



AGENDA

INTERNAL OPERATIONS COMMITTEE

March 13, 2023
10:30 A.M.

Join in person:
1025 Escobar St, Room 110A
Martinez, CA 94553

Join from PC, Mac, Linux, iOS or Android:
<https://cccounty-us.zoom.us/j/85280600959>

Join by 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 two minutes).
3. RECEIVE and APPROVE the Record of Action for the February 13, 2023 Internal Operations Committee meeting. *(Julie Enea, IOC Staff)*
4. CONSIDER recommending to the Board of Supervisors the appointment of Richmond City Councilmember Soheila Bana to the Mayors Conference #3 seat and Julian Vinatieri to the Labor #1 seat on the Hazardous Materials Commission to terms that will expire on December 31, 2024 and December 31, 2026, respectively. *(Michael Kent, Health Services Department)*
5. INTERVIEW applicants for the At-Large Alternate #1 and #2 seats on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendations for Board of Supervisors consideration. *(Julie Enea, County Administrator's Office)*
6. RECEIVE report on the Auditor-Controller's audit activities for 2022 and APPROVE the proposed schedule of financial audits for 2023. *(Sandra Bewley, Auditor-Controller's Office)*
7. RECEIVE the 2021/22 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet. *(Joe Yee, Public Works Department)*
8. The next meeting is currently scheduled for April 10, 2023.
9. Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 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.

HOW TO PROVIDE PUBLIC COMMENT:

*Persons who wish to address the Internal Operations Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.*

All public comments will be limited to 2 minutes per speaker.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

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: 03/13/2023
Subject: RECORD OF ACTION FOR THE FEBRUARY 13, 2023 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 13, 2023 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the February 13, 2023 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for 2-13-23



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 13, 2023

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Michael Kent, Health Services Dept.; Elissa Robinson, District III Supervisor's Office;
Jill Ray, District II Supv Office; Lauren Hull, Clerk of the Board's Office

1. Introductions

Chair Andersen called the meeting to order at 10:30 a.m.

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the December 12, 2022 IOC meeting.

The Committee approved the Record of Action for the December 12, 2023 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. 1. CONSIDER recommending to the Board of Supervisors the following appointments to the Hazardous Materials Commission, and:

Nominee	Seat	New Term Expiration	Sponsor
Fred Glueck	Business #1	12/31/26	West Co Council of Industries
Aaron Winer	Business #1 Alternate	12/31/26	West Co Council of Industries
Drew Graham	Business #3	12/31/24	CC Taxpayers Association
Anthony Tave	Mayors Conference #1	12/31/26	CC Mayors Conference
Terry Baldwin	Labor #1 Alternate	12/31/26	CC Building Trades

2. CONSIDER changing extending the current term of the Environmental Justice and Environment Justice Alternate seats by one year to expire on December 31, 2025 with no change to the future terms of office of four years, to improve the balance of term staggering among the Commission seats.

Approved unanimously as recommended. Staff was directed to forward the recommendations to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. APPROVE the proposed 2023 Committee meeting schedule, meeting format, and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended except:

- **Staff was directed to rescheduled the December 11 meeting to December 4 or another acceptable date.**
- **Staff was directed to schedule an update by the Commission for Women and Girls.**

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. 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

7. The next meeting is currently scheduled for March 13, 2023.
8. Adjourn

Chair Andersen adjourned the meeting at 10:45 a.m.

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

4.

Meeting Date: 03/13/2023

Subject: RECOMMENDATION FOR APPOINTMENTS TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: 23/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Executive Assistant to the Hazardous Materials
Commission

Contact: Michael Kent,
925-313-6587

Referral History:

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

Referral Update:

The Mayors Conference #3 seat was vacated due to the resignation of Ken Carlson and declared vacant by the Board of Supervisors on February 28, 2023 (Item C. 21). The bylaws of the Hazardous Materials Commission provide for three (3) representatives of cities, appointed by the City Selection Committee pursuant to Article 11 (§ 50270 et seq.) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code. The Mayors Conference has nominated Soheila Bana, City of Richmond Councilmember, for Seat #3. Her application and letter of support are attached. The term for this seat expires on December 31, 2024.

The term of Labor #1 seat expired on December 31, 2022. The bylaws of the Hazardous Materials Commission provide for two (2) labor representatives, nominated by labor organizations, screened by the Internal Operations Committee, and appointed by the Board of Supervisors. The Contra Costa Building Trades have nominated Julian Vinatieri for Seat #1. His application and letter of support are attached. The term for this seat expires on December 31, 2026.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Richmond City Councilmember Soheila Bana to the Mayors Conference #3 seat and Julian Vinatieri to the Labor #1 seat on the Hazardous Materials Commission to terms that will expire on December 31, 2024 and December 31, 2026, respectively.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Hazardous Materials Commission Roster

