



# Agenda

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
April 25, 2016

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Russell Watts, Treasurer-Tax Collector  
Julian Metcalf  
Maureen Toms, DCD  
Maureen Parkes, DCD

1. Introductions

*Chairman Gioia called the meeting to order at 11:05 a.m. and self introductions were made.*

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

*No members of the public asked to speak during the public comment period.*

3. RECEIVE and APPROVE the Record of Action for the March 28, 2016 IOC meeting.

*The Committee approved the Record of Actions for the March 28, 2016 IOC meeting as presented.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

4. INTERVIEW candidates for vacancies on the Treasury Oversight Committee: the Board of Supervisors Representative seat and the Public No. 3 seat, for four-year terms ending April 30, 2020, and determine recommendations for Board of Supervisors consideration.

*The Committee interviewed Julian Metcalf and found him to be well-qualified, but did not find justification to remove either of the two incumbents, and so decided to reappoint Don Bouchet and Dan Heinrich to the Board of Supervisors Representative and Public Member #3 seats, respectively, to new four-year terms ending on April 30, 2020.*

*Supervisor Gioia offered to consult separately with Mr. Metcalf, who resides within District I, to explore other possible advisory body opportunities.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

5. APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2016 Fish and Wildlife Propagation Fund grant funds for six projects totaling \$22,450.

*The Committee approved the proposed Fish & Wildlife Propagation Fund allocations as presented.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

6. REVIEW applications for the pending vacant seats on the Retirement Board, Planning Commission, and Contra Costa County Fire Protection District Advisory Fire Commission, and provide direction to staff regarding interviews tentatively scheduled for May 23.

*The Committee reviewed the applications received for the Contra Costa County Employees' Retirement Association Board of Trustees, the County Planning Commission, and the Contra Costa County Fire Protection District Advisory Fire Commission. One application was received for each vacancy, and those were of the incumbents.*

*The Committee decided to not conduct interviews and to forward a recommendation to the Board to reappoint the incumbents.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

7. The next meeting is currently scheduled for May 23, 2016.

*Chairman Gioia asked to have a status report on Property Assessed Clean Energy (PACE) added to the May 23 IOC agenda.*

*Due to a lack of quorum, the Committee decided to cancel the IOC meeting scheduled for December 26, 2016.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

8. Adjourn

*The Chair adjourned the meeting at 11:25 a.m.*

For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

**Meeting Date:** 04/25/2016

**Subject:** RECORD OF ACTION FOR THE MARCH 28, 2016 IOC MEETING

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

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** RECORD OF ACTION

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

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

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#### **Referral History:**

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

#### **Referral Update:**

Attached is the Record of Action for the March 28, 2016 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the March 28, 2016 IOC meeting.

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

None.

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#### **Attachments**

DRAFT Record of Action for 3-28-16 IOC Meeting

#### **Minutes Attachments**

*No file(s) attached.*

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# Agenda

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
March 28, 2016

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair; Candace Andersen, Vice Chair

Staff Julie DiMaggio Enea, Staff

Present:

Attendees: Theresa Speiker, Chief Asst. CAO; Alan Smith; Chad Godoy, Contra Costa Agricultural Commissioner; Katherine Braden; Linda Rodgers; Betsy Burkhart, Media & Communications Director; Jessica Hudson, County Librarian; Greg Enholm; Diana Oyler, Public Works Fiscal; Joe Yee, Deputy PW Director; Carlos Velasquez, Fleet Svcs Manager; Mary Ann Huisington; Jami Napier, Senior Deputy CAO - CoB; Gail McPartland, County Library; Brooke Converse, County Library; Mackenzie Chaveler; Peter Wilson; Barbara Riveira, CAO; Julie Linford; Lisa Kirk; Camilla Rand, EHSD; Christine Reick, EHSD; Kathleen Gilcrest; Beth Ward, Animal Services Director; Arturo Castillo, Animal Services Dept; Ajit Kaushal; Arnold Fitzpatrick, Jr.; Lindy Lavendar, District IV Supervisor's Office; Renee Zeimer; Mary Ann Smith

# DRAFT

### 1. Introductions

*Chair Gioia convened the meeting at 11:00 a.m. and self-introductions were made by attendees.*

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

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

### 3. RECEIVE and APPROVE the Record of Action for the February 29, 2016 IOC meeting.

*The Committee approved the Record of Action for the February 29, 2016 IOC meeting as presented.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

### 4. ACCEPT 2014/15 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet and identify low-mileage vehicles.

***Deputy Public Works Director Joe Yee presented the report highlights:***

- Only two low-mileage vehicles were identified, as compared to nine last year. Public Works will reassign or make the vehicles available through their department vehicle pool to increase utilization.***
- 44 hybrid vehicles were purchased.***
- Fleet Services added a mobile repair van to its array of services. The mobile repair van saves customer time in ferrying vehicles, keeps the vehicles in service longer.***
- Continues to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time. The devices also qualify the vehicles for the for State's continuous smog testing pilot program, making those vehicles exempt from the biennial smog testing requirement, which saves the County time and money. For those vehicles not equipped with telematic devices, Public Works is now certified to perform its own smog testing.***

***Fleet Services Manager Carlos Velasquez reported that 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale. He also commented that the County leverages purchasing incentives to lower the County cost for purchasing hybrid vehicles.***

***Supervisor Gioia asked about the apparent spike in new vehicle purchases. Mr. Velasquez confirmed that new purchases would continue to be high this year and begin to drop next year, due to the purchasing cycle. He clarified that the average life span for sedans is 100,000 miles; however, patrol vehicles are depreciated over three years vs. a non-patrol sedan, which is depreciated over seven years.***

***The Committee accepted the report as presented and directed IOC staff to forward the report to the Board of Supervisors on Consent.***

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. The policy is going to be put into an Administrative Bulletin format, and made available to all employees. The Target Solutions training modules and intranet site with guidelines for use and other resources is expected to be ready for use by September 1, 2016, allowing the policy to go into full effect before the end of the year.

***OCM Director Betsy Burkhart presented the status report. She indicated that she expects that the social media policy approved by the Board in 2014 will be fully implemented by September 1, upon completion of staff training. She commented that the social media landscape continues to change rapidly and new issues continue to emerge, such as policies on social media records, and the existence of multiple department accounts, and unverified accounts.***

***Supervisor Andersen Ms. Burkhart to investigate if the County could obtain full access/privileges to NextDoor, which usually is limited only to residents.***

*Ms. Burkhart commented that departments are adept at publishing their own information but not as adept at monitoring and handling what is said about them on social media sites. She is going to demo products that might be implemented countywide. She also observed that the old news cycles no longer exist; in an emergency, the expectation is that information will be immediately available via social media, not just available during the next news cycle, e.g. the 5 o'clock news.*

*She reported that the County has developed a new intranet site on the same system as the internet site, Civics Plus.*

*The Committee accepted the report.*

6.
  1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
  2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
    - authorize the CCCAS Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (**NOTE:** County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000),
    - approve the continued use of the Animal Benefit Fund,
    - establish new programs that receive assistance under that Fund,
    - authorize the CCCASD Director to solicit donations for the benefit of shelter animals, and
    - require the CCCAS Director to provide an annual report to the I/O Committee.

*Animal Services Director Beth Ward presented the staff report.*

*Supervisor Gioia cautioned Ms. Ward about expanding the donation program in a way that does not increase demands on the department that cannot be met. Ms. Ward said she was hopeful that expanding the donation program would also lead to new grant opportunities and increased revenues.*

*The following individuals commented in support of the recommendations: Peter Wilson (statement attached), Linda Rodgers (statement attached), Lisa Kirk, and Julie Linford.*

*Supervisor Gioia commented that the County's resources are limited and that we do not fully recover our costs to provide contract city services.*

*The Committee accepted the report, approved the recommendations, and directed staff to schedule the matter for discussion at a future Board of Supervisors meeting. The Committee will recommend that authority be delegated to the Animal Services Director to accept any monetary donations and that she be required to report annually to the Board identifying the donations that were accepted. The Committee will not recommend any changes to purchasing or contracting authority, but will rely on the County's existing policies and procedures for purchasing and contracting.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7.
  1. Accept follow-up report on questions and information previously requested by the IOC.
  2. Maintain the Airport Land Use Commission and Aviation Advisory Committee as separate bodies.
  3. Approve for Board of Supervisors consideration the revised mission statement and work program, delineation of powers, duties, membership, meeting plan and staffing for the Agricultural Task Force.
  4. Maintain the Hazardous Materials Commission and the Public and Environmental Health Advisory Board (PEHAB) as separate bodies and direct the Health Services Department to report back to the IOC in 60 days with recommendations for revitalizing the PEHAB.
  5. Allow the Library Commission to sunset, as scheduled, on June 30, 2016, or rewrite the Commission bylaws to reduce the size of the membership and/or the frequency of the meetings and restructure their charge/duties.

