

 <p><b>Agenda</b></p>	<p style="text-align: right;"><b>INTERNAL OPERATIONS COMMITTEE</b></p> <p style="text-align: right;">March 9, 2020 10:30 A.M. 651 Pine Street, Room 101, Martinez</p>
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Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

<b>Agenda Items:</b>	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the February 10, 2020 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. INTERVIEW candidates for the At Large #2 seat on the County Planning Commission and CONSIDER nomination to the Board of Supervisors for appointment to complete the current term ending on June 30, 2020 and to a new a four-year term beginning July 1, 2020 and ending June 30, 2024. *(Julie DiMaggio Enea, IOC Staff)*
5. CONSIDER accepting the 2018/19 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet. *(Carlos Velasquez, Fleet Services Manager)*
6. CONSIDER accepting and approving the 2018-2020 Triennial Review Phase III Report and recommendations. *(Emlyn Struthers, Clerk of the Board's Office)*
7. CONSIDER consenting to transfer to the Airports Committee the Board referral of screening and recommending candidates for appointment to the Airport Land Use Commission. *(Julie DiMaggio Enea, IOC Staff)*
8. The April 13, 2020 meeting was canceled. A special meeting is scheduled for April 6, 2020 at 1:00 p.m.
9. Adjourn

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

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

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

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For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 03/09/2020  
**Subject:** RECORD OF ACTION FOR THE FEBRUARY 10, 2020 IOC MEETING  
**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 (925) 335-1077

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**Referral History:**

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

**Referral Update:**

Attached is the Record of Action for the February 10, 2020 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the February 10, 2020 IOC meeting.

**Fiscal Impact (if any):**

None.

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**Attachments**

DRAFT IOC Record of Action 2-10-2020

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
February 10, 2020

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: George Smith, HazMat Commission; Sandi Bewley, Auditor-Controller's Office; Joanne Bohren, Auditor-Controller's Office; Jami Napier, Chief Asst Clerk of the Board; Emlyn Struthers, Clerk of the Board's Office; Jill Ray, BOS District II Representative; Mark Goodwin, District III Chief of Staff

### 1. Introductions

***Chair Andersen called the meeting to order at 10:35 a.m. and invited attendees to introduce themselves. She announced that Vice Chair Burgis would arrive shortly.***

AYE: Chair Candace Andersen  
Vice Chair Diane 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 requested to speak during the public comment period.***

### 3. RECEIVE and APPROVE the Record of Action for the December 9, 2019 IOC meeting.

***The Committee approved the Record of Action for the December 9, 2019 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

- 4. RECOMMEND to the Board of Supervisors the appointment of Audrey Comeaux (Richmond) to the General Public seat and reappointment of Tim Bancroft (Danville) to the Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

***Approved as recommended.***

AYE: Chair Candace Andersen  
 Vice Chair Diane Burgis

- 5. ACCEPT report on the Auditor-Controller's audit activities for 2019 and APPROVE the proposed schedule of financial audits for 2020.

***Sandra Bewley presented the staff report. The Committee accepted the report and approved the 2020 schedule of audits as presented.***

AYE: Chair Candace Andersen  
 Vice Chair Diane Burgis

- 6. Given the longevity and repetition of these compliance issues, staff recommends that the Commission be given a hard and fast deadline to address these issues to the satisfaction of the IOC, with consideration for dissolution of the Commission as a County advisory body should there be a failure to do so.

***The Committee discussed several compliance issues associated with agenda and minutes posting, meeting location, fund management, annual reporting to the Board, member application process, and transparency via the Commission website. The Committee reiterated the need for an arms length separation between the Friends of the Commission and the Commission. The current relationship between the two organizations continues to be unclear.***

***The Committee directed staff to provide the Commission a list of corrective actions necessary to come into compliance with the Commission bylaws and County policy, and to request the Commission to report to the IOC in 60 days on the status of the compliance issues.***

AYE: Chair Candace Andersen  
 Vice Chair Diane Burgis

- 7. APPROVE the proposed 2020 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

***Approved as recommended.***

AYE: Chair Candace Andersen  
 Vice Chair Diane Burgis

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

***Approved as recommended except that the Committee directed staff to extend the application filing period for the Planning Commission by two weeks. Chair Andersen offered to propose to the Retirement Administrator changing the term expiration of one of the County appointed seats so that only two of the four primary County seats would expire in the same year.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

- 9. The next meeting is currently scheduled for March 9, 2020.
- 10. Adjourn

***Chair Andersen adjourned the meeting at 11:55 a.m.***

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For Additional Information Contact:

DRAFT

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 03/09/2020

**Subject:** INTERVIEW CANDIDATES FOR THE COUNTY PLANNING COMMISSION

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

**Department:** County Administrator

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

**Referral Name:** Advisory Body Recruitment

**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea 925.335.1077

### **Referral History:**

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 Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Planning Commission.

There is a current vacancy in the At Large #2 seat on the Planning Commission. The current term of office for this seat will expire on June 30, 2020 and the subsequent term will run from July 1, 2020 - June 30, 2024.

The Planning Commission's powers and duties include:

- Exercise all powers and duties prescribed by law (statute, ordinance or board order), including consideration of matters referred to it by the zoning administrator except those powers and duties specifically reserved or delegated to other divisions of the planning agency;
- Initiate preparation of general plans, specific plans, regulations, programs and legislation to implement the planning power of the county;
- Be generally responsible for advising the legislative body of matters relating to planning, which, in the opinion of the commission, should be studied;
- Be the advisory agency as designated in Title 9 of this code for the purpose of passing on subdivisions;
- Hear and decide all applications or requests for proposed entitlements estimated to generate one hundred or more peak hour trips unless otherwise provided by this code or board order; and
- Hear and make recommendations regarding proposed development agreements when it is hearing the related project applications being processed concurrently with the development agreements.

**Referral Update:**

At the direction of the Internal Operations Committee, staff initiated a six-week recruitment by issuing a press release (attached) on January 10th advertising the vacancies, with an application deadline of February 7, which was extended through February 21. The recruitment garnered three applications, attached. All candidates were invited to interview with the IO Committee today.

The candidates are as follows:

- LaMar Anderson (Concord) - attendance confirmed
- Daniel Borsuk (Pittsburg) - attendance confirmed
- Ross Hillesheim (Danville) - attendance confirmed

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

INTERVIEW candidates for the At Large #2 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to complete the current term ending on June 30, 2020 and to a new a four-year term beginning July 1, 2020 and ending June 30, 2024.

**Fiscal Impact (if any):**

Planning Commissioners receive a County-paid stipend of \$50 per meeting, not to exceed \$300 a month, plus mileage reimbursement.

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**Attachments**

Planning Commission Media Release

Richard Clark Resignation

Planning Commission Roster March 2020

Candidate Application LaMar Anderson Planning Commission

Candidate Application Daniel Borsuk Planning Commission

Candidate Application Ross Hillesheim Planning Commission

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## Contra Costa County

County Administrator's Office • 651 Pine Street, 10<sup>th</sup> Floor • Martinez, CA 94553 • [www.contracosta.ca.gov](http://www.contracosta.ca.gov)

### Media Release

**FOR IMMEDIATE RELEASE**  
Friday, January 10, 2020

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 COUNTY PLANNING COMMISSION?**

The Contra Costa County Board of Supervisors is seeking an individual who is interested in serving on the County's Planning Commission. The Commission is responsible for hearing and deciding applications for proposed projects that generate more than 100 peak hour trips, and all appeals from decisions of the zoning administrator. The Commission also may initiate preparation of general plans, specific plans, regulations, programs, and legislation to implement the land use planning power of the county; is generally responsible for advising the Board of Supervisors of matters relating to planning; is the designated advisory agency for the purpose of passing on subdivisions; and hears and makes recommendations regarding proposed development agreements.