Application Soheila Bana HMC

Mayors Conference Nomination Ltr

Application Julian Vinatieri HMC

Position	Name	Start date	End date	City of Residence
Business Seat 1 - West Co. Council of Industries	Fred Glueck	2/28/2023	12/31/2026	Alamo
Business Seat 1 Alt. - West Co. Council of Ind.	Aaron Winer	2/28/2023	12/31/2026	Vallejo
Business Seat 2 - Industrial Association	Mark Hughes	1/1/2022	12/31/2025	Benicia
Business Seat 2 Alternate - Industrial Association	Amy McTigue	1/1/2022	12/31/2025	Lafayette
Business Seat 3 - Contra Costa Taxpayers Assoc.	Andrew D Graham	2/28/2023	12/31/2024	Pleasant Hill
Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.	Marjorie Leeds	1/1/2021	12/31/2024	Martinez
City Seat 1	Anthony L Tave	2/28/2023	12/31/2026	Pinole
City Seat 1 Alternate	Vacancy	1/1/2023	12/31/2026	
City Seat 2	Mark Ross	1/1/2020	12/31/2023	Martinez
City Seat 2 Alternate	Edi Birsan	1/21/2020	12/31/2023	Concord
City Seat 3	Vacancy	3/30/2021	12/31/2024	
City Seat 3 Alternate	Peter K Cloven	3/30/2021	12/31/2024	Clayton
Environmental Engineering Firms	George Smith	1/1/2022	12/31/2025	Walnut Creek
Environmental Engineering Firms Alternate	Ronald Chinn	1/1/2022	12/31/2025	Lafayette
Environmental Justice Representative	Maureen M Brennan	7/26/2022	12/31/2025	Rodeo
Environmental Justice Representative Alternate	Vacancy	1/1/2021	12/31/2025	
Environmental Organizations Seat 1	Stephen Linsley	1/1/2021	12/31/2024	El Cerrito
Environmental Organizations Seat 1 Alternate	Lisa Park	1/1/2021	12/31/2024	Richmond
Environmental Organizations Seat 2	Jonathan Bash	1/1/2020	12/31/2023	Martinez
Environmental Organizations Seat 2 Alternate	Ed Morales	1/1/2020	12/31/2023	Martinez
General Public	Tim Bancroft	2/22/2022	12/31/2023	Danville
General Public Alternate	Jack Bean	7/26/2022	12/31/2023	Pleasant Hill
Labor Seat 1 - Central Labor Council	Vacancy	1/1/2023	12/31/2026	
Labor Seat 1 Alternate - Central Labor Council	Terry A Baldwin	2/28/2023	12/31/2026	Concord
Labor Seat 2 - United Steel Workers Local 5	Jim Payne	1/1/2020	12/31/2023	Martinez
Labor Seat 2 Alternate - United Steel Workers Local 5	Tracy Scott	1/1/2020	12/31/2023	Martinez
League of Women Voters	Marielle Boortz	1/1/2021	12/31/2024	
League of Women Voters Alternate	Madeline Kronenberg	1/1/2021	12/31/2024	

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

I am a Richmond City Councilmember and the city has many brown fields + hazardous materials issues. Hence, I would like to learn more about the available resources + be active in finding regional solutions for our hazardous materials.

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

I have been a community advocate for a long time and a volunteer in different capacities. It is the time to be active in addressing community issues w.r.t hazardous materials now. As an engineer, I have the qualifications. Please see my resume attached.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are ~~currently~~ ^{previously} serving:

CCCFPD Fire Advisory Board

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

BPAC

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

Richmond Recreation + Parks Commission

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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:

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

From: [Gary and Jean Pokorny](#)
To: [Michael Kent](#)
Subject: Re: [EXTERNAL] HMC appointments
Date: Monday, January 23, 2023 5:07:59 PM

This Message Is From an External Sender

This message came from outside your organization.

Hi Michael,

Sorry for the confusion caused by my previous email.

As I understand the status of our appointments, Gabe Quinto did not apply for reappointment (member) , nor did Dave Hudson (alternate). Ken Carlson (member) as you noted, is now a County Supervisor and his seat thus was vacant.

Thus, the three open seats were those previously filled by Quinto (member) new seat expiring 12/31/26, Hudson (alternate) new appointment will be expiring 12/31/26, and and Carlson (member) remainder of term expiring 12/31/24.

My understanding is that the Mayors appointed Soheila Bana to the Ken Carlson seat vacancy that expires in December of 2024. Then they appointed Anthony Tave to the seat formerly held by Quinto, now expiring in 2026 with this new appointment. Thus you should have 3 members now.

Thus the remaining opening is the alternate seat formerly held by Hudson which will eventually have a new appointment until 2026.

I hope this now makes sense. I can see that my earlier email was deficient in detail. Let me know if this now squares with your records of our previous appointments.

As far as I know, Peter Cloven continues as an alternate with a term that will expire in December 2024.

Gary Pokorny.

On Jan 23, 2023, at 3:30 PM, Michael Kent <Michael.Kent@cchealth.org> wrote:

Hi Gary,

Thank you for this information. Before I reach out to them, I want to make sure I understand who they are replacing. The seat expiring in 2024 was held by Ken Carlson, who you know had to resign because he became a County Supervisor. But I hadn't heard that his alternate, Peter Cloven from Clayton, also resigned. I have reached out to him but have not heard back yet. Can you confirm that Peter has resigned? If Peter wants to stay on, then one of the gentlemen you listed could fill the other seat.

The seat that expires in 2026 was held by Gabe Quinto and his alternate was Dave Hudson. My understanding is that they both resigned and you need to both of those seats.

Thanks for clarifying.