*Terry Speiker presented the report and recommendations on the Aviation Advisory Commission (AAC), the Advisory Council on Aging, the Commission for Women, and the Emergency Medical Care Committee.*

*Camilla Rand presented the report and recommendations on the Economic Opportunity Council. EOC members Ajit Kaushal and Renee Zeimer commented that the EOC was not aware that it was being reviewed, and is being characterized as problematic instead of progressive and hardworking. Mr. Kaushal asked to make a presentation to the IOC regarding the EOC's activities. Supervisor Gioia responded that he didn't see a need for a separate EOC presentation, and that this information will be shared with the EOC and the Board of Supervisors. Ms. Rand commented that she referenced the triennial review process in a prior director's report to the EOC.*

*Agricultural Commissioner Chad Godoy presented the report and recommendations on the Agricultural Task Force.*

*Supervisor Gioia proposed that the PEHAB should transition to an environmental sustainability committee staffed by the County's Sustainability Coordinator (Department of Conservation and Development).*

*County Librarian Jessica Hudson presented the report and recommendations on the County Library Commission. The following individuals commented on this issue: Alan Smith (statement attached), Greg Enholm (statement attached), Peter Wilson (statement attached), Judy Waterson, and Katherine Braden.*

*Following is a summary of the Committee's actions:*

- *The Committee concurred that the ALUC and the AAC should be maintained as separate advisory bodies.*
- *The Committee accepted the report and directed staff to return with final recommendations for reconfiguring the Advisory Council on Aging and revising the bylaws, if necessary.*
- *The Committee approved the revised mission statement, work program,*

*delineation of powers, duties membership, meeting plan and staffing for the Agricultural Task Force and directed staff to forward those recommendations to the Board of Supervisors.*

- *The Committee accepted the report on the EOC. No further action is necessary.*
- *The Committee accepted the report on the Commission for Women and proposed that the Commission be reconfigured, via attrition from "5 District seats, 15 At Large seats, and 1 Alternate" to 10 District seats, 10 At Large seats, and 1 Alternate". The Committee directed staff to propose this change to the Commission for Women, receive comments, and present the recommendation to the Board of Supervisors.*
- *The Committee accepted the report on the Emergency Medical Care Committee. No further action is necessary.*
- *The Committee decided that the Hazardous Materials Commission should be maintained in its current form, and the PEHAB should be transitioned to an environmental sustainability committee staffed by the County's Sustainability Coordinator (Department of Conservation and Development).*
- *The Committee directed staff to request of the Board of Supervisors a six-month postponement, through December 31, 2016, of the expiration of the County Library Commission, and directed the County Librarian to consult with the city managers and the Commission regarding how the Commission size can be reduced and reconfigured to be more efficient, and report back to the IOC.*

*Supervisor Gioia left the meeting at this point.*

*Terry Speiker advised that Phase 2 of the Triennial Review would be presented to the IOC in the fall, and that the Advisory Body training and updated handbook for appointees will be put on line beginning in May 2016..*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

8. The next meeting is currently scheduled for April 25, 2016.
9. Adjourn

*Vice Chair Andersen adjourned the meeting at 12:30 p.m.*

For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

**Meeting Date:** 04/25/2016

**Subject:** NOMINATIONS TO THE TREASURY OVERSIGHT COMMITTEE

**Submitted For:** Russell Watts, Treasurer-Tax Collector

**Department:** Treasurer-Tax Collector

**Referral No.:** IOC 16/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Russell Watts, Treasurer-Tax Collector **Contact:** Russell Watts 925.957.2801

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#### **Referral History:**

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

The purpose of the TOC is to review the County's investment policy; regularly monitor the County Investment Pool's performance; and report on the pool's performance to the Board of Supervisors.

The TOC is composed of two ex-officio and seven appointed members: the County Treasurer; the Auditor-Controller; one representative appointed by the Board of Supervisors; the County Superintendent of Schools or designee; one representative selected by a majority of the presiding officers of the governing bodies of the school districts and the community college district in the county; one representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the County Treasury; three members of the public, a majority of whom shall have expertise in, or an academic background in, public finance and who shall be economically diverse and bipartisan in political registration.

#### **Referral Update:**

On April 30, 2016, the terms of the Board of Supervisors Representative seat and the Public #3 seat will expire. A two week recruitment was conducted and three applications were received:

- Don Bouchet (incumbent, Concord)
- Dan Heinrich (incumbent, Danville)
- Julian Metcalf (El Cerrito)

The three applicants were invited to interview with the IOC today. Mr. Bouchet and Mr. Metcalf confirmed that they will attend today's meeting. Mr. Heinrich has a previous commitment and will be unable to attend today's meeting.

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

INTERVIEW candidates for vacancies on the Treasury Oversight Committee: the Board of Supervisors Representative seat and the Public No. 3 seat, for four-year terms ending April 30, 2020, and determine recommendations for Board of Supervisors consideration.

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Media Release Treasury Oversight Committee Vacancies

Candidate Application Don Bouchet TOC

Candidate Application Dan Heinrich TOC

Candidate Application Julian Metcalf TOC

Treasury Oversight Committee Roster April 2016

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

Treasurer-Tax Collector's Office • 625 Court Street • Martinez, CA 94553 • [www.cctax.us](http://www.cctax.us)

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### Media Release

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FOR IMMEDIATE RELEASE  
Wednesday 17, 2016

Contact: Russell Watts  
Phone: (925) 957-2888  
Email: [russell.watts@tax.cccounty.us](mailto:russell.watts@tax.cccounty.us)

## WOULD YOU LIKE TO SERVE ON THE COUNTY'S TREASURY OVERSIGHT COMMITTEE?

The Contra Costa County Board of Supervisors is seeking individuals with sound knowledge and experience in the field of public and private finance, to serve on the Treasury Oversight Committee (Committee). To be considered, candidates must be County residents, and may not be employed by an entity that has contributed to the reelection campaign of the County Treasurer or a member of the Board of Supervisors in the previous three years, may not directly or indirectly raise money for the County Treasurer or a member of the Board of Supervisors while a member of the Committee, and may not secure employment with bond underwriters, bond counsel, security brokerages or dealers or with financial services firms for three years after leaving the Committee.

The Committee meets quarterly on the third Tuesday of the month at 3:00 p.m. at 625 Court St, Room B001, Martinez, CA 94553, for approximately one hour. Its duties include reviewing and monitoring the County Treasurer's annual investment policy, and ensuring an annual audit is conducted to determine the County Treasurer's compliance with Government Code §§27130-27137. The annual audits, meeting agendas and minutes of the Committee are available online. Members of the Committee receive no compensation for their service. The Board of Supervisors will appoint to fill two vacancies for a four-year term ending on April 30, 2020. The new appointees will fill the seats of either the Representative of the Board or a Public Member At-Large.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by clicking on the following link: [Application Form](#). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than **Friday, March 4, 2016 by 5 p.m.** More information about the Treasury Oversight Committee can be obtained by calling Russell Watts at (925) 975-2888 or visiting the Treasurer-Tax Collector's website at <http://www.cctax.us>.



Contra Costa County

RECEIVED  
MAR 18 2016  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

### BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

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

TREASURY OVERSIGHT COMMITTEE  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

BOARD OF SUPERVISOR'S APPOINTEE  
PRINT EXACT SEAT NAME (if applicable)

1. Name: BOUCHET DONALD LE ROY  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] CONCORD, CA 94529  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. Email Address: [Redacted] \_\_\_\_\_

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

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

Give Highest Grade or Educational Level Achieved 16

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	<u>UC, Berkeley</u>	<u>Bus Adm/ACC</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>120</u>		<u>BS</u>	<u>Jan 1993</u>
B)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)          From <u>1996</u> To <u>Present</u>          Total: Yrs. <u>20</u> Mos. <u>    </u>          Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>Committee Member</u>          Employer's Name and Address  <u>    </u></p>	<p>Duties Performed  <u>Review County Treasurer's operation, reports, select judicial</u></p>
<p>B) Dates (Month, Day, Year)          From <u>Dec 97</u> To <u>Jan 91</u>          Total: Yrs. <u>18</u> Mos. <u>1</u>          Hrs. per week <u>50</u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>CONTRASTO CO. AUDITOR-CONTROLLER</u>          Employer's Name and Address  <u>CONTRASTO COUNTY          625 COURT ST.          MARTINEZ, CA</u></p>	<p>Duties Performed  <u>Chief County Financial Officer</u></p>
<p>C) Dates (Month, Day, Year)          From <u>MAY '89</u> To <u>Dec '77</u>          Total: Yrs. <u>8</u> Mos. <u>7</u>          Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>ASST. CO. AUD/CONTROLLER</u>          Employer's Name and Address  <u>COUNTY OF CONTRASTO          CA          MARTINEZ, CA</u></p>	<p>Duties Performed  <u>ASSIST AUD.-CONTROLLER WITH ABOVE DUTIES</u></p>
<p>D) Dates (Month, Day, Year)          From <u>    </u> To <u>    </u>          Total: Yrs. <u>    </u> Mos. <u>    </u>          Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title  <u>    </u>          Employer's Name and Address  <u>    </u></p>	<p>Duties Performed  <u>    </u></p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Phil Batchelor

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

If Yes, please identify the nature of the relationship:

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

No  Yes

If Yes, please identify the nature of the relationship: Member of County Retirement System

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

Sign Name



Date:

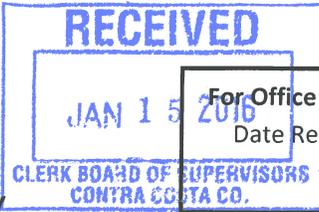
March 16, 2016

### Important Information

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



Contra  
Costa  
County



For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

### BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

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

Treasury Oversight Committee  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

TOC Public Seat 3  
PRINT EXACT SEAT NAME (if applicable)

1. Name: HEINRICH DANIEL JOSEPH  
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] DANVILLE, CA. 94506  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [REDACTED]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved MBA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>U.C. Berkeley</u>	<u>B.S. Business Admin</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>B.S.</u>	<u>1978</u>
B) <u>St. Mary's College of California</u>	<u>MBA</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>MBA</u>	<u>1996</u>
C) <u></u>	<u></u>	Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) From <u>2011</u> To <u>Present</u> Total: Yrs. <u>    </u> Mos. <u>    </u> Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Self-employed</u> Employer's Name and Address <u>2352 Genoa St. Danville, CA. 94506</u></p>	<p>Duties Performed <u>Self-employed; perform strategic and operational consulting; Independent board member on public and private company boards.</u></p>
<p>B) Dates (Month, Day, Year) From <u>2001</u> To <u>2011</u> Total: Yrs. <u>10</u> Mos. <u>9</u> Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>EVP-Chief Financial officer</u> Employer's Name and Address <u>The Clorox Company 1221 Broadway Oakland, CA.</u></p>	<p>Duties Performed <u>Chief Financial officer</u></p>
<p>C) Dates (Month, Day, Year) From <u>1996</u> To <u>2001</u> Total: Yrs. <u>5</u> Mos. <u>    </u> Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>SVP-Treasurer</u> Employer's Name and Address <u>Transamerica Finance Corp. 600 Montgomery St. San Francisco, CA</u></p>	<p>Duties Performed <u>Treasurer</u></p>
<p>D) Dates (Month, Day, Year) From <u>1986</u> To <u>1994</u> Total: Yrs. <u>8</u> Mos. <u>    </u> Hrs. per week <u>    </u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>SVP-controller &amp; Chief Accounting Officer</u> Employer's Name and Address <u>First Nationwide Bank 135 main Street San Francisco, CA.</u></p>	<p>Duties Performed <u>Controller and Chief Accounting officer</u></p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Incumbent

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name: [REDACTED] Date: 1/10/16

### Important Information

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



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**BACKGROUND**

Financial executive, MBA and CPA (inactive) with over thirty-eight years of diversified experience. An accomplished executive leader and problem solver with a consistent record of developing and implementing strategies, growing revenues and profit, identifying financial opportunities, and creating shareholder value. Currently self-employed, serving as a strategic and operational adviser to companies in the consumer packaged goods, wines and spirits, real estate, agricultural logistics, and food service/corporate services industries. Serve as an independent board director for both public and private companies.

