



# Agenda

## INTERNAL OPERATIONS COMMITTEE

February 12, 2018

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Records of Action for the December 11 and 19, 2017 IOC meetings. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER remaining candidates for one Board of Supervisors appointed seat on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendation for Board of Supervisors appointment . *(Julie DiMaggio Enea, County Administrator's Office)*
5. CONSIDER nomination of the Affordable Housing Finance Committee to appoint Natacha (Paige) Simmons to the County Representative 1 seat to a term expiring on June 30, 2020. *(Kara Douglas, Conservation and Development Department)*
6. CONSIDER nominations for appointment to the Business #2, Environmental #1, Environmental #1 Alternate, Environmental Engineer, and Environmental Engineer Alternate seats on the Hazardous Materials Commission. *(Michael Kent, Executive Asst. to the Hazardous Materials Commission)*

7. CONSIDER accepting and approving the Triennial Advisory Body Phase I report and recommendations. (*Jami Napier, County Administrator's Office*)
8. CONSIDER approving the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees. (*Julie DiMaggio Enea, IOC Staff*)
9. CONSIDER approving 2018 Internal Operations Committee meeting schedule and work plan. (*Julie DiMaggio Enea, IOC Staff*)
10. The next meeting is currently scheduled for March 12, 2018.
11. Adjourn

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

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

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

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For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 02/12/2018

**Subject:** RECORD OF ACTION FOR THE DECMEBER 11 & 19,  
2017 IOC MEETINGS

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

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** RECORD OF ACTION

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

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#### **Referral History:**

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

#### **Referral Update:**

Attached are the Records of Action for the December 11 and 19, 2017 IOC meetings.

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

RECEIVE and APPROVE the Records of Action for the December 11 and 19, 2017 IOC meetings.

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

None.

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#### **Attachments**

DRAFT IOC Record of Action for December 11, 2017







## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
December 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: Dean Barbieri  
Richard Frankel  
Sandra Strobel  
Lito Calimlim  
Stephen Smith  
Emlynn Struthers, Clerk of the Board's Office  
Mark Goodwin, District III Chief of Staff  
Mark Whitlock  
Susanna Thompson

### 1. Introductions

*Chair Andersen 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 one requested to address the Committee during the Public Comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the November 9, 2017 IOC meeting.

*The Committee approved the Record of Action for the November 9, 2017 Internal Operations Committee meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

### 4. INTERVIEW candidates for the Member of the Bar seat on the Public Law Library Board of Trustees and DETERMINE recommendation for Board of Supervisors appointment for a one-year term expiring on December 31, 2018.

*The Committee interviewed Dean E. Barbieri and Richard Frankel, and decided to recommend to the Board of Supervisors the appointment of Dean E. Barbieri to the Member of the Bar seat on the Contra Costa Public Law Library Board of Trustees for the one-year term beginning January 1, 2018 and ending December 31, 2018.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

### 5. INTERVIEW candidates for the two Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office:

Name	Resident of	Current Employment	Education	Current Volunteering Work	Also Applied for

Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MBA, Public Policy Administration, San Diego State Univ.; BA, Public Policy Administration, CSU Long Beach	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified
Susanna Thompson	Clayton	Co-owner, electrical contracting business; equine transportation services	GED, junior college and university coursework in History	Not specified	Not specified
Mark Whitlock	Bethel Island	Owner, carpet cleaning business since 1978	Not specified	Not specified	Not specified

*Candidate Anthony Bargiacchi notified staff that he could not attend and submitted a letter, attached, to the Committee.*

*The Committee interviewed Lito Calimlim, Sandra Strobel, Stephen F. Smith, Susanna Thompson, and Mark Whitlock and tentatively selected Susanna Thompson and Mark Whitlock pending one remaining interview of Karin Schnaider, who did not receive notification of the interview.*

6. REVIEW the Committee's work for 2017 and identify issues to be referred to the 2018 Internal Operations Committee

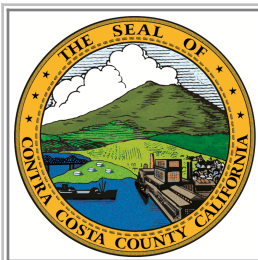
*The Committee approved the 2017 Year-End report of the Internal Operations Committee and recommendations for the disposition of referrals, and directed staff to forward the report to the Board of Supervisors.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

7. Next Meeting: No additional meetings are scheduled for the 2017 Internal Operations Committee.
8. Adjourn

For Additional Information Contact:

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



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR SPECIAL MEETING OF  
December 19, 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: Karin Schnaider

### 1. Introductions

*Chair Andersen called the meeting to order at 1:00 p.m. and introduced herself and Supervisor Burgis.*

### 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 one asked to address the Committee during the public comment period.*

### 3. INTERVIEW candidate for the Board of Supervisors appointed seats on the East Contra Costa Fire Protection District Board of Directors and DETERMINE recommendations for Board of Supervisors appointment effective February 5, 2018 and until such time that elected successors assume office.

*The Committee interviewed candidate Karin Schnaider. At the conclusion of the interview, the Committee determined that it would recommend to the Board of Supervisors the appointment of Susanna Thompson and Mark Whitlock to the East Contra Costa Fire Protection District Board of Directors, and directed staff to forward the recommendation to the Board on January 9, 2018.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. Adjourn

***Chair Andersen adjourned the meeting at 1:25 p.m.***

For Additional Information Contact:

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



## Contra Costa County Board of Supervisors

### Subcommittee Report

#### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 02/12/2018  
**Subject:** APPOINTMENT TO THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 18/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Julie Enea                      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

The East Contra Costa Fire Protection District ("District") is currently 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. The District Board subsequently passed a resolution, attached hereto, establishing even-year elections and requesting to consolidate the first of these elections with the November 2018 general election.

Additionally, on November 6, 2017, the District Board of Directors adopted a resolution 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 prospective 9-member or 5-member elected board, the members of the District Board of Directors will be elected at the next general District election in November 2018, and the elected officers will likely take office on December 7, 2018.

#### **Referral Update:**

The terms of office for the two Board of Supervisors-appointed Directors, Robert Kenny and Cheryl Morgan, expired on February 4, 2018.

On January 16, 2018, following a recruitment conducted by the Internal Operations Committee, the Board of Supervisors appointed Susanna Thompson (Clayton) and Mark Whitlock (Bethel Island) to the East Contra Costa Fire Protection District Board of Directors effective February 5, 2018 to fill the two Board of Supervisors-appointed Director seats. Shortly thereafter, Mr. Whitlock declined the appointment.

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

CONSIDER remaining candidates for one Board of Supervisors appointed seat on the East Contra Costa Fire Protection District Board of Directors and DETERMINE a recommendation for Board of Supervisors appointment effective immediately and until such time that an elected successor assumes office:

Name	Resident of	Current Employment	Education	Current Volunteering Work	Also Applied for
Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MBA, Public Policy Administration, San Diego State Univ.; BA, Public Policy Administration, CSU Long Beach	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified

**Fiscal Impact (if any):**

None to the County.

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**Attachments**

[ECCFPD Recruitment Media Release](#)

[ECCFPD Election Resolution Feb 2017](#)

[ECCFPD Resolution Election to Reduce to 5 members Nov 2017](#)

[Candidate Application Anthony Bargiacchi ECCFPD Board of Directors](#)

[Candidate Application Lito Calimlim ECCFPD Board of Directors](#)

[Candidate Application Karin Schnaider ECCFPD Board of Directors](#)

[Candidate Application Stephen F. Smith ECCFPD Board of Directors](#)

[Candidate Application Sandra Strobel ECCFPD Board of Directors](#)

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## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Thursday, October 13, 2017

Contact: Julie DiMaggio Enea  
Phone: (925) 335-1077  
Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### **WOULD YOU LIKE TO SERVE ON THE BOARD OF DIRECTORS FOR THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT ?**

The Contra Costa County Board of Supervisors is seeking individuals to serve on the East Contra Costa Fire Protection District's (ECCFPD) Board of Directors. The Board of Directors is composed of nine members; four appointed by the City of Brentwood, three appointed by the City of Oakley and two appointed by the Contra Costa County Board of Supervisors. Each Director appointed by the County Board of Supervisors must be a resident of the East Contra Costa Fire Protection District.

The ECCFPD covers over 250 square miles and over 100 miles of waterway. The District comprises two incorporated cities (Brentwood and Oakley) and five distinct unincorporated communities (Bethel Island, Byron, Discovery Bay, Knightsen, and Morgan Territory/Marsh Creek Corridor). The ECCFPD is responsible for providing first responder and emergency medical services as needed. The Board of Directors serves as the governing body of the ECCFPD and, among other things, is responsible for establishing an annual budget and making decisions impacting district operations.

The Board of Supervisors is seeking to fill two vacancies for a term commencing February 5, 2018. The ECCFPD intends to conduct an election on November 6, 2018, to determine the successors.

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](http://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 Monday, November 20, 2017 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 11, 2017. For more information about the District, please contact Chief Brian Helmick at (925) 584-8468 or [bhelmick@eccfpd.org](mailto:bhelmick@eccfpd.org).

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

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**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



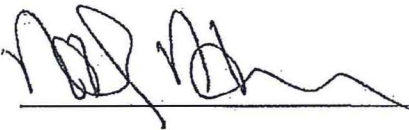
capacity cannot handle additional elections or materials, in accordance with Section 10404(e) of the California Elections Code.

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

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM NO. D.2**

**Meeting Date:** November 6, 2017

**Subject/Title:** Adoption of Resolution Calling for All-Mail Ballot Special District Election on March 6, 2018 and Ordering a Question Relating to Reducing the Number of Directors of the East Contra Costa Fire Protection District be Submitted to the Voters

**Submitted by:** Brian Helmick, Fire Chief  
Shayna van Hoften, Legal Counsel

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**RECOMMENDATION FOR ACTION**

Adopt a resolution: (1) Calling an all-mail ballot Special District Election on Tuesday, March 6, 2018; and (2) Ordering that the question of reducing the number of Directors of the East Contra Costa Fire Protection District (District) from nine to five be submitted to the voters at that election.

**PRIOR BOARD ACTION**

At its June 6, 2016 regular meeting, the Board of Directors (Board) adopted Resolution 2016-16 calling for an election by registered voters in the District of whether to transition to a five-member elected (rather than nine-member appointed) Board, with Directors to be elected at-large rather than by voting division.

On July 11, 2016, the Board adopted Resolution 2016-19, repealing Resolution 2016-16, and calling for an election to change from a nine-member appointed Board to a nine-member elected Board, to be elected at large (Measure N). At that time, the Board expressed an interest in reconsidering the number of Directors in or around Spring 2017, and whether to change from at-large to division elections after the 2020 Census.

On November 8, 2016, the voters adopted Measure N to transition the District Board from nine appointed members to nine members elected at large. Under State law, following the passage of Measure N, and absent other action by the Board, the first election of Directors would have been held in November 2017. However, on February 6, 2017, the Board adopted Resolution 2017-03, seeking to establish even-year elections for District Directors and requesting that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election. The Board of Supervisors agreed to this request.

On October 2, 2017, the Board considered several questions regarding further restructuring of the Board. In particular, the Board considered 1) reducing the number of Directors; 2) transitioning the Board from being elected at large to elected by division; and 3) when and how to place these questions before the voters. The Board instructed Staff to prepare a resolution calling an all-mail ballot Special District Election on March 6, 2018, placing the question of whether to reduce the number of Directors to five Directors

before the voters. The Board decided against seeking voter authority to transition to election of Directors by division at this time.

## **SUBJECT BACKGROUND**

When the District was formed via consolidation of the Bethel Island, East Diablo and Oakley Fire Districts in 2002, the Contra Costa County Board of Supervisors was seated as the Board of Directors of the new District. Through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board, with two members appointed by the Contra Costa County Board of Supervisors, four members appointed by the Brentwood City Council, and three members appointed by the Oakley City Council.

As discussed above, on November 8, 2016, the District's voters passed Measure N to transition the District leadership from an appointed Board to a Board elected at large. The first election of Directors is scheduled for November 6, 2018. The Board desires to place an additional question before the voters regarding a reduction in the number of Directors prior to the November 2018 election of Directors. The reduction in the number of Directors would take effect on December 7, 2018, the date upon which officials elected at the November 2018 election take office.

Consistent with the Board's direction at its October 2, 2017 meeting, Staff and Legal Counsel have prepared the attached resolution, which would accomplish the following:

1. Calling an all-mail ballot Special District Election on March 6, 2018; and
2. Asking the voters at that election whether, effective December 7, 2018, the number of Directors should be reduced to five members, elected at large, instead of the currently planned nine-members, elected at large.

Since the Board's October 2, 2017 meeting, the County Elections Department revised its deadlines for submitting arguments for and against the proposed initiative. The revisions moved the deadlines forward by a few days to account for holidays. A revised timeline is attached.

The District is required to reimburse the County for its actual costs for conducting the election. The County Elections Department estimates the cost of this all-mail ballot election to be \$225,000. However, this figure may change due to a variety of factors including increased costs, or other agencies deciding to hold an election on the same date. The full cost of the election may not be known until after the election is held.

