

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
October 8, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Phyllis Gordon, Kirsten Upshaw, Beth Ward, Arturo Castillo, Jami Napier, Emlyn Struthers, Nicole Kozicki, Maureen Parkes, Kristen Lackey, Lia Bristol, Roni Gehlke, Kathleen Jennings, Bert Mulchaey, Joshua Porter, Marilyn Underwood, Kara Douglas, Jill Ray

1. Introductions

Chair Burgis convened the meeting at 1:00 p.m. and self introductions were made around the room.

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

None of the attendees requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the September 10, 2018 IOC meeting.

The Committee approved the Record of Action for the September 10, 2018 IOC meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

4. INTERVIEW the following candidates for the At Large #1 and #2 seats for four-year terms ending on December 31, 2022 and the Alt Large Alternate #1 seat with a term expiring on December 31, 2020, and DETERMINE recommendations for Board of Supervisors consideration:

- Madeline Burgess, Concord
- Rhonda Gehlke (incumbent)
- Kathleen Jennings (incumbent), Concord
- Nicole Kozicki, Moraga
- Bert Mulchaey, Pinole

- Walter Pease, Pleasant Hill
- Joshua Porter, Kensington
- Jill Wiseman, Lafayette (applied specifically for the At Large Alternate seat)

The Committee interviewed Roni Gehlke, Kathleen Jennings, Nicole Kozicki, Bert Mulchaey, and Joshua Porter for the At Large seats on the Fish and Wildlife Committee. Walter Pease withdrew his candidacy and was not in attendance. Jill Wiseman and Madelaine Burgess were unable to attend but were considered on the basis of their applications.

At the conclusion of the interviews, the Committee decided to recommend to the Board of Supervisors the reappointment of Roni Gehlke and Kathleen Jennings to the At Large 1 and 2 seats, respectively, to new terms ending on December 31, 2022, and the appointment of Nicole Kozicki to the At Large Alternate seat to complete the unexpired term ending on December 31, 2020.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

5. ACCEPT the 2017/18 Animal Benefit Fund report.

Animal Services Director Beth Ward presented the 2017/18 annual report on the Animal Benefit Fund. She noted that at the current rate of expenditure, the fund will become exhausted in about two years, and so more donations are needed to meet expanding services. She thanked the Committee for the opportunity to illuminate this need.

The Committee accepted the report and directed staff to forward it to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

6. ACCEPT report from the Health Services Department on actions taken by county staff to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance.

Dr. Marilyn Underwood, Environmental Health Director, presented the status report and summarized the actions of her division to establish the permit forms and process, train code and law enforcement officers, and notify non-franchise haulers of the new permit requirements.

Dr. Underwood reported that while extensive outreach has been conducted, no permit applications have been received. More than 40 phone inquiries were received but mostly to confirm exemption from the permit program. She reasoned that the current administrative penalties may not provide enough inducement for compliance, noting that the cost for a \$50,000 performance bond of approximately \$500 far exceeds the penalty for the first and second violation of the ordinance and is equivalent to the penalty for a third violation in a year. Consequently, the

Committee decided to recommend to the Board that the bond amount be reduced from \$50,000 to \$20,000 to encourage greater compliance.

Supervisor Andersen suggested that Environmental Health contact the Contra Costa Association of Realtors because homebuyers and sellers often discard large amounts of junk during a home buying transaction. She also suggested developing an online solid waste disposal referral service similar to that available through Recyclesmart.

Supervisor Burgis suggested researching the web application called GoTrashy, which identifies local junk haulers and provides on line bidding functionality, and also the idea of developing a County web application to match people up with approved/permitted haulers.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. CONSIDER status report on the Commission for Women and any action to be taken.

Julie Enea presented the staff report. Commission Chair Kirsten Upshaw reported that the Commission didn't have a clear understanding of the Brown Act and quorum requirements but, after speaking with Emlyn Struthers, gained a better understanding of the public noticing and quorum requirements.

Supervisors Andersen and Burgis noted that the Commission website was not up to date and the link to current agendas was obscure. The meeting location was incorrect and agendas not posted on line. Supervisor Burgis again requested an annual budget for the Commission. Ms. Upshaw handed out a proposed budget, which is attached hereto.

Phyllis Gordon said that support from the County Administrator's Office had not been reliable. Committee staff reported that CAO staff had been available through September 30 and had no knowledge of any requests for assistance from the Commission. Staff advised that the highest priority for the Commission at this point should be to fill vacancies so that Commission meetings could be held and decisions made regarding the bylaws.

The Committee directed Ms. Upshaw to send her recommendations for appointments directly to the County Administrator for placement on a Board of Supervisors agenda. The Committee directed the Commission, once it could achieve a quorum and hold a meeting, to consider and report back to the IOC regarding changes to its bylaws, as previously recommended by the County Administrator. The Committee suggested that Ms. Upshaw forward the Commission's proposed bylaws changes to Julie Enea. Emlyn Struthers offered to assist the Commission by posting meeting agendas at Pine Street and on the County's web page.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

8. In order to rectify the quorum issues, Clerk of the Board recommends the following bylaw updates:
1. Reduce the quorum requirement by decreasing the number of voting seats;
 2. Convert up to 10 of the District seats to At Large seats
 3. Allow for the appointment of At-Large Alternates, who are authorized to vote in the event of member absences.