**POSITIONS**

<b>Executive Vice President – Chief Financial Officer</b> <b>The Clorox Company, Oakland, CA</b>	<b>2001-2011</b>
<b>Senior Vice President - Treasurer</b> <b>Transamerica Finance Corporation, San Francisco, CA</b>	<b>1996-2001</b>
<b>Senior Vice President – Treasurer and Controller</b> <b>Granite Management Company, San Francisco, CA</b>	<b>1994-1996</b>
<b>Senior Vice President – Controller and Chief Accounting Officer</b> <b>First Nationwide Bank, San Francisco, CA</b>	<b>1986-1994</b>
<b>Senior Audit Manager</b> <b>Ernst and Young, San Francisco and Oakland, CA</b>	<b>1978-1986</b>

**PROFESSIONAL HONORS**

<b>Best CFO Award - Institutional Investor Magazine (recognized twice)</b> Household, Cosmetics, Personal Care Industries	<b>2007 and 2011</b>
<b>Bay Area CFO of the Year Award - San Francisco Business Times</b> Public company with revenues over \$500 million	<b>2009</b>
<b>CPA Executive of the Year - California Society of CPAs</b> East Bay Chapter	<b>2007-2008</b>

**DANIEL J. HEINRICH**

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**BOARDS OF DIRECTORS**

<b>E. &amp; J. Gallo Winery</b> Privately held Wine and Spirits company, based in Modesto, CA; Audit and Finance Committee; Compensation Committee	<b>2011 to present</b>
<b>Edgewell Personal Care (formerly Energizer Holdings, Inc.)</b> Publicly held multi line Consumer Packaged Goods company; Revenues of \$2.6 billion, based in St. Louis, MO; Audit Committee (Chair); Finance & Oversight Committee	<b>2012 to present</b>
<b>Aramark</b> Publicly held foods services, uniform and corporate services company; Revenues of \$14 billion based in Philadelphia, PA; Audit Committee (Chair); Finance Committee	<b>2013 to present</b>
<b>G3 Enterprises, Inc.</b> Privately held real estate, logistics, wine labels/closures, and winery support company; Based in Ceres, CA; Audit Committee (Chair); Compensation Committee	<b>2013 to present</b>
<b>Contra Costa County Treasury Oversight Committee</b> County treasury investment fund oversight committee, based in Martinez, CA	<b>2012 to present</b>
<b>Advanced Medical Optics</b> Publicly held medical laser device, contact lens solution, and intraocular lens company; Revenues of \$1.2 billion (acquired by Abbott Labs); Audit Committee; Finance Committee	<b>2007-2009</b>
<b>Carondelet High School</b> Non-profit private girls high school, based in Concord, CA	<b>2001-2008</b>
<b>Museum of Children's Art (MOCHA)</b> Non-profit Arts in Education organization, based in Oakland, CA	<b>2001-2003</b>

**EDUCATION AND CREDENTIALS**

<b>Saint Mary's College of California</b> MBA – with honors	<b>1996</b>
<b>University of California, Berkeley</b> BS, Business Administration – with honors	<b>1978</b>
<b>Certified Public Accountant – California (inactive)</b>	<b>1980</b>

RECEIVED

FEB 25 2016

Print Form



Contra Costa County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Treasury Oversight Committee

[Empty box for seat title]

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Metcalf Julian Edward
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] El Cerrito CA 94530
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

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

High School Diploma [ ] G.E.D. Certificate [x] California High School Proficiency Certificate [ ]

Give Highest Grade or Educational Level Achieved Graduate School

Table with 6 columns: Names of colleges / universities attended, Course of Study / Major, Degree Awarded, Units Completed, Degree Type, Date Degree Awarded. Rows include San Francisco State University (Geography, BA, June 2006) and New York University (Master of Public Administration, MPA, May 2010).

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">8/22/14</div>    <div style="border: 1px solid black; padding: 2px;">present</div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">1</div>      <div style="border: 1px solid black; padding: 2px;">6</div>  Hrs. per week <div style="border: 1px solid black; padding: 2px;">50</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><u>Title</u></p> <div style="border: 1px solid black; padding: 2px;">Principal Analyst</div> <p style="text-align: center;"><u>Employer's Name and Address</u></p> <div style="border: 1px solid black; padding: 2px;">Harvey M. Rose Associates LLC. 1390 Market St, suite 1150 San Francisco, CA 94102</div>	<p style="text-align: center;"><u>Duties Performed</u></p> <div style="border: 1px solid black; padding: 2px;">Planned, conducted and managed the analysis of local government agencies and programs.</div>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">8/15/10</div>    <div style="border: 1px solid black; padding: 2px;">3/15/14</div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">3</div>      <div style="border: 1px solid black; padding: 2px;">7</div>  Hrs. per week <div style="border: 1px solid black; padding: 2px;">50</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><u>Title</u></p> <div style="border: 1px solid black; padding: 2px;">Analyst</div> <p style="text-align: center;"><u>Employer's Name and Address</u></p> <div style="border: 1px solid black; padding: 2px;">Moody's Investors Service 1 Front Street, suite 1900 San Francisco, CA 94111</div>	<p style="text-align: center;"><u>Duties Performed</u></p> <div style="border: 1px solid black; padding: 2px;">Assessed the financial, economic and managerical capacity of local governments and the risks and strengths associated with their debt and securities.</div>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">3/01/09</div>    <div style="border: 1px solid black; padding: 2px;">5/01/10</div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">1</div>      <div style="border: 1px solid black; padding: 2px;">2</div>  Hrs. per week <div style="border: 1px solid black; padding: 2px;">20</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><u>Title</u></p> <div style="border: 1px solid black; padding: 2px;">Graduate Intern</div> <p style="text-align: center;"><u>Employer's Name and Address</u></p> <div style="border: 1px solid black; padding: 2px;">Empire State Development Corporation 633 3rd Ave NY, NY 10017</div>	<p style="text-align: center;"><u>Duties Performed</u></p> <div style="border: 1px solid black; padding: 2px;">Planned and coordinated economic development initiatives for the State of New York.</div>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">8/01/07</div>    <div style="border: 1px solid black; padding: 2px;">8/01/08</div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">1</div>      <div style="border: 1px solid black; padding: 2px;">0</div>  Hrs. per week <div style="border: 1px solid black; padding: 2px;">40</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;"><u>Title</u></p> <div style="border: 1px solid black; padding: 2px;">Assistant Project Coordinator</div> <p style="text-align: center;"><u>Employer's Name and Address</u></p> <div style="border: 1px solid black; padding: 2px;">GCA Strategies 655 Montgomery St. #1700 San Francisco, CA 94111</div>	<p style="text-align: center;"><u>Duties Performed</u></p> <div style="border: 1px solid black; padding: 2px;">Research and analysis of local land use regulations and requirements.</div>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign M



Date:

2/22/16

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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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## Experience

### **Principal Analyst, *Harvey M. Rose Associates*, San Francisco, CA**

2014 – present

- Planned, conducted, and managed analysis of government programs and departments.
- Provided actionable recommendations to improve agencies' procedures, policies and operations.
- Served as the Budget and Legislative Analyst Office for the City and County of San Francisco.
- Reviewed departmental budgets totaling \$995 million of annual spending in San Francisco.
- Authored in-depth assessments, memoranda, and policy recommendations.
- Identified \$20 million in revenue due to the City of Los Angeles that was not collected and remitted.
- Conducted performance audits using the Government Accountability Office's Yellow Book Standards.
- Presented recommendations to San Francisco Board of Supervisors and various elected officials.
- Developed and led training sessions on local government revenue laws, including Proposition 218.
- Managed four research teams conducting policy and program analysis.
- Served on budget taskforce to develop improvements to the budget review process in San Francisco.

### **Analyst, *Moody's Investors Service*, San Francisco, CA**

2010 – 2014

- Lead analyst for California school districts, a \$43 billion portfolio of debt across 315 organizations.
- Assessed cities, counties, school districts, water and sewer districts, and other special districts.
- Reviewed wastewater enterprises such as the City of Los Angeles, Sacramento and Redondo Beach.
- Analyzed financial reports, budgets, multi-year projections, capital plans, and economic trends.
- Evaluated managerial capacity, policies, and organizational structures.
- Developed revenue forecasting model to estimate changes in state funding to school districts.
- Wrote and published over 100 credit reports and six in-depth research articles published globally.
- Oversaw research projects conducted by junior staff members.
- Initiated and led division-wide project that overhauled and automated reporting systems.
- Presented at industry conferences and large committees.

### **Graduate Intern, *Empire State Development Corporation*, New York, NY**

2009 – 2010

- Developed performance monitoring system to evaluate programs in agency's global offices.
- Planned and coordinated meetings with senior elected officials and international trade consulars.
- Prepared reports and presentations for elected officials and senior staff.