Attachment:     Resolution  
                    Revised Election Timeline

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

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**RESOLUTION NO. 2017-\_\_**

**A RESOLUTION CALLING AN ALL-MAIL BALLOT SPECIAL DISTRICT ELECTION  
ON TUESDAY, MARCH 6, 2018 AND ORDERING THAT A QUESTION  
RELATING TO REDUCING THE NUMBER OF DIRECTORS BE  
SUBMITTED TO THE VOTERS AT THAT ELECTION**

**WHEREAS**, by Resolution 02-24, the Contra Costa County Local Agency Formation Commission (LAFCO) consolidated the Bethel Island, East Diablo and Oakley Fire Districts in 2002, and approved the creation a new East Contra Costa Fire Protection District (District); and

**WHEREAS**, LAFCO Resolution 02-24 established that the Contra Costa County Board of Supervisors would sit as the District's Board of Directors (Board), and contemplated that the District would allow the electorate to determine transitioning to an independently-elected Board; and

**WHEREAS**, through a series of resolutions adopted by each of them in 2009, the Board of Supervisors and the City Councils of Brentwood and Oakley changed the governance structure of the District to a nine-member Board appointed by the Contra Costa County Board of Supervisors and the City Councils of Brentwood and Oakley; and

**WHEREAS**, by Resolution 2016-19, the Board called an election for November 8, 2016 to place a question before the voters, pursuant to Section 13848 of the California Health and Safety Code, as to whether the Board should change from a nine-member appointed Board to a nine-member Board elected at large (Measure N); and

**WHEREAS**, the voters approved Measure N on November 8, 2016 by a majority vote, scheduling the election for the first elected Board for November 2017; and

**WHEREAS**, by a series of resolutions, the Board requested that the Contra Costa County Board of Supervisors consolidate the first election of Directors with the November 2018 general election, and the Contra Costa County Board of Supervisors approved this request; and

**WHEREAS**, officials elected at the November 6, 2018 election will take office on December 7, 2018 as prescribed by California Elections Code Section 10554; and

**WHEREAS**, the District desires to call a Special District Election for March 6, 2018, to be held and conducted by all-mail ballot as prescribed in Section 4000 *et seq.* of the California Elections Code; and

**WHEREAS**, the District's boundaries have not changed since its previous election

on November 8, 2016; and

**WHEREAS**, the District desires to submit to voters at the Special District Election a question regarding whether to reduce the number of Directors on the Board from nine members to five members, pursuant to Section 13845 of the California Health and Safety Code; and

**WHEREAS**, Section 13845 of the California Health and Safety Code requires majority approval by the voters to change the number of Directors on the Board.

**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. Calls a Special District Election to be held on March 6, 2018;
2. Acknowledges that such election will be held and conducted by all-mail ballot as prescribed by section 4000 *et seq.* of the California Elections Code; and
3. Orders the following question to be submitted to the voters at the Special District Election:

**NUMBER OF DIRECTORS OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT.** Shall the number of Directors of the East Contra Costa Fire Protection District change from nine Directors to five Directors, effective December 7, 2018, with the first set of elected Directors (whether nine or five) elected, at large, on November 6, 2018 and taking office on December 7, 2018.

**IT FURTHER RESOLVED** that the ballots to be used at the election shall be in form and content as required by law.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is authorized, instructed and directed to contract with the County of Contra Costa to procure and furnish any and all official ballots, notices, and other printed matter that may be necessary, and all supplies, equipment, personnel and paraphernalia that may be necessary, in order to properly and lawfully conduct the election, at costs to be reimbursed by the District.

**BE IT FURTHER RESOLVED** that in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding special district all-mail ballot elections.

**BE IT FURTHER RESOLVED** that the notice of the time and place of holding the election is given, and the District Clerk / Fire Chief is authorized, instructed and directed to give further or additional notice of the election in time, form and manner as required by law.

**BE IT FURTHER RESOLVED** that the County Election Department is authorized to canvass the returns of the Special District Election.

**BE IT FURTHER RESOLVED** that the County Elections Department is hereby authorized to transmit a copy of the measure to the Contra Costa County Counsel, who

shall prepare an impartial analysis for the measure pursuant to California Elections Code Section 9313.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Contra Costa in the form of a "Notice to County Clerk of Measure Submitted to the Voters" and to take any other actions that may be necessary to give effect to this resolution, including making required non-substantive revisions to the form of the ordinance or ballot question.

**BE IT FURTHER RESOLVED** that the District Clerk / Fire Chief shall certify to the passage and adoption of this resolution and enter it into the official records of the District.

**BE IT FURTHER RESOLVED** that the Directors elected at the November 6, 2018 election shall serve a term of office of either four years or two years as determined pursuant to Elections Code Section 10505(c).

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 6th day of November, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Joel Bryant  
President, Board of Directors

ATTEST:

---

Brian Helmick, Clerk of the Board



## **REVISED ELECTION TIMELINE**

\* = Deadline extended one day due to weekend or holiday (Elec. Code §15.).

### **March 6, 2018 All Mail Ballot Election**

<b><i>Election date minus # of days</i></b>	<b><i>03/06/2018 election schedule</i></b>	<b><i>Benchmark activity</i></b>
Prior to E-88	12/04/2017	Last regularly scheduled meeting for East Contra Costa Fire Protection District Board of Directors to adopt a resolution calling for a March 6, 2018 all-mail ballot election. (Elec. Code § 4108)
E-88	12/08/2017	Last day to place a measure on the ballot.  Public examination period will commence on this date and continue for 10 days. (Elec. Code § 9380)
E-82	12/14/2017	Local measure letter assigned.
E-76	12/18/2017	Deadline for primary arguments. (Elec. Code § 9316)
E-71	12/22/2017	Deadline for rebuttal arguments. (Elec. Code § 9316)
E-40	01/25/2018	Estimated voter information guide mailing.
E-30	02/05/2018	Last day for the county elections official to have prepared a sufficient number of ballots for the voters of the district. (Elec. Code § 10526)
E-29-E-10	02/05/2018- 02/25/2018	Dates during which ballots will be mailed.
E	03/06/2018	ELECTION DAY (Elec. Code § 1500)

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Anthony

First Name

\_\_\_\_\_  
Middle Initial

Bargiacchi

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Brentwood

\_\_\_\_\_  
City

CA

\_\_\_\_\_  
State

94513

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

Novato Fire Protection District

\_\_\_\_\_  
Employer

Engineer

\_\_\_\_\_  
Job Title

Firefighter

\_\_\_\_\_  
Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Bachelors of Science

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

Columbia Southern University

---

Name of College Attended

Environmental Management

---

Course of Study / Major

120

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

Bachelors of Science

---

Degree Type

12/31/2013

---

Date Degree Awarded

---

**College/ University B**

Shasta Community College

---

Name of College Attended

Fire Science

---

Course of Study / Major

50

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

San Jose State University

Name of College Attended

Criminal Justice

Course of Study / Major

29

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/5/2003-Present

Dates (Month, Day, Year) From - To

56

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Engineer

Position Title

### Employer's Name and Address

---

Novato Fire Protection District 95 Rowland Way Novato, Ca 94945

### Duties Performed

---

Respond safely to emergency incidents with crew in a specialized fire apparatus, manage county hazmat response team for all trainings, use fiscal prudence when working with budget items for hazmat team, be able to provide for medical care for sick and injured residents

---

### 2nd

9/1/2009-Present

Dates (Month, Day, Year) From - To

10

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

### Adjunct Faculty

Position Title

### Employer's Name and Address

Los Medanos College 2700 East Leland Rd. Pittsburg, Ca 94565

### Duties Performed

Ensure all fire cadets are trained in life saving procedures, coordinate with multiple instructors training schedule and target objectives, use ethical standards when testing cadets to state requirements

3rd

2/3/2004-6/5/2009

Dates (Month, Day, Year) From - To

8

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

### Adjunct Faculty

Position Title

### Employer's Name and Address

Napa Valley College 2277 Napa-Vallejo Hwy Napa, Ca 94558

### Duties Performed

Lead and instruct up to 30 college students in Emergency Medical Technician Basic training, ensure all students were brought to highest state level proficiency, manage up to 6 skills instructor and regulate all required state mandated testing procedures

---

## Final Questions

How did you learn about this vacancy?

---

☒ Newspaper Advertisement

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

\_\_\_\_\_  
Seat Name (if applicable)

#### This application is used for all boards and commissions

Lito

First Name

\_\_\_\_\_  
Middle Initial

Calimlim

Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Clayton

City

CA

State

94517

Postal Code

Mobile:

\_\_\_\_\_  
Primary Phone

Town & Country Realty  
Associates

Employer

Broker/Partner

Job Title

Real Estate Broker

Occupation

---

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

☐ Yes ☒ No

---

### Education History



Select the highest level of education you have received:

☒ Other

College graduate

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

College/ University A

UCLA

Name of College Attended

Economics & Psychology

Course of Study / Major

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

6/83

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

2002 - present

Dates (Month, Day, Year) From - To

60-70

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Real Estate Agent/Broker

Position Title

### Employer's Name and Address

---

1) Town & Country Realty Associates - current 1026 Oak St., Ste. 204, Clayton, CA 94517 2) Re/Max Town & Country 1026 Oak St., Ste. 204, Clayton, CA 94517 3) Keller Williams Realty Citrus Plaza, Walnut Creek, CA 94598 4) Prudential California Realty Contra Costa Blvd., Pleasant Hill, CA 94523

### Duties Performed

---

Facilitate sales and purchases of residential properties 1-4 units, property management of residential properties 1-4 units throughout the Bay Area with most business conducted in Contra Costa County.

---

### 2nd

1994? - Present

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Comstock Gardens HOA - Board  
President

---

Position Title

## Employer's Name and Address

---

Comstock Gardens Condominium Complex Sierra Rd Concord, CA 94518

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

3rd

1991? - Present

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Diablo Hills HOA - Board Treasurer

---

Position Title

## Employer's Name and Address

---

Diablo Hills Condominium Complex Marchbanks Dr Walnut Creek, CA 94598

## Duties Performed

---

Attend HOA board meetings, manage the HOA finances, budget, and issues related to maintaining a well-run and managed complex.

---

## Final Questions

How did you learn about this vacancy?

---

☒ Other

resident, Cheryl Morgan - Board  
Member ECCFPD

---

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Byron-Brentwood-Knightsen Union Cemetery District: Submitted

East Contra Costa Fire Protection District Board of Directors - BOS Appointees: Submitted

---

Seat Name (if applicable)

#### This application is used for all boards and commissions

---

Karin

First Name

---

S

Middle Initial

---

Schneider

Last Name

---

Email Address

---

Home Address

---

Suite or Apt

---

Brentwood

City

---

CA

State

---

94513

Postal Code

---

Primary Phone

---

City of Tracy

Employer

---

Finance Director

Job Title

---

Finance Director for City of Tracy

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

---

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Masters in Public Policy  
Administration

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

San Diego State University

---

Name of College Attended

Accountancy

---

Course of Study / Major

150

---

Units Completed

Type of Units Completed

---

☒ Semester

Degree Awarded?

---

☒ Yes ☐ No

Bachelors of Science

---

Degree Type

2001

---

Date Degree Awarded

---

College/ University B

Cal State University, Long Beach

---

Name of College Attended

Public Policy Adminstration

---

Course of Study / Major

40

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

Masters

---

Degree Type

2016

---

Date Degree Awarded

---

## College/ University C

Name of College Attended

---

Course of Study / Major

---

Units Completed

---

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

Course Studied

---



---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

03/13/2017 to present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Finance Director

Position Title

### Employer's Name and Address

---

City of Tracy 333 Civic Center Plaza Tracy, CA 94513

### Duties Performed

---

Responsible for completion of annual budget, quarterly financial updates, annual audits. 22 employees in Finance Department, 550 employees citywide, \$65 million General Fund budget.

---

### 2nd

09/12/2014 to 03/10/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Benicia 250 East L Street Benicia CA 94510

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 10 employees in Finance Department, 270 employees citywide, \$35 million General Fund budget.

3rd

11/12/2006 to 09/01/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Finance Director

Position Title

## Employer's Name and Address

City of Sierra Madre 232 W Sierra Madre Blvd Sierra Madre CA 91024

## Duties Performed

Responsible for completion of annual budget, quarterly financial updates, annual audits. 6 employees in Finance Department, 125 employees citywide, \$15million General Fund budget.

---

## Final Questions

How did you learn about this vacancy?

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

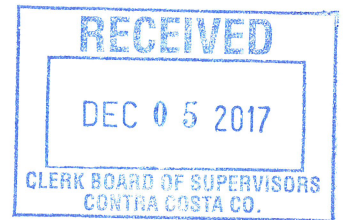
---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD of DIRECTOR APPLICATION FORM**



Name of Body applying for East Contra Costa Fire Protection District

**Application Form must be typed or hand printed**

Name of Applicant: Stephen F. Smith \_\_\_\_\_

Home Address: \_\_\_\_\_

City: Brentwood \_\_\_\_\_ State: CA \_\_\_\_\_ ZIP: 94513-6917 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: December 3, 2017 \_\_\_\_\_

**Personal Experiences, Skills, and Interests**

Education/Background: <See Attached Resume>

Occupation/Employer: <See Attached Resume>

Community Activities: <See Attached Resume>

Special Interests: I have been deeply involved in ECCFPD matters since 2006, the time of the first CityGate Report. I have attended every ECCFPD Board Meeting save two since it was constituted in 2010, and every Finance Committee save one. I have attended many BOS and LAFCO meetings when ECCFPD or Countywide Fire Issues were on the Agenda, and the County-wide Fire Workshops sponsored by LAFCO and/or BOS.