Michael Kent
Hazardous Materials Ombudsman
Contra Costa Health Services
597 Center Ave., Suite 110
Martinez, CA 94553
(925) 313-6587
mkent@cchealth.org
www.cchealth.org

From: Gary and Jean Pokorny

Sent: Monday, January 23, 2023 3:22 PM
To: Michael Kent <Michael.Kent@cchealth.org>
Cc: Anthony Tave ; Soheila Bana
Subject: [EXTERNAL] Re: HMC appointments

This Message Is From an External Sender

This message came from outside your organization.

Hi Michael,

Yes, we have two new appointments for you.

1) For a term ending Dec. 31, 2024 it is Richmond Council Member Soheila Bana. his city email is: soheila.bana@richmondca.gov . The phone number I have is [510-521-1100](tel:510-521-1100)

2) For a term ending Dec. 31, 2024 is Pinole Council Member Anthony Tave. His email is: atave@pinoleca.gov His phone is: [925-252-1100](tel:925-252-1100)

I am copying both of these men and they may wish to share additional contact information with you that will make your communication more effective.

We owe you one more, I believe. Will share as soon as I get it.

Gary Pokorny
Executive Director
Contra Costa Mayors Conference

On Jan 23, 2023, at 2:04 PM, Michael Kent <Michael.Kent@cchealth.org> wrote:

Hi Gary,

Did you have any luck with getting anyone to be on the Hazardous Materials Commission?

Michael Kent
Hazardous Materials Ombudsman
Contra Costa Health Services
597 Center Ave., Suite 110
Martinez, CA 94553
(925) 313-6587
mkent@cchealth.org
www.cchealth.org



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 **Middle Initial** **Last Name**

Home Address - Street **City** **State** **Postal Code**

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

Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? Yes No **If Yes, in which District do you work?**

Current Employer **Job Title** **Length of Employment**

How long have you lived or worked in Contra Costa County?

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

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

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	Degree Type/ Course of Study/Major	Degree Awarded	
Solano Community College	General Education	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Napa Valley College	General Education	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed: **Certificate Awarded for Training?**
 Yes No
 Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

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

Before working as a staff member of IBEW 302, I spent almost 10 years working in the Oil Refining Industry. This particular industry is always in the spotlight for their handling of hazardous materials/pollution. I feel it is important to have someone on the committee that has experienced these types of facilities first hand. I feel that I can speak to my experiences and give insight from a first hand point of view. I look forward to making a positive impact for Contra Costa County.

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

I have been in a management role for the last 5 years of my career. This experience has given me a lot of tools that can help on this committee.

Some of those tools include; working well with others, making tough decisions, planning, scheduling, achieving common goals that may not always benefit everyone involved, public speaking, speaking out against things to protect your employees and others, working in a stressful environment, and being efficient at meeting deadlines.

I am including my resume with this application:

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

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

I have not served on any boards.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

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: Julian Vinatieri

Date: 02/27/23

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

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From: [Bill Whitney](#)
To: [Michael Kent](#)
Cc: [Tesse Perez](#); [Julian Vinatieri](#)
Subject: [EXTERNAL] RE: Appointment to the Hazardous Materials Commission
Date: Thursday, February 16, 2023 6:05:31 PM
Attachments: [image001.png](#)

Hi Michael,

I have found someone to replace Treston Schull on the County's Hazardous Materials Commission.

His name is Julian Vinatieri. He is the Assistant Business Manager with IBEW Local 302. His contact info is as follows:

nominated Julian at our CCBCTC Board Meeting today and his nomination was unanimously approved.

Please let me know what you need from our end, and we will make it happen.

Thank you!

Bill Whitney, CEO
Contra Costa Building and
Construction Trades Council

2727 Alhambra Avenue
Suite 5
Martinez, CA 94553



From: Michael Kent <Michael.Kent@cchealth.org>
Sent: Thursday, February 2, 2023 11:47 AM
To: Bill Whitney
Subject: Re: Appointment to the Hazardous Materials Commission

Ok, thanks for the update.

Michael Kent

Hazardous Materials Ombudsman

Contra Costa Health Services

597 Center Ave., Suite 110

Martinez, CA 94553

(925) 313-6587

mkent@cchealth.org

www.cchealth.org

From: Bill Whitney >
Sent: Thursday, February 2, 2023 11:45 AM
To: Michael Kent <Michael.Kent@cchealth.org>
Cc: <[.com](mailto:)>
Subject: [EXTERNAL] Re: Appointment to the Hazardous Materials Commission

Hi Michael,

I'm still working on finding a replacement. I'm sure we'll come up with somebody soon.

Bill Whitney, CEO
CCBCTC

2727 Alhambra Ave., Suite 5
Martinez, CA 94553

On Feb 2, 2023, at 11:30 AM, Michael Kent <Michael.Kent@cchealth.org> wrote:

Hi Bill,

Just checking in to see if you have had any luck in finding a replacement for Treston for the Hazardous Materials Commission.

I have talked with Terry and he has confirmed that he wants to stay as the alternate. He has been, and will try to continue to fill in, until a permanent replacement can be found.

Thanks

Michael Kent

Hazardous Materials Ombudsman

Contra Costa Health Services

597 Center Ave., Suite 110

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(925) 313-6587

mkent@cchealth.org

www.cchealth.org



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 03/13/2023
Subject: INTERVIEW APPLICANTS FOR THE CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 23/5
Referral Name: Advisory Body Recruitment
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

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) Alternate seats that are filled in the same manner at At Large 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 vacancies in the At-Large Alternate #1 and #2 seats to complete the current terms ending on June 30, 2024.