### **Project Assistant, *GCA Strategies*, San Francisco, CA**

2007 – 2008

- Supported senior staff with research and analysis of requirements and local regulations for projects.
- Analyzed multivariate data to develop recommendations and optimize future initiatives.
- Designed and implemented surveys to determine public opinion of client's projects.

### **Assistant Project Coordinator, *San Francisco State University*, San Francisco, CA**

2004 – 2006

- Coordinated outreach program targeting under-served student populations.
- Developed weekly reporting and meeting procedures with staff and volunteers.

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## Education

**Masters of Public Administration (MPA) Public and Nonprofit Management and Policy**, *New York University, Robert F. Wagner Graduate School of Public Service*

2008 – 2010

**Bachelors of Arts in Geography**, *San Francisco State University*

2003 - 2006

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## Volunteer

**Board Member and Financial Strategy Advisor**, *Entrepreneurship Learning and Development Initiative*, Democratic Republic of Congo

2011 – present

**Client Liaison**, *NYU Wagner Capstone Consulting Project: World Institute for Leadership and Management in Africa*, New York, NY & Tanzania

2009 - 2010

- Worked within a graduate consultant team that assessed the feasibility of proposed initiatives.
- Interviewed program staff, government officials and stakeholders during three-week study of project sites across Tanzania.

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## Selected Publications

**Smart Data: A Path to More Revenue**, Los Angeles City Controller's Office, August 19, 2015

**Vehicle Telematics for City Vehicles**, City and County of San Francisco Budget and Legislative Analyst, February 23, 2015

**Analysis of Small Business Displacement**, City and County of San Francisco Budget and Legislative Analyst, October 10, 2014

**California Drought Declaration Will Weaken Credit Quality of Local Water Agencies**, Moody's Investors Service, January 22, 2014

**Eminent Domain Plan Is Credit Negative for City of Richmond, CA**, Moody's PFG Weekly Credit Outlook, September 19, 2013

**All California School Districts to Benefit from New Funding Formula, but Some More than Others**, US Public Finance Weekly Credit Outlook, July 25, 2013

**Some California School Districts Face Reviews For Downgrade If Both Tax Initiatives Fail**, Moody's Investors Service, October 24, 2012

**California Governor's Proposed Budget Increases Financial Uncertainty for K- 12 School Districts**, Moody's PFG Weekly Credit Outlook, January 31, 2012

**Contra Costa County Roster**[Maddy Book Home](#)**Treasury Oversight Committee, Contra Costa County**

	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
<b><u>Seat Title</u></b> County Superintendent of Schools				
<b><u>Representatives</u></b> Clark Bill	04/24/2012	04/30/2016		
<b><u>Seat Title</u></b> County, School Dist. & Comm. College Dist.				
<b><u>Representatives</u></b> Anderson Scott	08/18/2015	04/30/2016		
<b><u>Seat Title</u></b> Districts, Special				
<b><u>Representatives</u></b> Granzella Alfred M	04/22/2014	04/30/2018		
<b><u>Seat Title</u></b> Member of Board of Supervisors Representative				
<b><u>Representatives</u></b> Bouchet Donald L	04/17/2012	04/30/2016		
<b><u>Seat Title</u></b> Public 1				
<b><u>Representatives</u></b> Hatfield Jerome E	04/22/2014	04/30/2018		
<b><u>Seat Title</u></b> Public 2				
<b><u>Representatives</u></b> Grubb Edgar H	04/22/2014	04/30/2018		
<b><u>Seat Title</u></b> Public 3				
<b><u>Representatives</u></b> Heinrich Dan	04/17/2012	04/30/2016		

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

**Meeting Date:** 04/25/2016

**Subject:** ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDS

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

**Department:** Conservation & Development

**Referral No.:** IOC 16/6

**Referral Name:** Allocation of Propagation Funds by the Fish and Wildlife Committee

**Presenter:** Maureen Parkes, Conservation &  
Development Dept

**Contact:** Maureen Parkes  
925.674.7831

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### **Referral History:**

On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which is now a standing referral to the IOC.

### **Referral Update:**

Attached is a memo describing the outreach and selection process and criteria, and transmitting the grant funding recommendations of the County's Fish & Wildlife Committee for six projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix at the back of the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

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

APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2016 Fish and Wildlife Propagation Fund grant funds for six projects totaling \$22,450.

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

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$ 22,449.51 of the \$38,437.50 propagation funds available as of January 14, 2016. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

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**Attachments**

Proposed 2016 Allocation of Fish & Wildlife Propagation Funds

**Minutes Attachments**

*No file(s) attached.*

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**CONTRA COSTA COUNTY  
FISH AND WILDLIFE COMMITTEE**  
c/o Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Telephone: 925-674-7203 Fax: 925-674-7250

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TO: Internal Operations Committee  
Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

FROM: From: Daniel Pellegrini, Chair  
Fish and Wildlife Committee  
By: Maureen Parkes, Planning Technician *Maureen Parkes*  
Staff to Fish and Wildlife Committee

DATE: April 15, 2016

SUBJECT: **Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee**

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The Contra Costa County Fish and Wildlife Committee (FWC) requests Internal Operations Committee (IO) consideration of recommended grants from the Fish and Wildlife Propagation Fund (Fund). The FWC reviewed 16 grant applications and recommends six of these for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

## **I. Background**

### **Fish and Wildlife Propagation Fund**

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license), illegal take and illegal dumping. Occasionally there are larger fines that result from larger violations, including failure to obtain appropriate permits for activities such as streambed alteration. A portion of the various fines are deposited into the Fish and Wildlife Propagation Fund. As of January 14, 2016, the Fund had an available balance of \$38,437.50.

### **FWC Grant Program**

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

The FWC continued the third year of expanded outreach to schools with the intent to fund high value, low-cost public education projects related to the scientific principles of fish and wildlife conservation. In August 2015, the application packet was sent to the Fish and Wildlife Committee mailing list, the Contra Costa Watershed Forum mailing list; and the Contra Costa County Office of Education, Contra Costa College, Diablo Valley College and Los Medanos College for distribution to interested teachers and programs that would benefit from the grant program. It was posted on the California Regional Environmental Education Community (CREEC) website and was spotlighted in their Fall Newsletter. Joan Morris wrote a short article in the Contra Costa Times regarding the availability of the grant application packet. A press release was distributed to local and regional media outlets regarding the availability of the grant application packet and CCTV publicized it on the CountyNet Bulletin Board which reaches 350,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

### **FWC Grant Review Process in 2016**

A total of 16 applications requesting a total of \$176,156.76 were received during the application period, which ended January 6, 2016.

The Fish and Wildlife Committee discussed the funding of the applications at its January and February meetings. Some applicants came to FWC meetings to talk about their applications during public comment opportunities. The FWC acknowledged the hard work that went into all of the applications received and appreciates the commitment of applicants to improving the resources of the County.

## **II. Recommendation of Funding on Grants for 2016**

At the February 17, 2016 meeting, the FWC recommended funding for six (6) proposed projects. Projects recommended for funding total \$22,449.51 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and the vote of the FWC on these recommendations are listed on Page 3. Members in attendance and voting on these items were: Susan Heckly (District II), Clark Dawson (District III), Brett Morris (District IV), Daniel Pellegrini (District V), Rhonda Gehlke (At-large), Kathleen Jennings (At-large), Scott Stephan (At-large) and Derek Jansen (At-large Alternate).

All recommendations are for full funding of the project as proposed unless noted otherwise.

**FWC Recommendations:**

- 1) Appropriate \$4,500.00 to Mt. View Sanitary District (MVSD) and Mount Diablo Audubon Society for their “McNabney Marsh Nesting Raft” project. The project will protect migratory bird nests, eggs, and chicks from flooding/drowning in McNabney Marsh. Partial funding is recommended for three nesting rafts. [8 ayes/0 noes]
- 2) Appropriate \$975.00 to Worth a Dam for their A.L.L.A.B.O.A.R.D. (A little learning about beaver operations and riparian dwellers) project. The project will be a fun ecosystem engineer teaching activity at the 9th Annual Beaver Festival in Martinez that will teach children about habitat, food chain and species abundance. Children will earn charms by understanding how beaver behaviors affect various species (dragonfly, turtle, frog, salmon, egret and otter). [8 ayes/0 noes]
- 3) Appropriate \$7,567.51 to the Lindsay Wildlife Museum for their “Investing in Wildlife Rehabilitation” project. Partial funding is recommended and may only be used to purchase a gas sterilizer. Having a gas sterilizer on site will help create greater efficiencies in the wildlife hospital and allow them to treat patients using fewer resources. [8 ayes/0 noes]
- 4) Appropriate \$3,000.00 to the Contra Costa County Flood Control and Water Conservation District for components of hosting and printing materials for the 5th Quadrennial Contra Costa County Creek and Watershed Symposium. [8 ayes/0 noes]
- 5) Appropriate \$4,975.00 to Urban Tilth for their “Basins of Relations” program which trains young people from West Contra Costa County to become stewards of their watersheds, communities, and the creeks that run through them. Partial funding is recommended and may only be used for equipment and supplies. [8 ayes/0 noes]
- 6) Appropriate \$1,432.00 to Tri-Valley Fishers for “Trout in the Classroom Program – New Classroom Aquarium Systems” project which will provide equipment to four new classrooms. [8 ayes/0 noes]
- 7) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants. [8 ayes/0 noes]

Please contact Maureen Parkes at 925-674-7831 or Abigail Fateman at 925-674-7820 with any questions.

**Attachments:**

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

**Department of  
Conservation and  
Development**

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra  
Costa  
County**



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

August 27, 2015

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Wednesday, January 6, 2016 (a postmark of January 6, 2016, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). All applications that satisfy the requirements listed in the funding application directions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education

In addition, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies, the court, and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead, such as benefits or utilities. If an hourly rate is listed, costs need to be itemized separately (see grant guidelines for more details).