As a Director, I attended every Board Meeting without exception, and every Finance Committee Meeting, which I chaired. I also served as the Contra Costa Member on the CONFIRE/AMR Ambulance Contract Evaluation Panel

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members will be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings may be held in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resume.

Stephen F. Smith  
Brentwood, CA 94513-6917

### **Summary**

Retired Brentwood resident with recent experience in government service, especially in Fire and EMS matters, seeks reappointment as ECCFPD Director.

### **Relevant Skills**

Fire Service Governance and Administration – EMS administration and protocols – Financial Analysis – Non profit organization, governance, and financial administration – Transportation planning

### **Government and Non Profit Experience**

June, 2015 (Temporary Appointment)—Evaluator, EMS Countywide Ambulance Contract Proposals

January, 2011-December 2015—East Contra Costa Fire Protection District—Director  
(Also Chair, Finance Committee)

January, 2014-Present—Founder and Treasurer, Citizens for 9-1-1 Fire and Emergency Medical Services

May, 2014-present—Brentwood Library Foundation—Treasurer, CFO, and Director

April, 2009-present—Cooking With Kids Foundation—Treasurer, CFO, and Director

April, 2009-present—Contra Costa Transportation Authority—Member, Citizens Advisory Committee (Committee Chair from May, 2013-April 2016)

October, 2006-present—Brentwood Advisory Neighborhood Committee—Member

### **Professional History**

1972-2006—Bank Data Processing—Senior Analyst/Programmer/Software Engineer  
Employee of, or staff of Contractor to, Wells Fargo Bank, Bank of America, Citicorp, Central Bank, Bank of the West. Heavy focus on support of financial reporting in latter stages of career.

1970-1972—National Real Estate Exchange—Director of Systems  
In charge of all computer functions for entrepreneurial startup company.

1963-1970—University of California, Berkeley—Various Academic Staff Positions  
Staff positions in computing in several departments, rising from entry-level to Associate Specialist (non-teaching equivalent to Assistant Professor.)

Stephen F. Smith  
Brentwood, CA 94513-6917

**Education**

University of California, Berkeley—Bachelor of Science, 1964  
Master of Science, 1966



Contra  
Costa  
County

RECEIVED

NOV 20 2017

CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

### MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

East Contra Costa Fire Protection District - Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Strobel Sandra L.  
(Last Name) (First Name) (Middle Name)

2. Address: Knightsen, CA Knightsen CA 94548  
(No.) (Street) (Apt.) (State) (Zip Code)

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

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

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

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

Give Highest Grade or Educational Level Achieved Community College

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>American River</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
B) <u>Sacramento City</u>	<u>Gen Ed</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<u>unk</u>			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: <u>Real Estate Agent - licensed since 2007</u>	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) From <u>Jan 1997</u> To <u>present</u></p> <p>Total: Yrs. <u>20</u> Mos. <u>10 months</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Project Mgr Title <u>L.D. Strobel Co. Inc.</u></p> <p>Employer's Name and Address <u>Betty Nelson</u> <u>PO Box 228</u> <u>Concord, CA</u> <u>94522</u></p>	<p>Duties Performed <u>Miscellaneous</u> <u>admin duties and</u> <u>special projects as</u> <u>requested by mgmt.</u></p>
<p>B) Dates (Month, Day, Year) From <u>August 2009</u> To <u>present</u></p> <p>Total: Yrs. <u>0</u> Mos. <u>3 months</u></p> <p>Hrs. per week <u>20+</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Sasville Properties</u></p> <p>Employer's Name and Address <u>Craig Sasville</u> <u>1555 Riverlake Rd</u> <u>Ste M</u> <u>Discovery Bay, CA</u> <u>94505</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within East Contra</u> <u>Costa County.</u></p>
<p>C) Dates (Month, Day, Year) From <u>August 2007</u> To <u>Aug 2009</u></p> <p>Total: Yrs. <u>2</u> Mos. <u></u></p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Realtor Title <u>Keller Williams Realty</u></p> <p>Employer's Name and Address <u>4041 Lone Tree Way</u> <u>Antioch CA 94531</u></p> <p><u>- office closed -</u></p>	<p>Duties Performed <u>Assist Buyers &amp;</u> <u>Sellers in all aspects</u> <u>of Real Estate sales</u> <u>within Contra Costa</u> <u>County.</u></p>
<p>D) Dates (Month, Day, Year) From <u>Jan 2015</u> To <u>current</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>10 mos.</u></p> <p>Hrs. per week <u>varies.</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Volunteer Title <u>CERT</u></p> <p>Employer's Name and Address <u>Brentwood P.D.</u> <u>Todd Orlando</u> <u>9100 Brentwood Blvd</u> <u>Brentwood, CA 94513</u></p>	<p>Duties Performed <u>Learn &amp; stay trained</u> <u>(through continuing</u> <u>education) for natural</u> <u>disasters &amp; emergency</u> <u>situations incl First Aid,</u> <u>Fire Suppression &amp; Search</u> <u>and rescue.</u></p>



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☒ Other Email u social media

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

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

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

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

Date: 11/17/17

### Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

**Sandra Strobel**  
**Knightsen, CA, 94548, phone:**  

---

**Cal BRE #01828196**

**Mission Statement**

To fairly, selflessly and equally serve the people & community within the East Contra Costa Fire Protection District to the best of my ability.

**Experience**

January 1997 – Present

**L.D. Strobel Co., Inc.**, PO Box 228, Concord, CA 94522

Project Manager – responsible for miscellaneous administrative duties, contract administration and special projects as required by management.

August 2009 – Present

**Sasville Properties**, 1555 Riverlake Road, Suite M, Discovery Bay CA 94505

Realtor serving East Contra Costa County residents in buying, selling & renting homes. Handle all aspects of the purchase process, including, but not limited to: negotiate pricing; coordinate with Lenders, Title and all necessary vendors; draw up Real Estate contracts; work with utmost care, integrity and honesty at all times. Complete continuing education regularly, including ethics training, to keep license current and up-to-date on all current housing laws and regulations.

August 2007 – August 2009

**Keller Williams Realty**, Antioch, CA (office is now closed)

Realtor serving Contra Costa County residents in buying, selling & renting homes.

**Memberships & Affiliations**

National Association of Realtors

California Association of Realtors

Delta Association of Realtors

East Bay Regional Data MLS

Community Emergency Response Team (CERT)

**Accolades, Achievements & Volunteer Opportunities**

Discovery Bay Lakeshore Neighborhood Watch Block Captain 2007-2009

Women's Council of Realtors Board of Directors 2009, 2010 & 2011

Delta Association of Realtors By-Laws Committee 2010 & 2011

Delta Community Christian Food Bank 2010-2011

Delta Association of Realtors Technology Committee 2012

Delta Association of Realtors Ethics Committee 2013

Knightsen Neighborhood Watch Chairperson 2017

Women's Council of Realtors – Realtor Member of the Year 2009

Voted Discovery Bay's #1 Real Estate Agent in 2015 in the Delta Sun Times

Voted Discovery Bay's #1 Real Estate Agent in 2017 in the Delta Sun Times



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 02/12/2018

**Subject:** NOMINATION TO THE AFFORDABLE HOUSING  
FINANCE COMMITTEE

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

**Department:** Conservation & Development

**Referral No.:** IOC 18/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Kara Douglas, Asst Deputy **Contact:** Kara Douglas  
DCD Director 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 (HOME) and \$1.8 million in Community Development Block Grant (CDBG) 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

(IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached.

### **Referral Update:**

There were five applicants for the vacant County Representative seat: two were interviewed and the committee is recommending one of them; one did not come to the scheduled interview; one has withdrawn his application; and the fifth did not respond to the interview invitation.

With the approval of the nomination, there will remain one vacancy for a Community representative. A recommendation for a re-appointment to the East County seat is going to the Board of Supervisors in February.

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

Appoint Natacha (Paige) Simmons to the County Representative 1 seat to a term expiring on June 30, 2020. Ms Simmons is an East County resident and will bring a valuable perspective of low-income tenant needs. She has previous experience in landlord/tenant law.

---

### **Attachments**

AHFC Member Roster Jan 2018

Candidate Application Yasaman Lee AHFC

Candidate Application Iman Novin AHFC

Candidate Application Natacha Simmons AHFC

Candidate Application Matthew Trujillo AHFC

Candidate Application Merry Walernsa AHFC

---

**CONTRA COSTA CONSORTIUM  
AFFORDABLE HOUSING FINANCE COMMITTEE**

**CITY REPRESENTATIVES**

East County Representative (City 1)

Eric C. Brown

1104 Teal Court

Brentwood, CA 94513

Email: [b4uceb@yahoo.com](mailto:b4uceb@yahoo.com)

Term expires June 30, 2020

West County Representative (City 2)

Lisa Motoyama

7305 Rockway Avenue

El Cerrito, CA 94530

(510) 526-2778

Email: [lmotoyama@gmail.com](mailto:lmotoyama@gmail.com)

Term expires June 30, 2018

Central County Representative (City 3)

Calvin S. Robie

Senior Vice President

Bank of Walnut Creek (retired)

119 Belle Avenue

Pleasant Hill, California 94523

Phone: (925) 938-6192

Email: [calrobie0825@gmail.com](mailto:calrobie0825@gmail.com)

Term expires June 30, 2019

**COUNTY REPRESENTATIVES**

Vacant

Term expires June 30, 2020

Willie J. Robinson  
William J. Robinson,  
Construction Management  
701 Pebble Court (home address)  
El Sobrante, CA 94803  
Phone: (510) 758-7572  
Email: williejrobinson@gmail.com

Term expires June 30, 2018

Tom Shepard (County 3)  
1637 Del Monte Way (home address)  
Moraga, CA 94556  
Phone: (925) 822-7679  
Email: tshephard@fpacific.com

Term expires June 30, 2019

#### COMMUNITY REPRESENTATIVES

Dan Bundy (Community 1)  
Harmony Homes Associated  
144 Mayhew Way  
Walnut Creek, CA 94597  
Phone: (925) 256-6303  
Email: danbundy@fastermac.net

Term expires June 30, 2020

Declare Vacant (Community 2)

Term expires June 30, 2018

Lisa Caronna (Community 3)  
14 Anson Way  
Kensington, CA 94707  
Phone: 510-524-7514  
Email: lisacaronna@comcast.net

Term expires June 30, 2019

## COMMITTEE STAFF

Kara Douglas

Assistant Deputy Director

Phone: (925) 674-7880

Email: [kara.douglas@dcd.cccounty.us](mailto:kara.douglas@dcd.cccounty.us)

Gabriel Lemus

CDBG Program Manager

Phone: (925) 674-7882

Email: [Gabriel.lemus@dcd.cccounty.us](mailto:Gabriel.lemus@dcd.cccounty.us)

Kristin Sherk

Housing Planner

Phone: (925) 674-7887

Email: [Kristin.sherk@dcd.cccounty.us](mailto:Kristin.sherk@dcd.cccounty.us)

Contra Costa County Department of Conservation and Development

30 Muir Road

Martinez, CA 94553

Fax (925) 674-7258

## Application Form

### Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Yasaman

First Name

Lee

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Orinda

City

CA

State

94563

Postal Code

Primary Phone

Currently not working

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

### Education History



Select the highest level of education you have received:

---

☒ Other

Bachelor of Arts

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

UC Berkeley

---

Name of College Attended

Economics and Legal Studies

---

Course of Study / Major

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

BA

---

Degree Type

1997

---

Date Degree Awarded

---

**College/ University B**

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

CA Real Estate Broker

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☒ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

School year 2012 to 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☒ Yes ☐ No

Co-President (2014 to 2016)

Position Title

### Employer's Name and Address

---

Glorietta Elementary School c/o Cheryl McNair 15 Martha Road Orinda, CA 94563

### Duties Performed

---

Fundraise and manage a \$1 million plus dollar budget. Ran numerous programs throughout campus. Lunch service, Before and After School Care, After School Enrichment etc.

---

### 2nd

2017 to current

Dates (Month, Day, Year) From - To

3

Hours per Week Worked?

### Volunteer Work?

☒ Yes ☐ No

Committee: Member: Facilities  
taskforce for the OUSD

Position Title

### Employer's Name and Address

Volunteer position for the Orinda Union School District Member of the Facilities Taskforce for potential of Bond to improve all six school district sites.

### Duties Performed

Attend meeting facilitated by LPA, consulting firm. Attend meetings with stakeholders Work with committee members in developing best vision for plan

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☐ No

Position Title

### Employer's Name and Address

### Duties Performed

## Final Questions

How did you learn about this vacancy?

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Affordable Housing Finance Committee: Submitted

Contra Costa Council on Homelessness: Submitted

---

Seat Name (if applicable)

#### This application is used for all boards and commissions

Iman

First Name

Novin

Last Name

---

Middle Initial

---

Email Address

---

Home Address

---

Suite or Apt

Walnut Creek

City

CA

State

94597

Postal Code

---

Primary Phone

Novin Development Corp.

Employer

President

Job Title

Multifamily Affordable & Market  
Rate Development

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

---

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

☒ Other

B.S.

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

College/ University A

University of California San Diego

Name of College Attended

Structural Engineering and Urban  
Planning

Course of Study / Major

Dont remember (was a double  
major)

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

B.S. and a B.A.

Degree Type

2007

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied



---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/1/2013 - 11/17/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

President

Position Title

### Employer's Name and Address

---

Novin Development Corp. (NDC) 1990 N California Blvd, Ste 800 Walnut Creek, CA 94597

### Duties Performed

---

Lead the Consulting, Brokerage and New Development divisions of NDC.