Meetings of the Planning Commission are generally held on the second and fourth Wednesdays of each month at 7:00 p.m. in Martinez. Members of the Planning Commission receive \$50 per meeting up to a monthly maximum of \$300, plus mileage expense. The appointment will be for a full four-year term ending June 30, 2024.

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.contracosta.ca.gov](http://www.contracosta.ca.gov). 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, February 7, 2020**. Applications will be reviewed, and invitations to interview with the Internal Operations Committee of the Board of Supervisors will be extended to qualified candidates. Interviews will take place during February at the County Administration Building, 651 Pine Street, Martinez, CA 94553. The appointment is anticipated to be effective following Board of Supervisors action in March 2020.

###

# Richard Clark

Danville, CA 94526

12-11-19

Ms. Aruna Bhat  
Deputy Director - Community Development Division  
Dept. of Conservation and Development  
Contra Costa County  
30 Muir Road  
Martinez, CA 94553

Dear: Ms. Baht,

Please accept this as my resignation from the Counties' Planning Commission effective 12-31-19.

Very Respectfully,



Richard Clark

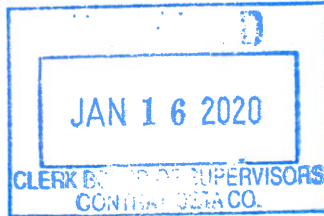
**Planning Commission Roster - March 2020**

<u>Position</u>	<u>Name</u>	<u>Start date</u>	<u>End date</u>	<u>City</u>	<u>District</u>
At-Large 1	Bhupen Amin	1-Jul-18	30-Jun-22	Walnut Creek	IV
At-Large 2	Vacancy		30-Jun-20		
District I	Jeffrey Wright	1-Jul-19	30-Jun-23	El Cerrito	I
District II	Rand Swenson	24-Oct-17	30-Jun-21	Alamo	II
District III	Bob Mankin	11-Feb-20	30-Jun-21	Discovery Bay	III
District IV	Kevin Van Buskirk	1-Jul-19	30-Jun-23	Pleasant Hill	IV
District V	Donna Allen	18-Oct-16	30-Jun-20	Martinez	V

**Print Form**



**Contra  
Costa  
County**



Please return completed applications to:  
Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name** LaMar **Last Name** Anderson

**Home Address - Street** **City** Concord **Zip Code** 94520

**Phone (best number to reach you)** **Email**

**Resident of Supervisorial District:** IV

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

High School Diploma  CA High School Proficiency Certificate  G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
California Polytechnical University	Public Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
LaSalle University College of Law	Law	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Training Completed:** Institute of Business and Finance

**Board, Committee or Commission Name** **Seat Name**

PLANNING COMMISSION AT-LARGE

**Have you ever attended a meeting of the advisory board for which you are applying?**

No  Yes If yes, how many? 4

**Please explain why you would like to serve on this particular board, committee, or commission.**

2 year Planning Commissioner City of Concord. Largest City in Contra Costa County. Life time Contra Costa County resident. Familiar with the issues facing the county and the planning commission. 3 planning commission academy attendance and completion sessions. 3 years art's and culture commission contra Costa County. Concord Citizens Police Academy completion. District Attorney and sheriff department academy completion. Veteran about face program. 3 year speaker chair city of concord Kiwanis club.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

2 year Planning Commissioner. 3 planning commission seminars where you are taught how to become an effect planning commissioner. All for the City of Concord. life-time resident and familiar with the issues facing commission. College degree. Advance college degree.

**I am including my resume with this application:**

Please check one:  Yes  No

**I would like to be considered for appointment to other advisory bodies for which I may be qualified.**

Please check one:  Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:  Yes  No

List any volunteer and community experience, including any boards on which you have served.

Art and Culture Commission.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

[Empty box for relationship details]

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

[Empty box for relationship details]

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: LaMar Anderson

Date: 1-16-20

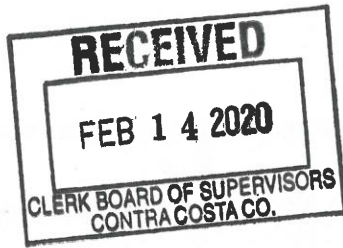
Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, 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: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



**Print Form**



**Contra  
Costa  
County**

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Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name** Daniel **Last Name** Borsuk  
**Home Address - Street** **City** Pittsburg **Zip Code** 94565  
**Phone (best number to reach you)** **Email**  
**Resident of Supervisorial District:** V

**EDUCATION** Check appropriate box if you possess one of the following:  
 High School Diploma  CA High School Proficiency Certificate  G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of Oregon	Journalism/Bachelor of Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Diablo Valley College	College Prep.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Training Completed:**

**Board, Committee or Commission Name** Contra Costa County Board of Education **Seat Name** Area V

**Have you ever attended a meeting of the advisory board for which you are applying?**  
 No  Yes If yes, how many?

**Please explain why you would like to serve on this particular board, committee, or commission.**

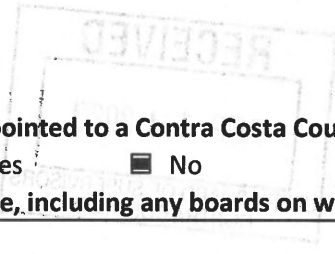
I have followed and written about county planning issues ever since I was a newspaper reporter in 1973 landing a news reporter job at the now closed San Francisco Progress. I covered the San Francisco Planning Department and the San Francisco Redevelopment's Yerba Buena Project. I wrote numerous news articles about residential and commercial developments processed through the Planning Department and approved by the Planning Commission and eventually passed by the San Francisco Board of Supervisors. Today, I freelance as a writer for the Contra Costa Herald and observe and write about Contra Costa County's key planning issues including housing affordability, transit issues, the environment including tree reforestation

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

Currently I cover the Contra Costa County Board of Supervisors for the online news site, the Contra Costa Herald. I am familiar with major land use issues in Contra Costa County including waste water, public transit, public schools, city services, etc. Overall I have approximately 16 years of actually land use or planning news cover experience while at various news organizations. Please see resume for other details about my background.

**I am including my resume with this application:**  
 Please check one:  Yes  No

**I would like to be considered for appointment to other advisory bodies for which I may be qualified.**  
 Please check one:  Yes  No



Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:  Yes  No

List any volunteer and community experience, including any boards on which you have served.

[Empty box for volunteer and community experience]

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

[Empty box for relationship nature]

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

[Empty box for relationship nature]

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Daniel L. Borsuk

Date: Feb. 13, 2020

Submit this application to: Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

## **DANIEL L. BORSUK**

**Pittsburg, CA 94565**

### **JOURNALISM EXPERIENCE**

**March 2017 to present, Contra Costa Herald, Antioch, CA Reporter**

Writes news articles about the Contra Costa County Board of Supervisors for an online news service.

**February 1989 to August 2014, Crittenden Research, Inc., Novato, CA Senior Editor**

Wrote and edited news articles about the United States commercial lines, surety and workers' compensation insurance markets for the weekly newsletter, Crittenden's Insurance Markets.

**January 2000 to August 2009, California Education News, Concord, CA Editor & Publisher**

Published, edited and wrote news, analysis, interviews and opinion copy covering California's public K-12, California Community Colleges, California State University and University of California systems for a twice monthly emailed newsletter.

**January 1989 to February 1989, Antioch Daily Ledger, Antioch, CA Features Writer** Interviewed and wrote human interest articles for a daily newspaper.