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2015 grant cycle a total of \$61,155.02 was awarded to 11 projects. The awards ranged from \$950 to \$10,100. Successful applicants may anticipate receiving notification of funding awards by the late spring or summer of 2016.

**The grant award funds will be disbursed on a cost reimbursement basis.\*** (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant packet to all successful applicants.

**\*Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (i.e. spring or summer of 2017), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

**\*Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-674-7831 or [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us).

Sincerely,



**Maureen Parkes**  
**Fish and Wildlife Committee Staff**

# INSTRUCTIONS

## What Must Be Included in Your Proposal (not to exceed 3 pages):

- 1) Signed Application Cover Page (see attached)
- 2) Description of the project for which funding is requested. Please include an explanation of:
  - how this project will benefit the fish and wildlife of Contra Costa County
  - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.
    - If your proposal is eligible under Section 13103 (d), (h), (i), or (m), send a copy of your draft proposal **a minimum of 45 days** prior to the final deadline to the attention of Scott Wilson, Regional Manager, CA Department of Fish and Wildlife, 7329 Silverado Trail, Napa, CA 94558, to request a letter of support. (This letter does not count toward your page limit)

\*The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

- Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material in advance.
- Grant recipients may use the following standard language in making attributions for funding by the FWC:
- Attribution for full Grant funding: “This (research, publication, project, Web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee.”
  - Attribution for partial Grant funding: “This (research, publication, project, Web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee.”
- 3) Project schedule - The project must be completed within a year from the date you receive notification of funding (by Spring/Summer 2017).
  - 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these may include benefits such as health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment).
  - 5) Annual budget for the applying organization (not itemized).
  - 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
  - 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
  - 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
  - 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
  - 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

## Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Please use 11 point font or larger and ½ inch margins or larger on your pages. If you are including a letter from the CA Department of Fish and Wildlife to demonstrate eligibility under Section 13103 (d), (h), (i) or (m) of the Fish and Game Code, this will not be counted as part of your page limit. Otherwise, if you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.
- Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Wednesday, January 6, 2016 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 6, 2016 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).

**Your complete application should be:**

Emailed: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us)

or

Mailed: Contra Costa County Fish & Wildlife Committee  
c/o Contra Costa County Dept. of Conservation and Development  
30 Muir Road  
Martinez, CA 94553-4601  
Attn: Maureen Parkes

If you wish to hand deliver, contact Maureen by email or at 925-674-7831.

**Final Checklist Before You Submit Your Proposal:**

*Please note that your proposal will not be considered if you provide more materials than required below:*

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- Letter from the CA Department of Fish and Wildlife *only if* your project is under Section 13103 (d), (h), (i), or (m) of the Fish and Game Code. (This is not a part of the page limit listed above).
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) / (925) 674-7831.

### **California Fish and Game Code Section 13103.**

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

### **California Fish and Game Code Section 711.2. (a)**

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County  
2016 Fish and Wildlife Propagation Fund  
Application Cover Page**

**Office Use Only:**

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

\_\_\_\_\_

Signed on \_\_\_\_\_

## Grant Applications and Fish and Wildlife Committee Recommendations 2016

	Organization	Type of Org	Project Title	Type of Project	Location of the Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of the Request	FWC Rationale for Recommendation
<b>A</b>	Montair Nature Trail	non-profit	Montair Nature Trail Education and Improvement	(a) public education	Central County	<b>\$975.00</b>	<b>\$0.00</b>	A request for grant funds to finalize and print a brochure to educate students and the general public about the Montair Nature Trail which is located immediately adjacent to the Montair Elementary School in Danville. The brochure will also enhance support for the Montair Nature Trail program which provides watershed improvements, vegetation management, removal of wildlife migration barriers, enhancement of wildlife migration corridors, creation of wildlife protections (bat and owl boxes), and public education of their local ecological community.	Funding is not recommended due to the limited amount of grant funds this year. The benefits of this proposed project are limited compared to other proposals considered.
<b>B</b>	KIDS for the BAY	non-profit	Watershed Action Program	(a) public education (e) habitat improvement	West County	<b>\$5,000.00</b>	<b>\$0.00</b>	A request for grant funds to deliver the Watershed Action Project to 3rd, 4th and 5th grade students from low-income Richmond schools. The Watershed Action Program will teach students about the scientific principles of fish and wildlife conservation, as well as help to improve the health of fish and wildlife habitats in Contra Costa County through Environmental Action Projects.	Funding is not recommended due to the limited grant funds available this year.
<b>C</b>	SPAWNERS	non-profit	Monitoring Water Quality in the San Pablo Creek Watershed	(a) public education (e) habitat improvement	West County	<b>\$3,825.00</b>	<b>\$0.00</b>	1. A request for grant funds to continue monitoring water quality and benthic macroinvertebrates (BMI) in San Pablo Creek. Funds for the water quality monitoring program would go toward an annual stipend for their monitoring intern and purchasing monitoring supplies such as reagents. 2. A request for grant funds for their BMI program that will go toward purchasing supplies as well as paying the Program Coordinator to run the monthly events and write a final report after one year. **Both programs will promote public education and work towards improved water quality and habitat for native fish.	Funding is not recommended due to the limited grant funds available this year.
<b>D</b>	Mt. View Sanitary District and Mount Diablo Audubon Society	MVSD: government MDAS: non-profit	McNabney Marsh Nesting Raft Project	(e) habitat improvement	Central County	<b>\$6,000.00</b>	<b>\$4,500.00</b>	A request to partially fund a Nesting Raft Project that will protect migratory bird nests, eggs, and chicks from flooding/drowning in McNabney Marsh.	The project meets the requirements of Section 13103 (e) habitat improvement. Partial funding is recommended for the construction of three rafts to protect migratory bird nests, eggs, and chicks from flooding/drowning in McNabney Marsh.

## Grant Applications and Fish and Wildlife Committee Recommendations 2016

	Organization	Type of Org	Project Title	Type of Project	Location of the Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of the Request	FWC Rationale for Recommendation
<b>E</b>	Worth a Dam	non-profit	A Bridge to Nature	(a) public education	Central County	<b>\$3,000.00</b>	<b>\$0.00</b>	A request to partially fund a beaver/nature mural over Alhambra Creek in Martinez. The mural will reflect the significant role the beavers have played in Alhambra Creek from 2007-2015, and raise public awareness of the urban ecosystem.	Funding is not recommended. The project does not meet the requirements of Section 13103 (a).
<b>F</b>	Worth a Dam	non-profit	A.L.L.A.B.O.A.R.D . (A little learning about beaver operations and riparian dwellers)	(a) public education	Central County	<b>\$975.00</b>	<b>\$975.00</b>	A request for grant funds to conduct a fun ecosystem engineer teaching activity at the 9th Annual Beaver Festival in Martinez that will teach children about habitat, food chain and species abundance. Children will earn charms by understanding how beaver behaviors affect various species (dragonfly, turtle, frog, salmon, egret and otter).	The project meets the requirements of Section 13103 (a) public education and fulfills educational goals of the Committee by providing funds to educate children with a fun activity that will teach them about habitat, food chain and species abundance.
<b>G</b>	Lindsay Wildlife Experience	non-profit	Investing in Wildlife Rehabilitation	(a) public education (b) temporary emergency treatment and care of injured or orphaned wildlife	Countywide	<b>\$8,840.72</b>	<b>\$7,567.51</b>	A request for grant funds to purchase a gas sterilizer, ECG machine to monitor patients and esophageal stethoscope amplifier and training CD to enhance wildlife care.	The project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife. Partial funding is recommended and only to be used for the gas sterilizer. Staff currently drives safety equipment to Sacramento to get sterilized, which is a lengthy and expensive process. Having a gas sterilizer on site will help create greater efficiencies in the wildlife hospital and allow them to treat patients using fewer resources.
<b>H</b>	Mills College	non-profit	Ecology of Fear: What Stresses Out Wild Mammals?	(a) public education (i) scientific research (m) other expenditures	Countywide	<b>\$10,308.04</b>	<b>\$0.00</b>	A request for grant funds for long-term tracking of stress responses of wild California ground squirrels in Contra Costa County. This project will capitalize on five years of data on two groups of California ground squirrels (Otospermophilus beecheyi) to understand how stressors influence the health and reproduction of a wild mammal.	Funding is not recommended. There were a limited amount of grant funds this year and projects involving scientific research were not recommended for funding.
<b>I</b>	Contra Costa County on behalf of the Contra Costa Watershed Forum	government	Contra Costa County Creek and Watershed Symposium	(a) public education	Countywide	<b>\$3,000.00</b>	<b>\$3,000.00</b>	A request for grant funds for components of hosting and printing materials for the 5th Quadrennial Contra Costa County Creek and Watershed Symposium.	The project meets the requirements of Section 13103 (a) public education. The Symposium is an educational and inspirational event that draws local groups, community members, representatives from the public and private sectors interested in creek and watershed health together to share information, problem solve and network.
<b>J</b>	Earth Team	non-profit	Sustainable Youth Watershed Internships at Pinole Creek and Marsh Creek	(a) public education (e) habitat improvement	West County East County	<b>\$9,970.00</b>	<b>\$0.00</b>	A request for grant funds to provide two teams of 12 students each with training in hands-on scientific riparian habitat monitoring and restoration techniques while actively improving upland and creek corridor habitat along two adopted locations along Pinole Creek and Marsh Creek and engaging local residents in public outreach/education events.	Funding is not recommended due to the limited amount of grant funds this year.

