



Agenda

INTERNAL OPERATIONS COMMITTEE

MARCH 8, 2021
10:30 A.M.

Join from PC, Mac, Linux, iOS or Android: <https://cccouny-us.zoom.us/j/82558092550>
Meeting ID: 825 5809 2550

Or Telephone, dial:

USA 214-765-0478

USA 888-278-0254 (US Toll Free)

Conference code: 845965

[Find local AT&T Numbers](#)

Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, Vice Chair

Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the February 8, 2021 IOC meeting.
(Julie DiMaggio Enea, IOC Staff)
4. CONSIDER staff recommendation to reopen the recruitment for the At-Large Alternate #1 seat on the Contra Costa County Fire Protection District Advisory Fire Commission.
(Julie Enea, County Administrator's Office)
5. CONSIDER recommending to the Board of Supervisors the appointment of Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2021.
(Michael Kent, Health Services Department)
6. RECEIVE the 2019/20 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)
7. RECEIVE report and recommendations on language interpretation services at Board of Supervisors meetings. (Jami Morritt, Chief Assistant Clerk of the Board of Supervisors)

8. CONSIDER accepting and approving the 2021/21 Triennial Review Phase I Report and recommendations. *(Lauren Hull, Clerk of the Board's Office)*
9. The next meeting is currently scheduled for April 12, 2021.
10. Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

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

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 03/08/2021
Subject: RECORD OF ACTION FOR THE FEBRUARY 8, 2021 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

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 8, 2021 IOC meeting.

Recommendation(s)/Next Step(s):

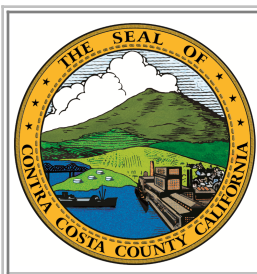
RECEIVE and APPROVE the Record of Action for the February 8, 2021 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action for the February 8, 2021 IOC Meeting



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 8, 2021

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Sandra Bewley, Auditor's Office; Joanne Bohren, Auditor's Office; Amalia Cunningham, DCD; Kristin Sherk, DCD; Cheryl Sudduth; Lea Castleberry, District III Supervisor's Office; Deidre Hodgers, DCD; John Kopchik, DCD Director; Tony Bravo; Melika Panbehchi; Linda Olvera

1. Introductions

Chair Andersen called the meeting to order at 10:33 a.m. and invited attendees to introduce themselves.

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

The following individuals spoke during the public comment period regarding language interpretation at Board of Supervisors meetings: Tony Bravo, Melika Panbehchi, Linda Olvera and Chery Sudduth.

Following public comment, Chair Andersen directed staff to add language to the board agendas regarding the availability of Spanish interpretation and closed captioning at board meetings. She requested that an announcement with the same information be prepared and made available to Supervisors when reaching out to constituents. She also requested a follow-up report from the Clerk of the Board's Office at the March 8 IOC meeting.

3. RECEIVE and APPROVE the Record of Action for the November 9, 2020 IOC meeting.

The Record of Action for the November 9, 2020 IOC meeting was approved as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. ACCEPT report on the Auditor-Controller's audit activities for 2020 and APPROVE the proposed schedule of financial audits for 2021.

Sandra Bewley presented the staff report, which the Committee accepted and approved. The Committee directed staff to forward the report to the Board of Supervisors for information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors meeting.

Kristin Sherk presented the staff report, which the Committee approved. DCD will prepare an order for Board consideration in preparation for a summertime recruitment.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. APPROVE the proposed 2021 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended except that the Committee requested a follow-up report on March 8 from the Clerk of the Board's Office on language interpretation at Board meetings.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. 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.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for March 8, 2021.

The Committee confirmed the next meeting date of March 8, 2021.

9. Adjourn

Chair Andersen adjourned the meeting at 11:04 a.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 03/08/2021

Subject: INTERVIEW CANDIDATES FOR THE CONTRA COSTA FIRE
PROTECTION DISTRICT ADVISORY COMMISSION

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 21/5

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 Fire Protection District Advisory Commission. The Contra Costa County Fire Protection District Advisory Fire Commission includes ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats, Two (2) At-Large seats, and Three (3) At-Large Alternate seats.

The Advisory Fire Commission's purpose is to review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.

Referral Update:

The Commission is seeking to fill a vacancy in the At-Large Alternate #1 seat for a term that will expire on June 30, 2024. Five applications were received, but three of the five applicants neither reside nor work in the District and so are not eligible. The two eligible applicants are incumbents of the District II (Matthew Guichard) and III (Michael Daugelli) seats, whose terms will expire on June 30, 2021.

Recommendation(s)/Next Step(s):

DIRECT staff to reopen the recruitment for the At-Large Alternate #1 seat on the Contra Costa County Fire Protection District Advisory Fire Commission.

Attachments

Outreach Flyer CCCFPD Advisory Fire Commission Jan 2021

Current Commission Roster

Candidate Application Michael Daugelli CCCFPD

Candidate Application Matthew Guichard CCCFPD



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Floor • Martinez, CA 94553 • www.contracosta.ca.gov

FOR IMMEDIATE RELEASE
January 15, 2021

Contact: Julie DiMaggio Enea, 925-655-2056
julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

The Contra Costa County Board of Supervisors is seeking an individual to serve as an At Large Alternate member of the Contra Costa County Fire Protection District's (CCCFPD) Advisory Fire Commission. The Commission is responsible for confirming cost of abatement reports; conducting weed abatement appeal hearings; approving surplus equipment declarations; reviewing CCCFPD operations and budget reports; and advising the Fire Chief on District service matters. The Commission also serves as a liaison between the Board of Directors and the community and may be asked to perform other duties by the Board of Directors. Applicants must reside or work within the boundaries of the Fire District to be considered for the appointment.

Regular meetings of the Advisory Fire Commission are held on the second Monday of even-numbered months at 7:00 p.m. in Concord. The appointment will be to complete the current term ending on June 30, 2024. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or visiting the County webpage at <https://www.contracosta.ca.gov/3418>. Applications should be returned to the Clerk of the Board of Supervisors, 1025 Escobar St., 1st Floor, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, February 12, 2021**. Applications can also be emailed to ClerkoftheBoard@cob.cccounty.us.

Applicants should plan to be available for public interviews on Monday, March 8, 2021. Due to COVID-19, interviews will likely be conducted telephonically. Further information about the Advisory Fire Commission can be obtained by contacting Latonia Ellingberg at lelli@cccfd.org or (925) 941-3300 x1200 or by visiting the website <https://www.cccfd.org/advisory-fire-commission>.