**April 1974 to December 1988, San Francisco Progress, San Francisco, CA Staff Writer**

Wrote news and human interest articles about municipal, education, public transit and miscellaneous subjects concerning San Francisco. Won journalism awards including the CTA's John Swett Award, California Newspaper Publishers Association and San Francisco Coalition of Neighborhoods.

**February 1973 to November 1973, Yuma Daily Sun, Yuma, AZ, Outdoor Editor/General Assignment Reporter**

Edited and wrote copy for weekly outdoor section for daily newspaper. Also, wrote general assignment news and feature stories. Took 35 mm photographs.

### **TEACHING EXPERIENCE**

**October, 2016 to present, Contra Costa Public Library, Project Second Chance, Antioch, CA, Tutor**

Tutors an adult how to read in the Contra Costa Public Library's Adult Literacy Program.



October 1979 to May 1984, San Francisco Community College District, San Francisco, CA,  
Teacher

Taught a nine-week course in magazine article writing at the Galileo-Marina Community College Center. The course taught adult students how to sell, research, and write a variety of articles (travelogue, profile, investigative, news, how to, etc.).

#### **PUBLIC SERVICE**

December 1989 to November 2010, Contra Costa County Board of Education, Pleasant Hill, CA,  
Trustee.

Served on the county board of education representing the special education, career education and alternative education interests of East Contra Costa County residents.

#### **VOLUNTEER WORK**

December 2014 to March 2016, Meals on Wheels, Walnut Creek, CA Driver Delivered  
meals to seniors in East Contra Costa County.

February 2015 to June 2015, Cross Country Run, Pittsburg, CA, Media Manager.

Oversaw media coverage of the 2,800 mile cross country run of two U.S. Army veterans from California to Georgia.

#### **EDUCATION**

University of Oregon, Eugene, OR, Bachelor of Science in Journalism

Contra Costa County Boards & Commissions  
Application Form



Profile

Ross A Hillesheim  
First Name Middle Initial Last Name

Alamo 94507  
City Postal Code

Email Address

Which supervisorial district do you live in? 2

None Selected

Education

Select the option that applies to your high school education \* high school graduate

None Selected

College/ University A

Name of College Attended University of Utah

Degree Type / Course of Study / Major Bachelors of Science, Economics

Degree Awarded? Yes

Yes  No

College/ University B

Name of College Attended John F Kennedy, School of Law

Degree Type / Course of Study / Major JD

Degree Awarded?

Yes

Yes  No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes  No

Board and Interest

Which Boards would you like to apply for?

Alamo MAC, Planning Commission

None Selected

Economic Opportunity Council, Iron Horse Corridor Management

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes

Yes  No

If you have attended, how many meetings have you attended?

2 - Planning Commission

Please explain why you would like to serve on this particular board, committee, or commission.

I enjoy professional meeting and collaboration. I enjoy working with diverse groups and coming to a common goal.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes

Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

No

Yes  No

List any volunteer or community experience, including any advisory boards on which you have served.

I currently serve in the leadership of my congregation's Young Mens Organization. I am an Eagle Scout.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Resume contained within the packet.

[Ross\\_Hillesheim\\_Resume - FINAL.docx](#)

Upload a Resume

**Conflict of Interest and Certification**

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

No

Yes  No

If Yes, please identify the nature of the relationship:

NA

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

~~NA~~ NO

Yes  No

If Yes, please identify the nature of the relationship:

NA

**Please Agree with the Following Statement**

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**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 publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

---

Agree

# ROSS ARTHUR HILLESHEIM

Pleasant Hill, CA 94523

## EXPERIENCE

**Ute Developments, LLC, Walnut Creek, CA**  
**Present**

**June 2015 –**

*Ute Developments purchases real property and constructs retail fuel, community markets and multi-family projects in Northern California. The company has commercial real estate and improvements valued over \$15 million and another \$25 million of commercial real estate scheduled to be entitled or constructed by the end of 2019.*

**President and Founder**

- Oversee the firm's acquisition and entitlement of real property. Secure capital financing.
- Nurture government relations.
- Assembled and lead a knowledgeable, driven executive team to collaborate on-site selection, land use issues, and CRE brokerage.
- Collaborate with leadership team to identify best training offerings for team leaders.
- Initiated and oversee corporate responsibility and environmental initiatives.
- Proven record of successful completion of multiple simultaneous projects.
- Obtain land use and zoning approvals for various complex projects.
- Monitor assets performances through financial analysis and market research.
- Gained and employ deep knowledge and experience in corporate real estate acquisition, leasing, disposition, planning and management.
- Gained and leverage working knowledge of the various disciplines involved in the store development process, from site selection and market analysis to store opening.
- Develop insights and incentives that have shaped the company's strategy.
- Created a full database of site identification and devised strategy for team members to implement.

**Keylock Inc, Walnut Creek, CA**

**June 2010 – Present**

*Keylock Inc. operates retail fuel stations with 30 employees and over \$22 million of annual revenue. Company owns Chevron Extra-Mile and Arco AMPM retail gas stations in the San Francisco Bay Area and benefits from a management team with 25 years of combined retail experience. Keylock is actively seeking additional retail sites.*

**President and Founder**

- Serve as part of the management team. Provide executive leadership with the Chief Operating Officer and manage the business.
- Assembled a devoted, solution-oriented executive team and employee base by inspiring a culture of open and fair dialogue to collaborate for solutions, which has ensured business success.
- Participate in full range of business development activities. Build and manage client relations on multi-million-dollar deals.
- Full P&L responsibility for 3 companies within corporate structure.
- Led hiring of COO and Operations team.
- Lead teams to focus on people, product and process.
- Set clear goals for profitability.
- Lead team-building and training workshops to build and promote valued based culture.

**Euro Pacific Capital, Los Angeles, CA**

**January 2008 – May 2010**

*Euro Pacific Capital is a FINRA-sponsored investment group, working in brokerage and capital markets for their clients on 21 global exchanges.*

**Analyst, Capital Markets Group**

- Researched global markets and industries related to commodities and foreign exchange.
- Produced detailed expense analysis of business unit activities for European Debt Capital Market Services operation. Analysis was used to help business units responsible for incurring the costs. Work resulted in

- greater ability to identify cost-drivers and attain cost savings.
- Participated in private placements, equity offerings and debt structuring to major middle market foreign firms.
- Worked directly with senior business unit managers to problem-solve and formulate innovative solutions to the challenges faced by our clients.

**Marlin and Associates LLC, New York, NY**

**Summer 2004**

*Marlin and Associates is a specialized investment bank focusing on mergers and acquisitions, growth and business strategy, and valuations with an emphasis on the information and technology sector.*

**Summer IB Analyst, Mergers and Acquisitions**

- Researched, investigated and prepared confidential offering documents to clients and potential buyers.
- Work in fast-paced environment providing analytical support to 3 senior bankers.
- Prepared strategy presentations for current clients.
- Worked on pitch books and management presentations for potential clients.

### CONTINUING EDUCATION

**UC Berkeley Extension – Math for Management - currently enrolled**

**Urban Land Institute - Real Estate Entrepreneur Program Member - since 2015**

**The Analyst Exchange Level One: Financial Statements and Modeling - 2008**

### EDUCATION

**John F. Kennedy University, School of Law, Pleasant Hill, CA Juris Doctorate of Law**

**2014 – 2018**

Graduated law school from the part-time program, attending classes in the evenings. Graduated in the top 25%.

Advanced Elective Coursework: Tax Law, Administrative Law, Mediation, Real Property, and Moot Court.