---

### 2nd

2/1/2014 -11/17/2017

Dates (Month, Day, Year) From - To

4

Hours per Week Worked?

## Volunteer Work?

---

☒ Yes ☐ No

Commissioner

Position Title

## Employer's Name and Address

---

City of Walnut Creek Planning Commission

## Duties Performed

---

---

3rd

6/1/2013-11/31/2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Director of Acquisition

Position Title

## Employer's Name and Address

---

MidPen Housing 303 Vintage Park Drive Foster City, CA

## Duties Performed

---

Lead acquisitions team in Bay Area for this large non-profit affordable housing developer

---

## Final Questions

**How did you learn about this vacancy?**

---

☒ Other

-----  
Awareness Month Planning Sub-Committee

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Affordable Housing Finance Committee: Submitted

CITY 1

Seat Name (if applicable)

#### This application is used for all boards and commissions

NATACHA

First Name

P

Middle Initial

SIMMONS

Last Name

Email Address

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Primary Phone

THE SIMMONS LAW FIRM

Employer

OWNER

Job Title

ATTORNEY

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

JURIS DOCTOR

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

ADELPHI UNIVERSITY

---

Name of College Attended

BUSINESS/MARKETING

---

Course of Study / Major

---

Units Completed

**Type of Units Completed**

---

None Selected

**Degree Awarded?**

---

☒ Yes ☐ No

BS

---

Degree Type

2004

---

Date Degree Awarded

---

**College/ University B**

CASE WESTERN SCHOOL OF  
LAW

---

Name of College Attended

LAW

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

JURIS DOCTOR

---

Degree Type

MAY 2010

---

Date Degree Awarded

---

## College/ University C

Name of College Attended

---

Course of Study / Major

---

Units Completed

---

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

Course Studied

---

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

7/1/2017- PRESENT

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

OWNER

---

Position Title

### Employer's Name and Address

---

THE SIMMONS LAW FIRM 4900 HOPYARD ROAD, SUITE 100 PLEASANTON CA 94505

### Duties Performed

---

REAL ESTATE AND BUSINESS LAW ATTORNEY FOR ALL BAY AREA COUNTIES

---

### 2nd

1/15/17-7/1/17

---

Dates (Month, Day, Year) From - To

65

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

SENIOR ASSOCIATE

Position Title

## Employer's Name and Address

---

LEWIS BRISBOIS BISGAARD SMITH 333 BUSH STREET SAN FRANCISCO, CA

## Duties Performed

---

INSURANCE DEFENSE ATTORNEY FOR ALL BAY AREA COUNTIES

---

3rd

08/1/2016 - 1/14/2017

Dates (Month, Day, Year) From - To

45

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

ATTORNEY

Position Title

## Employer's Name and Address

---

KIMBALL TIREY & ST JOHN LLP 2300 CLAYTON ROAD CONCORD CA

## Duties Performed

---

LANDLORD TENANT LAW ATTORNEY FOR ALL BAY AREA COUNTIES

---

## Final Questions



**How did you learn about this vacancy?**

---

☒ Other

**COLLEAGUE**

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Resource Conservation District: Submitted

Economic Opportunity Council: Submitted

Fish & Wildlife Committee: Submitted

Alcohol and Other Drugs Advisory Board: Submitted

Arts & Culture Commission: Submitted

Assessment Appeals Board: Submitted

North Richmond Municipal Advisory Council: Submitted

East Bay Regional Park District's Park Advisory Committee - BOS Appointee: Submitted

Planning Commission: Submitted

Contra Costa County Transportation Authority Citizens Advisory Committee (BOS Appointee): Submitted

Countywide Bicycle Advisory Committee (BoS Appointments Only): Submitted

Contra Costa Transportation Authority - Bicycle and Pedestrian Adv. Committee (BOS Appointees): Submitted

Sustainability Commission: Submitted

East Richmond Heights Municipal Advisory Council: Submitted

---

Seat Name (if applicable)

#### This application is used for all boards and commissions

Matthew

First Name

Trujillo

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

San Pablo

City

CA

State

94806

Postal Code

Primary Phone

State of California

Employer

Coastal Program Analyst

Job Title

Environmental Scientist/Social Worker/Teacher

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

---

## Education History

Select the highest level of education you have received:

☒ Other

Master

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

## College/ University A

University of California, Santa Cruz

Name of College Attended

Community Studies

Course of Study / Major

206

Units Completed

---

## Type of Units Completed

☒ Quarter

---

## Degree Awarded?

☒ Yes ☐ No

Bachelor

Degree Type

6/2002

Date Degree Awarded

---

## College/ University B

University of California, Davis

Name of College Attended

## Education

Course of Study / Major

26

Units Completed

## Type of Units Completed

☒ Quarter

## Degree Awarded?

☒ Yes ☐ No

## Teacher Credential

Degree Type

06/2004

Date Degree Awarded

---

## College/ University C

University of California, Santa  
Barbara

Name of College Attended

Environmental Science and  
Management

Course of Study / Major

88

Units Completed

## Type of Units Completed

☒ Quarter

## Degree Awarded?

☒ Yes ☐ No

Master

Degree Type

06/2011

Date Degree Awarded

---

## Other schools / training completed:

Business Management

Course Studied

N/A

Hours Completed

## Certificate Awarded?

☒ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

10/5/2015 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Coastal Program Analyst

Position Title

## Employer's Name and Address

San Francisco Bay Conservation and Development Commission 455 Golden Gate Avenue, Suite 10600  
San Francisco, California 94102

## Duties Performed

---

Analysis and application of state statutes, policies and regulations for the purpose of regulating development in and around the San Francisco Bay and Suisun Marsh. Engagement of stakeholders from the private and public sectors and NGOs. Planning for adaptation to sea level rise.

---

2nd

03/21/2012 - 10/04/2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Technical Associate

Position Title

## Employer's Name and Address

---

SCS Global Services 2000 Powell Street, Suite 600 Emeryville, CA 94608

## Duties Performed

---

Administered environmental certification programs for sustainable supply chain processes. Supervised global network of supply chain auditors. Engaged with stakeholders from the private sector.

---

3rd

10/31/2006 - 08/21/2009

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Human Services Social Worker

Position Title

## Employer's Name and Address

Sacramento County Department of Health and Human Services 7001-A East Parkway Sacramento, CA 95823

## Duties Performed

Administered welfare assistance programs for elderly and disabled adults. Engaged with low income and disadvantaged community members, policy makers and human service agencies.

## Final Questions

### How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

### Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Affordable Housing Finance Committee: Submitted

Homeless: Behavioral Health

Seat Name (if applicable)

#### This application is used for all boards and commissions

Merry

First Name

F

Middle Initial

Walernsa

Last Name

Email Address

Home Address

Suite or Apt

El Cerrito

City

CA

State

94530

Postal Code

Primary Phone

Contra Costa County

Employer

Coordinator of Family Services

Job Title

Providing services through the  
Wraparound Program

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History



Select the highest level of education you have received:

☒ Other

Masters Degree /rehab Counseling

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

College/ University A

NIU

Name of College Attended

Rehabilitation Counseling

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Masters of Arts

Degree Type

May 2007

Date Degree Awarded

College/ University B

Southern California U

Name of College Attended

Family Counseling

Course of Study / Major

finished my program

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

JFK College

Name of College Attended

Pharmaceutical

Course of Study / Major

6 credits

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

School of the Art Institute

Course Studied

6 years

Hours Completed

## Certificate Awarded?

☒ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

11-1-17 to present

Dates (Month, Day, Year) From - To

40 hours

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Coordinator for Family Services

Position Title

## Employer's Name and Address

Merry Frances Walensa 5523 Zara Ave El Cerrito, Ca 94530

## Duties Performed

I provide services to our Family Partners staff who are going out into the field to work with families who have a child that requires more health, safety and better Living Experience, in order to grow and complete education. I hire and fire and train the Family Partners. I gather resources and attend many meetings that involve our work here. So I do go to many Health Services meetings all week. I follow and lead the Family Partners. I am ready to meet with anyone who needs my services or experiences.

---

2nd

9-1-2010 -10-31-17

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☐ No

Analyst Counselor for Vocational  
Services Mental Health

Position Title

## Employer's Name and Address

Merry Frances Walensa 5523 Zara Ave El Cerrito, CA 94530

## Duties Performed

As an Analyst for Contra Costa County Vocational Services, I performed intake, counseling, referral and resources for the consumers. I also represented the consumer with his doctor or therapist, and with partners. I also referred and represented our consumers to our contracted partner, the Department of Rehabilitation of California for 7 years.

3rd

9-1-2007 - 8-21-2010

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Senior Rehabilitation Counselor

Position Title

## Employer's Name and Address

---

My primary client was the high schools and I worked within the Transition Program. I helped the schools' counseling team to move students from the IDEA program, where they aged out of services, into the Adult Program at Department of Rehabilitation. Our goals were to train, educate, employ, help and guide students through their years following high school experiences. The students were transitioning into the California Adult Services for people with disabilities under the ADA. '

## Duties Performed

---

I collaborated with school officials, teachers, counselors to help students to move through the system without being left behind. I began working with some students at the age of seventeen, so they could transition into Services at the Department of Rehabilitation, I did intake notes, wrote Plans for Education or Employment. I stayed with the student as they moved through the system to gain the skills and ability to be independent as they could become. I helped them build their own ideas of what they could possibly do for a job, while educating them about the Occupational Outlook Handbook (OOH), the guide to most jobs in the United States. By providing the information to the student from resources such as OOH, we were able to guide the students into the "best fit" occupational training, and job development. We used California and Federal dollars to provide them with what they needed to become successfully employed, or as independent as possible in their life style. We closed cases successfully while following the client, reviewing their goals and their ability to follow through. Also, I went out into the community and gave training, information and contact information to community services and our partners.

---

## Final Questions

### How did you learn about this vacancy?

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 02/12/2018

**Subject:** NOMINATIONS TO THE HAZARDOUS MATERIALS  
COMMISSION

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

**Department:** Health Services

**Referral No.:** IOC 18/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Julie DiMaggio Enea **Contact:** Michael Kent (925)  
313-6712

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### **Referral History:**

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

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

### **Referral Update:**

The Business Seat #2 and alternate expired on December 31, 2017. The bylaws of the Commission provide that Business Seat #2 and alternate be nominated by the Industrial Association, screened by the Internal Operation Committee and appointed by the Board of Supervisors. The Industrial Association has nominated Jack Bean for this seat. He previously served as the alternate for this seat. His letter of support and application are attached. This term expires on December 31, 2021. The Industrial Association will be meeting soon to nomination an alternate for this seat.

The Environmental Seat #1 and alternate expired on December 31, 2017. The bylaws of the Commission provide that Environmental Seat # 1 and alternate be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat and therefore, which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for these open seats (see attached), and received two applications. The Commission determined one of the applicants was not eligible and they interviewed the other one. On January 25, 2018 they voted unanimously to recommend that Ralph Sattler be reappointed to the seat and that Lisa Park be nominated for the alternate seat. Their applications and letters of support are attached. These terms expire on December 31, 2021.

The Environmental Engineer and alternate seat expired on December 31, 2017. The bylaws of the Commission provide that one representative of environmental engineering firms located in Contra Costa County, nominated by such firms, be screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Hazardous Materials Commission advertised for these open seats (see attached) did not receive any new applications. The Hazardous Materials Commission is recommending the reappointment of George Smith to the Environmental Engineer seat and Ron Chinn as his alternate. Their applications are attached. These terms expire on December 31, 2021.

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



APPROVE for recommendation to the Board of Supervisors the Hazardous Materials Commission nominations of the following individuals for appointment to the Commission for three year terms ending on December 31, 2021:

<b><u>Action</u></b>	<b><u>Seat</u></b>	<b><u>Nominee</u></b>
Appoint	Business #2	Jack Bean
Reappoint	Environmental #1	Ralph Sattler
Appoint	Environmental #1 Alternate	Lisa Park
Reappoint	Environmental Engineer	George Smith
Reappoint	Environmental Engineer Alternate	Ron Chinn

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

HazMat Commission Media Release

Candidate Application Jack Bean HazMat

Jack Bean Letter of Recommendation

Candidate Application Lisa Park HazMat

Lisa Park Letter of Recommendation

Candidate Application Ralph Sattler HazMat

Ralph Sattler Letter of Recommendation

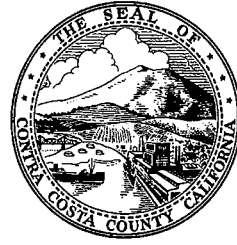
Candidate Application Ron Chinn HazMat

Candidate Application George Smith HazMat

Candidate Application David Wyatt HazMat

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CONTRA COSTA COUNTY  
**HAZARDOUS MATERIALS COMMISSION**



FOR IMMEDIATE RELEASE  
October 23, 2017

CONTACT: Michael Kent  
PHONE: (925) 313-6587

## HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

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

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

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

Applicants for the **Environmental Seat** must:

- be nominated by an environmental organization ;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- live or work in Contra Costa County, and can commit to attending the monthly Commission and a monthly Committee meeting;

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

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

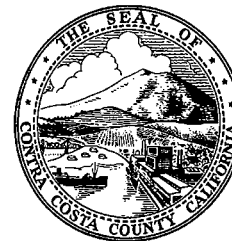
**<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>**

**Filing Date: Applications must be received by November 17, 2017 and mailed to the Clerk of the Board.**

**Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8, 2017 at the North Richmond Center for Health, 1501 3<sup>rd</sup> Street, Richmond.**

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

**CONTRA COSTA COUNTY**  
**HAZARDOUS MATERIALS COMMISSION**



**FOR IMMEDIATE RELEASE**  
**October 23, 2017**

**CONTACT: Michael Kent**  
**PHONE: (925) 313-6587**

**HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS**

**The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an Environmental Engineer Seat and an Environmental Engineer Seat alternate.**

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

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

Applicants for the **Environmental Engineer Seat** must:

- be nominated by an environmental engineering firm organization ;
- have demonstrated knowledge of hazardous materials issues;
- live or work in Contra Costa County, and can commit to attending the monthly Commission and a monthly Committee meeting;

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

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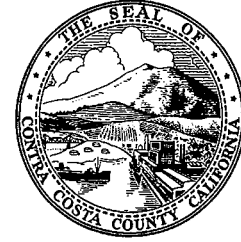
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*Members: George Smith – Chair, Rick Alcaraz, Matthew Buell, Mark Ross, Usha Vedagiri, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Fred Glueck, Ralph Sattler, Leslie Stewart, Don Bristol*

**CONTRA COSTA COUNTY**  
**HAZARDOUS MATERIALS COMMISSION**



October 23, 2017

Dear Colleague:

The Contra Costa Hazardous Materials Commission is seeking applicants to fill 4 seats - an Environmental Seat and an Environmental seat alternate, and an Environmental Engineer Seat and an Environmental Seat alternate. **Applications must be received by November 17<sup>th</sup>, 2017.**

Appointed by the Board of Supervisors to advise them on hazardous materials issues, including industrial safety, the 13-member Commission is comprised of representatives of industry, labor, environmental groups, civic groups, the public, engineers/industrial hygienists, and elected officials. Members serve four-year terms, and must live or work in Contra Costa County.

