the first Monday in November of each odd-numbered year and therefore, but for this action, the District's voters would elect directors on November 7, 2017; and

WHEREAS, pursuant to California Health and Safety Code Section 13886 and California Elections Code Section 10404, the Board may require that its directors are elected on the same day as the statewide general election; and

WHEREAS, California Elections Code Section 1001 provides that elections held in November of each even-numbered year are statewide general elections, and the dates of those elections are statewide election dates; and

WHEREAS, the next statewide general election in November of an even-numbered year is November 6, 2018; and

WHEREAS, the Board wishes to maximize voter participation, and minimize the costs associated with District elections; and

WHEREAS, the Board desires, as permitted by law, to consolidate the District's first election of members of its Board of Directors with the next statewide general election on November 6, 2018, and;

WHEREAS, the Board desires, as permitted by law, to hold future elections for members of the District's Board of Directors on statewide general election dates held on the first Tuesday after the first Monday in November, of each even-numbered year thereafter.

NOW, THEREFORE, BE IT RESOLVED that pursuant to its rights, powers and authority, the Board of Directors of the East Contra Costa Fire Protection District hereby:

1. Orders the first election of members of the District's Board of Directors to occur on November 6, 2018 and requests that such election be consolidated with applicable portion of the Statewide General Election conducted by the County of Contra Costa on that date.

2. Orders future elections of members of the District's Board of Directors to occur regularly on the same date as, and to be consolidated with, statewide general elections occurring on the first Tuesday after the first Monday in November of each even-numbered year thereafter.

3. Acknowledges that, in accordance with Section 10404(i) of the California Elections Code, and subject to any reappointment or replacement actions that may be taken by their respective Appointing Authorities before November 2018, these members of the Board of Directors, whose terms of office will expire prior to the statewide general election in November 2018, will continue in office until their successors are elected and qualified at the November 2018 election: Meghan Bell, Robert Kenny, Cheryl Morgan, Brian Oftedal, Randy Pope, Joe Young; and

4. Acknowledges the terms of all previously-appointed members of the Board of Directors will expire upon the election and qualification of directors elected at the November 2018 election; and

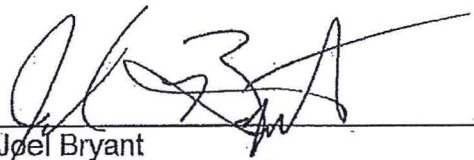
5. Directs the Clerk to submit this Resolution to the Contra Costa County Board of Supervisors no later than 240 days prior to the next scheduled District election.

6. Requests the Contra Costa County Board of Supervisors administer this Resolution as set forth in Section 10404 of the California Elections Code and, within 60 days of the submission of this Resolution, approve this Resolution unless it finds that the ballot style, voting equipment, or computer

capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

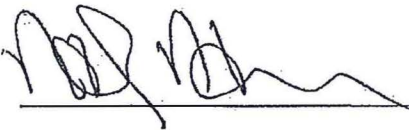
PASSED AND ADOPTED this 6th day of February 2017, by the following vote of the Board:

AYES: Barr, Bell, Bryant, Kenny, Oftedal, Stonebarger, Young
NOES: Morgan
ABSENT: Pope
ABSTAIN:



Joel Bryant
President, Board of Directors

ATTEST:



Hugh Henderson, Clerk of the Board