**University of Utah, Salt Lake City, UT**

**2003 – 2007**

Bachelor of Science in Economics. Received part-time scholarship from athletic department.

- **Select achievements:** Completed coursework while working part-time 30 hours per week at Kirton & McConkie. First in my family's history to go to college. Became only economics student to attain a New York City investment banking summer internship.
- **Advance Coursework** included Money and Banking, Industrial Organization, Investment Analysis, International Economics and Valuation.

### EXTRACURRICULAR LEADERSHIP AND ACTIVITIES

*Professional Years*

- **Assistant Coach, Larkey Sharks Children's Swim Club, 2017-Present.**
- Completed 4 Ironman triathlons, 4 Escape from Alcatraz triathlons, Boston Marathon, and many other triathlons around The Northern Hemisphere.
- **Elders Quorum President and Ward Mission Leader, LDS Church, 2014-2018.**

*College Years*

- **Missionary** to Montana and Wyoming. Served as a Zone Leader, leading 10 missionaries with goals and service opportunities, 2001-2003.
- **Missionary** to The Wind River Indian Reservation, 2002.
- **President, Pre-Law Society, University of Utah, 2007; Member, 2006-2007.**
- **Head Student Manager, University of Utah Men's Basketball Team, 2003.**

### OTHER INFORMATION

- **Travels:** England, France, Costa Rica, Canada, Mexico.
- **Pre-College Achievement:** Eagle Scout Award, Boy Scouts of America, 1999.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 03/09/2020

**Subject:** RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

**Submitted For:** Brian M. Balbas, Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 20/3

**Referral Name:** Review of Annual Master Vehicle Replacement List and Disposition of Low-Use Vehicles

**Presenter:** Joe Yee, Deputy Public Works Director    **Contact:** Carlos Velasquez 925....

#### **Referral History:**

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, now administered by the Public Works Department. Each year, the Public Works Department Fleet Services Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. The Board requested the IOC to review annually the Public Works Department report on the fleet and on low-mileage vehicles.

#### **Referral Update:**

Attached for the Committee's review is the 2018/19 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

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

ACCEPT 2018/19 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

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

Reassigning underutilized vehicles would increase cost efficiency, but the fiscal impact was not estimated.

#### **Attachments**

Public Works FY 2018/19 Fleet Report

Public Works FY 2018/19 Fleet Report Attachments





## Memo

March 2, 2020

**TO:** Internal Operations Committee  
Supervisor Candace Andersen, District II, Chair  
Supervisor Diane Burgis, District III, Vice Chair

**FROM:** Brian M. Balbas, Public Works Director

**SUBJECT:** FLEET INTERNAL SERVICE FUND FY 2018-19 REPORT

### MESSAGE:

#### Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2018-19.

#### Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of over 1565 vehicles/equipment/trailers, of which, 917 vehicles are included in the ISF program.

#### ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2018-19 expenses were reviewed to develop new rates for FY 2019-20, which went into effect September 1, 2019. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

### **Fleet Services Goals and Objectives**

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce overall fleet costs.

### **Highlights**

- In FY 2018-19, 85 vehicles were purchased, 15% more than FY 2017-18, and 33% more than were purchased in FY 2016-17. Of this amount, 28 are new additions to the fleet requested by departments for newly hired staff and new or expanded services.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2019, two units were identified that required further analysis for possible reassignment or replacement, which is the same amount as the previous year.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 3 electric and 16 hybrid vehicles as replacement vehicles in FY 2018-19.
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce

costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 729 vehicles in the County fleet are equipped with these devices.

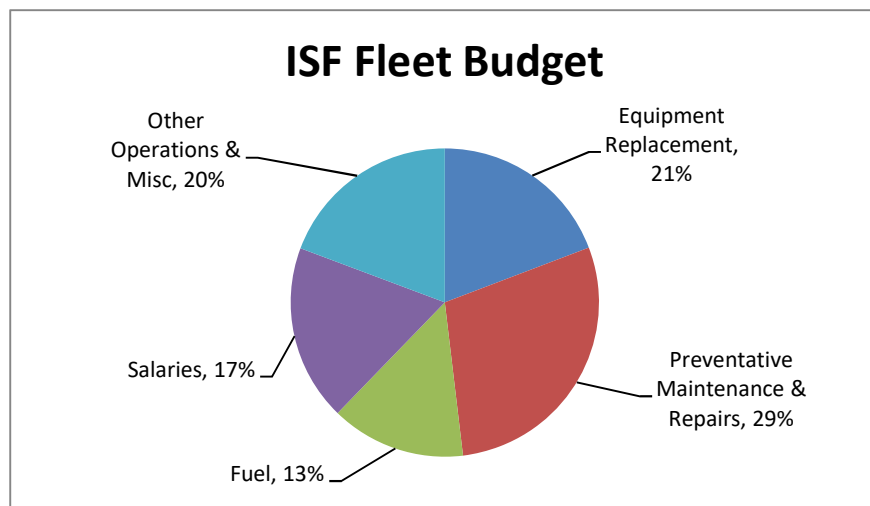
- 545 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

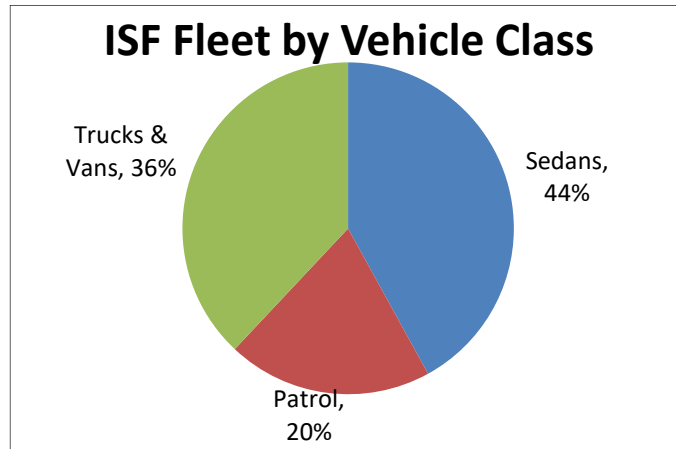
### **Summary**

In FY 2018-19, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

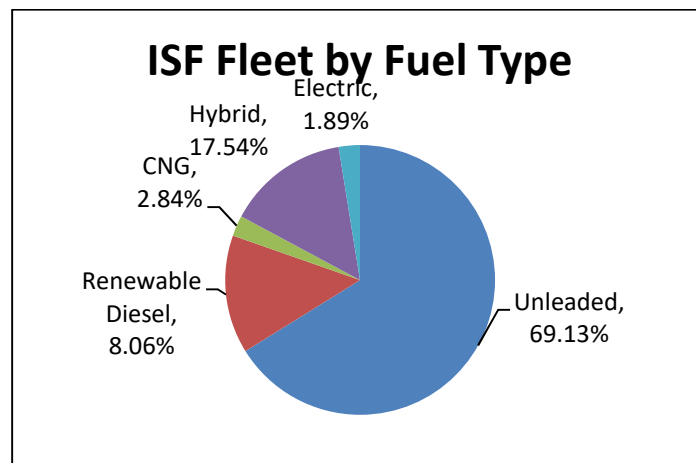
The FY 2018-19 budget of \$15,537,246 included: \$2,595,929 for salaries; \$4,500,300 for vehicle repairs; \$1,998,583 for fuel; and \$3,325,000 for the replacement of fleet vehicles and equipment.