I hope your organization will take up this rare opportunity and nominate an applicant. The Commission offers a chance for direct participation in creating county policy on vital issues of great public concern.

Enclosed you will find flyers for posting and/or distribution.

The Commission would also like to extend an invitation to any interested party to attend Commission meetings which are generally held the 4<sup>th</sup> Thursday of every month from 4:00 to 6:00 at the County Connection, 2477 Arnold Industrial Way, in Concord.

Applications may be obtained from the Clerk of the Board located at 651 Pine Street, 1<sup>st</sup> Floor, Martinez CA 94553. You may also download an application from the County's website:

**<http://www.contracosta.ca.gov/DocumentCenter/Home/View/6433>**

**Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on December 8<sup>th</sup>, 2017 at the North Richmond Center for Health, 1501 3rd Street, Richmond.**

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

A handwritten signature in cursive script that reads "Michael Kent".

Michael Kent

Executive Assistant to the Hazardous Materials Commission

Enclosure

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

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

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

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

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

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

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

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

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

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**Filing Date: Applications must be received by November 17, 2017 and mailed to the Clerk of the Board.**

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

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

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

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

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

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- can commit to attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable

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

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

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

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

You may apply if you ...

- are nominated by an environmental engineering organization or firm;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

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

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

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

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

You may apply if you ...

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

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Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

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

HAZ MATERIALS COMMISSION  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Business Seat  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Bean Jack R  
(Last Name) (First Name) (Middle Name)

2. Address:  Pleasant Hill Ca 94523  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. Email Address:

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

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

Give Highest Grade or Educational Level Achieved AN Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>University of Calif. Medical</u>	<u>Law Enforcement</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>8</u>			
B) <u>SIERRA College</u>	<u>LAW CRIMINOLOGY</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>62</u>		<u>AN</u>	<u>~1967</u>
C) <u>Contra Costa College</u>	<u>Business</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>9</u>		<u>AN</u>	<u>~1970</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>EDR TRAINING CARB</u> <u>FBI TRAINING</u>	<u>LAW ENFORCEMENT</u> <u>AN QUALITY</u>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)  From To  2014 mesed  Total: Yrs. Mos.  3+  Hrs. per week <input type="text"/> Volunteer <input type="checkbox"/>  <i>varies</i></p>	<p>Title  Executive Director  Employer's Name and Address  INDUSTRIAL ASSOCIATION  of Contra Costa County</p>	<p>Duties Performed  TEX Director responsible of, ENTIRE ASSOCIATION, scheduling forums, represent COS at meetings. Taking positions of bills, regulations etc.</p>
<p>B) Dates (Month, Day, Year)  From To  2007 2014  Total: Yrs. Mos.  7  Hrs. per week 60 Volunteer <input type="checkbox"/></p>	<p>Title  Managerial Director of Government Affairs  Employer's Name and Address  Tesoro Refining  San Antonio Texas</p>	<p>Duties Performed  managed all Government affairs for Tesoro Refining in California operations. Sacramento Office</p>
<p>C) Dates (Month, Day, Year)  From To  1970 2007  Total: Yrs. Mos.  37  Hrs. per week 40 Volunteer <input type="checkbox"/></p>	<p>Title  Chief of Enforcement Division  Employer's Name and Address  Bay Area Air Quality Management District</p>	<p>Duties Performed  managed the Inspection Section of the Enforcement Division. Supervise a staff of 75 Air Quality Managers, Supervisors, Inspectors, and AQ regulators</p>
<p>D) Dates (Month, Day, Year)  From To    Total: Yrs. Mos.    Hrs. per week <input type="text"/> Volunteer <input type="checkbox"/></p>	<p>Title    Employer's Name and Address  </p>	<p>Duties Performed  </p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name

Date:

1-30-2018

### Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

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

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

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

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



February 1, 2018

Michael Kent  
Contra Costa Health Services  
Hazardous Materials Ombudsman  
597 Center Ave., Suite 110  
Martinez, CA 94553

Michael,

This is to inform you that the Industrial Association of Contra Costa County is recommending our Executive Director Jack Bean continue on the Hazardous Materials Commission as the primary Commissioner representing a Business seat. We will be recommending an alternate after our Board meeting on February 12, 2018.

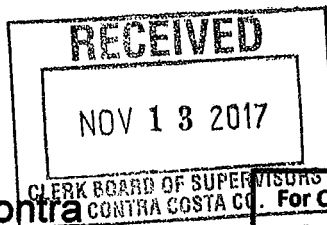
Thank you,

Industrial Association of Contra Costa County

Cc: Executive Director Jack Bean



Contra  
Costa  
County



For Office Use Only

Date Received:

Print Form

For Reviewers Use Only:

Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

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

HAZARDOUS MATERIALS COMMISSION  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

ENVIRONMENTAL SEAT ALTERNATE  
PRINT EXACT SEAT NAME (if applicable)

1. Name: PARK LISA CHASE  
(Last Name) (First Name) (Middle Name)

2. Address:  RICHMOND CA 94804  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. Email Address:

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

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

Give Highest Grade or Educational Level Achieved 12<sup>TH</sup> GRADE; COLLEGE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>MERRITT COLLEGE</u>	<u>EARLY CHILDHOOD ED.</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>	<u></u>	<u>AA</u>	<u>2012</u>
B) <u>UC BERKELEY</u>	<u>FORESTRY</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>	<u></u>	<u>BS</u>	<u>1989</u>
C) <u>REED COLLEGE</u>	<u>ANCIENT GREEK</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<u>MANY</u>	<u></u>	<u>BA</u>	<u>1983</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>NEW COLLEGE OF CALIFORNIA</u>	<u>TEACHERS EDUCATION</u>	<u>MANY</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)          From <u>4-11-16</u> To <u>PRESENT</u>          Total: Yrs. <u>1</u> Mos. <u>7</u>          Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>ENVIRONMENTAL HEALTH SPECIALIST</u>          Employer's Name and Address  <u>ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH</u>  <u>1131 HARBOR BAY PARKWAY</u>  <u>ALAMEDA, CA 94502</u></p>	<p>Duties Performed  <u>RESTAURANT &amp; POOL INSPECTIONS.</u>  <u>KNOW ABOUT ALL ASPECTS OF ENVIRONMENTAL HEALTH, INCLUDING HAZMAT.</u></p>
<p>B) Dates (Month, Day, Year)          From <u>4-15-13</u> To <u>4-8-16</u>          Total: Yrs. <u>3</u> Mos. <u>0</u>          Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>INFANT TODDLER TEACHER</u>          Employer's Name and Address  <u>C5 CHILDREN'S SCHOOL</u>  <u>455 GOLDEN GATE AVENUE</u>  <u>SAN FRANCISCO, CA 94102</u></p>	<p>Duties Performed  <u>CARE AND DEVELOPMENT OF INFANTS &amp; TODDLERS</u></p>
<p>C) Dates (Month, Day, Year)          From <u>8-2003</u> To <u>4-2011</u>          Total: Yrs. <u>7</u> Mos. <u>7</u>          Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>DUCK'S NEST PRESCHOOL</u>          Employer's Name and Address  <u>250 41ST STREET</u>  <u>OAKLAND, CA 94611</u></p>	<p>Duties Performed  <u>PRESCHOOL TEACHER</u></p>
<p>D) Dates (Month, Day, Year)          From <u>1-2017</u> To <u>PRESENT</u>          Total: Yrs. <u>0</u> Mos. <u>10</u>          Hrs. per week <u>0</u>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>SIERRA CLUB VOLUNTEER</u>          Employer's Name and Address  <u>SIERRA CLUB BAY CHAPTER</u>  <u>2530 SAN PABLO AVE #1</u>  <u>BERKELEY, CA 94702</u></p>	<p>Duties Performed  <u>OFFICE WORK.</u>  <u>ATTEND WEST CONTRA COSTA COUNTY GROUP MEETINGS.</u></p>

**7. How did you learn about this vacancy?**

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

THE  
BAY CHAPTER  
OF THE  
SIERRA CLUB

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

**If Yes, please identify the nature of the relationship:**

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

**If Yes, please identify the nature of the relationship:**

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

**Sign Name: \_**

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

11.10.17

### Important Information

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

**THIS FORM IS A PUBLIC DOCUMENT**





SIERRA  
CLUB  
FOUNDED 1892

**San Francisco Bay Chapter**

Serving the counties of Alameda, Contra Costa, Marin, and San Francisco

12/19/17

To The Contra Costa County Hazardous Materials Commission:

The Sierra Club Bay Chapter and the Chapter's West Contra Costa County Group nominate Lisa Park to represent the Sierra Club in the position of Environmental Seat Alternate. Lisa has been a longtime Sierra Club member and has been an active volunteer for the last year. We would like her to be a voice in the Commission for the Club's goals and to inform us of the Commission's activities.

Thank you,

Minda Berbeco  
Director, San Francisco Bay Chair

Gabriel Quinto  
Chair, West Contra Costra Group



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD

651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Contra Costa Hazardous Materials Commission

Environmental Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Sattler Ralph James  
(Last Name) (First Name) (Middle Name)

2. Address: Martinez CA 9455-1973  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. Email Address:

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

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

Give Highest Grade or Educational Level Achieved AA Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Seattle University, LA City College, University Montana,	Photography	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
US Air Force - Survival Training						

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 5px;">retired [ Communities for a Safe Environment, CAER, CERT, ECO Services &amp; Shell CAP</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

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

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

2/5/18

### Important Information

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6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

Michael Kent

December 25, 2017

Contra Costa County Hazard Materials Commission

597 Center Ave., Suite 200

Martinez, California 94553

Communities for a safe environment nominate Ralph Sattler to represent us as a Commissioner on the Contra Costa Hazard Materials Commission. Ralph has served as a commissioner for over 10 years.