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the At-Large Alternate #1 and #2 seats on the Contra Costa County Fire Protection District Advisory Fire Commission and DETERMINE recommendations for Board of Supervisors consideration:

Mark DeMarce (Clayton)
Donn Walklet (Concord)

Fiscal Impact (if any):

No fiscal impact.

Attachments

Media Release CCCFPD 2023
CCCFPD Roster
Combined Fire District Map 2022
Application Mark DeMarce CCCFPD
Application Donn Walklet CCCFPD



Contra Costa County

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

FOR IMMEDIATE RELEASE

Friday, February 10, 2023

Contact: Julie DiMaggio Enea

Phone: (925) 655-2056

Email: julie.enea@cao.cccounty.us

HELP PROTECT YOUR COMMUNITY! WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

The Contra Costa County Board of Supervisors is seeking individuals 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 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 of office that will expire on June 30, 2024. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, March 3, 2023. Applicants should plan to be available for public interviews in Martinez on Monday, March 13, 2023.

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>.

###

Position	Name	Start date	End date	City of Residence
At-Large 1	Michael Egan	7/1/2020	6/30/2024	Walnut Creek
At-Large 2	Brian J Oftedal	7/26/2022	6/30/2026	Brentwood
At-Large Alternate #1	Vacancy	5/18/2021	6/30/2024	
At-Large Alternate #2	Vacancy	7/1/2020	6/30/2024	
At-Large Alternate #3	Susanna Thompson	7/26/2022	6/30/2026	Brentwood
District I	Vacancy	2/28/2022	6/30/2026	
District II	Matthew Guichard	7/1/2021	6/30/2025	Walnut Creek
District III	Michael Daugelli	7/1/2021	6/30/2025	Antioch
District IV	Debra Galey	7/1/2019	6/30/2023	Pleasant Hill
District V	Richard S. Nakano	12/10/2019	12/31/2023	Martinez



Application Form

Profile

Mark _____ T _____ DeMarce _____
First Name Middle Initial Last Name

Home Address _____ Spc 147 _____
Suite or Apt

Clayton _____ CA _____ 94517 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

n/a retired _____
Employer Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

25 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

At-Large Alternate

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Metropolitan State University

Degree Type / Course of Study / Major

Bachelor's degree/Health Care Admin.

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Century College

Degree Type / Course of Study / Major

Certificate-Prosthetics Technician and Prosthetics Practioner

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Since 2016 I have lived on Marsh Creek Road, and have experienced fire close up several times. Each of those times the skill and professionalism of all the fire personnel made an impression on me. I previously lived in Oakley and knew about the then East Contra Costa Fire Protection District's funding challenges. Living on Marsh Creek Rd I decided I need to be much more informed about the district. I started attending (virtually) ECCCFPD board meetings, open houses and other community events of the district, and have continued to since the annexation of ECCCFPD into Contra Costa Fire. I would appreciate the opportunity to serve the Contra Costa Fire Protection District in this capacity.

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

I have excellent communication skills, verbal and written. I managed an Orthotic and Prosthetic branch office so I understand budgets, and operations required to run a business. I was also a patient care practitioner for orthotic and prosthetic patients. So I have the ability to listen well and determine the needs of others.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

I serve at my church as a faith formation teacher for teenagers and adults. This has helped me maintain and expand the communication skills I developed when I worked.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

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?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Donn _____ C. _____ Walklet _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Concord, CA _____ CA _____ 94549 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Self employed, Terra-Vista
 Disaster Response Technology _____ CEO _____
 Employer Job Title

Length of Employment

20 plus years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 2

How long have you lived or worked in Contra Costa County?

25 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Advisory Seat

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Stanford University

Degree Type / Course of Study / Major

BS Earth Sciences/Geology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Harvard Business School

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

FAA Certified Commercial Pilot

Certificate Awarded for Training?

Yes No

Other Training B

U.S. Navy Patrol Plan Commander

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Commercial Pilot Instrument Rated, L-188 (P-3 Orion/Electra) type rated

Qualifications and Volunteer Experience

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

I have spent the last thirty plus years in my business committed to using earth observation technology to improved wildfire detection and corresponding improvements in decreasing wildfire response time. Please review my LinkedIn profile.

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

Please refer to the following LinkedIn web page: <https://www.linkedin.com/in/donnwalklet/>

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

Board member and chair on The Muir Heritage Land Trust Board of Councilors of the Save the Redwoods League Member of the Lafayette Open Space Advisory Committee

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

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?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

CV of Donn C. Walklet

Career Accomplishments

E-Commerce Exploitation: Identified opportunities and created business strategies for mass market on-line distribution of geographic information targeted at business users years in advance of the current wave of Internet ventures. These strategies anticipated the utilization of earth imagery and other sources of geographic information (e.g., Google Earth) among current web based products and services.

Technology Product Management: As senior manager/executive within multiple companies, provided guidance and strategic direction in creating computer-based products and services to penetrate emerging markets. These efforts created cutting edge results including the first microcomputer image analysis package based upon the IBM PC, the first commercial earth observation satellite, and the first nationwide on-line geographic information service derived from aerial photography.

Strategic Marketing: Directed the market analysis and strategic planning for three separate international (Germany, Japan, and South Africa) aerospace initiatives targeted at commercially and government funded ventures to provide geographic information derived from satellite imagery.