The FY 2018-19 actual expenditure total was \$13,630,288. In addition, expenditures for the purchase of ISF equipment was \$4,075,379 and \$1,085,949 was on order at fiscal year-end. Included in the FY 2018-19 Total Revenue reported on Attachment B is \$831,308 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2018-19 was \$15,526,281. This increase in fund balance is related to the increased value of equipment within the ISF.





Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use renewable fuel and all sedans must have a Partial Zero Emissions Vehicle (PZEV) rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

**Attachments**

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

**Internal Service Fund - Fleet Services**  
**ISF Fleet Rates Schedule**  
**FY 2018-19**

Category	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 349.83	\$ 0.220	\$ 372.33	\$ 0.170	\$ 375.75	\$ 0.170	\$ 378.00	\$ 0.240	0.6%	41.2%
ISF-Cargo Van	434.67	0.306	397.75	0.300	376.17	0.360	334.50	0.330	-11.1%	-8.3%
ISF-Passenger Van	356.50	0.262	293.42	0.290	283.17	0.300	327.92	0.450	15.8%	50.0%
ISF-Patrol	576.92	0.635	770.17	0.470	794.50	0.630	794.25	0.580	0.0%	-7.9%
ISF-Sports Utility Vehicle	406.67	0.241	373.75	0.230	415.08	0.210	432.67	0.400	4.2%	90.5%
ISF-Truck, Compact	254.25	0.217	238.00	0.380	228.25	0.310	258.50	0.320	13.3%	3.2%
ISF-Truck, Fullsize	496.33	0.254	482.33	0.360	383.67	0.460	356.42	0.460	-7.1%	0.0%
ISF-Truck, Utility	403.08	0.285	540.75	0.590	618.33	0.240	507.92	0.400	-17.9%	66.7%

**Internal Service Fund - Fleet Services  
Fund Balance  
For the Year Ended June 30, 2019**

	<u>FY 2017-18</u>	<u>FY 2018-19</u>
<b>Beginning Fund Balance</b>	<b>\$ 13,280,812</b>	<b>\$ 13,959,235</b>
<b>Expenses</b>		
Salaries & Benefits	\$ 2,226,419	\$ 2,445,419
Services and Supplies, Other Charges	8,296,506	8,530,710
Depreciation	2,585,310	2,654,159
<b>Total Expenses</b>	<b>\$ 13,108,235</b>	<b>\$ 13,630,288</b>
<b>Revenues</b>		
Charges for services	\$ 13,218,453	\$ 14,670,317
Transfers In/(Out)	119,694	55,203
Sale of Surplus Vehicles	248,703	302,618
Indemnifying Proceeds (Accidents)	199,809	169,196
<b>Total Revenue</b>	<b>\$ 13,786,658</b>	<b>\$ 15,197,334</b>
<b>Change in Fund Balance</b>	<b>\$ 678,423</b>	<b>\$ 1,567,046</b>
<b>FY Ending Fund Balance</b>	<b>\$ 13,959,235</b>	<b>\$ 15,526,281</b>

**Internal Service Fund - Fleet Services**  
**Balance Sheet (Fund 150100)**  
**As of June 30, 2019**

		<u>FY 2017-18</u>	<u>FY 2018-19</u>
<b>Assets</b>			
Current Assets:			
0010	Cash	\$ 5,356,309	\$ 5,118,562
0100	Accounts Receivable	(2,696)	113
0170	Inventories	370,636	346,974
0180	Due From Other Funds	4,667,007 (1)	2,055,023
0250	Prepaid Expense	(14,242)	(53,201)
	Total Current Assets	<u>\$ 10,377,014</u>	<u>\$ 7,467,471</u>
Noncurrent Assets:			
0340	Equipment	24,142,872	25,473,578
0360	Construction In Progress	134,914	1,581,325
0370	Reserve For Depreciation	(16,464,226)	(17,643,711)
	Total Noncurrent Assets	<u>\$ 7,813,560</u>	<u>\$ 9,411,191</u>
	<b>Total Assets</b>	<u><b>\$ 18,190,575</b></u>	<u><b>\$ 16,878,661</b></u>
<b>Liabilities</b>			
0500	Accounts Payable	\$ 616,070	\$ 749,495
0540	Due To Other Funds	3,533,644 (1)	513,458
0640	Employee Fringe Benefit Pay	81,625	89,427
	<b>Total Liabilities</b>	<u><b>\$ 4,231,339</b></u>	<u><b>\$ 1,352,380</b></u>
<b>Net Position</b>			
	Net Capital Assets	\$ 7,813,560	\$ 9,411,191
	Working Capital	6,145,675	6,115,090
	<b>Total Net Position</b>	<u><u><b>\$ 13,959,235</b></u></u>	<u><u><b>\$ 15,526,281</b></u></u>

- (1) Year-end journal processed by Auditor to adjust depreciation creating an overstatement in 0180 - Due From Other Funds and 0540 - Due to Other Funds. Net effect on Total Net Position is zero.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 03/09/2020

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

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

**Department:** County Administrator

**Referral No.:** IOC 19/7

**Referral Name:** TRIENNIAL ADVISORY BODY REVIEW

**Presenter:** Jami Napier (925) 335-1908      **Contact:** Emlyn Struthers (925) 335-1919

#### **Referral History:**

The Board of Supervisors appoints residents to approximately 75 active advisory boards, commissions, and committees (bodies). These bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, on-going sunset review process, formalized by Resolution No. 2012/261. Resolution No. 2012/261 was designed to ensure that every three years each advisory body is reviewed for compliance with a variety of policies.

With the publishing of this Phase 3, Cycle 2 report, the Internal Operations Committee has conducted two full cycles of review since the review process was installed in 2012. In 2018 and 2019, the Internal Operations Committee reviewed 14 advisory bodies in Phase I and 27 advisory bodies in Phase II of the review. This year, Internal Operations and the Board of Supervisors will review 17 bodies in Phase III. The County's Maddy Book (Boards & Commissions appointments database) lists 75 bodies, meaning that 17 listed bodies were excluded from this Cycle of the Triennial Review.

#### **Summary of Cycle 2 Triennial Review Phases**

<b>Phase</b>	<b>Year Completed</b>	<b>Number of Bodies Included</b>
1	2018	14
2	2019	27
3	2020	17
<i>Excluded from Review</i>		17

Total Bodies listed in Maddy  
Book

75



A list<sup>33</sup> of the 17 excluded bodies is below. Most excluded bodies were not reviewed due to full governing independence from the County, such as the East Bay Regional Park District’s own Parks Advisory Committee. A rationale is noted if the body is not independent and or is not explicitly explained in Resolution 2012/261. In those cases, the body was either Ad Hoc (temporary) body, or was not a true Maddy body. A body that is indicated below as “Not Maddy” is a body to which the Board of Supervisors does not make appointments but is listed in the Boards & Commissions Database (Maddy Book) to improve public awareness and access to the body’s meetings.

<b>Bodies Excluded from Triennial Review Cycle 2</b>		<b>Rationale</b>
1	Ad Hoc Census Committee	Ad Hoc
2	Assessment Appeals Board	
3	Community Advisory Board (CAB) on Public Safety Realignment	Not Maddy
4	Community Corrections Partnership	
5	Community Corrections Partnership - Executive Committee	
6	Contra Costa County Employees Retirement Association	
7	Contra Costa Transportation Authority (CCTA) Citizens Advisory Committee	
8	CCTA Bicycle and Pedestrian Advisory Committee	
9	County Connection Citizens Advisory Committee	
10	Countywide Redevelopment Oversight Board	
11	Developmental Disabilities Council	Not Maddy
12	East Bay Regional Park District Park Advisory Committee	
13	Housing Authority	
14	Mosquito & Vector Control District Board of Trustees	
15	Regional Measure 3 Independent Oversight Committee	
16	Tri-Delta Transit Authority Board of Directors	
17	Western Contra Costa Transit Authority Board of Directors	

### **List of Advisory Bodies in Phase III**

Seventeen committees are included in Phase III, which was last completed in 2017.