Ralph is also active as a member of the SHELL and ECO Services CAPS. He is a member of the Board of Directors of CAER.

sincerely,



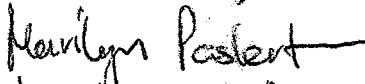
Martinez, CA 94553



Martinez, CA



Martinez, CA



Martinez, CA



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

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

Hazardous Materials Commission

Environmental Engineer, Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Chinn, Ronald D.  
(Last Name) (First Name) (Middle Name)

2. **Address:** 1243 Oak Knoll Drive, Concord, CA 94521  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (925) 429-5555 (925) 429-5555 (925) 348-0656  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** Ron.Chinn@innovex.net

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

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

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Arizona	Civil Engineering; Minor in Env. Eng & Hydrology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	8		BSCE	1992
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>06/2005</div> <div>Present</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>12</div>      <div>6</div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>President &amp; CEO</div>   Employer's Name and Address  INNOVEX Environmental Management  2300 Clayton Road  Suite 1435  Concord, CA 94520</p>	<p>Duties Performed  Started an environmental engineering company primarily focused on the site investigation and remediation of petroleum hydrocarbons. Involved in policymaking at SWRCB with respect to the UST Program and UST Cleanup Fund. Expanded services to include asbestos and solvents. Client base includes private companies, municipalities and federal govt.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>06/2003</div> <div>09/2005</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>2</div>      <div>3</div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Principal Engineer</div>   Employer's Name and Address  URS Corporation (now AECOM)  1333 Broadway  Suite 800  Oakland, CA 94612</p>	<p>Duties Performed  Environmental Program Manager responsible for the site investigation and remediation of approximately 300 retail gasoline service stations and bulk fuel terminals for BP/ARCO in California, Oregon and Washington. Oversaw staff of approximately 30 engineers, geologists, and environmental scientists.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>09/2002</div> <div>06/2003</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>0</div>      <div>9</div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Principal Engineer</div>   Employer's Name and Address  SLR International  800 S Claremont St  San Mateo CA 94402</p>	<p>Duties Performed  One of three principals tasked with establishing an office in California for SLR International. Performed engineering design, remediation, site investigation of petroleum and solvent based contaminants in soil and groundwater.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>03/1999</div> <div>09/2002</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>3</div>      <div>6</div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Senior Engineer</div>   Employer's Name and Address  SECOR International  3017 Kilgore Rd  Pamcho Cordova, CA 95670</p>	<p>Duties Performed  Environmental Portfolio Manager responsible for the site investigation and remediation of approximately 90 retail gasoline service stations and bulk fuel terminals for Chevron. Oversaw staff of approximately 9 engineers, geologists, and environmental scientists.</p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name: \_\_\_\_\_ Date: February 1, 2018

### Important Information

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6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



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

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

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

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



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)



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

HAZARDOUS MATERIALS COMMISSION

ENVIRONMENTAL ENGINEER

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: SMITH GEORGE BENJAMIN  
(Last Name) (First Name) (Middle Name)

2. Address: \_\_\_\_\_ WALNUT CREEK, CA 94596  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

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

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

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

Give Highest Grade or Educational Level Achieved: MASTERS DEGREE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>UNIVERSITY OF ARKANSAS</u>	<u>CHEMICAL ENGINEERING</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			<u>B.S.</u>	<u>1970</u>
B) <u>HARVARD UNIVERSITY</u>	<u>BUSINESS</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			<u>MBA</u>	<u>1976</u>
C) _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes <input type="checkbox"/> No <input type="checkbox"/>			
_____	_____	_____				

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u>2/1/05</u> To <u>PRESENT</u></p> <p>Total: Yrs. <u>12</u> Mos. <u>9</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>FOUNDER &amp; PRESIDENT</u></p> <p>Employer's Name and Address</p> <p><u>GBR SMITH GRAP</u>  <u>2351 DAPPLE CREEK LANE</u>  <u>WALNUT CREEK, CA</u>  <u>94596</u></p>	<p>Duties Performed</p> <p><u>PRESIDENT / MANAGING</u>  <u>DIRECTOR OF</u>  <u>ENVIRONMENTAL</u>  <u>CONSULTING</u>  <u>COMPANY</u></p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>5/12/02</u> To <u>1/30/05</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>9</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PRINCIPAL ENGINEER</u></p> <p>Employer's Name and Address</p> <p><u>ARCADIS</u>  <u>RICHMOND, CA</u></p>	<p>Duties Performed</p> <p><u>PROGRAM MANAGER /</u>  <u>CLIENT ACCOUNT</u>  <u>MANAGER;</u>  <u>ENVIRONMENTAL</u>  <u>CONSULTING/ENGINEERING</u></p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>1/28/93</u> To <u>5/10/02</u></p> <p>Total: Yrs. <u>9</u> Mos. <u>4</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PRINCIPAL ENGINEER</u></p> <p>Employer's Name and Address</p> <p><u>HARDING LAWSON</u>  <u>ASSOCIATES</u>  <u>NOVATO, CA</u></p>	<p>Duties Performed</p> <p><u>PROGRAM MANAGER /</u>  <u>CLIENT ACCOUNT</u>  <u>MANAGER;</u>  <u>ENVIRONMENTAL</u>  <u>CONSULTING/ENGINEERING</u></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>2/87</u> To <u>6/92</u></p> <p>Total: Yrs. <u>5</u> Mos. <u>4</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>PROGRAM MANAGER</u></p> <p>Employer's Name and Address</p> <p><u>AWD TECHNOLOGIES</u>  <u>SOUTH SAN FRANCISCO,</u>  <u>CA</u></p>	<p>Duties Performed</p> <p><u>ENVIRONMENTAL</u>  <u>ENGINEERING PROJECT</u>  <u>MANAGEMENT AND</u>  <u>BUSINESS DEVELOPMENT</u></p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

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

Date: 11/15/17

### Important Information

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

THIS FORM IS A PUBLIC DOCUMENT





Contra  
Costa  
County

For Office Use Only

Date Received:

RECEIVED  
NOV 7 2017  
By

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106

Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

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

Hazardous Materials Commission

Environmental Organization Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Wyatt David Lewis  
(Last Name) (First Name) (Middle Name)

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

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

4. Email Address:

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

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

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
UC Davis Extension	Hazardous Materials Management	270	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u>10/2001</u> To <u>Present</u></p> <p>Total: Yrs. <u>16</u> Mos. <u>  </u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>HHW Program Supervisor</p> <p>Employer's Name and Address</p> <p>Central Contra Costa Sanitary District 5019 Imhoff Place Martinez, CA 94553</p>	<p>Duties Performed</p> <p>Manage the planning, operation and budget of the household hazardous waste collection program in Martinez, 13 pharmaceutical collection sites in central CCC, as well as the residential recycled water fill station program.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>9/1988</u> To <u>10/2001</u></p> <p>Total: Yrs. <u>13</u> Mos. <u>1</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>EH&amp;S Specialist</p> <p>Employer's Name and Address</p> <p>Dexter Hysol Aerospace Materials (NKA Henkel Aerospace Adhesives) 2850 Willow Pass Road Pittsburg, CA 94565</p>	<p>Duties Performed</p> <p>Managed and properly disposed of more than 1M pounds of hazardous wastes annually generated from the manufacturing of specialty industrial adhesives, and R&amp;D and QC laboratories. NPDES and Stormwater monitoring, Leader/member of the on-site emergency response team.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>  </u> To <u>  </u></p> <p>Total: Yrs. <u>  </u> Mos. <u>  </u></p> <p>Hrs. per week <u>  </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>  </u> To <u>  </u></p> <p>Total: Yrs. <u>  </u> Mos. <u>  </u></p> <p>Hrs. per week <u>  </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>

7. How did you learn about this vacancy?

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If Yes, please identify the nature of the relationship:

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If Yes, please identify the nature of the relationship:

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

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

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

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

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

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





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 02/12/2018

**Subject:** TRIENNIAL ADVISORY BODY REVIEW - PHASE I  
REPORT AND RECOMMENDATIONS

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

**Department:** County Administrator

**Referral No.:** IOC 18/7

**Referral Name:** TRIENNIAL ADVISORY BODY REVIEW

**Presenter:** Jami Napier (925)  
335-1908

**Contact:** Emlyn Struthers (925)  
335-1919

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### **Referral History:**

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

The last triennial review was completed in December 2017.

### **Referral Update:**

Attached is the County Administrator's staff report and recommendations for Phase 1 of the new triennial advisory body review cycle.

Last September, the IOC requested the County Administrator's Office to review in more depth the issues of member turnover and dissatisfaction within the Commission for Women. Commission members were invited and many members commented and provided insight at the September IOC meeting. Additional staff recommendations pertaining specifically to the Commission for Women are provided below.

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

1. ACCEPT the Triennial Advisory Body Phase I report, attached, and APPROVE staff recommendations found at the conclusion of the report.
2. CONSIDER approving additional specific recommendations pertaining to the Commission for Women:
  - a. To safely account for Commission funds and eliminate the Commission's dependence on outside agencies for funds administration, DIRECT the County Administrator to create and administer a budgetary organization unit to account for funds granted and donated to the Commission for Women and to work with the Commission Chair and Treasurer on a protocol and procedure to deposit and disburse the funds.
  - b. To establish an arm's length relationship between the Commission and the Friends of the Commission and other supporting agencies, MODIFY the bylaws of the Commission to stipulate that members of the Commission may not be members of any organization that donates or grants funds to the Commission
  - c. To foster leadership among all Commission members, MODIFY the bylaws of the Commission to stipulate that a member may serve as an officer for no more than two consecutive years.
  - d. To sharpen the Commission's focus on its primary mission and to also minimize its dependence on fundraising, CONSIDER whether or not the annual Women's Hall of Fame recognition ceremony is consistent with the Commission's charge and mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with*

*particular emphasis on the economically disadvantaged; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County.”*

- e. To help the Commission consistently maintain a meeting quorum, CONSIDER reducing the membership of the Commission from 20 members (5 District and 15 at large seats) plus one alternate to 15 members (5 District and 10 at large seats) plus one alternate.

**Fiscal Impact (if any):**

Providing budgetary coordination and support for the Commission for Women will require a nominal commitment of staff time from the County Administrator's Office. This function will be performed by current staff.

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**Attachments**

Triennial Advisory Body Review - Phase I Report with Recommendations

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## Referral History

The Board of Supervisors is the governing authority for approximately 73 advisory boards, commissions, and committees. These boards serve a variety of governmental functions, both mandatory and discretionary. In order to formalize a regular, on-going sunset review process, the Board approved Resolution (2012/261). This resolution was designed to ensure that every three years each advisory body is reviewed, with approximately a third of the total reviewed each year. Since the new triennial review process was installed in 2012, one full round of review has been completed. The Board approved Phase I of this review on December 5, 2016, Phase II on March 21, 2017, and Phase III on December 5, 2017. This report represents the findings of the second round of triennial sunset review for advisory bodies included in Phase I.

## List of Advisory Bodies in Phase I

Since the inception of the current Triennial Review process, one cycle of the process has been completed for all three phases. Fourteen committees are included in Phase I, which was last completed in 2015. The fourteen advisory bodies are divided between four mandatory commissions and ten discretionary commissions.

### Mandatory Commissions or Committees

Mandatory commissions include those required under state or federal law. The following four advisory councils, committees, and commissions are considered mandatory and must be operated.

- Advisory Council on Aging (ACOA)
- Countywide Bicycle Advisory Committee
- Economic Opportunity Council
- Hazardous Materials Commission

### Discretionary Commissions or Committees

Discretionary commissions are created by the Contra Costa County Board of Supervisors on a voluntary basis. Contra Costa County created the ten committees below on a voluntary basis to meet community needs.

- Agricultural Advisory Task Force Committee
- Alcohol and Other Drugs Advisory Board
- Arts and Culture Commission of Contra Costa County (AC5)
- Aviation Advisory Committee
- Commission for Women
- Emergency Medical Care Committee
- Historical Landmarks Advisory Committee
- Integrated Pest Management Advisory Committee
- Library Commission
- Sustainability Commission

## Referral Update

Since the last Triennial Review, three changes have been made to the list of advisory bodies included in Phase I of the review. Following the Triennial Review approved in 2016, two committees included in Phase I have been sunset and one newly-formed committee has been added. As a result of the last cycle of Triennial Review, the Bay Area Library Information System Advisory Council (BALIS) was sunset by the Board of Supervisors, and is no longer included in the Triennial Review. Additionally, since the last Phase I of the review was completed in 2015, the Public and Environmental Health Advisory Board (PEHAB) was also sunset and is not included.

While two advisory bodies have been sunset, the Board has also created a new advisory body that has been added to Phase I of the review. The new Sustainability Commission, formed in 2015, has become fully operational with Board-approved bylaws and full membership. In addition to these changes, one advisory body that was included in Phase I of the last Triennial Review, the Contra Costa Transportation Authority Bicycle and Pedestrian Advisory Committee, will instead be reviewed in the upcoming Phase II.

## Findings

### Summary of Findings for Phase I

All of the bodies reviewed in this period are fulfilling their function and no major changes are recommended. A number of bodies requested assistance in filling their vacant seats, a recurring theme from the last cycle of review.

Staff from the Clerk of the Board and the County Administrator's Office (CAO) reviewed the materials and surveys submitted by the advisory body staff and chairs. No changes to bylaws, membership requirements, or seat structure are recommended for committees except those highlighted in the summary findings. This report includes a description of advisory bodies in the Phase I review, along with a summary of comments or recommendations from the County Administrator.

## Mandatory Bodies

### Advisory Council on Aging (ACOA)

The Contra Costa County Advisory Council on Aging (ACOA) advises the Area Agency on Aging (AAA) in all matters related to the development and administration of senior programs in accordance with the mandates of the Older Americans Act. The Council is composed of 40 authorized member seats appointed by the Board of Supervisors in partnership with local cities and commissions on aging, the ACOA Membership Committee, and a designated advisory group – the Nutrition Council. A majority of the ACOA must be age 60 or older. Members represent the geographic, economic, capacity, cultural, sexual orientation, and ethnic diversity of the County.

### *Staff Comments/Recommendations*

Staff have reviewed the Advisory Council on Aging's Triennial Review submission, and do not currently suggest changes to the ACOA's bylaws or operations.

### Countywide Bicycle Advisory Committee

The Countywide Bicycle Advisory Committee provides input to Contra Costa County and the cities in the County on the use of Transportation Development Act (TDA) funds to construct bicycle and pedestrian

projects. The Bicycle Advisory Committee also provides advice to the cities and the County on bicycle and pedestrian planning matters.

#### *Staff Comments/Recommendations*

Staff does not recommend any changes to the operations or bylaws of the Bicycle Advisory Committee at this time.

#### *Economic Opportunity Council*

The Economic Opportunity Council (EOC) is responsible for assuring that Community Action Agencies assess and responds to the causes and conditions of poverty in the community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

#### *Staff Comments/Recommendations*

The EOC states that in the past, they have relied heavily on the mission and laws that are embodied in the Community Services Block Grant (CSBG) Information Memorandum #82, regarding Tripartite Boards. However, the EOC has identified that creating a mission statement is a priority and will be completed as part of the strategic plan in the upcoming months. Staff will monitor the EOC's progress and provide guidance, as requested.