##



Contra Costa County, CA

Contra Costa County Fire Protection District - Advisory Fire Commission

Board Roster



Michael Egan

3rd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large 1



Richard (Tom) Chapman

2nd Term Jul 01, 2018 - Jun 30, 2022

Position At-Large 2



Walter Fields

2nd Term Jul 01, 2020 - Jun 30, 2024

Position At-Large Alternate #2



Clayton Laderer

1st Term Dec 17, 2019 - Jun 30, 2022

Position At-Large Alternate #3



Erel M Betser

1st Term Feb 27, 2018 - Feb 27, 2022

Position District I



Matthew Guichard

1st Term Jul 01, 2017 - Jun 30, 2021

Position District II



Michael Daugelli

1st Term Oct 08, 2019 - Jun 30, 2021

Position District III



Debra Galey

2nd Term Jul 01, 2019 - Jun 30, 2023

Position District IV



Richard S. Nakano

1st Term Dec 10, 2019 - Dec 31, 2023

Position District V



Vacancy

Position At-Large Alternate #1



**Contra
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County**

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name MICHAEL Last Name DAUGELLI
 Address - Street [REDACTED] City ANTIOCH Zip Code 94531
 Phone (best number to reach you) [REDACTED] Email [REDACTED]
 Resident of Supervisorial District: 3

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
College of Great Falls	PHILOSOPHY	☒ Yes B.A. ☐ No
MOUNT ST. ALPHONSUS	THEOLOGY	☒ Yes M.DIV ☐ No
		☐ Yes ☐ No

Other Training Completed: CALIFORNIA TEACHING CREDENTIALS

Board, Committee or Commission Name C.C.C. FIRE PROTECTION ADVISORY Seat Name COMMISSIONER
 Have you ever attended a meeting of the advisory board for which you are applying?
☐ No ☒ Yes If yes, how many? 10

Please explain why you would like to serve on this particular board, committee, or commission.
I WOULD LIKE TO BE REAPPOINTED TO THE C.C.C. FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION TO CONTINUE MY WORK AS COMMISSIONER.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)
CURRENT MEMBER OF C.C.C. FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION.

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.

CURRENT BOARD ALTERNATE TRI DELTA TRANSIT
CURRENT MEMBER CONTRA COSTA TRANSPORTATION
DISTRICT # CC ("AUTHORITY")

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:

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:

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:



Date:

1/29/21

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
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.



Contra
Costa
County



Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Matthew

Last Name

Guichard

Home Address - Street

City

Walnut Creek

Zip Code

94597

Phone (best number to reach you)

Email

District:

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
Cal State University	English	☒ Yes ☐ No
UOP McGeorge School of Law	Doctor of Jurisprudence	☒ Yes ☐ No
Salzburg University, Austria	Int'l Law	☒ Yes ☐ No

Other Training Completed:

Board, Committee or Commission Name

Advisory Fire Commission

Seat Name

District 2

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

☐ No

☒ Yes

If yes, how many?

Current Commissioner

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

I have been both an alternate and regular commissioner for a number of years. I enjoy it.

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

I am experienced as a commissioner. As a Deputy DA i reviewed and filed numerous arson cases. I worked with the fire investigators. As a lawyer i have reviewed and revised the Commission bylaws. I have been the president and chair of many boards.

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.

Child Assault Prevention Board; Cancer Society Board; Inns of Court Board and Former President; Youth Homes Board; Yours Humanly Board; Rotary Club of Walnut Creek Board; Walnut Chamber of Commerce Board and Current Chair; Youth baseball, softball and soccer coach.

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:

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:

Contract with County as Hearing Officer

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:

Date:

1-14-21

Submit this application to: Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
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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.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 03/08/2021

Subject: RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 21/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Exec Asst to the
Commission

Contact: Michael Kent (925)
313-6712

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 to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on Board referrals.

Below is the current HMC Roster:

Referral Update:

Peter Dahling, who held the Business Seat #2 Alternate position, resigned on February 13, 2021. The Clerk of the Board posted this vacancy on February 19, 2021. The bylaws of the Commission provide that Business Seat #2 and its alternate be nominated by the Industrial Association of Contra Costa County, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Industrial Association of Contra Costa County nominated Amy McTigue for the Business Seat #2 Alternate position. Her application and letter of support are attached. The term for this seat expires on December 31, 2021.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2021.

Fiscal Impact (if any):

None.

Attachments

IACCC Amy McTigue Letter Nomination for Haz Mat Commission

Candidate Application Amy McTigue HMC

Amy McTigue Financial Relationships Disclosure

Amy McTigue Resume

Hazardous Materials Commission Roster 2-25-21



February 22, 2021

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

Dear Mr. Kent

The Industrial Association of Contra Costa County would like to recommend Amy McTigue from Stantec for the Business Seat #2 Alternate on the Hazardous Materials Commission. Amy has lived and worked in Contra Costa County for over 30 years. She is currently a Principal Engineer and Vice President at Stantec in Walnut Creek. Amy has been a Board member on the Industrial Association of Contra Costa County for the past 4 years, and is also a member of the Society of Women Engineers, and the Association of Women in Water, Energy & Environment. She is well connected and respected in the business community, and would be a terrific addition to the Hazardous Materials Commission.

Please let me know if you have any questions.

Mark Hughes
Executive Director
Industrial Association of Contra Costa County
(707) 656-1765

cc: IACCC Board of Directors



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Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Last Name
Amy	McTigue
Home Address - Street	City
	Lafayette
Phone (best number to reach you)	Zip Code
	94549
Email	
Resident of Supervisorial District:	2

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
Univeristy of California, Irvine	Civil Engineering	☒ Yes ☐ No
University of California, Berkeley	Geotechnical Engineering	☒ Yes ☐ No
		☐ Yes ☐ No

Other Training Completed: 40 hour HAZWOPER with 8 hour refresher training current for 30 years

Board, Committee or Commission Name	Seat Name
Hazardous Material Comission	Business Seat 2 Alternate - Industrial Association

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 lived and worked in Contra Costa County for over 30 years. My career has been as an environmental consultant working on many different types of contaminated land projects. So this committee aligns well with my interests and experience. As a Board member for the IACCC, I have been involved with many issues that impact Contra Costa County's industrial manufacturing community. I am very interested in participating on the commission and learning about and supporting hazardous waste issues that arise in Contra Costa County.

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

I am a licensed civil engineer working for Stantec in Walnut Creek, California. I have worked as an environmental consultant for over 30 years in Contra Costa County. I currently manage Stantec's remediation practice in Northern California. I have held HAZWOPER certification for my entire career, and I have supported industrial, municipal and federal clients with many different types of contaminated land issues, including hazardous waste sites. I have participated on the Board of the Industrial Association of Contra Costa County for over 4 years, working with local manufacturers. My resume is attached and includes additional information about my specific experience.

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.

I have been a board member for the Industrial Association of Contra Costa County for the past 4 years, representing Stantec (a consulting firm with an office in Walnut Creek, CA). I have been involved with Girl Scouts for 13 years as a troop co-op leader, assistant leader, and in various other roles. I was involved with Boy Scouts and Cub Scouts for about 12 years in various positions including secretary and merit badge leader for the boy scout troop, but this volunteer role ended about 5 years ago. I have periodically volunteered at the Contra Costa County Food Bank.

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:

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:

See attached page for 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: _____ **Date:** 2/22/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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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.

Amy McTigue, PE

Contra Costa County – Boards, Committees and Commissions Application

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

Stantec holds the following:

- Contra Costa County Public Works contract. Note that Stantec has not been awarded any work under this existing contract.
- Contra Costa Transportation Authority contract
- Contra Costa Water District contract
- City of Richmond United States Environmental Protection Agency (USEPA) Brownfield Grant, with Contra Costa County serving as a Coalition member on the project. However, the County will enter a Memorandum of Agreement with the City for that project and our direct client will remain Richmond vs. the County.

I reached out to my colleagues in local offices to identify the above. I have included all contracts and grants that I am aware of, but this list may not be all inclusive. I am not involved in any of the contracts or with the grant.