#### **Mandatory Commissions or Committees**

Mandatory commissions include those required under state or federal law. Additionally, bodies that are mandated to exist by a contract with the federal, state, regional government, or bargaining unit are listed as mandatory, and are denoted with an asterisk. The following eleven advisory boards, councils, committees, and commissions are considered mandatory, meaning that Contra Costa County must operate the following bodies:

- Alamo-Lafayette Cemetery District Trustees
- Byron-Brentwood-Knightsen Union Cemetery District
- Fish & Wildlife Committee
- Local Enforcement Agency (LEA) Hearing Panel
- Managed Care Commission\*
- Merit Board\*
- North Richmond Waste and Recovery Mitigation Fee Committee
- Public Law Library Board of Trustees
- Resource Conservation District
- Workforce Development Board

#### **Discretionary Commissions or Committees**

Discretionary commissions are created by the Contra Costa County Board of Supervisors on a voluntary basis. Many discretionary bodies were created to address community needs and solicit further resident engagement. Several of the discretionary bodies included in this phase advise the Board of Supervisors on how to allocate grant funds or fees. Others included in this phase advise the Supervisors on services, such as fire districts under the purview of the Board of Supervisors. A total of six (6) discretionary bodies were reviewed in this phase:

- Affordable Housing Finance Committee
- Contra Costa County Fire Protection District Advisory Commission
- Crockett-Carquinez Fire Protection District Fire Advisory Commission
- Iron Horse Corridor Management Program Advisory Committee
- Keller Canyon Mitigation Fund Review Committee
- Treasury Oversight Committee

## **Referral Update:**

### **Summary of Findings for Phase III**

Staff to bodies included in Phase III were asked to complete a survey, reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board reviewed the materials and surveys submitted by the advisory body staff and chairs. In addition to the survey materials, Clerk of the Board staff also went online to confirm whether the bodies are posting agendas online and reviewed the contents of the agendas for compliance with several additional policies. The policies include information about disability access, access to supplemental materials and materials submitted after the posting deadline, and opportunities for public comment. The Clerk of the Board also reviewed the agendas for whether the agenda descriptions were adequate for a layperson or outsider to understand what would be discussed at the meeting.

Unless highlighted in the Recommendations, no changes to bylaws, membership requirements, or seat structure are recommended for committees. This report includes a paraphrased description of advisory bodies in the Phase III review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

## **Mandatory Bodies**

### **Alamo-Lafayette Cemetery District Trustees**

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

#### **Issues Outside the Purview of the Triennial Review**

Staff reported one issue outside the purview of the Triennial Review that they would like additional assistance in resolving. The issue identified is the lack electrical connection needed to install an automatic entrance gate to the Lafayette Cemetery to prevent theft, dumping, and vandalism.

#### **Staff Comments/Recommendations**

Clerk of the Board notes that during the past three-year review period, the Trustees have updated

their<sup>35</sup> website to a newer page. The new page appears to include more information for the public and is user-friendly. They publish agendas at least 4 days (96 hours) ahead of meetings, and are posting online on their own site (<https://www.alamolafayettecemetery.org/>). Clerk of the Board recommends some minor changes to the current agendas, to ensure that they include information about disability access; how the public can access materials provided after publication; opportunities for public comment; and lastly, consider expanding their agenda descriptions to make discussion topics and proposed actions more clear to the general public. Beyond these minor recommendations, no changes are recommended to the Alamo-Lafayette Cemetery District Trustees.

### **Byron-Brentwood-Knightsen Cemetery District**

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

#### **Staff Comments/Recommendations**

Clerk of the Board recommends that the Trustees add information to their agenda about how to request disability access to their meetings. Aside from this recommendation, no changes are recommended to the Byron-Brentwood-Knightsen Cemetery District Trustees.

### **Fish and Wildlife Committee**

The Fish and Wildlife Committee advises the Board of Supervisors on fish and wildlife issues and make recommendations for the expenditure of funds from the Fish and Wildlife Propagation Fund (Fish and Game Code Section 13103). The Fish & Wildlife Committee awards grants to projects related to public education, habitat improvement, temporary emergency treatment and care of orphaned wildlife and scientific research. Additionally, the committee may address issues surrounding the enforcement of fish and game laws and regulations when referred to the committee by the Board of Supervisors.

#### **Issues Outside the Purview of the Triennial Review**

The Fish and Game Code section 13103 G) states that secretarial service, travel and postage for this function may not exceed three percent of the average received in the fund for the previous three years or \$3000, whichever is greater. Staff noted that the California Fish and Game Code Section 13103 allowance of \$3,000 per year does not cover the cost of staffing the Committee and managing the grant program. Responsibilities of staffing the Committee include preparation of agendas, annual reports and work plans, grant administration, soliciting speakers, and organizing the Fall Forum. Outside governmental agencies cover staff and material expenses above \$3,000 per year, which over the last 36-month period amounted to \$139,345.65.

#### **Staff Comments/Recommendations**

The Fish & Wildlife Committee appears to be operating in-line with their establishing mandate and no major issues were identified as part of the Triennial Review. However, in order to partially address the funding issues outside of this review, the Committee may consider reducing meetings from 12 meetings per year to 6 meetings per year, resulting in reduced staff hours spent on meeting administration.

### **Local Enforcement Agency (LEA) Hearing Panel**

In 1992, the Contra Costa County Environmental Health Division of the Contra Costa County Health Services Department was designated by the Contra Costa County Board of Supervisors and certified as the Local Enforcement Agency (LEA) for Contra Costa County. The California Public Resources Code (PRC) requires an LEA to hold hearings (1) before taking certain actions, (2) in response to challenges to specified actions the LEA has taken, and (3) at the request of specified persons regarding particular actions taken by the LEA or the alleged failure of the LEA to act as required by law or regulation. Other hearings are required by the California Code of Regulations. Either a hearing officer or hearing panel must be appointed to conduct the hearings. The Board of Supervisors has established the Contra Costa County Local Enforcement Agency Independent Hearing Panel to perform this function under PRC section 44308, subdivision (a)(2).

#### **Staff Comments/Recommendations**

No changes are recommended to the LEA Hearing Panel. During the 36-month review period, the LEA Hearing Panel has only scheduled one meeting. While the Commission is mandated to exist and appears to be operating in compliance with County policies, it is worth noting that it is very rarely called upon to perform its mandated functions.

#### **Managed Care Commission**

This committee was established in 1995 with the goal of advising the Health Services Director and Board of Supervisors regarding health insurance needs for the community and to promote the Contra Costa Health Plan. The targeted populations within the county are recipients of Medi-Cal, Medicare, undocumented children and medically indigent persons. While the MCC is not considered a mandatory body, the County has effectively made it mandatory by entering into a contract with the State that requires the MCC to exist.

The Commission has 15 regular voting members. Persons who are involved as contractors with Contra Costa Health Plan (CCHP) and Health Department employees are not allowed to be members of the Managed Care Commission (MCC).