#### *Hazardous Materials Commission*

The Hazardous Materials Commission was established in 1983 by the Contra Costa County Board of Supervisors. Its charge is to develop overall policy recommendations for hazardous materials and wastes and advise the Board, local elected officials, and county and city staff.

#### *Staff Comments/Recommendations*

Staff does not recommend any changes to the operations or bylaws of the Hazardous Materials Commission at this time.

#### *Discretionary Bodies*

##### *Agricultural Advisory Task Force Committee*

The Agricultural Advisory Task Force Committee was created to advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County. The Agricultural Advisory Task Force was originally established on March 25, 1991 to advise the Board on agricultural and open space issues, but ceased to be an active committee. Then, on March 28, 2000, the Board authorized the re-establishment of the Agricultural Advisory Task Force and directed the Community Development Department to develop guidelines and to establish a process for recruiting and seating new members. However, in recent years, the advisory body has held no meetings. In 2016, efforts were made to revitalize the group and establish bylaws. However, progress has stalled, due in part to staff turnover.

#### *Staff Comments/Recommendations*

The status of the Agricultural Advisory Task Force Committee was last discussed at the November 9, 2017 meeting of the Internal Operations Committee, where further actions to reconstitute the task force were suspended.

### Alcohol and Other Drugs Advisory Board

The mission of the Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding prevention and treatment for alcohol and other drug related problems. Resultant findings and recommendations are forwarded to the Health Services Department and the Board of Supervisors.

#### *Staff Comments/Recommendations*

The Board has been having difficulty in filling vacant seats and has made the comment that eliminating vacant seats would ensure a quorum is met. As of January 19, 2018, nine of the 18 seats are vacant. Additionally, seven meetings were cancelled during the last 36 months specifically due to lack of a quorum. Currently, the Board is updating their bylaws, which are under review by County Counsel. During this bylaw update, staff recommends that the Board consider its membership composition and number of seats in order to more readily achieve a quorum.

### Arts and Culture Commission of Contra Costa County

The purpose of the Arts and Culture Commission of Contra Costa County (AC5) is to advise the Board of Supervisors in matters and issues relevant to Arts and Culture. The AC5 seeks to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County, as well as to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County. They aim to create partnerships with business and government, and to increase communications and understanding between all citizens through art. Broadly, the Commission strives to promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

#### *Staff Comments/Recommendations*

The AC5 is currently in the process of revising their bylaws. As of this writing, the AC5's bylaws are undergoing preliminary review by County Counsel. Staff will monitor the development of the updated bylaws and provide assistance, as requested.

### Aviation Advisory Committee

The purpose of the Aviation Advisory Committee (AAC) is to provide advice and recommendations to the Board of Supervisors on aviation issues that are: (i) related to the economic viability and security of airports in CCC, and (ii) affect the general welfare of people living and working near the Airports and in the broader community. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendation it makes to the Board. At the request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's Airports.

#### *Staff Comments/Recommendations*

Staff does not recommend any changes to the operations or bylaws of the Aviation Advisory Committee at this time.

### Commission for Women

The Contra Costa Commission for Women (the CCCW) was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating

to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The CCCW's stated mission is "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

#### *Staff Comments/Recommendations*

While the current Commission Chair did not submit a final triennial review survey, responses were received from Beth Mora (Co-Chair from 3/2017-7/2016), Lauren Babb (Current District IV Member), and Jennifer Cohen (Listed as Fiscal Liaison in the Commission's 2017 meeting minutes).

There were a few recurring themes in the surveys submitted and the Commission does not appear to be performing as effectively as it could be. During the review period, a number of issues arose and have been discussed at the Internal Operations Committee meetings. Among other issues, the committee has experienced turnover with no fewer than eleven members (out of a membership of 20) resigning during the three-year review period. Suggested changes include updating the bylaws to provide more clarity on the Commission's mission and the responsibilities of its members as well as realign its priorities to the community's current issues and needs. Additionally, the Commission should consider issuing term limits and reducing the number of seats in their bylaws. The bylaws and other establishing documents should be updated to address the relationship between Commission members and the Friends of the Contra Costa Commission for Women.

#### *Emergency Medical Care Committee*

The Emergency Medical Care Committee acts in an advisory capacity to the Board and the County Health Services Director on matters relating to emergency medical services.

#### *Staff Comments/Recommendations*

The Emergency Medical Care Commission updated their bylaws on January 5, 2016 and staff does not recommend additional changes during the review period.

#### *Historical Landmarks Advisory Committee*

The purpose of the Contra Costa County Historical Landmarks Advisory Committee (HLAC) is to advise the Board of Supervisors on matters relating to the identification and preservation of historical resources within the County, including identifying eligible sites and places to be listed in the County's Historic Resources Inventory.

#### *Staff Comments/Recommendations*

No operational concerns have been raised with the Historical Landmarks Advisory Committee during the review period. During the last cycle of Triennial Review, staff examined whether the functions of the HLAC could be performed by another body. However, the Conservation and Development Director requested that the Board of Supervisors continue the HLAC as an advisory body to both the Department and the Supervisors, without changes to its structure, membership, or duties.

#### *Integrated Pest Management Advisory Committee*

The Integrated Pest Management (IPM) Advisory Committee lists six purposes in their bylaws. At a high-level, they seek to promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy. Broadly, they 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. Additionally, they make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions.

As a result of the last cycle of Triennial Review, an advisory board that had a dedicated seat on the IPM Advisory Council was abolished. In November 2016, the Board of Supervisors abolished the Public and Environmental Health Advisory Board (PEHAB) as part of the Phase I Triennial Advisory Body Review. The abolishment of PEHAB left in question the disposition of the PEHAB seat on the IPM Advisory Committee. Ultimately, the seat was retained as a voting seat, and was designated to be a seat for a nominated member of the Sustainability Commission. The new bylaws were reviewed in the Internal Operations Subcommittee in November 2017, and were approved by the Board of Supervisors on December 5, 2017.

#### *Staff Comments/Recommendations*

The IPM Advisory Committee adopted new bylaws in December 2017 to update their seats, with no other substantial changes. Staff does not recommend any additional changes during this review period.

#### *Library Commission*

The Contra Costa County Library Commission was originally established in March 1991 for a two-year period and has been reauthorized by both the Board of Supervisors and the Mayors Conference for continuance. The original purpose and responsibility of the Commission includes five parts: 1) To serve in an advisory capacity to the Board of Supervisors and the County Librarian; 2) To provide community linkage to the County Library; 3) To establish a forum for the community to express its views regarding the goals and operations of the County Library; 4) To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

#### *Staff Comments/Recommendations*

Library Commission was reauthorized through December 31, 2019, with a revised composition of 24 voting members and 4 non-voting special representatives. The City of Richmond elected to leave the commission. The County Librarian was directed to return to the Board with recommendations for revised Commission bylaws, which were last updated on December 13, 2016.

#### *Sustainability Commission*

The Sustainability Commission was officially established November 15, 2016 to carry out three categories of responsibilities. First, the commission provides advice to staff and the Board on successful implementation of the Climate Action Plan, including suggestions on how that work can be performed more efficiently and effectively. Second, the Commission advises the Board on opportunities to realize equity and fairness across the diverse communities of Contra Costa County in sustainability programs that support the Climate Action Plan. Third, the Commission provides suggestions to staff and the Board on how to better engage Contra Costa County residents and businesses on sustainability issues and implementation of the Climate Action Plan.

### *Staff Comments/Recommendations*

The Sustainability Commission adopted bylaws in June 2017 and has successfully filled all but one of its seats as of the writing of this report. While the Commission is relatively new, staff has not identified any issues with its operations or bylaws.

## Recommendations/Next Steps

1. ACCEPT the 2016-2018 Triennial Review Phase I Report and specific recommendations summarized below:
  - a. DIRECT the County Administrator to continue implementation with cycles two and three of the triennial review process for the remaining advisory bodies.
  - b. DIRECT the Alcohol and Other Drugs Advisory Board to create a plan to increase their membership and consider changes to their membership composition and seats during their pending bylaw updates.
  - c. REQUEST that the Women’s Commission consider implementing specific recommendations to address the concerns identified in this report and provide an update to the Internal Operations Committee by October 9, 2018 with a plan of action.
  - d. REQUEST that the Clerk of the Board explore a new application format to further the Board’s goals of increased community participation in citizen advisory bodies, and report back to the Internal Operations Committee.
  - e. REQUEST that the Clerk of the Board conduct a survey of ethics training requirements for advisory body commissioners to comply with or exceed state requirements and report back to the Internal Operations Committee.



## Contra Costa County Board of Supervisors

### Subcommittee Report

#### INTERNAL OPERATIONS COMMITTEE

8.

**Meeting Date:** 02/12/2018

**Subject:** PLAN FOR SCHEDULED ADVISORY BODY RECRUITMENTS

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

**Department:** County Administrator

**Referral No.:** IOC 18/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

#### **Referral History:**

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCYPD) Fire Advisory Commission, the County Planning Commission, and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees and the the East Contra Costa County Fire Protection District Board of Directors. Additionally, the Board of Supervisors has directed the IOC to recruit on behalf of the Contra Costa Resource Conservation District (CCRCD), which is governed by a Board of Directors appointed by the County Board of Supervisors and regulated under Division 9 of the California Public Resources Code.

On February 6, 2018, the Board of Supervisors referred to the IOC recruitment of the Public Member appointee to the Redevelopment Successor Agency Oversight Board, which must be established by July 1, 2018. The Board set a target appointment date for this seat of May 1, 2018.

In 2018, the IOC will need to recruit to fill the following scheduled vacancies:

<b><u>Advisory Body</u></b>	<b><u>Seat</u></b>	<b><u>Term/yr</u></b>	<b><u>Expiration Date</u></b>
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	4	3/31/2018
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	4	3/31/2018
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	4	3/31/2018
Contra Costa County FPD Fire Advisory Commission	At Large 2	4	6/30/2018
County Planning Commission	At Large 1	4	6/30/2018
Redevelopment Successor Oversight Board	Public Member	N/A	6/30/2018
East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2018

Law Library Bd of Trustees	Member of the Bar	1	12/31/2018
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Also, attached for the Committee's information is a listing (**Attachment A**) of all advisory body seats that are screened by the Internal Operations Committee and their current status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

### **Referral Update:**

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms. Staff proposes the following recruitment schedules:

#### **Local Enforcement Agency Independent Hearing Panel (Solid Waste)**

February 1	Issue press release advertising vacancies
March 2	Application Deadline for vacancies (4 week application period)
March 5-7	Staff to screen applications and schedule all interviews for March 12
<b>March 12</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>
March 20 or 27	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
April 1	All appointments take effect

#### **Contra Costa County FPD Fire Advisory Commission and County Planning Commission**

April 16	Issue press release advertising vacancies
May 18	Application Deadline for vacancies (5 week application period)
May 21 - June 1	Staff to screen applications and schedule all interviews for June 11
<b>June 11</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>
June 19 or 26	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
July 1	All appointments take effect

#### **Redevelopment Successor Oversight Board**

February 13	Issue press release advertising vacancy
March 23	Application Deadline for vacancies (5+ week application period)
March 26 - April 4	Staff to screen applications and schedule all interviews for April 9
<b>April 9</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>
May 1	Board of Supervisors Meeting: Board consideration of IOC recommended appointment
July 1	Appointment takes effect

#### **East Bay Regional Parks District Advisory Committee and Law Library Board of Trustees**

October 15	Issue press release advertising vacancies
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November 16	Application Deadline for vacancies (4 week application period)
November 19 - 30	Staff to screen applications and schedule all interviews for December 10
<b>December 10</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>
December 18	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
January 1	All appointments take effect

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

APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

**Fiscal Impact (if any):**

None.