Amy McTigue PE

Principal Engineer, Vice President
31 years of experience · Walnut Creek, California

Ms. McTigue is a Principal Engineer and Vice President for Stantec. She currently manages Stantec's remediation practice in Northern California, with more than 80 staff located in 7 offices. With more than 31 years of experience, she has been involved in numerous large and small projects for industrial, government, and municipal clients. Her experience includes overseeing projects conducted at a California refinery by the historical environmental liability work group, including current and past Refinery owners; the projects include investigations, designs and/or closure of 12 historical waste sites under Title 27 regulations. She has designed covers for closure of landfills, written closure and post-closure maintenance plans, developed detailed closure drawings and specifications, observed landfill closure construction activities for compliance with plans and specifications, prepared post-closure monitoring plans for closed landfills, and overseen post-closure operations and maintenance. Her expertise also includes remedial investigation/feasibility studies (RI/FSs), remedial design, construction, and due diligence support during property acquisition and divestitures. Ms. McTigue has been involved in the design of soil vapor extraction, bioventing, dual phase vapor extraction, and groundwater extraction and treatment systems. She has extensive project management, construction management, client management and business management experience.

EDUCATION

MS/MSc, Civil and Geotechnical Engineering, University of California, Berkeley, California, 1993

BS/BSc, Civil Engineering, University of California, Irvine, California, 1990

REGISTRATIONS

Professional Engineer #C54377, State of California

MEMBERSHIPS

Board Member, Industrial Association of Contra Costa County

Member, Society of Women Engineers

Member, Association of Women in Water, Energy & Environment

PROJECT EXPERIENCE

ENVIRONMENTAL SITE REMEDIATION

Marathon On-Call Technical Support | Tesoro | Martinez, California | 2007-Ongoing | Program Manager

Amy oversees a Stantec project team at the Marathon Martinez Refinery. The project team is responsible for overseeing projects conducted by the historical liability group including LNAPL management and reporting, groundwater compliance monitoring and evaluation, Waste Management Unit (WMU) characterization, closure design and construction, and operations and maintenance (O&M) of closed WMUs. Amy reviews and comments on reports, communicates project information to Refinery staff, identifies project areas requiring Refinery input, oversees construction projects, and coordinates with other contractors performing work. Role: Program Manager

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Southern California | 2011-2014 | Principal Engineer

The assessment program involved detailed evaluations of existing and potential environmental conditions at a large number of facilities that store and distribute crude oil, refined products, and other chemicals. Properties included a refinery, 9 terminals, and hundreds of miles of pipelines. Assessment of state and federal regulations addressing the mitigation and restoration of identified environmental conditions were conducted so that regulatory and financial impacts on facility operations for corrective actions and post-closure work could be accurately estimated. The project included a summary report documenting environmental findings and estimating costs for remediation, system upgrades, and operations and maintenance. Amy worked with the client to develop presentation slides summarizing the findings, which were used to present to upper management of the client organization. Environmental liability support was provided to the client through the establishment of environmental reserves and the first annual update to the reserves. Role: Principal Engineer

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Tesoro | 2015 | Principal Engineer

The assessment program involved detailed evaluations of existing and potential environmental conditions at a California Refinery. Project included evaluation of tank and pipeline assets at the Refinery; the client was preparing to drop-down the assets from the Refining branch to the Logistics branch of the company. The project included a summary report documenting environmental findings and estimating costs for potential liabilities, including system upgrades, and operations and maintenance. Presentation slides were prepared to summarize the findings, which were presented to management of the client organization.

Active Class II Surface Impoundment Evaluation | Refinery, California | 2004-2007 | Project Manager/Lead Engineer

The Active Class II Pond evaluation included a detailed site investigation to characterize the ponds and evaluate compliance with California Code of Regulations (CCR) Title 27 construction standards. The impoundments cover a cumulative 128 acres of land and have a holding capacity of approximately 220 million gallons of wastewater. The site investigations included installation of soil borings within the pond bottoms and berms and installation of perimeter wells. Soil and groundwater samples were collected for chemical evaluation, and soil samples were also collected for geotechnical samples. A second phase of investigations focused on additional geotechnical characterization of the berms and underlying native materials. The Active Class II Surface Impound Evaluation Report included geologic and hydrogeologic conditions of the impoundments and geotechnical calculations which were used to evaluate the compliance of the impoundments with regulations. Role: Project Manager/Lead Engineer

Data Gaps Assessment and Investigations | Southern California | 2003-2005 | Project Manager

Ms. McTigue oversaw compilation of site history and environmental data for sites at a historical testing facility. The existing site data and available facility records were assessed to determine if nature and extent of potential or known chemical impacts could be assessed adequately in the RFI reports for the sites in the various reports. Data gaps were identified and presented and summarized for the client and other responsible parties. Field investigations were scoped and detailed proposals were developed for the data gaps investigations. Ms. McTigue managed the field investigation team and data management teams during the investigations and through completion and upload to the client data management system.

Remedial Investigation Report | Southern California | 2003-2005 | Project Manager

Ms. McTigue managed the RFI report for a group of three sites at a testing facility in Southern California. The report documented chemical use at each of the sites and summarized available chemical data for each of the chemical use areas. Historical data and historical site use were evaluated and data gaps were identified. Work plans were prepared to prepare and investigations were conducted to close the identified data gaps. Historical investigation results were summarized and evaluated along with the data gaps investigation. Risk assessments were performed for each of the sites. The report recommended chemical use areas for consideration in the Corrective Measures Studies (CMS) report.

Vapor-Enhanced Extraction System Optimization | Viavi (formerly Optical Coating Laboratory and JDS Uniphase) | Santa Rosa, California | 2002-2004 | Project Manager

Groundwater and vapor sampling was performed for the Vacuum-Enhanced Extraction (VEE) System periodically from 2000 to 2004. All available system operation and maintenance (O&M) and sampling data was summarized in the VEE System Performance report (2003), and recommendations to enhance system operation were presented. VEE system performance data is summarized annually, and system operation optimization recommendations are made annually.

River/Napa Creek Flood Protection Project | U.S. Army Corps of Engineers | Napa, California | 2001-2004 | Project Manager/Design Engineer

Amy was the project manager and lead design engineer for a restoration project along the Napa River that included petroleum-impacted facilities/sites, primarily former bulk fuel terminal facilities. These sites were in the area requiring soil excavation to construct flood and marsh plain terraces for the Flood Project, so the USACE combined flood protection improvement and remedial action for this portion of the Flood Project. Field studies and design assessments were performed prior to preparation of the remedial design. The design included haul roads, staging areas, demolition, marsh/floodplain grading, and hydraulic containment during construction. Site work included installation of 2,300 lineal feet of sheet pile extending 40 feet below surface and above high tide water level in the Napa River. A 1,000 gallon per minute (gpm) de-watering and water treatment system dewatered the area behind the sheet pile wall, removing, treating and discharging 50 MG of contaminated water. Water turbidity and hydrocarbons were controlled with silt curtains and oil booms and were monitored daily in the field for regulatory compliance. A total of 237,000 CY of soil were excavated, including 102,000 CY that was beneficially reused. The terracing effort involved substantial civil grading to complete a bi-level area including a marsh plain terrace that was designed as a tidal zone which is saturated twice per day and a flood plain terrace. Role: Project Manager/Design Engineer

**Napa River/Napa Creek Flood Protection Project,
Consolidated Remedial Action Plan | Napa County Flood
Control District | Napa, California | 2000-2001 | Project
Engineer**

Ms. McTigue was the project engineer for a restoration project along the Napa River that included petroleum-impacted sites, primarily former bulk fuel terminal facilities. The U.S. Army Corps of Engineers (USACE) and the Napa County Flood Control and Water Conservation District (NCFCWCD) implemented flood management features along a 7-mile stretch of the Napa River through and south of the City of Napa as part of the Napa River/ Napa Creek Flood Protection Project (Project). About a half mile stretch of the project included nine properties in the area of current and former bulk fuel facilities. Because these sites were in the area requiring soil excavation to construct flood and marsh plain terraces the flood protection improvement and soil remediation efforts were conducted simultaneously with regulatory oversight from USEPA Region 9. Stantec proposed and negotiated the contaminant clean-up levels for the project with the USEPA. NCFCWCD prepared a Consolidated Remedial Action Plan (RAP) with support from Stantec. The RAP described the conceptual remedial action approach, as part of the Flood Project terracing. The work included a Pre-Construction Site Investigation field program, preparation of volumes estimates, cost estimates, and a 3-year project schedule. Our work supporting NCFCWCD included presentations to the public, regulatory agencies and property owners, which was essential to negotiations during land acquisition for the project.