#### **Current Seat Composition**

The Commission is made up of the following membership, consisting of 15 voting members and several ex-officio, non-voting members:

- No less than one (1) Medi-Cal Subscriber, and
- One (1) Medicare Subscriber
- One (1) Commercial Subscriber
- One (1) person sensitive to medically indigent health care need
- One (1) physician, non-contracting
- One (1) other provider, non-contracting
- No less than nine (9) at-large members, non-contracting
- The Director of Health Services is an ex-officio, non-voting member
- The Chief Executive Officer of CCHP is an ex-officio, non-voting member
- The Board of Supervisors function as ex-officio, non-voting members.

#### **Staff Comments/Recommendations**

**In 2017, the Triennial review of this commission results in a recommendation to add one additional seat for a Medicare subscriber for a senior or person with disabilities as this is required by the National Committee for Quality Assurance. Additionally, due to the challenge in finding physicians with sufficient time to serve on the Commission, it was recommended that this seat designation be broadened to a "medical provider" seat, which would allow Nurse Practitioners, Physician's Assistants and Optometrists to serve.**

However, no action to update the bylaws has been taken since the prior review conducted in 2017. In the intervening time, the Commission has largely fallen out of compliance with the County's appointments process and open meeting policies due in large part to staff turnover. Many seats have become vacant, and the Commission has found it difficult to meet regularly due to an inability to attain a quorum. The Managed Care Commission needs to take action to make appointments and reappointments to its seats, with nearly half of the seats currently unfilled.

With 15 regular voting seats, mostly with specific qualifications, the Contra Costa Health Plan (CCHP) Chief Executive Officer (CEO) reports that staff has encountered difficulty filling vacant seats. To address the large number of seats and the specificity of the seat qualifications, the CEO has reviewed the contractual requirements of the MCC and has recommended a structure that includes a fewer seats and a variety of alternates.

As the MCC performs many essential functions mandated in various state and federal contracts, sunseting it is not a viable option. In order to address the structural issues, the seat composition must be changed.

Three main options exist with regards to the MCC's structure:

1. Maintain the status quo regarding seat composition: Previous rounds of the Triennial Review have recommended changes, and the current composition is resulting in difficulty finding qualified individuals to fill the seats.
2. Reduce membership to eight (8) voting member seats, and include 8 at-large alternate seats, as recommended by the CCHP CEO. Eight (8) authorized voting seats will result in a quorum of 5 members. The CCHP team will need to provide recommendations on the qualifications for the various seats, to ensure that the proposed composition will comply with their Department of Health Care Services contract.
3. Consider a modified version of the CCHP CEO's recommendations, with either 7 or 9 regular voting seats, and several alternate seats. Unless otherwise specified in a contract or requirement, a 9-member Commission will have a quorum of 5 members, and a 7-member Commission will have a quorum of 4 members.

## **Merit Board**

The Merit Board is authorized to carry out the duties of the Merit Board under the Merit System Ordinance (Ordinance No. 80-47), as required in State law. The Merit Board's jurisdiction is to oversee the merit system and to hear and decide on matters of unlawful discrimination appeals or complaints, appeals from orders and actions of dismissal, suspension, demotion or reduction of compensation. They also hear and decide on other issues such as the application of the layoff regulations.

### **Staff Comments/Recommendations**

The Merit Board appears to be well-administered and to be fulfilling its designated purpose. No changes are recommended to the Merit Board at this time.

## **North Richmond Waste and Recovery Mitigation Fee Committee**

This committee has existed since 2004 as part of a Bulk Materials Processing Center Memorandum of Understanding with the City of Richmond to jointly administer mitigation fees collected from the Bulk Materials Processing Center at the West Contra Costa County Sanitary Landfill. The Environmental Impact Report for this project determined that this Center would impact the North Richmond community, and authorized a mitigation fee to defray annual costs associated with collection and disposal of illegally dumped waste and other related impacts.

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

**Staff Comments/Recommendations**

The North Richmond Waste and Recovery Mitigation Fee Committee appears to be well-administered and operating in-line with its establishing mandate. No changes are recommended to the Committee at this time.

**Public Law Library Board of Trustees**

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

**Issues Outside the Purview of the Triennial Review**

As noted in the last cycle of the Triennial Review, the Public Law Library Board of Trustees reports declining revenues of county law libraries throughout California. Staff to the Law Library notes that budget cuts may threaten the future existence of these valuable agencies.

**Staff Comments/Recommendations**

The Public Law Library Board of Trustees appears to be well-managed and accomplishing its designated purpose. No changes are recommended at this time.

**Resource Conservation District**

The mission of the Contra Costa Resource Conservation District (RCD) is to facilitate conservation and stewardship of the natural resources of Contra Costa County. The RCD reports that their most impactful programs have included mobilizing hundreds of volunteers for creek cleanups, which has prevented tons of trash from entering our waterways and flowing downstream into SF Bay and the ocean. The RCD has built capacity for local watershed and creek groups such as the Walnut Creek Watershed Council, Alhambra Watershed Council, Carquinez Watershed Council, and Friends of Pinole Creek. Additionally, they have organized several community workdays to help eradicate an invasive reed species, Arundo donax. The RCD has partnered with several ranchers to restore livestock ponds which provide water for ranchers' cattle and have the co-benefit of these ponds providing prime habitat for endangered species, California Red-Legged frog and California Tiger salamander. The RCD works with local ranchers to remove illegally dumped trash. Locally, the RCD works with a Federal partner (the National Resources Conservation Service) to implement conservation practices on agricultural and open space lands.

**Staff Comments/Recommendations**

The Resource Conservation District appears to be well-managed and accomplishing its designated purpose.

**Workforce Development Board**

The Workforce Development Board of Contra Costa County is the access point for employment-related and training services. These services, provided at four different sites, include developing local plans, identifying providers of services, monitoring system performance, and helping to develop the labor market information system. Priority is given to populations who have the greatest challenges to employment, such as low-income individuals, those formerly incarcerated, current and former foster youth, individuals with disabilities, and English language

learners. Contra Costa County is required to operate an authorized workforce development board in order to received Federal funding for these activities.

### **Staff Comments/Recommendations**

Last cycle, The Workforce Development Board recommended an update to its by-laws to align with changes to Federal legislation. The revised bylaws were approved by the Board of Supervisors on July 18, 2017. This review cycle, no changes are recommended to the Workforce Development Board.

## **Discretionary Bodies**

### **Affordable Housing Finance Committee**

Established in 1995, the AHFC works with the Department of Conservation and Development (DCD) to develop funding recommendations for the Board of Supervisors consideration regarding the allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds among eligible affordable housing programs and projects in the County. The County currently receives an annual allocation of approximately \$6 million in funds for affordable housing development.

### **Staff Comments/Recommendations**

The Affordable Housing Finance Committee appears to be fulfilling its mission and to be functioning properly. Staff within the Department of Conservation and Development would like to expand the committee's focus to include Housing Opportunities for Persons with AIDS (HOPWA) funds, another U.S. Department of Housing and Urban Development program administered by DCD staff. Based on the recommendation of DCD staff, Clerk of the Board staff recommends that the AHFC's establishing documents and bylaws are updated, as needed, to allow the Committee to review and make recommendations on HOPWA projects. Allowing this well-administered Committee to expand its purview will prevent the creation of another duplicative body, while allowing community input on another important related topic.

### **Contra Costa County Fire Protection District Advisory Commission**

The purpose of the Commission is to advise the Fire Chief and Board of Supervisors regarding goals and objectives of the District, the operations and capital budgets, and declarations of fire apparatus and equipment as surplus; and provide a liaison with the

community. The Commission also serves as the Appeals Board on weed abatement matters.

### **Staff Comments/Recommendations**

The Contra Costa County Fire Protection District Advisory Commission appears to be fulfilling its mission and to be functioning properly. No changes are recommended to the Commission at this time.