Technology Partnership Creation: Acted as partner and catalyst in creating the team, including Hewlett-Packard and Grumman Data Systems, which integrated the most complete land information system available for a major U.S. Government land and resource management agency.

Joint Venture Funding: Organized the business plan and made the presentation to three major corporations that raised over \$150 million for the construction of the first commercial high-resolution satellite designed for mass market applications.

Technology Transfer: Negotiated numerous favorable technology transfer and marketing agreements with major domestic and international companies that led to commercially successful products and services.

Market Forecasting: Created the first demand driven analysis and forecast of emerging geographic information technology markets, an important component of today's information economy. Over the last twenty years, this forecast has reliably tracked the growth in these computer-based applications.

Creative Technology Financing: Under a NASA contract, developed a customized project financing strategy applicable to the International Space Station, which could be applied to any commercial space venture or used for any type of capital-intensive technology initiative. Subsequently, formed a partnership with Montgomery Securities to explore opportunities to identify and finance commercial space ventures.

Government Liaison: Provided input to the Secretary of Commerce and Office of Technology Assessment as well as testified before Congress on frequent occasions regarding government funded technology commercialization specific to earth observation applications.

Media and Trade Communications: Authored numerous trade publication articles and conference presentations related to the marketing of emerging technology products and services.

Environmental Policy and Strategy: Provided independent analysis and strategic planning recommendations to two San Francisco Bay Area nonprofits, Save the Redwoods League and Muir Heritage Land Trust, through the auspices of Harvard Business School Alumni Association Community Partners program. Currently serving in a board level/advisory capacity with both organizations.

Donn C. Walklet – Employment and Nonprofit History

Board of Councillors, Save the Redwoods League (2003-2014) – www.savetheredwoods.org

Board Chairman, Muir Heritage Land Trust (2004-2009) – www.muirheritagelandtrust.org

Founder, President and CEO of Terra-Vista, Inc. (1999-present) Company provides tactical and strategic intelligence derived from earth imagery for mission critical business applications targeted at decision makers in the real estate, wireless telecommunications, homeland defense and disaster response.

Founder, President and CEO of The MapFactory, Inc. (1996-1999) Company created to provide advanced mapping technology for oil and mineral exploration on behalf of Mohamed Al Fayed's U.K. based Harrods, the company's only investor. Established a business plan and early product prototypes for an Internet on-line service for business mapping applications in sectors such as commercial real estate and wireless telecommunications. Supervised investment of over \$15 million in technology development and the acquisition of a data production company.

Co-founder and Partner of TerraNOVA International. (1994-2005) Company provided a full range of desktop and Internet mapping solutions targeted at the fast growth sectors of business geographics.

Director, Advanced Earth Observation Programs, Lockheed Missiles & Space Company. (1993-1994) Supervised the business planning effort, successful presentation to Lockheed corporate management, and partnering process for a program known as the Commercial Remote Sensing System (CRSS). Obtained a financial commitment of over \$150 million to design, build, and operate a 1-meter resolution earth observation satellite system. The Lockheed CRSS program was known as Space Imaging, Inc., launched its first satellite in September 1999, and recently merged with GeoEye.

Founder, President, CEO, and Chairman of Terra-Mar Resource Information Services, Inc. (1978-1992) Initially, provided analysis of technology, markets, and strategies related to land information automation for major corporations and government agencies, including IBM, Control Data, and NASA. Product development strategies later led in the mid 1980's to the engineering a microcomputer based system for image analysis that became a standard within the minerals and oil exploration community. Guided Terra-Mar to five successive years of 30 to 80% sales growth. Negotiated technology acquisition from TRW, which was the foundation for the most complete land information cataloging and analysis system available on the market at that time.

Military History – Commissioned Officer in the United States Navy. (1969-1997) Served five years active duty as combat patrol pilot and mission commander during the Vietnam conflict. Subsequently served an additional ten years in the Naval Reserves as a combat patrol pilot and mission commander supporting Fleet activities in the Atlantic and Pacific Oceans. Supervised a variety of ocean surveillance missions using sensors for anti-submarine warfare and shipping monitoring. Assigned to the Office of Naval Research in Washington, D.C. to pursue independent research in areas related to oceanographic surveillance technology and later assigned to the Space and Naval Warfare Systems Command providing support for defense conversion programs and tactical redeployment of programs in areas of underwater surveillance and C4I technology applications. Retired holding the rank of Commander.

Education – MBA, Harvard Graduate School of Business Admin. Boston, MA. Received the degree of Master in Business Administration in June 1976. Curriculum focused on strategic marketing with emphasis in high technology marketing. Participated in an independent study to evaluate IBM's office automation strategy and subsequently provided recommendation to IBM's senior marketing vice president which was consistent with the plan that led to IBM's domination in this area in the later 1970's and 1980's.

BS, Stanford University, Palo Alto, CA. Received the degree of Bachelor of Science in Geology with emphasis on marine geology and oceanography in June 1969.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 03/13/2023

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2022

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 23/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Sandra Bewley, Supv Auditor/Acctnt

Contact: Joanne Bohren 925-335-8610

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2022 and transmitting the proposed schedule of financial audits for 2023, which are already in progress.