Emlyn Struthers presented the staff report. The Committee decided to recommend to the Board of Supervisors Option B with Alternates as the new AODAB seat configuration: one seat per District plus six At Large seats for a total of 11 primary seats, plus three At Large Alternates. Since the number of seated members currently exceeds the number of primary seats in the proposed new configuration (12 vs. 11), the Committee chose to recommend that 12th seats be maintained until one can be eliminated through scheduled attrition, the soonest of which would occur in June 2019.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

9. CONSIDER the reinstate of fees in-lieu of providing affordable rental units as required under the County's Inclusionary Housing Ordinance.

Kara Douglas presented the staff report. The Committee decided to recommend to the Board of Supervisors the reinstatement of fees in-lieu of providing affordable rental units as required under the County's Inclusionary Housing Ordinance, but prospectively so as not to negatively impact any developments currently in the pipeline. The Committee also requested Ms. Douglas to contact the Bay Area Building Industry Association and also provide to the Board, along with the Committee's recommendation, a sampling of in-lieu fees charged by neighboring jurisdictions.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

10. The November 12, 2018 is canceled due to the Veteran's Day holiday. The next meeting is currently scheduled for December 10, 2018.
11. Adjourn

Chair Burgis adjourned the meeting at 3:00 p.m.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 10/08/2018

Subject: RECORD OF ACTION FOR THE SEPTEMBER 10, 2018 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

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 September 10, 2018 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the September 10, 2018 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action 9-10-18 Meeting

Minutes Attachments

No file(s) attached.



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
September 10, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Mark Goodwin, District III Chief of Staff
David Gould, Purchasing Services Manager
Carrie Ricci, Deputy PW Director
Emlyn Struthers, Clerk of the Board's Office

1. Introductions

Chair Burgis called the meeting to order at 1:00 p.m. and self introductions were made around the room.

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

No one present at the meeting requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the June 11, 2018 IOC meeting.

The Committee approved the Record of Action from the June 11, 2018 meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2018.

The Committee accepted the Purchasing Manager's report and requested that more outreach be made to local chambers of commerce and small business associations to make them aware of how to register for the County's Bidsync bidding portal.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

5. The next meeting is currently scheduled for October 8, 2018.
6. Adjourn

Chair Burgis adjourned the meeting at 1:13 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

4.

Meeting Date: 10/08/2018
Subject: FISH & WILDLIFE COMMITTEE RECRUITMENT
Submitted For: John Kopchik, Interim Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 18/5
Referral Name: ADVISORY BODY RECRUITMENT
Presenter: Maureen Parkes **Contact:** Maureen Parkes 925-674-7831

Referral History:

Per IOC policy, the IOC conducts 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 delegates the screening and nomination fill At Large seats on all other eligible bodies to each body or a subcommittee thereof.

Referral Update:

The Fish & Wildlife Committee was established by the Board in December 1994 to advise the Board on fish and wildlife issues, make recommendations for the expenditure of funds from the Fish and Wildlife Propagation Fund, and to address issues surrounding the enforcement of fish and game laws and regulations of the County. The Committee comprises ten members: one nominated by each County Supervisor, four At Large seats, and one At Large Alternate seat. Seat terms are two years. The IOC conducts interviews for the At Large and At Large Alternate seats.

On December 31, 2018, the terms for the At Large #1 and #2 seats will expire. The Conservation & Development Department recruited for applicants as described in the attached transmittal memo. Seven applications were received and are attached hereto along with a report from the Fish & Wildlife Committee staff.

Recommendation(s)/Next Step(s):

INTERVIEW the following candidates for the At Large #1 and #2 seats for four-year terms ending on December 31, 2022 and the Alt Large Alternate #1 seat with a term expiring on December 31, 2020, and DETERMINE recommendations for Board of Supervisors consideration:

- Madeline Burgess, Concord
- Rhonda Gehlke (incumbent)
- Kathleen Jennings (incumbent), Concord

- Nicole Kozicki, Moraga
- Bert Mulchaey, Pinole
- Walter Pease, Pleasant Hill
- Joshua Porter, Kensington
- Jill Wiseman, Lafayette (applied specifically for the At Large Alternate seat)

Fiscal Impact (if any):

None.

Attachments

Fish and Wildlife Committee Candidate Applications and Transmittal Memo

Minutes Attachments

No file(s) attached.



CONTRA COSTA COUNTY
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 674-7203 Fax: 674-7250

TO: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

FROM: Maureen Parkes, Planning Technician III
Staff to the Fish and Wildlife Committee *Maureen Parkes*

DATE: October 2, 2018

SUBJECT: Applications for Appointments to the Fish and Wildlife Committee
At-large Seat #1 and #2 and At-large Alternate 1 Seat

Fish and Wildlife Committee “FWC” Membership Structure & Appointment Process

There are 10 members on the FWC: one from each Supervisor’s District, four At-large members, and one At-large Alternate 1. A current roster indicating the Supervisorial District or At-large seat that the member represents, their appointment and term expiration dates, as well as their city of residence or employment is attached. In 2015, all seat terms were extended from two to four years with a phased in approach as each of the current terms expire. The terms expire on a rotational basis, so as to have internal continuity on the FWC. The five district seats are nominated by the corresponding Supervisor. When one of these membership positions is available, the public may submit an application directly to the Supervisor’s office. For the four At-large and one At-large Alternate 1 positions, the FWC publicizes the vacancies to recruit candidates. The Internal Operations Committee considers applications from all interested individuals, conducts interviews and recommends appointments to the Board.