## Grant Applications and Fish and Wildlife Committee Recommendations 2016

	Organization	Type of Org	Project Title	Type of Project	Location of the Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of the Request	FWC Rationale for Recommendation
<b>K</b>	The Regional Parks Foundation	non-profit	Kids Healthy Outdoors Challenge Field Trips Transportation	(a) public education	Countywide	<b>\$10,000.00</b>	<b>\$0.00</b>	A request for grant funds to provide field trip transportation for the Kids Healthy Outdoors Challenge Program which is a school year-based environmental education curriculum for low-income East Bay 3rd graders.	Funding is not recommended due to the limited amount of grant funds this year.
<b>L</b>	Nomad Ecology, LLC	for-profit	Post-Fire floristic research project of the 2013 Morgan Fire, Mount Diablo	(i) scientific research (m) other expenditures	Central County	<b>\$11,750.00</b>	<b>\$0.00</b>	A request for grant funds to conduct scientific research that will provide baseline information of the post-fire flora of Mount Diablo as a result of the 2013 Morgan Fire; which will include sampling, data management and data analysis, and preparation of a scientific journal article for publication. This information will provide local land managers such as California State Parks, East Bay Regional Park District, and Contra Costa Water District with relevant post-fire plant species and vegetation community information to help inform ecological management decisions; especially related to recruitment of rare fire-following species, noxious weed establishment, and recruitment of the foundational shrub layer.	Funding is not recommended. There were a limited amount of grant funds this year and projects involving scientific research were not recommended for funding.
<b>M</b>	Urban Tilth	non-profit	'Basins of Relations' Program	(a) public education (e) habitat improvement	West County	<b>\$89,831.00</b>	<b>\$4,975.00</b>	A request for grant funds to expand their Watershed Restoration Technician training program beyond its initial rollout scope. Urban Tilth's 'Basins of Relations' program trains young people from West Contra Costa County to become stewards of their watersheds, communities, and the creeks that run through them.	The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The project improves riparian habitat, provides construction and erosion control measures and barriers to protect critical oversummering pools for salmonids and other native fish, and educates the public through community engagement events. Partial funding is recommended and may only be used for equipment and supplies.
<b>N</b>	Tri-Valley Fly Fishers	non-profit	Trout in the Classroom Program - New Classroom Aquarium Systems	(a) public education (d) Breeding, raising, purchasing, or releasing fish or wildlife	East County	<b>\$1,432.00</b>	<b>\$1,432.00</b>	A request for grant funds for the Trout in the Classroom Program to provide equipment to four new classrooms. The program is coordinated by the CA Dpt of Fish & Wildlife and provides students with the opportunity to witness Rainbow Trout eggs hatch and develop in a classroom aquarium and complete several lesson assignments and classroom activities related to the fish, their development, habitat and environmental needs that make it possible for the fish to survive.	The project meets the requirements of Section 13103 (a) public education and (d) breeding, raising, purchasing, or releasing fish or wildlife; and fulfills educational goals of the Committee by providing funds to educate children with several lesson assignments and classroom activities related to the fish, their development, habitat and environmental needs that make it possible for the fish to survive.

## Grant Applications and Fish and Wildlife Committee Recommendations 2016

	Organization	Type of Org	Project Title	Type of Project	Location of the Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of the Request	FWC Rationale for Recommendation
<b>O</b>	Tri-Valley Fly Fishers	non-profit	Trout in the Classroom Program - Temperature Control Improvement to Aquarium Systems	(a) public education (d) Breeding, raising, purchasing, or releasing fish or wildlife	East County	<b>\$950.00</b>	<b>\$0.00</b>	A request for grant funds for the Trout in the Classroom Program to upgrade the cooling systems on existing aquariums already in classrooms. Improvement of the temperature control will reduce the loss of eggs and fish.	Funding is not recommended due to the limited amount of grant funds this year.
<b>P</b>	The Gardens at Heather Farm	non-profit	Watershed & Wildlife in Contra Costa County	(a) public education	Central County	<b>\$10,300.00</b>	<b>\$0.00</b>	A request for grant funds to design and deliver curriculum to educate students about our local watershed and the wildlife that depends upon it. Students will learn what they and their families can do to help keep our watershed and wildlife healthy. The curriculum will be targeted at 3rd through 6th graders. It will include hands-on learning experiences and highlight the geographic boundaries and physical features of our local watershed, as well as the ecological systems and how they are affected by human behavior. Fifty classes will be provided to students throughout Contra Costa County at no cost to the schools or students. They expect to be able to reach about 1,500 students.	Funding is not recommended due to the limited amount of grant funds this year.
						<b>\$176,156.76</b>	<b>\$22,449.51</b>		
<b>Total Available Funds (as of January 14, 2016)</b>							<b>\$38,437.50</b>		

Subtotals by Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
<b>East</b>	\$7,367.00	4.18%	\$1,432.00	6.38%
<b>West</b>	\$103,641.00	58.83%	\$4,975.00	22.16%
<b>Central</b>	\$33,000.00	18.73%	\$5,475.00	24.39%
<b>Countywide</b>	\$32,148.76	18.25%	\$10,567.51	47.07%
<b>TOTAL</b>	<b>\$176,156.76</b>	100.00%	<b>\$22,449.51</b>	100.00%



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

**Meeting Date:** 04/25/2016

**Subject:** REVIEW OF ADVISORY FIRE, PLANNING COMMISSION, AND RETIREMENT BOARD APPLICATIONS FOR MEMBERSHIP

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

**Department:** County Administrator

**Referral No.:** 16/5

**Referral Name:** ADVISORY BODY RECRUITMENT

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

**Contact:** Julie DiMaggio Enea  
925.335.1077

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### **Referral History:**

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Planning Commission and the Contra Costa County Fire Protection District Advisory Fire Commission.

On June 30, 2016, the terms for one Planning Commissioner and one Advisory Fire Commissioner will expire. At the direction of the Internal Operations Committee, staff initiated a six-week recruitment by issuing press releases (**attached**) on February 14th advertising the vacancies with an application deadline of March 28th.

For advisory body vacancies, our standard advertising includes:

- Posting a notice in the News Flash section of the homepage for the duration of the nomination period.
- Promoting with a recruitment announcement on CCTV's CountyNet bulletin board
- Emailing to area print/online publications, plus KCBS Radio and KKDV Radio.

### **Referral Update:**

The recruitment garnered only one application for each body, from the incumbents:

### **Retirement Board**

**Scott Gordon** (incumbent, Walnut Creek)

The Contra Costa County Employees' Retirement Association (CCCERA) is administered by the Board of Retirement, an independent public entity responsible for general management of the

association. With assistance from qualified professionals in the pension industry, the Board adopts regulations, policies and procedures that are relevant to CCCERA, for the purpose of benefiting the members. CCCERA is also governed by the California Constitution and the regulations, procedures and policies adopted by CCCERA's Board. The Contra Costa County Board of Supervisors may also adopt resolutions which affect member benefits, as permitted by the County Employees' Retirement Law of 1937.

The term of office for the vacant Board of Supervisors #4 seat is July 1, 2016 - June 30, 2019.

### Planning Commission

**Richard Clark** (incumbent, Danville) The Planning Commission's powers and duties include:

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

The term of office for the vacant At Large #2 seat is July 1, 2016 - June 30, 2020.

### Advisory Fire Commission

**Michael Egan** (incumbent, Walnut Creek)

The Advisory Fire Commission's powers and duties include:

- to review and advise on annual operations and capital budgets;
- to review district expenditures;
- to review and advise on long-range capital improvement plans;
- pursuant to district ordinance to serve as the Appeals Board on weed abatement matters;
- to advise the Fire Chief on district service matters;
- to communicate with the other fire district advisory commissions on services and functional integration;
- to assist in the Fire Chief's selection process as required; to serve as liaison between the Board of Supervisors and the community served by each district;
- to perform such other duties and responsibilities as may be assigned and as directed by the Board of Supervisors.

The term of office for the vacant At Large #2 seat is July 1, 2016 - June 30, 2020.

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

REVIEW applications for the pending vacant seats on the Retirement Board, Planning Commission, and Contra Costa County Fire Protection District Advisory Fire Commission, and provide direction to staff regarding interviews tentatively scheduled for May 23.

**Fiscal Impact (if any):**

- Retirement Board Trustees receive a stipend of \$100 per meeting, plus mileage reimbursement.
- Planning Commissioners receive a stipend of \$50 per meeting, not to exceed \$300 a month, plus mileage reimbursement.
- Advisory Fire Commissioners receive no compensation.

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**Attachments**

Media Release Retirement Board Vacancy

Candidate Application Scott Gordon Retirement Board

CCCERA Board of Trustees Roster April 2016

Media Release Planning Commission

Candidate Application Richard Clark Planning Commission

County Planning Commission Roster April 2016

Media Release CCCFPD Advisory Fire Commission

Candidate Application Michael Egan CCCFPD Adv Fire Comm

CCCFPD Advisory Fire Commission Roster April 2016

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

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

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### Media Release

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#### FOR IMMEDIATE RELEASE

Friday, March 4, 2016

Contact: Julie DiMaggio Enea

Phone: (925) 335-1077

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

#### WOULD YOU LIKE TO SERVE ON THE RETIREMENT BOARD?

The Contra Costa County Board of Supervisors is seeking individuals with a sound business background, experience in pension fund investment or administration, or in equity investments or banking, to serve on the Contra Costa County Employees' Retirement Association Board of Trustees. To be considered, candidates must be County residents, must not be Retirement System members or retirees, and may not market any investment, consulting, or related service to the Contra Costa County Retirement Board or any other 1937 Act Retirement Board.

Regular meetings of the Retirement Board are held the second and fourth Wednesdays of each month beginning at 9:00 a.m. and sometimes extending into the afternoon. There may also be additional meetings on special topics that arise from time to time. Members of the Retirement Board receive \$100 per meeting up to a monthly maximum of \$500, plus reimbursement for actual and necessary expenses. The appointment will be for a full three-year term beginning July 1, 2016 and ending June 30, 2019.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County website at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, April 8, 2016**. Applicants should plan to be available for public interviews on Monday, May 23, 2016. Further information about the Retirement Board can be obtained by calling CCCERA CEO Gail Strohl at (925) 521-3960 or by visiting the website [www.cccera.org](http://www.cccera.org).