**George Air Force Base Landfill Post-Closure
Maintenance Plans, USAF PA/RD DO50 | Air Force
Center for Environmental Excellence | Victorville,
California | 1998 | Design Engineer**

Ms. McTigue prepared the Long-Term Monitoring and Maintenance Plan for the landfill in accordance with Title 27 regulations. The plan included requirements for monitoring and maintenance of the landfill cover-integrity, and for groundwater monitoring. The cover-integrity requirements included descriptions of the landfill site inspections, maintenance and repairs, reporting requirements, and five-yearly iso-settlement maps.

**Culvert Assessment and Improvements | Tosco Refining
Company | Port Costa, California | 1996-1997 | Design
Engineer**

Ms. McTigue performed a surface water hydrology assessment to evaluate the hydraulic capacity of an existing 36-inch diameter culvert section that extends under a railway line. She evaluated various options for repairing or replacing the culvert section so that hydrocarbon product that was entering the stormwater system from between the joints in the existing culvert would be sealed outside of the culvert. A cured-in-place pipe (CIPP) was selected as the preferred alternative for repairing the culvert.

**Presidio of San Francisco, Landfill Design Summary
Report | U.S. Army Corps of Engineers | San Francisco,
California | Project Engineer**

Project Engineer for the Presidio of San Francisco Landfill Design Summary Report. Researched historical documents and records to determine site history and usage. Historical topographical maps were used to estimate landfill boundaries and volumes of waste in Microstation.

**Presidio of San Francisco Building 637 Corrective Action
Plan | U.S. Army Corps of Engineers | San Francisco,
California | 1998-1999 | Project Engineer**

Ms. McTigue prepared a corrective action plan (CAP) for a former gasoline station site. The CAP utilized local regulatory guidance that has not been applied at many military installations in the San Francisco Bay Area. The guidance recommended the implementation of a "low-risk" approach for evaluating fuel-contaminated groundwater at the site. This approach resulted in the recommendation of a groundwater monitoring program to protect receptors in a nearby wetlands. Ms. McTigue also evaluated various treatment alternatives for the fuel-contaminated soil remaining at the site.

**Fort Irwin Landfill Closure and Post-Closure Maintenance
Plans | U.S. Army Corps of Engineers | Fort Irwin,
California | 1998-1999 | Design Engineer**

Ms. McTigue was the design engineer for the CERCLA closure of two abandoned landfills (FTIR-02 and FTIR-04) at Fort Irwin, California. The selected remedial action for the landfill sites included the installation of a 2-foot native soil cover. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost. She performed watershed modeling and designed perimeter drainage channels to control surface water run-on and run-off. She prepared the Closure and Post Closure Maintenance Plan, including detailed design drawings and specifications.

**Stockpile Closures | Exxon | Benicia, California | 1996-
1997 | Design Engineer**

Ms. McTigue was the design engineer for a stockpile site closure at the Exxon Refinery in Benicia, California. She designed and wrote specifications for soil covers, drainage channels, erosion control blankets, and revegetation. Site grading plans were designed using CAD tools. Remedial action at one site included grading to reduce the potential for erosion, and installing a topsoil cover; the other site was graded to reduce erosion, and a compacted clay layer and topsoil layer was installed. Site drainage was controlled through terraces, cap channels, perimeter channels, erosion control blankets, and revegetation. Ms. McTigue performed construction observation with periodic site visits to document that closure activities were conducted in accordance with project plans and specifications, and the City of Benicia Grading Permit requirements. Following construction activities, she prepared a closure documentation report, including as-built drawings.

Removal Action at Installation Restoration Program Sites 1, 4 and 11 | Department of the Navy, Navy Facilities Engineering Command | Point Mugu, California | 1996-1997 | Engineer

Ms. McTigue was the project engineer for closure of two sites at NAWS Point Mugu, California. The sites included a landfill (Site 1) and a maintenance/storage yard (Site 4). The selected removal action for the landfill was construction of a riprap wall to protect further erosion of the shoreline and contamination of the lagoon with landfill materials. Additionally, a new storage yard was constructed on the landfill. The selected removal action for the maintenance/storage yard was excavation of the metals- and PCB-contaminated soil. Upon completion of the removal action, the maintenance/storage yard was demolished, and a mud flat, sand island, marsh and tidal creek was constructed at the site to provide wetlands habitat for endangered bird species. Ms. McTigue prepared the Site 1 removal action plan and designed the riprap wall and storage yard. She also prepared the limits of excavation and sampling drawings for Site 4 and participated in the design of the wetlands habitat.

George Air Force Base Operable Unit 3 Feasibility Study | Air Force Center for Environmental Excellence | Victorville, California | 1996-1997 | Design Engineer

Ms. McTigue was involved in the conceptual design of two bioventing systems and one soil vapor extraction (SVE) system at George AFB. The bioventing systems were designed to remove hydrocarbons and BTEX constituents from vadose zone soils. The SVE system was designed to remove hydrocarbons, BTEX constituents, and TCE from vadose zone soils. She also prepared the work plans for the construction and closure of the treatment systems. The work plans included a remediation and management plan, site preparation plan, spill and discharge control plan, emission control plan, excavation plan, transportation plan, and demobilization and closure plan.

George Air Force Base Landfill Closure and Post-Closure Maintenance Plans | Air Force Center for Environmental Excellence | Victorville, California | 1995-1996 | Design Engineer

Ms. McTigue was the design engineer for CERCLA closure of five landfills at George Air Force Base (AFB), California. The selected remedial action for two of the landfill sites included the installation of a 2-foot native soil cover. The selected remedial action for the other three sites was the rehabilitation of the existing soil covers to provide at least a 12-inch soil cover. In order to reduce infiltration into the landfills, the soil covers were designed to promote surface water run-off by maintaining at least a 3 percent slope, and perimeter drainage controls were designed to divert surface water run-on around the landfill boundaries. Design objectives included minimization of impact to surrounding vegetation and habitat, and utilization of oversized drainage channels to provide soil for the landfill covers. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost.

George Air Force Base Operable Unit 3 Feasibility Study | Air Force Center for Environmental Excellence | Victorville, California | 1995 | Project Engineer

Ms. McTigue conducted the pre-design for the expansion of the OU 1 groundwater extraction, treatment and disposal system. She analyzed groundwater modeling results for 15 extraction, treatment, and disposal scenarios and presented the results to the client and the regulatory agencies. The modeling scenarios were optimized to maximize TCE mass removal and to contain the contaminant plume. She was involved in the design of pipelines, pumps, and a percolation pond to discharge treated effluent.

George Air Force Base Operable Unit 3 Remedial Investigation | Air Force Center for Environmental Excellence | Victorville, California | 1993-1996 | Engineer

Ms. McTigue was the primary author of the George AFB Operable Unit (OU) 3 RI that consists of approximately 60 discrete sites. These sites include landfills, disposal sites, waste pits, spill sites, fire training areas, and other disturbed areas. She prepared site histories, discussions and results of field investigations, and contamination assessments. She was also involved in the vadose zone contaminant transport modeling and the site-specific and basewide human health risk assessments.