In past years, the Auditor's Office sometimes found a lack of adherence to several of the County's administrative requirements for cash collection; discharge of delinquent accounts; inventories of materials, supplies and capital assets; and petty cash. Noncompliance with procurement card policies, contracting policies and procedures, and MAC fiscal procedures have also been among past findings.

Supervising Accountant-Auditor Sandra Bewley will present the 2023 report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2022 and APPROVE the proposed schedule of financial audits for 2023.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

2022 Internal Audit Report and 2023 Proposed Audit Schedule

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller




Harjit S. Nahal
Assistant Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 608-9300
Fax (925) 608-9395

March 13, 2023

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Sandi Bewley, Supervising Accountant-Auditor 

SUBJECT: Internal Audit-Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed examination schedule for 2023, and the attached "*Schedule of Internal Audit Examinations for 2022*" summarizes the status of the 2022 examinations.

In 2022, the Internal Audit Division completed eighteen (18) of the twenty-one (21) scheduled examinations. Of the remaining (3) three examinations, fieldwork has been completed for two (2) examinations. The Internal Audit Division is in the process of scheduling exit conferences to issue the final examination report. One (1) examination was postponed to calendar year 2023 due to staff departures in the Office of the Auditor-Controller.

Examination Report

Objectives:

The necessary tests and procedures were conducted to determine if, within the scope of the examinations, the following financial conditions existed:

- Assets were adequately safeguarded.
- Appropriate internal controls were in place and functional.
- Records were accurate and reliable.
- Statutory, contractual, and administrative requirements were followed.

General Findings:

There is an overall lack of adherence to several of the County's administrative requirements. Many of the departmental examinations included the recommendations in the following areas:

- Lack of compliance with Board Resolution 2020/1 ensuring Committee members have been trained on the Ralph M. Brown Act (Government Code §54950). The County Better Government Ordinance, Contra Costa County's conflict of interest policy, and submitting annual reports to the Contra Costa County Board of Supervisors,
- Lack of compliance with the Administrative Bulletins established for the cash collection process, petty cash, inventories of noncapital assets, county volunteer programs; and,
- Lack of adherence to the procurement card manual.

Conditions:

Approximately forty-two percent (42%) of the findings in 2022 were repeated from previous examinations. Common examination conditions included:

- Certificates of training not being provided for Committee members and lack of annual reports being submitted to the Contra Costa County Board of Supervisors;
- Receipt forms completed incorrectly;
- Lack of segregation of duties,
- Lack of timeliness of deposits when receiving and depositing cash;
- Lack of annual replenishment of petty cash;
- Lack of documentation for volunteers;
- Lack of adequate procurement card supporting documentation, including lack of approving official authorization of cardholder charges; and,
- Lack of adequate documentation for noncapital assets.

In order to timely correct issues and mitigate repetitive findings, the Internal Audit division follows-up with auditees six months after the issuance of the examination report to determine if the recommendations were implemented. No data is available yet on the status of the 2022 findings.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for services, memberships, printing services, meal payments, fines, gifts, fuel, cash instruments, and items of a personal nature. Per the Procurement Card Manual, Section V.G., the use of a procurement card for services, memberships, printing services, meal payments, fines, gifts, fuel, cash instruments, and items of a personal nature is prohibited. Cardholders are also prohibited from using the procurement card for purchases not authorized in the County's Administrative Bulletins. Additionally, use of cardholder accounts by noncardholder(s) is prevalent and required supporting documentation for payments often is missing or inadequate.

2023 Scheduled Examinations

The Supervising Accountant-Auditor of the Internal Audit division and the Auditor-Controller performed a thorough review of existing and recurring examinations that should be incorporated

in the 2023 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts and reoccurring examinations. Twenty-two (22) examinations have been scheduled for calendar year 2023.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Supervising Accountant-Auditor or the Auditor-Controller, a reoccurring examination may be scheduled prior to it being due based on the preferred cycle.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Housing Authority, state grant programs, and the First 5 Contra Costa Children and Families Commission.

Attachments

Schedule of Internal Audit Examinations for 2022

Department	Last Done Through	Prdfd. Examination Cycle (yrs)	Scheduled For	Estimated Hours	Exam Hours
Project Description	2022	2022	2022	2022	2022
Completed Examinations-Scheduled					
Auditor-Controller					
0105 Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	06/22	1 (Law)	X	60	22.00
0037 Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	13.00
Treasurer-Tax Collector					
0151 Treasury Cash & Investments - 1st qtr	02/21	1/4 (Law)	X	50	42.00
0151 Treasury Cash & Investments - 2nd qtr	06/21	1/4 (Law)	X	50	45.00
0151 Treasury Cash & Investments - July 1	07/21	1/4 (Law)	X	50	38.00
0151 Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	08/21	1/4 (Law)	X	50	39.50
0151 Treasury Cash & Investments - 4th qtr	12/21	1/4 (Law)	X	50	46.00
0151-A Tax Collector Cash on Hand - 1st qtr	02/21	1/4	X	20	8.00
0151-A Tax Collector Cash on Hand - 2nd qtr	06/21	1/4	X	20	10.00
0151-A Tax Collector Cash on Hand - July 1	07/21	1/4	X	20	7.00
0151-A Tax Collector Cash on Hand - 3rd qtr	08/21	1/4	X	20	9.00
0151-A Tax Collector Cash on Hand - 4th qtr	12/21	1/4	X	20	11.00
0172 Treasury Oversight Committee (calendar year)	12/20	1 (Law)	X	175	282.50
Employment & Human Services					
5005 In Home Support Services (IHSS)	03/15	3	X	175	118.50
Health Services					
3641 Public Administrator	01/16	2	X	120	280.50
Public Works-Purchasing Division					
1493 Procurement Card Program - 2nd qtr	06/22	1/4 (CAO)	X	100	101.00
1493 Procurement Card Program - 1st qtr	03/22	1/4 (CAO)	X	100	139.50
1493 Procurement Card Program - 4th qtr (2021)	12/21	1/4 (CAO)	X	100	105.50
Examination fieldwork completed-Report Issued in 2023					
Conservation and Development (DCD)					
3571 North Richmond Mitigation Fund	06/17	4	X	250	327.50
Probation					
3081 General Department Examination	04/20	2 (Law)	X	240	371.90
Examinations carried to 2023					
Public Works-Purchasing Division					
1493 Procurement Card Program - 3rd qtr (2022)	09/21	1/4 (CAO)	X	100	27.00