Public Notice of Vacancies and Application Availability

An application for membership for the two At-large positions and one unscheduled At-large Alternate 1 position on the FWC was distributed to the Fish and Wildlife Committee and the Contra Costa Watershed Forum distribution lists as well as posted to the FWC website on July 17, 2018. A press release was sent to local newspapers and a flier was sent to County libraries. It was also publicized on the County website and added to CCTV’s County Net which appeared on Comcast Channel 27, Astound Channel 32, and AT&T U-verse Channel 99.

The terms for the two At-large positions will be four years starting December 31, 2018 and ending December 31, 2022. The At-large Alternate 1 position is an unscheduled vacancy with a term from December 31, 2016 – December 31, 2020. The applicant chosen to fill this vacancy would serve for the remainder of the current term.

Application Review

The deadline to receive applications was October 1, 2018. Eight (8) applications were received for the At-large seat vacancies. Those include applications from Madelaine Burgess, Nicole Kozicki, Bert Mulchaey, Walter Pease, Joshua Porter and Jill Wiseman. Two incumbents, Rhonda Gehlke (At-large Seat #1) and Kathleen Jennings (At-large Seat #2), applied as well. During the current term, which began December 31, 2016, the At-large Seat #1 incumbent attended 10 of 12 meetings and the At-large Seat #2 incumbent attended 9 of 12 meetings. All eight (8) applications are included as attachments to this memo in alphabetical order. All applicants have been invited to interview with the Internal Operations Committee on October 8, 2018.

Attachments:

- FWC Roster
- Applications:
 - Madelaine Burgess
 - Rhonda Gehlke
 - Kathleen Jennings
 - Nicole Kozicki
 - Bert Mulchaey
 - Walter Pease
 - Joshua Porter
 - Jill Wiseman

FISH AND WILDLIFE COMMITTEE ROSTER

	<u><i>Appointment Date</i></u>	<u><i>Term Expires</i></u>
<i>Judy Bendix (District I) Richmond</i>	<i>December 20, 2016</i>	<i>February 28, 2020</i>
<i>Susan Heckly (District II) Pleasant Hill</i>	<i>February 13, 2018</i>	<i>February 28, 2022</i>
<i>Clark Dawson (District III) Antioch</i>	<i>March 31, 2015</i>	<i>February 28, 2018</i>
<i>Brett Morris (District IV) Walnut Creek</i>	<i>March 3, 2015</i>	<i>February 28, 2019</i>
<i>Daniel Pellegrini (District V) Martinez</i>	<i>March 3, 2015</i>	<i>February 28, 2019</i>
<i>Roni Gehlke (At-Large 1) Oakley</i>	<i>January 5, 2016</i>	<i>December 31, 2018</i>
<i>Kathleen Jennings (At-Large 2) Concord</i>	<i>January 5, 2016</i>	<i>December 31, 2018</i>
<i>Jeff Skinner (At-Large 3) Martinez</i>	<i>January 1, 2017</i>	<i>December 31, 2020</i>
<i>Heather Rosmarin (At-Large 4) Pleasant Hill</i>	<i>January 1, 2017</i>	<i>December 31, 2020</i>
<i>Vacant (At-Large Alternate 1)</i>	<i>January 1, 2017</i>	<i>December 31, 2021</i>



Contra
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County



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:

Fish & Wildlife

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Burgess Madelaine (Maddie) Louise
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Concord CA 94521
(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 - BA Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Sacramento State University	Government	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	
B) Diablo Valley College	Business, Multimedia, & Computer Courses	Yes No <input type="checkbox"/> <input checked="" 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"/>			

Also see resume
CURRENTLY RETIRED

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>2004</u> To <u>2015</u> Total: Yrs. <u>10</u> Mos. <u>7</u> Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Technical Communications Specialist</u> Employer's Name and Address <u>Kyocera Document Solutions 1855 Gateway Blvd Ste 800 Concord CA 94520</u></p>	<p>Duties Performed <u>Wrote and edited administrator and end-user guides, white papers, service bulletins, and online help systems for Kyocera printers and software utilities.</u></p>
<p>B) Dates (Month. Day. Year) From <u>2001</u> To <u>2004</u> Total: Yrs. <u>3</u> Mos. <u></u> Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Marketing Technical Communications Customer Service</u> Employer's Name and Address <u>ECbridges, Inc. 3470 Buskirk Ave Pleasant Hill CA 94523</u></p>	<p>Duties Performed <u>Wrote, edited, and managed technical publications and proposals. Produced presentations in MS PowerPoint. Produced company's first full-color illustrated email customer newsletter. Assisted customers with product inquiries.</u></p>
<p>C) Dates (Month. Day. Year) From <u>1989</u> To <u>2001</u> Total: Yrs. <u>11</u> Mos. <u>5</u> Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Programmer/Analyst</u> Employer's Name and Address <u>Longs Drug Stores, Inc. 141 N Civic Ave Walnut Creek, CA 94596</u></p>	<p>Duties Performed <u>Technical lead for support of online retail systems for 521 drug stores in the Western U.S. Supported senior and middle managers in developing MIS project management methodologies.</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 Clayton Library

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: Madeline J. Burgess Date: 9-25-18

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.