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Contra  
Costa  
County

**RECEIVED**  
APR 05 2016  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

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

CCERA Retirement Board

Public Member, Seat #4

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: GORDON Scott W.  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Walnut Creek CA 94596  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved Juris Doctor Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Univ. of Calif., Hastings College of the Law	Law Degree (JD)	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J.D.	June 1981
B) Univ. of Calif. at Santa Barbara	Economics and Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	6	B.A.	June 1977
C) Washington State University	Economics	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Other schools / training completed: Diablo Valley College	Course Studied Gen Ed	Hours Completed <input type="checkbox"/>	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            Jul 1 2013    present              Total: <u>Yrs.</u>    <u>Mos.</u>            2 yrs.            9 mos.              Hrs. per week <u>4-6</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Trustee, CCCERA Retirement Board              Employer's Name and Address            CCCERA            1355 Willow Way            Concord, CA 94520</p>	<p>Duties Performed            Duties include: fiduciary management of pension trust fund; serving as Board Secretary; analysis and selection of investments and allocation of fund assets; due diligence work on targeted fund opportunities; attend Board meetings and committee meeting; oversee and supervise CEO and CIO functions.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            July 2001    Present              Total: <u>Yrs.</u>    <u>Mos.</u>            15 years        <input type="text"/>              Hrs. per week <u>50+</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Principal and CEO              Employer's Name and Address            Law Offices of Scott W. Gordon, APC            1990 No. Calif. Blvd., Ste. 608            Walnut Creek, CA 94596</p>	<p>Duties Performed            Represent public agencies and private clients in complex administrative law matters, primary emphasis in environmental law and land use fields. Includes municipal contracting, procurements, risk management, litigation matters</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            Feb. 1991    July 2001              Total: <u>Yrs.</u>    <u>Mos.</u>            10 yrs.           6 mos.              Hrs. per week <u>50+</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Partner, Bruen &amp; Gordon APC              Employer's Name and Address            Bruen &amp; Gordon, APC            1990 No. Calif. Blvd., Ste. 608            Walnut Creek, CA 94596</p>	<p>Duties Performed            Represent public agencies and private clients in complex administrative law matters, primary emphasis in environmental law and land use fields. Includes municipal contracting, procurements, risk management, litigation matters</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            June 1985    April 2001              Total: <u>Yrs.</u>    <u>Mos.</u>            15 yrs.           10 mos.              Hrs. per week <u>6-10</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Gen. Counsel, RHFPD              Employer's Name and Address            Rodeo Hercules Fire Protection District            1680 Refugio Valley Rd.            Hercules, CA            326 Third Street            Rodeo, CA</p>	<p>Duties Performed            RHFPD General Counsel            1985-2001, overall responsibility for all District legal matters, including Board meetings, District policies and Code, Brown Act, Retirement Act of 1937, Worker's Comp, litigation management and Local 1230 collective bargaining matters, including retirement benefits under the 1937 Act.</p>

7. How did you learn about this vacancy?

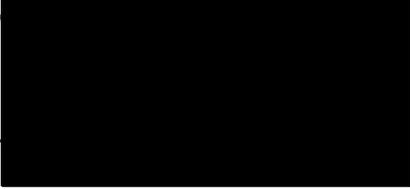
CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Currently on Board

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name:

Date:

4/4/2016

### Important Information

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



# Scott W. Gordon

## Board Secretary

**Appointed by the Board of Supervisors**  
**Term Expires June 30, 2016**

Scott W. Gordon has served on the Board of Retirement since 2013.

Gordon is an attorney specializing in environmental and land use law, regulatory compliance and business transactions for public agencies and private entities.



His practice includes the representation of clients in municipal contract matters, large-scale land use entitlement and environmental matters, and all aspects of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) compliance and litigation.

Gordon served as general counsel to the Rodeo-Hercules Fire District from 1985 to 2001. He also served as treasurer of the Martinez Community Foundation; board member of the Martinez Education Foundation; chairperson of the Contra Costa County Arts and Culture Commission (AC5); and chairperson of the City of Martinez Parking Commission. Gordon also served as the Sacramento legislative aide to the late California State Senator John A. Nejedly, R-Walnut Creek, from 1977 to 1978.

Gordon received a bachelor's degree in business economics, graduating with honors from the University of California at Santa Barbara in 1977, and a law degree with high honors from University of California, Hastings College of the Law in 1981, where he was Order of the Coif and a member of the Thurston Society. He has been a member of the State Bar of California since 1981, and carries an AV rating with Martindale-Hubbell. Gordon is a member of the Los Angeles County and Contra Costa County Bar Associations.

## Scott W. Gordon

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Scott W. Gordon is an appointed Trustee of the Contra Costa County Employees' Retirement Association, appointed by the CCC Board of Supervisors effective July 2, 2013. Scott is a practicing attorney specializing in environmental and land use law, regulatory compliance and business transactions for public agencies and private entities. He previously served as General Counsel to the Rodeo-Hercules Fire Protection District from 1985 - 2001. He also previously served as Treasurer, Martinez Community Foundation; Board Member, Martinez Education Foundation; Chairperson, Contra Costa County Arts & Culture Commission (AC5); and Chairperson, City of Martinez Parking Commission. He served as Sacramento Legislative Aide to the late California State Senator John A. Nejedly, R- Walnut Creek, 1977-78. Scott's wife Vicki is an elected Trustee (Ward II) of the Contra Costa Community College District Governing Board.

### Current Law Practice

Mr. Gordon currently represents private companies and public agencies as outside counsel in connection with municipal procurements and contracting, facilities permitting, CEQA and NEPA compliance and litigation and environmental compliance counseling throughout California. Mr. Gordon provides a wide range of advice on business development issues in two principal marketplaces: the nine county San Francisco Bay Area, and the greater Los Angeles County and Orange County metropolitan area (including the Inland Empire). Mr. Gordon has also served as outside counsel to the City of Santa Maria (Santa Barbara County) in connection with project permitting and CEQA compliance for a solid waste management facility project. Mr. Gordon serves as outside CEQA Special Counsel and Deputy General Counsel for the Salinas Valley Solid Waste Authority (SVSWA). Mr. Gordon represents the SVSWA in connection with solid waste facilities development and enhancements

to existing SVSWA resource recovery facilities.

### Education

Scott received his B.A. in Business Economics with honors from the University of California at Santa Barbara in 1977, and his law degree with high honors from U.C. Hastings College of the Law in 1981, where he was Order of the Coif and a Member of the Thurston Society. Mr. Gordon has been a Member of the State Bar of California since 1981, and carries an AV rating with Martindale-Hubbell. Mr. Gordon is a member of the Los Angeles County and Contra Costa County Bar Associations.

### Work Experience

**2001 - Present:** Law Offices of Scott W. Gordon, a Professional Corporation. Mr. Gordon has established an environmental practice specializing in land use, regulatory compliance and permitting and business transactions (negotiations of municipal contracts, franchise agreements, acquisitions) for private clients and public agencies. His practice also includes the representation of public agency and private clients in land use entitlement and environmental matters, including all aspects of CEQA and NEPA compliance, permitting and litigation.

**1991 - 2001:** Partner, Bruen & Gordon, A Professional Corporation.

Mr. Gordon's practice at the firm included the representation of public agency and private clients in land use entitlement and environmental matters, including all aspects of CEQA and NEPA compliance. Mr. Gordon handled a number of business transactions for private clients, including acquisitions, divestitures, and complex contractual arrangements. Mr. Gordon also handled several major CEQA and CERCLA litigation matters as well as representing both public and private clients in administrative agency proceedings before state and federal agencies. From 1991 through 1996, Mr. Gordon co-developed and taught the U.C. Extension certificate course "Legal Principles of Integrated Solid Waste Management" for the U.C. Berkeley and San Francisco Extension campuses. He

has served on the Editorial Board of the California Environmental Law Reporter since 1996.

**1982 - 1990:** Mr. Gordon joined the Contra Costa County law firm of Gordon, DeFraga, Watrous & Pezzaglia, where he became a partner in 1987, in charge of the firm's environmental practice. Mr. Gordon's practice at the firm included the representation of clients in the oil and chemical refining industry, solid and hazardous waste industries, public entity tort claims defense, as well as representing both public and private clients in administrative agency and litigation matters. Mr. Gordon formed Bruen & Gordon with long time law and business partner Thomas M. Bruen in 1991, specializing in Environmental Law, Land Use Planning, and Public Agency Representation.

## Contra Costa County Roster

[Maddy Book Home](#)

## Contra Costa Employees Retirement Association

	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
<b><u>Seat Title</u></b>				
Alternate to Members 4, 5, 6, & 9				
<b><u>Representatives</u></b>				
Holcombe Jerry	06/17/2014	06/30/2017		
<b><u>Seat Title</u></b>				
Board of Supervisors Appointee #4				
<b><u>Representatives</u></b>				
Gordon Scott	06/04/2013	06/30/2016		
<b><u>Seat Title</u></b>				
Board of Supervisors Appointee #5				
<b><u>Representatives</u></b>				
Allen Debora	06/17/2014	06/30/2017		
<b><u>Seat Title</u></b>				
Board of Supervisors Appointee #6				
<b><u>Representatives</u></b>				
Andersen Hon. Candace	01/05/2016	06/30/2017		
<b><u>Seat Title</u></b>				
Board of Supervisors Appointee #9				
<b><u>Representatives</u></b>				
Philips John B	06/17/2014	06/30/2017		
<b><u>Seat Title</u></b>				
General Member #2				
<b><u>Representatives</u></b>				
Hast Brian	07/09/2013	06/30/2016		
<b><u>Seat Title</u></b>				
General Member #3				
<b><u>Representatives</u></b>				
Smithey Todd	07/08/2014	06/30/2017		
<b><u>Seat Title</u></b>				
Member, Safety #7				
<b><u>Representatives</u></b>				
Rodrigues Gabe	07/08/2014	06/30/2017		
<b><u>Seat Title</u></b>				
Member, Safety #7 Alternate				
<b><u>Representatives</u></b>				
Pigeon Will	07/08/2014	06/30/2017		
<b><u>Seat Title</u></b>				
Retired Employee #8				
<b><u>Representatives</u></b>				
Telles Jerry	07/09/2013	06/30/2016		
<b><u>Seat Title</u></b>				
Ex-Officio Member #1				
<b><u>Representatives</u></b>				
Watts Russell	01/01/2011			