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**Attachments**

2018 IOC Interview/Screening Responsibilities

Local Enforcement Agency Independent Hearing Panel Recruitment Announcement

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# ATTACHMENT "A"

<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Term Length</u>	<u>Staff Contact</u>
Airport Land Use	Appointee 1 BOS	4	5/4/2020 Jamar Stamps, DCD
Airport Land Use	Appointee 2 BOS	4	5/6/2019 Jamar Stamps, DCD
Aviation Advisory	At Large 1	3	3/1/2018 Natalie Oleson, PW
Aviation Advisory	At Large 2	3	2/29/2020 Natalie Oleson, PW
Aviation Advisory	At Large 3	3	3/1/2019 Natalie Oleson, PW
Contra Costa County FPD Fire Advisory Commission	At Large 1	4	6/30/2020 Vicki Wisher
Contra Costa County FPD Fire Advisory Commission	At Large 2	4	6/30/2018 Vicki Wisher
County Connection Citizens Advisory	County seat	2	6/18/2019 Diane Bodon, 925-256-4720
East Bay Regional Parks District Advisory	Appointee 1	2	12/31/2018 Pfuehler Erich, EBRPD (510) 544-2006
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2019 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	3	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	3	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	3	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	3	6/30/2020 Gail Strohl/Julie Enea
Fish & Wildlife	At Large 1	4	12/31/2018 Maureen Parkes, DCD
Fish & Wildlife	At Large 2	4	12/31/2018 Maureen Parkes, DCD
Fish & Wildlife	At Large 3	4	12/31/2020 Maureen Parkes, DCD
Fish & Wildlife	At Large 4	4	12/31/2020 Maureen Parkes, DCD
Fish & Wildlife	At Large Alternate	4	12/31/2021 Maureen Parkes, DCD
Integrated Pest Management	At Large 1	4	12/31/2019 Tanya Drlik
Integrated Pest Management	At Large 2	4	12/31/2019 Tanya Drlik
Integrated Pest Management	At Large 3	4	12/31/2018 Tanya Drlik
Integrated Pest Management	Public Member Alternate	4	12/31/2018 Tanya Drlik
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	4	3/31/2018 Dorothy Sansoe
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	4	3/31/2018 Dorothy Sansoe
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	4	3/31/2018 Dorothy Sansoe
Planning Commission	At Large 1	4	6/30/2018 Hiliana Li, DCD
Planning Commission	At Large 2	4	6/30/2020 Hiliana Li, DCD
Treasury Oversight	BOS Member	4	4/30/2020 Rusty Watts
Treasury Oversight	Public 1	4	4/30/2018 Rusty Watts
Treasury Oversight	Public 2	4	4/30/2018 Rusty Watts
Treasury Oversight	Public 3	4	4/30/2020 Rusty Watts
Affordable Housing Finance	Community 1	3	6/30/2020 Kara Douglas, DCD
Affordable Housing Finance	Community 2	3	6/30/2018 Kara Douglas, DCD
Affordable Housing Finance	Community 3	3	6/30/2019 Kara Douglas, DCD
Affordable Housing Finance	County 1	3	6/30/2020 Kara Douglas, DCD
Affordable Housing Finance	County 2	3	6/30/2018 Kara Douglas, DCD
Affordable Housing Finance	County 3	3	6/30/2019 Kara Douglas, DCD
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	4	12/31/2018 Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	4	12/31/2021 Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	4	12/31/2021 Lea Castleberry
Hazardous Materials	Env Engineering Firms	4	12/31/2021 Michael Kent
Hazardous Materials	Env Engineering Firms Alt	4	12/31/2021 Michael Kent
Hazardous Materials	Env Organizations 1	4	12/31/2021 Michael Kent
Hazardous Materials	Env Organizations 1 Alt	4	12/31/2021 Michael Kent
Hazardous Materials	Env Organizations 2	4	12/31/2019 Michael Kent
Hazardous Materials	Env Organizations 2 Alt	4	12/31/2019 Michael Kent
Hazardous Materials	Env Organizations 3	4	12/31/2020 Michael Kent
Hazardous Materials	Env Organizations 3 Alt	4	12/31/2020 Michael Kent
Hazardous Materials	General Public	4	12/31/2019 Michael Kent
Hazardous Materials	General Public Alt	4	12/31/2019 Michael Kent
Housing Authority Board of Commissioners, if needed	Tenant #1 (age 62 or above)	2	3/31/2018 Joseph Villarreal
Housing Authority Board of Commissioners, if needed	Tenant #2	2	3/31/2018 Joseph Villarreal
Law Library Bd of Trustees	Member of the Bar	1	12/31/2018 Carey Rowan, Sup Court

2014 IOC designated these seats for in-person interview by IOC.

Mosquito & Vector Control District Bd of Trustees	At Large 1	4	1/2/2019	Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 2	4	1/2/2021	Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 3	4	1/2/2021	Allison Nelson or Craig Downs
Resource Conservation District Bd of Trustees, if needed	Director 1	2	11/30/2020	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 2	2	11/30/2018	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 3	2	11/30/2020	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 4	2	11/30/2020	Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees, if needed	Director 5	2	11/30/2018	Hunter Teresa, RCD, (925) 672-6522
Tri-Delta Transit Auth Bd of Directors	Member 1	2	12/31/2019	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 1 Alt	2	12/31/2019	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2	2	12/31/2018	Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2 Alt	2	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett	2	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett Alt	2	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo	2	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo Alt	2	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo	2		Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo Alt	2		Jamar Stamps, DCD

Key:

currently vacant
will have a 2018 vacancy
filled



## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Thursday, February 1, 2018

Contact:

Phone:

Email:

Julie DiMaggio Enea

(925) 335-1077

[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### **Contra Costa County is Seeking Members for the Solid Waste Local Enforcement Agency Independent Hearing Panel**

In November 2013, the Contra Costa County Board of Supervisors established an Independent Hearing Panel for the Contra Costa Solid Waste Local Enforcement Agency (LEA). The three-member panel requires a general member of the public who resides in Contra Costa County and a technical expert with knowledge of solid waste management, technology, and laws. The Panel will hear matters related to solid waste enforcement, permits, and appeals.

County residents who have an interest in public policy and solid waste management are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill three vacancies for a three-year term ending on March 31, 2021.

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](http://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 5:00 p.m. on Friday, March 2, 2018. Applicants should plan to be available for public interviews in Martinez on Monday, March 12, 2018.

For more information about the LEA Independent Hearing Panel, contact Kristian Lucas, Contra Costa County Environmental Health, at (925) 692-2573 or [Kristian.Lucas@hsd.cccounty.us](mailto:Kristian.Lucas@hsd.cccounty.us).

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

9.

**Meeting Date:** 02/12/2018

**Subject:** 2018 WORK PLAN

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

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** N/A

**Presenter:** Julie DiMaggio Enea, **Contact:** Julie DiMaggio Enea  
IOC Staff 925.335.1077

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### **Referral History:**

The Board of Supervisors made the following referrals to the 2018 Internal Operations Committee, which are summarized in **Attachment B:**

### **Standing Referrals**

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

### **Non-Standing Referrals**

9. Commission for Women Member Attrition
10. Non-Franchise Solid Waste Hauler Permit Program - 6 Month Status Report

## 11. Redevelopment Successor Oversight Board - Public Member Recruitment

The Committee members have selected the second Monday of each month at 1:00 p.m. as the standing meeting date/time for 2018.

### **Referral Update:**

Attached for the Committee's review is the proposed meeting schedule and the proposed work plan for hearing each of the 2018 referrals (**Attachment A**).

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

APPROVE the proposed 2018 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

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

None.

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### **Attachments**

Attachment A: Draft 2018 IOC Work Plan and Discussion Schedule as of February 1, 2018

Attachment B: Summary of 2018 IOC Referrals

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**2018 Internal Operations Committee Discussion Schedule**  
**2nd Monday at 1:00 p.m.**  
**As of February 1, 2018**

<b>Meeting Date</b>	<b>Subject</b>	<b>Staff Contacts</b>
February 12	<ul style="list-style-type: none"> <li>◆ Phase II Triennial AB Review Intro</li> <li>◆ East CC Fire Protection District Board Vacancy</li> <li>◆ Affordable Housing Finance Cte Nomination</li> <li>◆ Hazardous Material Cte Nominations</li> <li>◆ IOC Schedule and Work Plan for 2018</li> <li>◆ IOC Advisory Body Recruitment Schedule</li> </ul>	Jami Napier/Emlyn Struthers Julie Enea Kara Douglas Michael Kent Julie Enea Julie Enea
March 12	<ul style="list-style-type: none"> <li>◆ Internal Audit Work Plan for 2018</li> <li>◆ Fleet ISF/Low Mileage Vehicles</li> <li>◆ Purchasing Policy Update Status</li> <li>◆ Aviation Adv Cte Interviews</li> <li>◆ Local Enforcement Agency Hearing Panel, three seats, interviews</li> </ul>	Elizabeth Verigin/Joanne Bohren Carlos Velasquez/Joe Yee David Gould Natalie Oleson Julie Enea, Marilyn Underwood
April 9	<ul style="list-style-type: none"> <li>◆ Redevelopment Successor Oversight Board interviews</li> <li>◆ Fish &amp; Wildlife Propagation Fund Allocations</li> <li>◆ SBE/Outreach July-December 2017</li> <li>◆ Treasury Oversight Committee Interviews</li> </ul>	Maureen Toms/Julie Enea Maureen Parkes David Gould Rusty Watts
May 14	◆	
June 11	<ul style="list-style-type: none"> <li>◆ Fire Commission At Large 2 interviews</li> <li>◆ Planning Commission At Large 1 interviews</li> </ul>	Vicki Wisher Hiliani Li
July 9	◆	
August 13	<b>Propose to Cancel</b>	
September 10	<ul style="list-style-type: none"> <li>◆ Local Bid Preference Program Annual Report</li> <li>◆ SBE/Outreach Jan-Jun 2018 report</li> <li>◆ Animal Benefit Fund PY Review</li> <li>◆ Waste Hauler Permit Program Status Report</li> </ul>	David Gould David Gould Beth Ward Marilyn Underwood/Kristian Lucas
October 8	◆	
November 12	◆	
December 10	<ul style="list-style-type: none"> <li>◆ Law Library interviews</li> <li>◆ East Bay Regional Parks Adv Cte interviews</li> <li>◆ IPM Cte interviews</li> <li>◆ Fish Wildlife Cte interviews</li> <li>◆ Tri-Delta Transit?? interviews</li> </ul>	Julie Julie Tanya Drlik Maureen Parkes Jamar Stamps?

## ATTACHMENT B

### SUMMARY OF 2018 REFERRALS TO THE INTERNAL OPERATIONS COMMITTEE

1. Small Business Enterprise (SBE) and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. Businesses included under these programs include:

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)

The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE. It does not establish a requirement for awarding contracts.

The IOC accepted two reports from the Purchasing Services Manager, together covering the period July through June 2017, and reported out to the Board of Supervisors on April 25 and October 17, 2017. No changes to the SBE and Outreach Programs were recommended. This is a standing referral.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2016 audits and the proposed 2017 Audit Schedule to the IOC on February 13, 2017. This is a standing referral.

3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2015/16 fleet report on March 13, 2017 and reported out to the Board of Supervisors on March 21, 2017. This is a standing referral.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

The Purchasing Services Manager made a FY 2016/17 report to the IOC on September 11, 2017 and the IOC reported out to the Board of Supervisors on October 17, 2017. This is a standing referral.

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

In 2017, the IOC submitted recommendations to the Board of Supervisors to fill 14 vacant seats on various committees and commissions. The IOC interviewed 8 individuals for seats on the Retirement Board, East Bay Regional Parks Advisory Committee, East Contra Costa Fire Protection District Board of Directors, and the Law Library. In 2018, the IOC will need to recruit and interview for CCCFPD Advisory Fire Commission, the County Planning Commission, the East Bay Regional Parks Advisory Committee, the Local Enforcement Agency Independent Hearing Panel, the Public Law Library Board of Trustees, and the Redevelopment Successor Oversight Board. This is a standing referral.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 10, 2017, the IOC received a report from DCD proposing, on behalf of the FWC, the 2017 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 25, 2017, recommended grant awards for six projects totaling \$102,185, which the Board of Supervisors unanimously approved. This is a standing referral.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's

governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was completed in 2015/16. The second phase was completed early in 2017 and the third phase was completed in July 2017. The IOC reported out to the Board of Supervisors on March 21, 2017 and December 5, 2017.

Phase I of the next Triennial Review is in progress and will be scheduled for review by the 2018 Committee. This is a standing referral.

8. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee. On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. On September 11, 2017, the IOC received the first annual report on the Animal Benefit Fund covering FY 2016/17 and reported out to the Board of Supervisors on October 17, 2017. This is a standing referral.

9. Commission for Women Member Attrition. The IOC held a discussion of 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. The Asst. Clerk of the Board advised that the Commission for Women would be included in the next phase of the triennial advisory body review. The staff report with recommendations is scheduled to be presented to the IOC in February 2018, at which time the IOC will consider any additional actions to be taken and direction to staff.

10. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and regular status reports throughout the next several years showing substantial work and progress. Staff subsequently identified issues with the interplay between the proposal and current franchise agreements that had to be examined before the County could proceed with an ordinance. The IOC continued to work on a draft ordinance with

staff and the franchises throughout 2015 and 2016, and introduced an ordinance on July 11, 2017. The Board directed staff to modify the ordinance on August 15, 2017 and again on September 26, 2017. The ordinance was modified and adopted by the Board of Supervisors on December 5, 2017, with the newly approved non-franchise solid waste hauler permit program to take effect on March 1, 2018. The Board of Supervisors, on January 23, 2018, adopted Environmental Health permit fees in the amount of \$220 per vehicle and a performance bond rate of \$50,000. Inconsistencies between the new ordinance and the franchise agreements remain unresolved.

11. Redevelopment Successor Oversight Board – Public Member Recruitment. On February 6, 2018, the Board of Supervisors referred to the Internal Operations Committee recruitment for the Public Member of the newly formed Oversight Board.

The California state legislature enacted Assembly Bill x1 26 to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 et seq.); and on February 1, 2012, the redevelopment agencies in 17 jurisdictions in Contra Costa County were dissolved. Each of these jurisdictions declared that they would act as successor agency for their dissolved Redevelopment Agencies. Oversight Boards for each of these 17 Successor Agencies were established in accordance with the Dissolution Act.

Commencing on and after July 1, 2018, in each county where more than one oversight board was created there will be only one oversight board which shall be staffed by the county auditor-controller or by another county entity selected by the county auditor-controller. The auditor-controller has selected the Contra Costa County Department of Conservation (DCD) as the County-entity to staff the countywide oversight board. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. The oversight board will be composed by:

- (1) One member may be appointed by the county board of supervisors.
- (2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.
- (3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.
- (4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.
- (5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.
- (6) One member of the public may be appointed by the county board of supervisors.
- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.

The Committee may wish to consider qualifications for the public member appointment, as follows:

- All appointees must reside or work in the County;
- All appointees must be electors of this County;
- If any eligibility requirement is not maintained, the Board shall immediately terminate the
- appointment upon notification by the advisory body chair; or
- An interest in complex business agreements and financial transactions.