MADELAINE L. BURGESS

████████████████████
CONCORD, CALIFORNIA 94521
████████████████████

Writing, Editing, Proofreading, Graphic Arts, Photography, Desktop Publishing, Web Content, Marketing, Technical Support, Customer Service, Help Desk, Computer Programming, Systems Analysis, Database Support, Quality Assurance (QA), Project Coordination

Skills Summary

MS Word, MS PowerPoint, MS Visio, MS FrontPage, MS Access, MS Project, MS Excel, MS Outlook, Snagit and other screen capture and editing tools, DocZone content management system, Macromedia Dreamweaver, Macromedia Flash, Macromedia (eHelp), digital photography, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe FrameMaker, Adobe Acrobat (PDF), RoboHelp, PDF generation, Nero, Roxio and Sonic CD/DVD publishing software, MS NetMeeting, HTML, DHTML, JavaScript, QuarkXPress, Lotus Notes, GoldMine CRM database, TextBridge, FineReader and other OCR applications, Technical Training, Technical Reviews, Presentations, Help Desk, IBM mainframes, Desktops, Laptops, Cell Phone Apps, Windows 10, Windows 7, Windows XP, 95/98, DB2, SQL, COBOL, UNIX, Android

Education

- Diablo Valley College, Pleasant Hill, CA Multimedia, Business and Computer Classes
- Sacramento State University, Sacramento, CA BA Degree

Professional Experience

Kyocera Document Solutions Development America, Inc. 2004 - 2015

1855 Gateway Ave, Ste 800

Concord, CA 94520

(925) 849-3333

Technical Communications Specialist

- Wrote and edited administrator and end-user guides, white papers, service bulletins and online help systems for Kyocera printers and utilities for international distribution using Microsoft software and hardware products and DocZone content management system.
- Organized and participated in charitable and community outreach projects.

ECbridges, Inc. (Start-Up; failed in 2004) 2001 - 2004

3470 Buskirk Ave.

Pleasant Hill, CA 94523

(925) 771-5500

Technical Communications / Marketing / Customer Service / Help Desk / QA

- Wrote, edited and managed technical publications and proposals.
- Saved operating company approximately \$24,000 by converting distribution of 1200-page reference document from print to online and CD. Created interactive HTML interface for CD content.

- Supported engineers in software testing and quality assurance (QA).
- Developed and edited statistical reports in Excel, including charts, formulas and imported objects.
- Managed MS Access database on department intranet for travel itineraries.
- Produced full-color multimedia presentations using MS PowerPoint.
- Provided original digital photography for corporate intranet.
- Coordinated projects and managed relationships with customers, outside vendors, and staff.
- Provided desktop application support to customers.
- Assisted customers with product inquiries.
- Arranged, facilitated and recorded meetings live, or via teleconference, video conference or NetMeeting.
- Created, edited and managed print and online publications for software.
- Interviewed engineers, management and partners for software specifications and technical materials.
- Provided written content and original digital photography for corporate Web site. Created Web pages with Macromedia Dreamweaver and HTML.
- Produced company's first full-color illustrated e-mail customer newsletter.
- Provided promotional copy for magazines and other publications. Wrote and edited press releases.
- Assisted Sales department with written proposals and preparation for trade shows.
- Conducted product and marketing research. Evaluated and purchased software, equipment and supplies.

Longs Drug Stores Corporate Headquarters (Sold to CVS Drug Stores in 2008) 1989 - 2001

141N Civic Ave
Walnut Creek, CA 94596
(925) 210-6660

Programming / Analysis / Electronic Communications / Technical Support

- Technical lead for analysis, design, programming, testing, implementation and support of online retail systems for 521 drug stores throughout the Western U.S. Created online forms and notification system for process that was previously paper-based. Trained personnel in software operation in group and one-on-one sessions.
- Wrote and edited quick reference cards and other help materials.
- Supported senior and middle managers in developing MIS project management methodologies. Key member of roll-out presentation team. Produced detailed project management methodology manual.
- Member of systems conversion team for inventory and warehouse management system. Developed standards and documented application issues and change requirements.



Contra
Costa
County



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:

Fish and Wildlife Committee Committee member
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Gehlke Rhonda (Roni) Lynn
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted]
(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 B/A Degree California State University, East Bay (Hayward)

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) California State University, East Bay (Hayward)	Corporate Public Relations	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	160		B/A	1988
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Various locations including Cal State System, UC Davis and online	Course Studied Environmental Science	Hours Completed approx. 40 hours	Certificate Awarded: Yes No <input type="checkbox"/> <input checked="" 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 <input type="text"/> To <input type="text"/> <input type="text"/> 1990 <input type="text"/> present Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 29 <input type="text"/> Hrs. per week <input type="text"/> 40-60 . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Environmental Outreach Coordinator Employer's Name and Address <input type="text"/> R&G Promotions and Outreach <input type="text"/> PO Box 798 <input type="text"/> Oakley, CA 94561</p>	<p>Duties Performed <input type="text"/> CEO and Owner of an Environmental Outreach company. Have served for many different organizations that work in the environmental field. Below I will list each organization that applies to this seat.</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> 2001 <input type="text"/> present Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 17 <input type="text"/> 3 months Hrs. per week <input type="text"/> 25-35 . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Public Outreach and Education Consulta Employer's Name and Address <input type="text"/> Ironhouse Sanitary District <input type="text"/> 450 Walnut Meadows Drive <input type="text"/> Oakley, CA 94561</p>	<p>Duties Performed <input type="text"/> I work with management staff, the collections department and the Water Recycling Facility developing and implimenting pubic outreach and education materials and programs as well as run the District Recycled Water Fill station, produce the District's website and external communications.</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> 2015 <input type="text"/> present Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 2 <input type="text"/> 10 Hrs. per week <input type="text"/> 2-3 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text"/> Communications Committee member Employer's Name and Address <input type="text"/> California Water Environment Association (CWEA) <input type="text"/> 7677 Oakport St #600 <input type="text"/> Oakland, CA 9462</p>	<p>Duties Performed <input type="text"/> The CWEA is the state licensing agency for the wastewater industry. The organization works to educate on environmental issues and concerns. My volunteer efforts include commicating with members about programs and functions of the association for both the Bay Area region and the state region through social media, as well as working on the agencies awards program.</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/> 2011 <input type="text"/> 2018 Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 5 <input type="text"/> 10 Hrs. per week <input type="text"/> 20 . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Executive Director Employer's Name and Address <input type="text"/> Delta Science Center <input type="text"/> PO Box 798 <input type="text"/> Oakley, CA 94561</p>	<p>Duties Performed <input type="text"/> Advocacy and education organization for the Delta. The goal of the DSC was to open a science center in East County along the Delta. With the help of the EBRPD the Big Break Regional Shoreline Park was opened in 2011. The DSC also ran separte educational and grant programs. As excutive director I was responsible for running all programs. When grant obligations were complete the DSC disbanded.</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: 9/19/18