**Seat Title**

Retired Employee #8 Alternate

**Representatives**

Kroll Louis

07/10/2013

06/30/2016





## Contra Costa County

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

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### Media Release

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#### FOR IMMEDIATE RELEASE

Friday, March 4, 2016

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

#### WOULD YOU LIKE TO SERVE ON THE COUNTY PLANNING COMMISSION?

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

Meetings of the Planning Commission are generally held on the second and fourth Tuesdays of each month at 7:00 p.m. in Martinez. Members of the Planning Commission receive \$50 per meeting up to a monthly maximum of \$300, plus mileage expense. The appointment will be for a full four-year term beginning July 1, 2016 and ending June 30, 2020.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 **no later than Friday, April 8, 2016 by 5:00 p.m.** Applicants should plan to be available for public interviews on Monday, May 23, 2016. Further information about the County Planning Commission can be obtained by calling Aruna Bhat, Deputy Conservation & Development Director, 674-7784, [aruna.bhat@dcd.cccounty.us](mailto:aruna.bhat@dcd.cccounty.us) or visit the County's website link: <http://www.co.contra-costa.ca.us/4314/County-Planning-Commission>.

###



Contra  
Costa  
County

For Office Use Only  
**RECEIVED**  
Date Received:  
APR 18 2016  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

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

County Planning Commission

At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Clark Richard  
 (Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Danville, CA 94526  
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]  
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

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

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

Give Highest Grade or Educational Level Achieved BA, MBA, JD

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Colgate University	English Literature	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BA	1967
B) Cal State East Bay	Finance	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MBA	1976
C) Golden Gate University	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JD	1980
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            10-1-82      Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            13            7</p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Self Employed</p> <hr/> <p>Employer's Name and Address            Danville Associates            P. O. Box 2668            Danville, CA 94526</p>	<p>Duties Performed            Corporate and Personel Consulting            Finance, Real Estate, Investing</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            (Former) Regent</p> <hr/> <p>Employer's Name and Address            John F. Kennedy University</p>	<p>Duties Performed            Member of the Board of Regents</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            (Former) Trustee</p> <hr/> <p>Employer's Name and Address            California Shakespeare Theater</p>	<p>Duties Performed            Member of the Board of Trustees</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            1985          2011</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            26            <input type="text"/></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title            Adjunct Instructor</p> <hr/> <p>Employer's Name and Address            University of Phoenix            3590 N. First St            San Jose, CA, 95134-1805</p>	<p>Duties Performed            Part Time University Instructor of            Business Law, Corporate Finance            Written Communications</p>

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

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

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

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

## Richard Clark

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### PROFILE:

Principal of Danville Associates, a private financial services consulting company offering advice and task completion to corporations and high-net-worth individuals since 1984. Prior employment includes lending and management positions with Citicorp and Bank of America.

### EXPERIENCE:

Obtained and negotiated corporate debt and venture capital for client companies. Purchased, managed, and disposed of millions of dollars worth of real property for individual and corporate clients. Advised corporate and individual clients on capital allocation, asset valuation, accounting, investment, and finance issues. Created and managed private investment partnerships both for and with clients including for two large money-center banks. Twenty-five years of University-level teaching and five years as a University Regent with experience in curriculum development and management. More than twenty-five years experience as a county planning commissioner actively participating in community development in Contra Costa County.

### EDUCATION:

- B.A. Colgate University, Hamilton, NY
- M.B.A. California State University, Hayward, CA
- J.D. Golden Gate University, San Francisco, CA

### ASSOCIATIONS:

- Member of the Contra Costa County Planning Commission since October 1989  
2004 California County Planning Commissioner of the Year
- Former Adjunct instructor for The University of Phoenix since 1985
- Former Member of the Board of Regents of John F. Kennedy University
- Former Trustee of the California Shakespeare Theater
- Former John Muir Health Building Committee member

## Contra Costa County Roster

[Maddy Book Home](#)

## Contra Costa County Planning Commission

	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
<b><u>Seat Title</u></b>				
District I				
<b><u>Representatives</u></b>				
Wright Jeffrey	06/09/2015	06/30/2019		
<b><u>Seat Title</u></b>				
District II				
<b><u>Representatives</u></b>				
Swensen Rand	09/10/2013	06/30/2017		
<b><u>Seat Title</u></b>				
District III				
<b><u>Representatives</u></b>				
Steele Duane	08/06/2013	06/30/2017		
<b><u>Seat Title</u></b>				
District IV				
<b><u>Representatives</u></b>				
Snyder Donald	06/16/2015	06/30/2019		
<b><u>Seat Title</u></b>				
District V				
<b><u>Representatives</u></b>				
Stewart Doug	12/03/2013	06/30/2017		
<b><u>Seat Title</u></b>				
At-Large 1				
<b><u>Representatives</u></b>				
Terrell Marvin	07/08/2014	06/30/2018		
<b><u>Seat Title</u></b>				
At-Large 2				
<b><u>Representatives</u></b>				
Clark Richard	05/22/2012	06/30/2016		

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## Contra Costa County

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

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### Media Release

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**FOR IMMEDIATE RELEASE**

Friday, March 4, 2016

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

### WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

The Contra Costa County Board of Supervisors is seeking an individual to serve on the Contra Costa County Fire Protection District's (CCCFPD) Advisory Fire Commission. The Commission is responsible for reviewing CCCFPD operations and budget, 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.

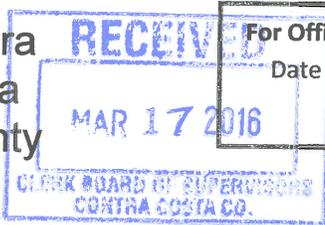
Regular meetings of the Advisory Fire Commission are held on the second Monday of even-numbered months at 7:00 p.m. in Concord. The appointment will be for a full four-year term ending June 30, 2020. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, **no later than Friday, April 8, 2016 by 5:00 p.m.** Applicants should plan to be available for public interviews on Monday, May 23, 2016 in Martinez. Further information about the Advisory Fire Commission can be obtained by calling Latonia Ellingberg (925) 941-3318 or by visiting the website <http://www.cccfpd.org/advisory-fire-commission.php>.

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Contra  
Costa  
County



**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

### BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

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

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

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

Advisory Fire Commission

Commissioner, At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** EGAN (Last Name) MICHAEL (First Name) JOHN (Middle Name)

2. **Address:** [Redacted] (No.) [Redacted] (Street) [Redacted] (Apt.) WALNUT CREEK (City) CA (State) 94596 (Zip Code)

3. **Phones:** [Redacted] (Home No.) [Redacted] (Work No.) [Redacted] (Cell No.)

4. **Email Address:** [Redacted]

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

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

Give Highest Grade or Educational Level Achieved Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Feather River College	Emergency Medical Technician	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate	12/2014
B) Golden Gate University	Masters program/ Administration of Justice	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MPA	6/1977
C) University of Washington	History/Geography/ Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BA	8/1969
D) Other schools / training completed: <input type="text"/>	Course Studied <input type="text"/>	Hours Completed <input type="text"/>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            10/2013      Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            2                6</p> <p>Hrs. per week <u>5</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Firefighter/Emergency Medical Techni</p> <hr/> <p>Employer's Name and Address            Graeagle Fire District            PO Box 64            Graeagle, CA 96103</p>	<p>Duties Performed            Respond to emergency calls for service including medical emergencies, vehicle accidents, structure and wild land fires and any other requests for emergency service.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            7/23/2003    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            12               6</p> <p>Hrs. per week <u>3</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Reserve</p> <hr/> <p>Employer's Name and Address            San Ramon Valley Fire Protection District            1500 Bollinger Canyon Road            San Ramon, CA 94583</p>	<p>Duties Performed            Respond to requests for assistance for regular firefighters in either Communications and Command vehicle and/or Breathing Support unit.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            12/17/2002   Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            13               4</p> <p>Hrs. per week <u>2</u> . Volunteer <input type="checkbox"/></p>	<p>Title            At-Large Commissioner</p> <hr/> <p>Employer's Name and Address            Contra Costa Fire Protection District            2010 Geary Road            Pleasant Hill, CA 94523</p>	<p>Duties Performed            Appointed to serve as Advisory Fire Commissioner to the Advisory Fire Commission.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other \_\_\_\_\_

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

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

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

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

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

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



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

3-15-16

### Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

**Contra Costa County Roster**

[Maddy Book Home](#)

**CC Fire Protection District - Advisory Fire Commission**

<u>Seat Title</u>	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
District I <u>Representatives</u>		06/30/2019		Vacant Seat
District I Alternate <u>Representatives</u>		06/30/2015		Vacant Seat
District II <u>Representatives</u> Granados William	06/04/2013	06/30/2017		
District II Alternate <u>Representatives</u> Horn Erling	06/17/2014	06/30/2018		
District III <u>Representatives</u> Haynes Edward	08/06/2013	06/30/2017		
District III Alternate <u>Representatives</u> Chappel Melvin	08/06/2013	06/30/2017	11/03/2015	Vacant Seat
District IV <u>Representatives</u> Galey Debra	07/28/2015	06/30/2019		
District IV Alternate <u>Representatives</u> Reinhold Dylan	07/08/2014	06/30/2018		
District V <u>Representatives</u> Rojanasathira Nat	12/03/2013	06/30/2017		
District V Alternate <u>Representatives</u>		06/30/2017		Vacant Seat
At-Large 1 <u>Representatives</u> Egan Michael	06/26/2012	06/30/2016		

**Seat Title**

At-Large 2

**Representatives**

Chapman Richard (Tom)	04/22/2014	06/30/2018
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