Schedule of Internal Audit Examinations
Calendar Year 2023

Department		Historical	Prefd.	Scheduled	Exam
Project Description		Estimated	Examination	For	Hours
		Hours	Cycle (yrs)	2023	2023
Board of Supervisors					
1104	District 4 General Department Examination (Including MACs)	100	4	X	100
Auditor-Controller					
0105	Revolving/Cash Diff. Fund & Shortage Report. (fiscal year)	60	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60	1	X	60
Treasurer-Tax Collector					
0151	Treasury Cash & Investments - 1st qtr	50	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 2nd qtr	50	1/4 (Law)	X	50
0151	Treasury Cash & Investments - July 1	50	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	1/4 (Law)	X	50
0151	Treasury Cash & Investments - 4th qtr	50	1/4 (Law)	X	50
0151-A	Tax Collector Cash on Hand - 1st qtr	20		X	20
0151-A	Tax Collector Cash on Hand - 2nd qtr	20		X	20
0151-A	Tax Collector Cash on Hand - July 1	20		X	20
0151-A	Tax Collector Cash on Hand - 3rd qtr	20		X	20
0151-A	Tax Collector Cash on Hand - 4th qtr	20		X	20
0172	Treasury Oversight Committee (calendar year)	175	1 (Law)	X	175
Clerk-Recorder					
3551	General Department Examination	420	2	X	420
Public Works					
0631	Fleet Services Inventory	120	3	X	120
Purchasing:					
1493	Procurement Card Program - 3rd qtr	100	1/4 (CAO)	X	100
1493	Procurement Card Program - 2nd qtr	100	1/4 (CAO)	X	100
1493	Procurement Card Program - 1st qtr	100	1/4 (CAO)	X	100
1493	Procurement Card Program - 4th qtr (2022)	100	1/4 (CAO)	X	100
1493	Procurement Card Program - 3rd qtr (2022)	100	1/4 (CAO)	X	100
Contra Costa Fire Protection District					
9501	Fleet Parts and Fuel Inventories	100	3	X	100



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 03/13/2023
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 25/3
Referral Name: Review of Annual Master Vehicle Replacement List and Disposition of Low-Use Vehicles
Presenter: Joe Yee, Deputy PW Director **Contact:** Joe Yee, Deputy PW Director 925-313-2104

Referral History:

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, 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 2021/22 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

Recommendation(s)/Next Step(s):

RECEIVE the 2021/22 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


2021/22 Fleet Internal Service Fund and Underutilized Vehicle Report



Memo

March 13, 2023

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 2021-22 REPORT

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2021-22.

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 1654 vehicles/equipment/trailers, of which, 966 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 2020-21 expenses were reviewed to develop new rates for FY 2021-22, which went into effect September 1, 2021. 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 508.6. 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 2021-22, 72 vehicles were purchased, 13% fewer than FY 2020-21, and 38% fewer than were purchased in FY 2019-20. Of this amount, 7 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 508.6. A recent review of FY 2020-2021 usage identified 59 units as being underutilized that required further analysis for possible reassignment or replacement. This amount is a dramatic increase from two which was identified just two years ago. 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 10 electric and 10 hybrid vehicles as replacement vehicles in FY 2021-22.
- 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. 753 vehicles in the County fleet are equipped with these devices.

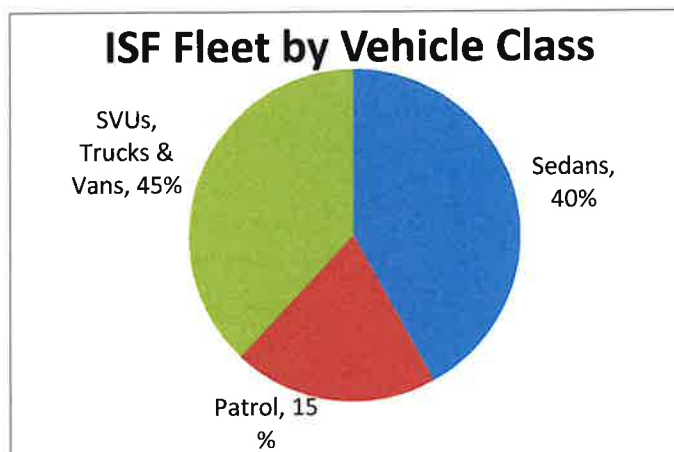
Light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification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