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.

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

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

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

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



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Contra Costa County Fish & Wildlife Committee

Member At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Jennings, Kathleen Ward
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Concord CA 94518
(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 Ph.D. Wildland Resource Science-Wildlife Ecology/Management

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California, Berkeley	Wildland Resource Science/Wildlife Ecology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	23		Ph.D.	12/2001
B) University of San Francisco	Environmental Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	26		M.S.	12/1987
C) University of San Francisco	Biology & Theology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	170		B.S.	05/1986
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
California Department of Fish and Wildlife	Wildlife Handling and Animal Restraint	16	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 01/2001 Present Total: Yrs. <u> </u> Mos. <u> </u> 17 10 Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Senior Environmental Scientist Employer's Name and Address California Department of Fish & Wildlife Office of Spill Prevention & Response 2825 Cordelia Road, Suite 200 Fairfield, CA 94534</p>	<p>Duties Performed Working for wildlife trustee agency, conduct: petroleum/hazardous materials response; collection and rehabilitation of injured/oiled wildlife; wildlife/habitat injury assessment; ID resources at risk using NOAA environmental sensitivity index, CA Natural Diversity Database; statewide area contingency/geographic response plan coordination; grant funding.</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 08/1994 05/2016 Total: Yrs. <u> </u> Mos. <u> </u> 17 <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Instructor/Adjunct Professor Employer's Name and Address University of San Francisco Department of Environmental Science 2130 Fulton Street San Francisco, CA 94117</p>	<p>Duties Performed Full time teaching in undergrad/grad programs from 1994-1999. Courses included Environmental Science, Resource Assessment & Management, Pollutant Fate & Transport, Master's Thesis. Part time teaching in grad program from 2004-2015. Master's Project Course scientific paper/presentation.</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 08/1999 Present Total: Yrs. <u> </u> Mos. <u> </u> 19 2 Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title At-Large Committee Member Employer's Name and Address Contra Costa Fish & Wildlife Committee 651 Pine Street, Room 106 Martinez, CA 94553</p>	<p>Duties Performed Attending monthly CCCFWC meetings, filling role of co-chair, secretary..., assisting with grant proposal review and funding recommendations, planning Fall Forum including identifying guest speakers, assisting with work plan updates, taking Brown Act and other required training, and reviewing committee publications including Wildlife in My Backyard.</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 01/2000 08/2005 Total: Yrs. <u> </u> Mos. <u> </u> 5 7 Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Wildlife Volunteer Employer's Name and Address Lindsay Wildlife Hospital 1931 First Avenue Walnut Creek, CA 94597</p>	<p>Duties Performed Worked as wildlife volunteer for five years; cleaning and laundry, managing baby bird room, preparing food and feeding assorted wildlife, intake of injured/orphaned wildlife, assisting with restraint and treatment of injured/orphaned wildlife.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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If Yes, please identify the nature of the relationship:

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I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is 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: Kathleen Jervis Date: 09/27/18

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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.

Curriculum Vitae

KATHLEEN W. JENNINGS, Ph.D.



OBJECTIVE

Professional Scientist with more than 30 years of experience, seeking responsible position in natural resource protection and impacts assessment.

REGULATORY EXPERIENCE

Senior Environmental Scientist. California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR). January 2001 – Present

Petroleum and hazardous materials spill responder. Supervisor and member of OSPR Field Response Team for Northern California. Conduct natural resource injury assessments resulting from release of petroleum and other hazardous materials to aquatic and terrestrial environments. Participate in area contingency planning process including development and testing of sensitive site protection strategies. Oversee restoration efforts as part of mitigation process. Assist with development of Statewide Area Contingency Plans (ACPs) and Geographic Response Plans (GRPs). Assist Drill and Exercises Coordinators with technical aspects of drill design.

Trained in Incident Command System (ICS), wetland delineation and assessment, shoreline protection strategies, geographic information systems (GIS). Trainer in Environmental Unit, Resources at Risk, Shoreline Protection, Shoreline Cleanup and Assessment Technique (SCAT), Potential Places of Refuge, and Bioremediation.