San Fernando Valley RI/FS | City of Los Angeles Department of Water and Power | Glendale, California | 1991-1992 | Engineer

Ms. McTigue was a project engineer for the preparation of RI/FSs for the Los Angeles Department of Water and Power. She was involved in the preparation of one RI and two FSs for two VOC-contaminated groundwater sites located in Southern California. The FSs evaluated groundwater extraction, treatment, and disposal options for remediating VOC-contaminated groundwater. Ms. McTigue was involved in the human health risk assessments and the cost analyses for the various remedial options. She also addressed regulatory and client comments on the documents.

Site Remediation and Closure* | Shell Oil Company | Vacaville, California | 1990 | Field Engineer

Ms. McTigue was the field engineer for a site contaminated with petroleum hydrocarbons. The remediation included the excavation of several thousand cubic yards of overburden and contaminated soils. She coordinated the excavation activities, the collection of excavation verification samples, and the removal of one leaking underground storage tank. Upon completion of the excavation, the stockpiled soils were sampled and clean soil was placed back into the excavation. Ms. McTigue oversaw the backfilling of the excavation and the off-haul of the contaminated soil. She also assisted in the preparation of the closure report. The site was approved by the agency for commercial development.

** denotes projects completed with other firms*



Contra Costa County, CA

Hazardous Materials Commission

Board Roster



Fred Glueck

1st Term Feb 26, 2019 - Dec 31, 2022

Position Business Seat 1 - West Co. Council of Industries



Aaron Winer

1st Term Feb 26, 2019 - Dec 31, 2022

Position Business Seat 1 Alt. - West Co. Council of Ind.



Mark Hughes

1st Term Feb 26, 2019 - Dec 31, 2021

Position Business Seat 2 - Industrial Association



Don Bristol

3rd Term Jan 01, 2021 - Dec 31, 2024

Position Business Seat 3 - Contra Costa Taxpayers Assoc.



Marjorie Leeds

4th Term Jan 01, 2021 - Dec 31, 2024

Position Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.



Gabriel Quinto

1st Term Feb 12, 2019 - Dec 31, 2022

Position City Seat 1



David Hudson

1st Term Feb 12, 2019 - Dec 31, 2022

Position City Seat 1 Alternate



Mark Ross

2nd Term Jan 01, 2020 - Dec 31, 2023

Position City Seat 2



Edi Birsan

1st Term Jan 21, 2020 - Dec 31, 2023

Position City Seat 2 Alternate



George Smith

2nd Term Feb 27, 2018 - Dec 31, 2021

Position Environmental Engineering Firms



Ronald Chinn

2nd Term Feb 27, 2018 - Dec 31, 2021

Position Environmental Engineering Firms Alternate



Sara J Gurdian

1st Term Nov 17, 2020 - Dec 31, 2024

Position Environmental Justice Representative



Heather Youngs

1st Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Justice Representative
Alternate



Stephen Linsley

3rd Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Organizations Seat 1



Lisa Park

1st Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Organizations Seat 1
Alternate

**Jonathan Bash**

1st Term Apr 16, 2019 - Dec 31, 2023

Position Environmental Organizations Seat 2

**Ed Morales**

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Environmental Organizations Seat 2
Alternate

**Audrey Comeaux**

1st Term Feb 25, 2020 - Dec 31, 2023

Position General Public

**Tim Bancroft**

2nd Term Jan 01, 2020 - Dec 31, 2023

Position General Public Alternate

**Henry Alcaraz**

1st Term Feb 26, 2019 - Dec 31, 2022

Position Labor Seat 1 - Central Labor Council

**Jim Payne**

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Labor Seat 2 - Local 8-5, Pace

**Tracy Scott**

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Labor Seat 2 Alternate - Local 8-5, PACE



Marielle Boortz

1st Term Jan 01, 2021 - Dec 31, 2024

Position League of Women Voters



Madeline Kronenberg

1st Term Jan 01, 2021 - Dec 31, 2024

Position League of Women Voters Alternate



Vacancy

Position Business Seat 2 Alternate - Industrial Association



Vacancy

Appointing Authority City Selection Committee

Position City Seat 3 Alternate



Vacancy

Appointing Authority City Selection Committee

Position City Seat 3



Vacancy

Position Labor Seat 1 Alternate - Central Labor Council



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 03/08/2021

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 21/3

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 2019/20 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

Recommendation(s)/Next Step(s):

RECEIVE the 2019/20 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

ISF/Fleet Report FY 2019-20 2-25-2021

Attachments to ISF/Fleet Report FY 2019-20 2-25-2021



Memo

March 8, 2021

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 2019-20 REPORT

MESSAGE:

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2019-20.

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 1569 vehicles/equipment/trailers, of which, 951 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 2019-20, 117 vehicles were purchased, 37% more than FY 2018-19, and 58% more than were purchased in FY 2017-18. Of this amount, 34 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. A recent review of FY 2019-2020 usage identified 53 units as being underutilized that required further analysis for possible reassignment or replacement. This amount is a dramatic increase from two which was identified the previous year. It appears the main reason for the increase is due to staff working remotely in response to the COVID-19 pandemic. Fleet will continue to monitor vehicle usage post-pandemic to determine if there are longer lasting work patterns that reduces the need for vehicles.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 8 electric and 17 hybrid vehicles as replacement vehicles in FY 2019-20.

- 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. 707 vehicles in the County fleet are equipped with these devices.

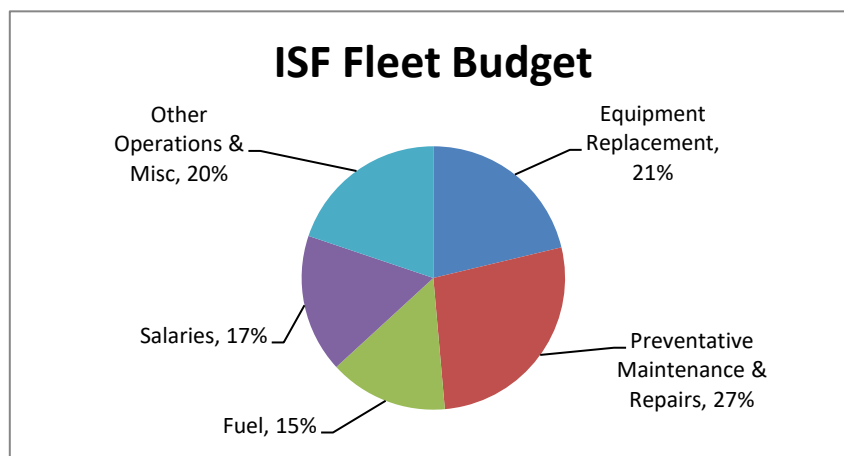
628 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a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

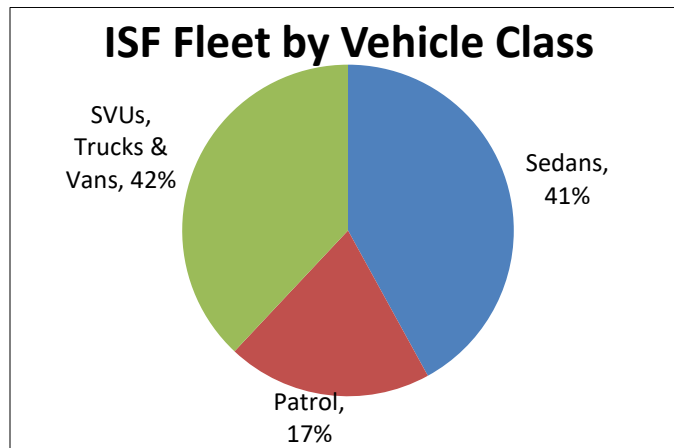
Summary

In FY 2019-20, 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.