Summary

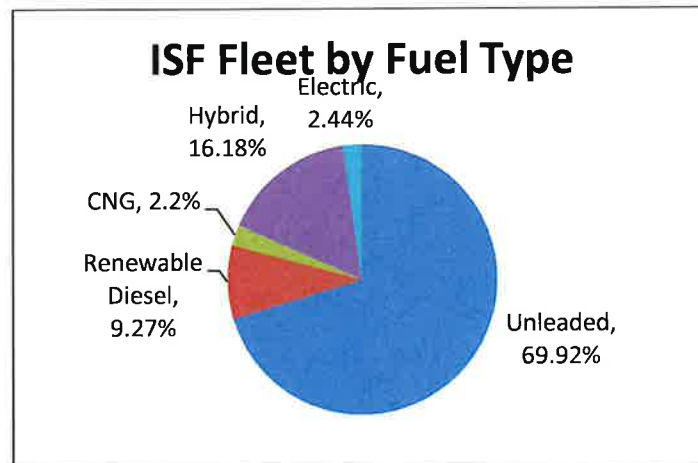
In FY 2021-22, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

The FY 2021-22 budget of \$17,664,948 included: \$3,442,999 for salaries and benefits; \$4,400,300 for vehicle repairs; \$2,800,000 for fuel; and \$3,648,109 for the replacement of fleet vehicles and equipment.

The FY 2021-22 actual expenditure total was \$15,628,788. In addition, expenditures for the purchase of ISF equipment was \$2,290,448 and \$1,755,730 was on order at fiscal year-end. Included in the FY 2021-22 Total Revenue reported on Attachment B is \$479,917 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2021-22 was \$17,664,948. 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 can use renewable diesel fuel and all sedans must have a Zero Emissions Vehicle (ZEV) rating, unless otherwise approved by the County Administrator's Office.



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 2021-22

Category	FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 375.75	\$ 0.170	\$ 378.00	\$ 0.240	\$ 388.17	\$ 0.300	\$ 397.08	\$ 0.300	2.3%	0.0%
ISF-Cargo Van	376.17	0.360	334.50	0.330	326.67	0.470	369.25	0.360	13.0%	-23.4%
ISF-Passenger Van	283.17	0.300	327.92	0.450	360.50	0.460	381.83	0.350	5.9%	-23.9%
ISF-Patrol	794.50	0.630	794.25	0.580	905.42	0.610	905.00	0.560	0.0%	-8.2%
ISF-Sports Utility Vehicle	415.08	0.210	432.67	0.400	442.17	0.250	452.75	0.260	2.4%	4.0%
ISF-Truck, Compact	228.25	0.310	258.50	0.320	283.50	0.380	368.42	0.400	30.0%	5.3%
ISF-Truck, Fullsize	383.67	0.460	356.42	0.460	413.75	0.430	421.17	0.460	1.8%	7.0%
ISF-Truck, Utility	618.33	0.240	507.92	0.400	567.67	0.340	624.58	0.330	10.0%	-2.9%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2022**

	FY 2020-21	FY 2021-22
Beginning Fund Balance	\$ 16,311,795	\$ 16,851,288
Expenses		
Salaries & Benefits	\$ 2,888,504	\$ 2,446,212
Services and Supplies, Other Charges	8,618,849	9,963,750
Depreciation	3,122,478	3,218,826
Total Expenses	\$ 14,629,831	\$ 15,628,789
Revenues		
Charges for services	\$ 14,477,817	\$ 16,081,997
Transfers In/(Out)	-	-
Sale of Surplus Vehicles	411,675	174,243
Indemnifying Proceeds (Accidents)	279,832	186,209
Total Revenue	\$ 15,169,324	\$ 16,442,449
Change in Fund Balance	\$ 539,493	\$ 813,660
FY Ending Fund Balance	\$ 16,851,288	\$ 17,664,948

**Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2022**

		<u>FY 2020-21</u>	<u>FY 2021-22</u>
Assets			
Current Assets:			
0010	Cash	\$ 5,604,134	\$ 7,460,457
0100	Accounts Receivable	134,299	2,744
0170	Inventories	161,095	175,699
0180	Due From Other Funds	1,911,307	1,731,642
0250	Prepaid Expense	(64,952)	20,603
	Total Current Assets	<u>\$ 7,745,883</u>	<u>\$ 9,391,145</u>
Noncurrent Assets:			
0340	Equipment	\$ 29,258,175	\$ 30,440,225
0360	Construction In Progress	581,527	633,227
0370	Reserve For Depreciation	(19,298,032)	(21,456,233)
	Total Noncurrent Assets	<u>\$ 10,541,670</u>	<u>\$ 9,617,219</u>
	Total Assets	<u>\$ 18,287,553</u>	<u>\$ 19,008,364</u>
Liabilities			
0500	Accounts Payable	\$ 624,372	\$ 696,264
0540	Due To Other Funds	652,616	561,189
0640	Employee Fringe Benefit Pay	159,277	85,962
	Total Liabilities	<u>\$ 1,436,265</u>	<u>\$ 1,343,415</u>
Net Position			
	Net Capital Assets	\$ 10,541,670	\$ 9,617,219
	Working Capital	6,309,618	8,047,729
	Total Net Position	<u>\$ 16,851,288</u>	<u>\$ 17,664,949</u>