ACADEMIC EXPERIENCE

Instructor. Department of Environmental Science, University of San Francisco, San Francisco, California. August 1993 – August 1999, August 2004 – May 2015 (Adjunct Professor)

Courses taught: undergraduate Environmental Science I (ENVS 210) and graduate Pollutant Fate and Transport (ENVS 654), Resource Assessment and Management (ENVS 636), Thesis Seminar Series - Thesis Research (ENVS 688), Thesis Design (ENVS 689), Thesis Writing (ENVS 690), Thesis Completion (ENVS 699), Master's Project (ENVS 698). Thesis Advisor to approximately fifty graduate students during initial six year period. Administrative role as Assistant Director for Master of Science in Environmental Management (MSEM) Program, involved with student orientation and registration, conducting MSEM information meetings and other administrative responsibilities.

Graduate Student Researcher. Department of Environmental Science, Policy and Management, Division of Ecosystem Sciences, University of California, Berkeley, California. August 1994 – December 2001.

Student researcher for El Cerrito/Kensington Urban Deer Project funded by California Department of Fish & Game, Boone & Crockett Club, Mule Deer Foundation. Project involved survey research with mailed questionnaires for 1995 and 1998. Survey addresses incorporated into geographic information system (GIS) for analysis of spatial distribution of responses in study area. Home range analysis involved deer capture, radio-collaring and tracking using radio telemetry techniques in urban setting. Deer locations incorporated into GIS for home range analysis using USGS ArcView extension MOVEMENT. Population estimation performed using volunteer data and NOREMARK software for mark-recapture estimation.

Head Teaching Assistant/Laboratory Instructor. Department of Biology, University of San Francisco, San Francisco, California. Fall 1985 and Fall 1987.

Supervised laboratory instructors and assistants. Prepared General Biology lecture and demonstration materials, weekly quizzes, laboratory practical examinations. Responsible for coordinating laboratory sections and grading.

ENVIRONMENTAL CONSULTING EXPERIENCE

Environmental Scientist. Tetra Tech Inc., Lafayette, California. May 1991 - August 1993.

Performed human health and ecological risk assessments for hazardous waste sites in California, Idaho, and Alaska. Assessments involved contaminant data evaluation, receptor identification, development of conceptual site models describing exposure pathways such as feeding interactions within communities, exposure assessment including quantification of chemical exposure levels, toxicity assessment, quantification of health risks, and report preparation.

Relevant Projects:

Authored Toxicity Characterization section of Draft Ecological Assessment Work Plan for Superfund Ecological Risk Assessment for Naval Air Weapons Station (NAWS) Point Mugu, California. Responsibilities included: development of conceptual site models illustrating human and ecological receptor exposure pathways, assessment of chemicals of ecological concern using concentrations for different environmental media and ecological toxicity data, assistance with selection of receptors of ecological concern including sensitive (threatened, endangered) and keystone species.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Murtaugh Landfill Site, Murtaugh, Idaho. Project involved contaminant data analysis, development of conceptual site model, assessment of potential wildlife exposure pathways and levels using primary literature on feeding and behavioral ecology of identified species including burrowing owls and pheasants, toxicity assessment for identified or surrogate species, assessment of ecological risk from landfilled pesticide wastes.

Authored Ecological Risk Assessment chapter of Superfund Remedial Investigation/Feasibility Study (RI/FS) for Poppy Lane Site, Kenai, Alaska. Project involved contaminant data analysis, development of conceptual site models, assessment of potential wildlife exposures, toxicity assessment for identified or surrogate species, and assessment of risks to wildlife communities from petroleum wastes. Risks were assessed for anadromous salmon spawning in nearby streams, plants and small mammals living onsite in contaminated areas.

Staff Scientist. Aqua Terra Technologies, Walnut Creek, California. July 1989 - May 1991.

Performed human health risk assessments for hazardous waste sites in California including AB2588 (Air Toxics "Hot Spots") projects involving analysis of risks from industrial air emissions. Some ecological risk assessment project work.

Relevant Project:

Authored Draft Sampling and Analysis Plan for Hunter's Point Naval Shipyard Ecological Risk Assessment. Involved with establishing sampling and analysis protocols for: storm water runoff using USEPA standard methods for marine and estuarine aquatic toxicity testing, sediments using U.S. Army Corps of Engineers toxicity testing procedures, and element bioaccumulation in mussels using California State Mussel Watch Program methods.

Staff Scientist. Institute of Chemical Biology, University of San Francisco, San Francisco, California. 1984-1989

Performed all aspects of aquatic and terrestrial resource analysis for environmental impact assessments in Geysers region of Northern California.

Relevant Projects:

Involved in all aspects of long-term water quality monitoring programs in Geysers. Program tasks included field and laboratory water quality analysis, stream sediment analysis, benthic macroinvertebrate analysis, fish population estimation, and report preparation.

Additional project work involved measurement of contaminant loading in tissues of Geysers wildlife and assessment of potential impacts to wildlife health. Wildlife species identified for study were black-tailed deer, black-tailed jackrabbits and western fence lizards representing different trophic levels.

EDUCATION

Ph.D. 2001. Wildland Resource Science, University of California, Berkeley, California. Areas of Specialization: Wildlife Ecology, Wildlife Management. Major Professor: Dr. Dale R. McCullough. Dissertation Title: Ecology of and Public Response to Urban Black-tailed Deer in El Cerrito and Kensington.

M.S. 1987. Environmental Management, University of San Francisco, San Francisco, California. Thesis Title: Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields.

B.S. 1986. Biology and Theology, University of San Francisco, San Francisco, California. Graduate of St. Ignatius Institute Liberal Arts Program.

TRAINING

40-Hour HAZWOPER Certification. Currently qualified to wear respiratory protective equipment, including full-face air purifying respirator and self-contained breathing apparatus.