### **Crockett-Carquinez Fire Protection District Advisory Commission**

The Crockett-Carquinez Fire Protection District Advisory Commission reviews and advises on annual operations and capital budgets; reviews Fire District expenditures; advises the Fire Chief on district service matters; and serves as a liaison between the Board of Supervisors and the community served by the fire district.

### **Staff Comments/Recommendations**

The Crockett-Carquinez Fire Protection District Advisory Commission does not have assistance from a full-time, permanent county staff person to support the administrative functions of the Commission. Consequently, the agendas are not being posted online, and numerous administrative issues are documented. Additionally, role confusion seems to exist, with some personnel and members uncertain about the purely advisory functions of the

Commission, versus the decision-making authority of the Board of Directors (composed of the Contra Costa County Board of Supervisors). The Crockett-Carquinez Fire Protection District Advisory Commission has not filed an Annual Report with the Board of Supervisors during the timeframe examined for this Triennial Review. To rectify these issues, three main options exist:

1. Do not change staffing levels, but current staff must agree to rectify issues and commit to online posting of agendas at least 96 hours ahead of meetings. As a volunteer fire department, current staff does not appear to have the capacity to take on these functions. If this option is selected, Clerk of the Board staff recommends sending a memo instructing Crockett-Carquinez Fire Protection District members and staff on immediate changes need to become compliant with County policies.
2. Consider assigning administrative support functions to a full-time, permanent county staff person to assist with administrative responsibilities, such as online posting, retaining minutes, and tracking member training. However, the fiscal impact of the staffing, and logistics of which department is able to absorb this responsibility, is unknown.
3. Consider abolishing the Commission. Sunsetting the Commission would mean that a formal forum for community input about fires services no longer exists.

### **Iron Horse Corridor Management Program Advisory Committee**

Established to provide citizen input for a management program for the Iron Horse Corridor. In October of 2000 the Board expanded the Advisory Committee's role to include continued implementation and monitoring of certain elements of the Management Program. The Committee meets only quarterly and accomplishes its interjurisdictional advisory duties on this schedule.

#### **Staff Comments/Recommendations**

The Iron Horse Corridor Management Program Advisory Committee appears to be well-administered and to be fulfilling its designated purpose. No changes are recommended for this Committee.

### **Keller Canyon Mitigation Fund Review Committee**

The Keller Canyon Landfill Mitigation Fund process was established in August 1992, and the Board of Supervisors revised the funding process in May 2011. The Board of Supervisors designated that these funds be used to mitigate effects of the landfill site by funding community-based organizations and County Departments for programs in the following areas: youth services, code enforcement, community beautification, public safety, and community services. This Committee makes annual funding recommendations to the Board of Supervisors.

#### **Staff Comments/Recommendations**

The Keller Canyon Mitigation Fund Review Committee appears to be well-administered and to be fulfilling its designated purpose. No changes are recommended to the Keller Canyon Mitigation Fund Review Committee at this time.

### **Treasury Oversight Committee**

*The Board established this committee on November 6, 1995 and was initially mandated under the Government Code, although the requirement was suspended by the State in 2004. The Treasury Oversight Committee allows local agencies, including school and special districts, as well as the public, to participate in reviewing the policies that guide the investment of public funds that are invested by the County Treasurer. The committee monitors the County's investment pool and policy and confirms that the annual audit is conducted to ensure compliance with Government Code 27130-27137. The Treasurer has recommended the committee continue to exist to allow the public to participate in the review of policies that guide the investment of public funds under the authority granted annually by the Board of Supervisors.*



<sup>41</sup>*Staff Comments/Recommendations*

*The Treasury Oversight Committee (TOC) appears to be well-administered and to be fulfilling its designated purpose. No changes are recommended to the TOC at this time.*

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

ACCEPT the 2018-2020 Triennial Review Phase III Report and specific recommendations summarized below:

1. DIRECT the County Administrator to continue implementation with the third cycle of the triennial review process and relate actions.
  2. DIRECT the Managed Care Commission (MCC) to coordinate with the County Administrator's Office to make related corrective actions related to its membership composition and appointments.
    - i. DIRECT the MCC to update its bylaws to reduce its number of seats and to alter its membership composition in accordance with its contractual requirements with the State;
    - ii. DIRECT the MCC to forward its membership recommendations to the Family & Human Services Committee in order to review nominations to the MCC's newly established seats.
  3. DETERMINE the best course of action to address the Crockett-Carquinez Fire Protection District Advisory Fire Commission's lack of compliance with county policies related to posting of agendas and meeting transparency.
  4. CONSIDER referring minor, targeted suggestions about agenda language and disclosures to the following independent boards and commissions:
    - i. Alamo-Lafayette Cemetery District
    - ii. Byron-Brentwood Knightsen Cemetery District
    - iii. Resource Conservation District
  5. DIRECT Department of Conservation and Development staff to update the establishing documents and bylaws of the Affordable Housing Finance Committee so that the Committee may include Housing Opportunities for Persons with AIDS (HOPWA) funds within their advisory jurisdiction, to become operational pending County Counsel review and approval by the Board of Supervisors
  6. CONSIDER further review of advisory bodies without assigned permanent staff and DETERMINE whether to create a policy to abolish unstaffed advisory bodies with serious compliance issues that have been identified during Cycle 2 of the Triennial Review, including the Commission for Women and the Crockett-Carquinez Fire Protection District Advisory Fire Commission.
  7. DETERMINE whether to refer any additional issues outside the scope of the Triennial Review to other Board committees for action.
    - i. Alamo-Lafayette Cemetery District Trustees
    - ii. Fish & Wildlife Committee
    - iii. Public Law Library
1. Discussion and approval.

**Fiscal Impact (if any):**

None.

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 03/09/2020

**Subject:** TRANSFER REFERRAL TO CONDUCT AIRPORT LAND USE  
COMMISSION INTERVIEWS TO THE BOARD'S AIRPORTS  
COMMITTEE

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

**Department:** County Administrator

**Referral No.:** IOC 20/5

**Referral Name:** Advisory Body Recruitment

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

#### **Referral History:**

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 Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Airport Land Use Commission.

#### **Referral Update:**

The Board of Supervisors created the Airport Land Use Commission (ALUC) in 1970 to promote the orderly development of compatible land uses around each public airport in the County, in order to safeguard both the interests of the general public and the welfare of inhabitants in the areas surrounding the airports. The California Public Utilities Code requires and specifies the composition of the ALUC, whose membership shall include:

- (1) Two representing the cities in the county, appointed by a city selection committee comprised of the mayors of all the cities within that county, except that if there are any cities contiguous or adjacent to the qualifying airport, at least one representative shall be appointed therefrom.
- (2) Two representing the county, appointed by the board of supervisors.
- (3) Two having expertise in aviation, appointed by a selection committee comprised of the managers of all of the public airports within that county.
- (4) One representing the general public, appointed by the other six members of the commission.

Seat terms are four years, expiring the first Monday in May. The term of the Appointee #1 seat occupied by Tom Weber will expire on May 4, 2020.

The Internal Operations Committee has historically conducted, at the Board of Supervisors

direction, interviews for the two County seats described in item 2, above, and has made recommendations to the Board for appointment.

On August 1, 2017, the IOC transferred responsibility for screening candidates for At Large seats on the Aviation Advisory Committee to the Airports Committee, which has direct oversight of airport issues within the county. Today's recommendation is consistent with the 2017 action of the IOC.

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

CONSENT to transfer to the Airports Committee the Board referral of screening and recommending candidates for appointment to the Airport Land Use Commission.

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**Attachments**

*No file(s) attached.*

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