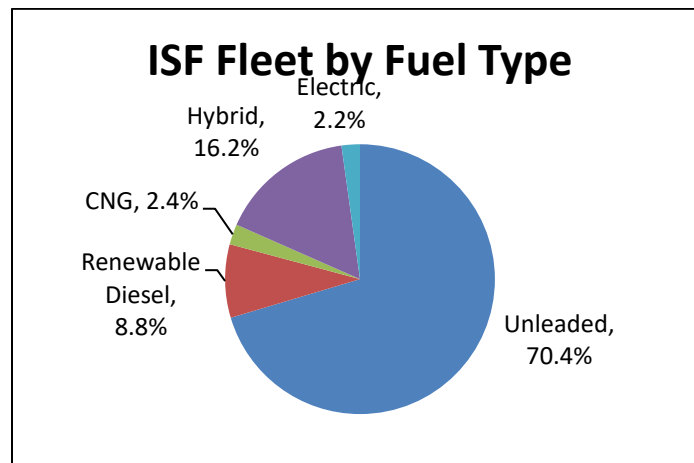
The FY 2019-20 budget of \$16,460,368 included: \$2,796,384 for salaries and benefits; \$4,500,300 for vehicle repairs; \$2,400,000 for fuel; and \$3,500,000 for the replacement of fleet vehicles and equipment.

The FY 2019-20 actual expenditure total was \$14,314,619. In addition, expenditures for the purchase of ISF equipment was \$4,505,074 and \$709,846 was on order at fiscal year-end. Included in the FY 2019-20 Total Revenue reported on Attachment B is \$474,404 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2019-20 was \$16,311,795. 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 diesel 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 2019-20

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, 2020**

	<u>FY 2018-19</u>	<u>FY 2019-20</u>
Beginning Fund Balance	<u>\$ 13,959,235</u>	<u>\$ 15,526,281</u>
Expenses		
Salaries & Benefits	\$ 2,445,419	\$ 2,669,121
Services and Supplies, Other Charges	8,530,710	8,669,587
Depreciation	2,654,159	2,975,911
Total Expenses	<u>\$ 13,630,288</u>	<u>\$ 14,314,619</u>
Revenues		
Charges for services	\$ 14,670,317	\$ 14,493,755
Transfers In/(Out)	55,203	-
Sale of Surplus Vehicles	302,618	393,854
Indemnifying Proceeds (Accidents)	169,196	212,524
Total Revenue	<u>\$ 15,197,334</u>	<u>\$ 15,100,133</u>
Change in Fund Balance	<u>\$ 1,567,046</u>	<u>\$ 785,514</u>
FY Ending Fund Balance	<u><u>\$ 15,526,281</u></u>	<u><u>\$ 16,311,795</u></u>

Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2020

		FY 2018-19	FY 2019-20
Assets			
Current Assets:			
0010	Cash	\$ 5,118,562	\$ 4,648,301
0100	Accounts Receivable	113	26,328
0170	Inventories	346,974	248,632
0180	Due From Other Funds	2,055,023	1,709,564
0250	Prepaid Expense	(53,201)	(24,808)
	Total Current Assets	<u>\$ 7,467,471</u>	<u>\$ 6,608,015</u>
Noncurrent Assets:			
0340	Equipment	\$ 25,473,578	\$ 28,361,329
0360	Construction In Progress	1,581,325	708,166
0370	Reserve For Depreciation	(17,643,711)	(18,268,376)
	Total Noncurrent Assets	<u>\$ 9,411,191</u>	<u>\$ 10,801,119</u>
	Total Assets	<u>\$ 16,878,661</u>	<u>\$ 17,409,134</u>
Liabilities			
0500	Accounts Payable	\$ 749,495	\$ 511,266
0540	Due To Other Funds	513,458	464,822
0640	Employee Fringe Benefit Pay	89,427	121,250
	Total Liabilities	<u>\$ 1,352,380</u>	<u>\$ 1,097,339</u>
Net Position			
	Net Capital Assets	\$ 9,411,191	\$ 10,801,119
	Working Capital	6,115,090	5,510,676
	Total Net Position	<u>\$ 15,526,281</u>	<u>\$ 16,311,795</u>



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 03/08/2021

Subject: LANGUAGE INTERPRETATION SERVICES AT BOARD OF SUPERVISORS MEETINGS

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 21/9

Referral Name:

Presenter: Jami Morritt, Chief Asst Clerk of the Board

Contact: Jami Morritt (925) 655-2005

Referral History:

On March 26, 2019, the Board of Supervisors (BOS) requested that the Internal Operations Committee (IOC) develop a policy on language interpretation services at Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocated to the new Administration Building at 1025 Escobar Street in Martinez.

On January 21, 2020 staff presented, at IOC direction, a report to the Board of Supervisors with options for implementing language translation services at BOS meetings upon 72 hours' prior notice once the Board began using its new meeting chambers, estimated to be in June 2020. The Board's direction in January was for the Clerk of the Board Division to secure its own contract for hiring interpreters, which would enable BOS meetings to feature additional requested services for the public. This roll-out would include adding a language interpretation policy to the County website and working with the Office of Communications and Media on how to communicate the new policy and procedures to the public.

The IOC, composed by Supervisors Andersen and Burgis, had also directed staff to explore the feasibility of providing Board of Supervisors agenda in Spanish as well as English. The translation of written materials from English to Spanish is charged per word. Staff estimated that an English to Spanish translation of a typical 100-item meeting agenda that has approximately 7,800 words would cost \$1,482, or about \$44,500 annualized. A shorter agenda of roughly 75 items could be closer to 6,000 words (approximately 20 pages) and would cost \$1,140.

Efforts to plan and implement language interpretation and translation were stymied by the COVID-19 pandemic. At the beginning of the pandemic, the Board had still been meeting at 651 Pine Street. State and County health orders necessitated converting Board of Supervisors meetings to a virtual model, in which the five Supervisors participate in the meeting from remote locations, minimal staff are in the board room, and the public are allowed to participate remotely

through a call-in number. Since relocating to the new County Administration building during the summer of 2020, the Board of Supervisors has continued to meet virtually.

Ensuring effective virtual meetings with public participation was the focus for both Clerk of the Board and DoIT (Department of Information Technology) for the second and third quarters of 2020. These divisions worked collaboratively to convert meetings to an entirely new format, while preserving the ability of the public to participate. As the logistics for managing the BOS meetings were refined, the use of interpretation services for public comment was quickly added. The current process for interpretation services is to have an interpreter in the Board Chambers who provides consecutive interpretation for Spanish-speakers during public comment periods of the meetings. The County currently contracts with Continental Interpreting for interpretation services.

Referral Update:

In response to public comment made at the February Internal Operations Committee, direction was given to the Clerk of the Board to report back at the March Internal Operations Committee. Clerk of the Board was asked to:

- 1. Add language to the Board of Supervisors agenda regarding the availability of Spanish interpretation and closed-captioning**

Update: Clerk of the Board staff worked with County Counsel on appropriate language to include on the Board of Supervisor agendas. Per the request of the Internal Operations Committee & with guidance from County Counsel, the following language will be added to all the Board of Supervisor agendas.

Meetings of the Board of Supervisors are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers."

- 2. Announcement for the Supervisors to share with constituents on the availability of Spanish interpretation and closed-captioning**

Update: Clerk of the Board staff worked with the Office of Communications and Media on the following draft announcement.