Wildlife Rehabilitation Volunteer. 2000-2005. Lindsay Wildlife Museum, Walnut Creek, California. Program Certified by California Department of Fish and Game.

Wildlife Handling and Restraint Certification. May 1995. Wildlife Investigations Laboratory. California Department of Fish and Game.

COMPUTER EXPERIENCE

Database/Word Processing/Statistical/Presentation Software:

Microsoft Access Microsoft Excel
Microsoft PowerPoint Microsoft Word

Geographic Information System (GIS) Software:

ARC/INFO (UNIX/Windows) ArcView and ArcMap(Windows)

PROFESSIONAL AFFILIATIONS

Contra Costa County Fish and Wildlife Committee – Appointed Member – Since 1999
Peyton Slough Wetlands Advisory Committee – 2001 to Present

PRESENTATIONS

El Cerrito/Kensington Urban Deer Study. Presentation at the 1996 Annual Western Section Wildlife Society Conference, February 1, 1996. Reno, Nevada.

Urban Deer: Ecology and Management. Presentation at the International Wildlife Rehabilitation Council Conference, October 2, 1997. Concord, California.

Urban Deer: Ecology and Management. Presentation at the Mule Deer Foundation National Conference, January 9, 1998. Sacramento, California.

Urban Deer: Ecology and Management. Presentation for the Natural Sciences Guild, Oakland Museum, February 17, 2000. Oakland, California.

PUBLICATIONS

- Addassi, Y.A., K.W. Jennings, M. Ziccardi, J. Yamamoto and S. Hampton. 2005. Long-term Wildlife Operations: Adaptations to Traditional Incident Command (or ICS) Structure. A Case Study of the SS Jacob Luckenbach. International Oil Spill Conference (IOSC) Proceedings.
- Brown, R.J., W.P. Jordan, G.L. Stevens, K.D. Ward and R.L. Banks. 1987. Element content in seven tissues from black-tailed deer and black-tailed jackrabbits collected from the Geysers geothermal steam fields and Hopland Field Station, California. In: S.J. Sharpe, ed. *Studies of Geysers Wildlife: Element Loads and Parasites*.
- Jennings, K. 1996. El Cerrito/Kensington Urban Deer Study. *Mule Deer*. Fall 1996.
- Jennings, K. 1990. *Draft Sampling and Analysis Plan for Ecological Risk Assessment at Hunter's Point Naval Shipyard, San Francisco, California*. Aqua Terra Technologies, Incorporated.
- Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Murtaugh Landfill Site, Murtaugh, Idaho*. Tetra Tech, Incorporated.
- Jennings, K. 1992. Ecological Risk Assessment. In: *Remedial Investigation/Feasibility Study Report for Poppy Lane Site, Kenai, Alaska*. Tetra Tech, Incorporated.
- Jennings, K. 1993. Toxicity Characterization. In: *Draft Ecological Assessment Work Plan for Naval Air Weapons Station (NAWS) Point Mugu, California*. Tetra Tech, Incorporated.
- Jordan, W.P., R.J. Brown, G.L. Stevens and K.D. Ward. 1987. *Squaw Creek Aquatic Monitoring Program (SCAMP) Annual Report 1985-1986*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.
- Jordan, W.P., R.J. Brown and K. W. Jennings. 1988. *Squaw Creek Aquatic Monitoring Program (SCAMP) Annual Report 1986-1987 and Three-year Summary*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.
- Jordan, W.P., R.J. Brown and K. W. Jennings. 1989. *Squaw Creek Aquatic Monitoring Program Annual Report 1987-1988 (SCAMP IV)*. Published by the Institute of Chemical Biology (USF) for GEOOC, Santa Rosa, and CCPA, Sacramento.
- McCullough, D.R., K.W. Jennings, N.B. Gates, B.G. Elliott, and J.E. DiDonato. 1997. Overabundant deer populations in California. *Wildlife Society Bulletin* 25(2): 478-483.
- Ward, K.D., G.L. Stevens, R.J. Brown and W.P. Jordan. 1987. Element bioaccumulation and biomagnification in western fence lizards in the Geysers geothermal steam fields. In: S.J. Sharpe, ed. *Studies of Geysers Wildlife: Element Loads and Parasites*.
- Ward Jennings, K. 1987. *Element Bioaccumulation and Biomagnification in Western Fence Lizards in the Geysers Geothermal Steam Fields*. Master's Thesis. University of San Francisco. San Francisco, California.

REFERENCES AVAILABLE UPON REQUEST



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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



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

Contra Costa Fish and Wildlife Committee

At-large member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Kozicki Nicole Anne
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED] Moraga CA 94556
(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 BS Degree, Cal State East Bay

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cal State East Bay (Hayward)	Criminal Justice	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BS	1994
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Advanced POST Certificate Peace Officers Standard <input checked="" type="checkbox"/>	Course Studied Academy	Hours Completed 960	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> 01/06/89 09/02/18 Total: <u>Yrs.</u> <u>Mos.</u> 29 8 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Fish and Game Warden Employer's Name and Address State of CA, Dept of Fish and Wildlife 20 Lower Ragsdale Dr. #100 Monterey, CA 93940</p>	<p>Duties Performed Patrol, investigations, public speaking, training</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 2013 present Total: <u>Yrs.</u> <u>Mos.</u> 5 Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title HOA President Employer's Name and Address Miramonte Garden Home Owners Association 1 Miramonte Dr. Moraga, CA 94556</p>	<p>Duties Performed Manage two employees, run executive committee meetings and general board meetings. Organize social events and yearly crab feed.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> Total: <u>Yrs.</u> <u>Mos.</u> Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other email

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: n/a

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: n/a

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: 09/07/18

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.