Contra Costa County
County Administrator's Office • 1025 Escobar Street • Martinez, CA 94553 • www.contracosta.ca.gov

NEWS RELEASE Contact: Susan Shiu, PIO, 925-313-1183
March xx, 2021 Susan.Shiu@contracostatv.org

Contra Costa County Board of Supervisors Further Increases Public Accessibility to its Meetings

(Martinez, CA) – The Contra Costa County Board of Supervisors further increases public accessibility to its meetings with a Spanish language interpreter present at all Board meetings and ongoing live closed-captioning available.

A Spanish language interpreter is available to assist Spanish-speaking callers for public comment

at all Board of Supervisors meetings. The public service seeks to help inform and engage community members.

Closed-captioning or subtitles for live and recorded videos of Board of Supervisors meetings will continue to be available on the County website at www.contracosta.ca.gov. Closed captions are also available during live and rebroadcasted TV coverage of the Board meetings on Contra Costa Television channels. Learn more at www.contracostatv.org.

For more information about Board of Supervisors meetings, including meeting dates and agendas, visit the [County website](#). Click on the icon for “Board & District Agendas”. You can also find Board meetings in the Calendar or News section on the homepage.

If you have questions or need assistance, contact the Office of the Clerk of the Board by email at ClerkofTheBoard@cob.cccounty.us or call (925) 655-2000.

###

3. Interpretation of other languages

Update: Clerk of the Board staff worked with the current vendor who provides the Spanish interpretation, Continental Interpreting, on the cost to provide an interpreter for other languages and also on what advance notice would be needed to have the interpreter both on-site and available remotely. The languages that staff requested quotes on were:

- Mandarin
- Cantonese
- Tagalog
- Vietnamese
- Farsi

The above languages were selected as they are representative of the Census 2020 outreach effort. In contrast, County Elections translates written elections information in only Spanish and Chinese (Mandarin/Cantonese).

Per Continental Interpreting, the ideal lead time is one week to request either an on-site or remote interpreter. It is possible to fulfill a request in 2-3 business days, especially for remote interpreters, as there is a larger pool of options for the remote interpreters. The cost is the same for on-site and remote interpreters. Should the Internal Operations Committee direct staff to provide either on-site or remote interpretation in the other languages either routinely or only upon request, a full review of agenda submittal and publishing deadlines will need to occur as the current agenda is published 96 hours before the board meeting. If the County will other language interpretation only upon request, it would require more lead time but would likely be less costly than if the County were to provide such services routinely.

Interpreting Rates

Language Pair	Half Day (up to 2 hrs)	Full Day (up to 4 hrs)	Extended Full Day (up to 9 hours)
Spanish < > English	\$ 400.00	\$ 750.00	\$1350.00
Vietnamese, Chinese (Mandarin or Cantonese), Korean < > English	\$ 550.00	\$ 1050.00	\$ 1950.00

Japanese, Farsi, Tagalog < > English	\$ 750.00	\$1450.00	\$ 2350.00
ASL Interpreting	\$ 550.00	\$1050.00	\$ 1950.00
Other languages or regional variants	\$ 550 - 750	\$ 750 - 1450	Upon request

- *All interpreting assignments require a forty-eight (48) hour notice of cancelation or change (excluding weekends and holidays). Full rates apply for late cancelation or change (excluding weekends and holidays). Full rates apply for late cancelation.*
- *Minimum order value for interpreting is Half Day (up to 2 hours).*
- *Team of 2 interpreters required for simultaneous interpreting beyond 1 hour.*
- *All interpreting services are offered either onsite (subject to availability) or remotely (Zoom or Phone).*
- *If an interpreter can be booked below listed market rate, lower fees may apply but cannot be guaranteed.*
- *Onsite services to be provided in Contra Costa County.*
- *For remote interpreting, we can also offer the use of our remote interpreting platforms (additional fees apply).*

4. Translation of other languages

Although Clerk of the Board was not directed to report on written translation rates in other languages, because translation costs have been discussed in past reports, staff is providing written translation rates for review.

Written Translation Rates

Language Pair	Per Word Rate	Minimum Order Value
Spanish < > English	\$ 0.16	\$ 100.00
Other European, Middle Eastern & Asian Languages < > English (incl. most European languages, Simplified & Traditional Chinese, Korean, Vietnamese, Arabic, Hindi, Urdu, Punjabi, etc.)	\$ 0.24	\$ 125.00
Cambodian (Khmer) < > English	\$ 0.30	\$ 125.00
Other languages or regional variants upon request	\$ 0.25 - 0.50	\$ 100.00 - 150.00

- *All translations will be delivered via email in PDF and Word, if requested.*
- *Upon request, we can provide a quote for each project to be approved prior to translation.*

Recommendation(s)/Next Step(s):

1. Accept this report on language interpretation services.
2. Approve the agenda language addition on interpretation services and closed-captioning.
3. Approve the media announcement on Spanish interpretation services and closed-captioning at the Board of Supervisor meetings.
4. Direct Clerk of the Board staff on next steps regarding both the interpretation and translation services in other languages at the Board of Supervisor meetings.

Fiscal Impact (if any):

No fiscal impact. This is an informational report only.

Should the Board of Supervisors decide to implement interpreter services in multiple languages and/or agenda translation services in Spanish, per-meeting and annual costs would depend on the number of selected languages and number of service hours, remote or onsite. Potential costs would deviate significantly based upon the scope of service and cannot be accurately estimated until a scope of service is further defined. Costs would likely be borne by the County General Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 03/08/2021

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

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No.: IOC 21/7

Referral Name: TRIENNIAL ADVISORY BODY REVIEW

Presenter: Lauren Hull, Management Analyst **Contact:** Lauren Hull (925) 655-2007

Referral History:

The Board of Supervisors oversees and appoints residents to approximately seventy-five (75) advisory boards, commissions, and committees (bodies). These advisory bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, ongoing 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. Since the Triennial Review process was installed in 2012, two full rounds of review have been completed. The publishing of this Phase 1, Cycle 3 report, marks the beginning of the third round of the Triennial Review. This report represents the findings of the third round of Triennial Sunset Reviews for advisory bodies included in Phase I.

Summary of Cycle 3 Triennial Review Phases

Phase	Completion Date	Number of Bodies Included
1	2021	14
2	2022	27
3	2023	17
Excluded		17
Total Boards Listed in Maddy Book		75

A list of the seventeen (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 an 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.

<u>Bodies Excluded from Triennial Review Cycle 3</u>		<u>Rationale</u>
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 I

Fourteen (14) 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. Many discretionary bodies were created to address community needs and solicit further resident engagement. A total of six (6) discretionary bodies were reviewed in this phase:

- Agricultural Advisory Task Force Committee
- Alcohol and Other Drugs Advisory Board
- Arts and Culture Commission of Contra Costa County
- 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:

Summary of Findings for Phase I

Staff to bodies included in Phase I were asked to complete a survey, which was reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board then 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 to review the contents of the agendas for compliance with several additional policies, such as including information about disability access and 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 description of advisory bodies in the Phase I review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

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 ACOA also advises the AAA, the Aging and Adult Services Bureau of the Contra Costa County Employment and Human Services Department, and the Board of Supervisors on the Fourth-Year Area Plan which is based on the unmet needs and priorities of older persons as determined by surveys of local committees and coalitions on aging, and results of public hearings. The ACOA provides a means for countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of Contra Costa County. The ACOA also provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

Staff Comments/Recommendations

Staff has reviewed the Advisory Council on Aging's Triennial Review submission and does not currently suggest any 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 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 for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access materials provided after publication. Additionally, staff recommends that the agendas be posted to the County website under the "AgendaCenter" section to comply with Resolution 2020/1.

Economic Opportunity Council

The Economic Opportunity Council (EOC) is responsible for ensuring that the Community Action Agency assesses 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 notes that offering skills training for EOC members would be beneficial, given their varying levels of technical skills in regard to writing reports and using software programs. Staff for the Clerk of the Board's Office does not currently suggest any changes to the EOC's bylaws or operations.

Hazardous Materials Commission

The Hazardous Materials Commission (HMC) is charged with developing overall policy recommendations for hazardous materials and wastes and advising the Board of Supervisors, local elected officials, and county and city staff.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends that, in addition to publishing agendas at a physical location and on the Contra Costa Health Services website, the HMC should publish agendas on the County website under the "AgendaCenter" to comply with Resolution 2020/1. Staff does not recommend any other 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 but progress was 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. Since that time, a new Agriculture Commissioner has been appointed and has now been charged with reviewing the necessity of the Agricultural Advisory Task Force. The County Administrator's Office has asked the Commissioner to determine by the end of Fiscal Year 2021-22 (June 30, 2022) whether to abolish or reinstate the Task Force.

Alcohol and Other Drugs Advisory Board

The mission of the Alcohol and Other Drugs Advisory Board (AODAB) 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. The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control.

Staff Comments/Recommendations

As a result of the previous Triennial Review of the AODAB, the Board of Supervisors directed that the bylaws of the advisory body be updated. The resulting changes helped to better define the role of the Executive Committee, streamline its organizational structure, and reduce County staff time in supporting the AODAB. The number of committees was also reduced from 4 to 3, to redistribute functions and reduce meeting frequency. These changes were approved on July 10, 2018. Additionally, on December 8, 2020 the Board of Supervisors approved a change to the body's objectives to emphasize the advocacy role of the AODAB and its reliance on subject matter experts in the field of substance use in order to make recommendations.

Staff to the AODAB report that while the advisory body now continues to be able to muster quorum consistently and fulfill its duties, the waiting period for the appointment of new members is a lengthy process. The AODAB also notes in its Triennial Review submission that advocacy efforts have not yielded many results due to lack of resources.

Staff for the Clerk of the Board's Office recommends a minor change to the meeting agendas. The agendas should be modified to include information about how the public can access meeting materials provided after publication.

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 communication 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 Board of Supervisors recently approved updates to the Arts and Culture Commission's bylaws that added two Youth Advisor seats. Staff does not currently suggest any changes to the AC5's bylaws or operations.

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 for the Clerk of the Board's Office staff recommends some minor changes to the current agendas in order to ensure that they include information about disability access and how the public can access materials provided after publication. Staff does not recommend any other changes to the operations or bylaws of the Aviation Advisory Committee at this time.

Commission for Women and Girls

The Contra Costa Commission for Women and Girls (CCCWG) provides information and advice to the Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The CCCWG strives to increase awareness of women's and girl's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state, and federal levels. Areas of focus include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

Staff Comments/Recommendations

The CCCWG has worked with county staff and the Internal Operations Committee to implement suggested changes and address a number of issues that were identified in the previous Triennial Review. Changes included an update to the bylaws to provide more clarity on the CCCWG's mission and the responsibilities of its members, an increase in the term length from three years to four years, and the establishment of new fixed and staggered expiration dates of terms. The CCCWG's Triennial Review Submission notes that while the advisory body has experienced high vacancy rates, difficulty filling seats, high member turnover, and difficulty achieving a quorum, recent changes appear to be helping. The CCCWG continues to actively work with county staff and the Family and Human Services Committee. The Commission appears to be committed to proceeding with changes and actively improving its membership and turnover rates.

Emergency Medical Care Committee

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

Staff Comments/Recommendations

Staff has reviewed the Emergency Medical Care Commission's Triennial Review submission and does not currently suggest any changes to its bylaws or operations.

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 (HRI).

Staff Comments/Recommendations

The Historical Landmarks Advisory Committee's Triennial Review submission notes that there is no funding for the body, making it difficult to carry out its goals, especially in regard to its primary function of maintaining the HRI. Additionally, the cost burden for property owners and the time-consuming application process discourages the rehabilitation and reuse of historic buildings/properties. To address these issues, the HLAC recommended that the Board of Supervisors reduce the application deposit amount from \$1,000 to \$500 to nominate potential historical resources for designation to the HRI. This change was implemented by the Board of Supervisors on December 17, 2019 and is current in the county's Land Development Fee Schedule. The HLAC is currently drafting a recommendation regarding a Historic Preservation Ordinance which would include the criteria for a reduction or waiver of fees for applications for HRI nomination based on economic hardship. Staff for the Clerk of the Board's Office notes that the HLAC and county staff could explore the possibility of developing bylaws for the body, and during this process could incorporate the HLAC's recommendation of expanding the body's focus to include the Delta National Heritage Area in order to promote a more regional and overall statewide integration of historical and cultural resources relevant to unincorporated Contra Costa County.

Integrated Pest Management (IPM) 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 Countywide effort to implement IPM 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 Committee notes in its Triennial Review submission that they would like to "explore expanding the Committees' purpose to more broadly include the ecological stewardship of County properties" stating that "an expanded focus on ecological stewardship would help set many of these sites on a regenerative trajectory beyond the consideration of problematic pest populations". Staff to the IPM Committee also suggested exploring the feasibility of exchanging the two existing staff-voting positions for two public member seats on the Committee. Staff for the Clerk of the Board's Office has reviewed IPM Advisory Committee's Triennial Review submission and does not currently suggest any changes to its bylaws or operations.

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 include 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

The Library Commission notes in its Triennial Review submission that they have faced several challenges in terms of funding. They note that “other critical county funding priorities has [sic] precluded the county from being able to increase funding for the [L]ibrary as detailed in the Library Commission’s July 2016 report, ‘Promoting Excellence in Library Service for Contra Costa County’” and also point out that “while most branch libraries have a Friends organization which raise[s] funds to improve library services” there is no coordinating “Friends” organization or a countywide foundation. Other challenges noted include the inability to reduce the voter threshold to pass library construction bond measures and the inability of the state budget to receive an augmentation for literacy and other programs. The Commission provides several recommendations to consider, including increasing grant applications, reactivating a countywide Friends council, and hiring a professional consulting service to secure private gifts and bequests to support Library programs and services.

Staff for the Clerk of the Board’s Office recommend that, in addition to posting agendas on the Library website, the Library Commission should post agendas to the county website under the “AgendaCenter” section to comply with Resolution 2020/1.

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

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

Recommendation(s)/Next Step(s):

1. ACCEPT the 2020-2021 Triennial Review Phase I Report and specific recommendations summarized below:

- DIRECT the County Administrator to continue implementation of Phase 2 and 3 of the third cycle of the Triennial Review process for the remaining advisory bodies.
- CONSIDER referring minor, targeted suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
 - Alcohol and Other Drugs Advisory Board
 - Aviation Advisory Committee
 - Countywide Bicycle Advisory Committee
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- CONSIDER referring minor, targeted suggestions about disability access agenda language and disclosures to the following advisory bodies:
 - Aviation Advisory Committee
 - Countywide Bicycle Advisory Committee
- CONSIDER whether to direct the following advisory bodies to post agendas on the AgendaCenter section of the county website, in addition to their current electronic and physical posting locations:
 - Countywide Bicycle Advisory Committee
 - Hazardous Materials Commission
 - Library Commission

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