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

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

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

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

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

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



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Contra Costa Fish and Wildlife Committee

At-Large Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Mulchaey Bert Walter
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Pinole Ca. 94564
(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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	Zoology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BA	5/1991
B) Humboldt State University	Fisheries Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		MS	12/1994
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"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

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> </u> To <u> </u> 1/19/2014 present Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Supervising Fisheries/Wildlife Biologist Employer's Name and Address East Bay Municipal Utility District 375 11th Street Oakland Ca, 94607</p>	<p>Duties Performed I provide expertise in the biology and management of threatened, endangered and sensitive species on the watershed. I oversee the design and implementation of biological studies of sensitive fish, wildlife and plant resources in the East Bay. I assess projects for impacts and develop and evaluate fish or wildlife habitat restoration and management plans.</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 10//1/2008 1/18/2014 Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Fisheries and Wildlife Biologist II Employer's Name and Address East Bay Municipal Utility District 375 11th Street Oakland Ca, 94607</p>	<p>Duties Performed I provided expertise in the biology and management of threatened, endangered and sensitive species on the watershed. I designed and implemented biological studies of sensitive fish, wildlife and plant resources in the East Bay,, assessed projects for species and habitat impacts and designed and implemented restoration projects.</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 10/12/2006 10/1/2008 Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Fisheries and Wildlife Biologist I Employer's Name and Address East Bay Municipal Utility District 375 11th Street Oakland Ca, 94607</p>	<p>Duties Performed I implemented biological studies of sensitive fish, wildlife and plant resources in the East Bay and on the Mokelumne River watershed. I assessed proposed projects for impacts on these species. In addition, I analyzed data, wrote technical reports and presented findings at public forums and professional meetings and conferences.</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 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: *Burt McKinley* Date: 8/16/18

Important Information

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 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.

BERT MULCHAAY

Orinda Ca. 94563

EDUCATION

M.S. Degree, Fisheries, Humboldt State University, Arcata, California, December 1994.

B.A. Degree, Zoology, University of California, Berkeley, May 1991.

WORK EXPERIENCE

Supervising Fisheries and Wildlife Biologist East Bay Municipal Utility District, Ca. January 2014 to present.

As a supervising biologist, I provide expertise in the biology and management of threatened, endangered and sensitive species on the watershed. I oversee the design and implementation of biological studies of sensitive fish, wildlife and plant resources in the East Bay. I assess proposed projects for impacts on these species; and develop and evaluate fish or wildlife habitat restoration and management plans..

Fisheries and Wildlife Biologist II, East Bay Municipal Utility District, Ca. October 2008 to December 2013.

As a Biologist II, I provided expertise in the biology and management of threatened, endangered and sensitive species on the watershed. I designed and implemented biological studies of sensitive fish, wildlife and plant resources in the East Bay. I assessed proposed projects for impacts on these species; and developed and evaluated fish or wildlife habitat restoration and management plans. Specific duties included designing and implementing research studies, evaluating and making recommendations on proposed developments for impact on resources and developing or assessing habitat improvement projects.

Fisheries and Wildlife Biologist I, East Bay Municipal Utility District, Ca. October 2006 to September 2008.

As a Biologist I, I implemented biological studies of sensitive fish, wildlife and plant resources in the East Bay and on the Mokelumne River watershed. I assessed proposed projects for impacts on these species; and evaluated fish or wildlife habitat restoration and management plans. In addition, I analyzed data, wrote technical reports and presented findings at public forums and professional meetings and conferences.

Fisheries and Wildlife Technician, East Bay Municipal Utility District, Ca. June 1997 through September 2006.

As a Fisheries and Wildlife Technician, my duties were to work with biologists to conduct fisheries and wildlife investigations. I monitored threatened and endangered

species including steelhead, red-legged frog, Alameda whipsnake and western pond turtle. I conducted pre-project biological surveys for watershed projects and made recommendations to avoid or minimize sensitive species impacts.

Field Biologist, Santa Clara Valley Water District, Ca. February through June 1997.

As a field biologist, I conducted fisheries and wildlife monitoring for District projects for Section 10 permitting. I surveyed steelhead, salmon and red-legged frog populations in local creeks and rivers and conducted shorebird surveys, small mammal trapping and amphibian surveys. I wrote reports as documentation for permit requirements.

Scientific Aid, California Department of Fish and Game, Yountville, Ca. August 1995 through February 1997.

I completed habitat surveys for creeks draining into the middle fork of the Eel River. Fisheries management recommendations were made for each drainage in the form of a report. I was responsible for writing environmental documents such as proposals and applications for permits required by the Army Corps of Engineers for restoration work in the Napa/Sonoma marsh. I implemented surveys for the purpose of monitoring fish and avian species use of newly created tidal marsh habitat.

MEMBERSHIPS/CERTIFICATIONS

American Fisheries Society Member since 1996
Certified Fisheries Scientist (American Fisheries Society, 2011)

PERMITS/LICENSES:

California Department Of Fish and Game Collectors Permit # SC-001933

USFWS permit # TE-040541-4 for Alameda whipsnake and California red-legged frog.

USFWS permit # TE-183192-0 approved biologist for HCP monitoring of rainbow trout, Alameda whipsnake and California red-legged frog, and western pond turtle.

4(d) research permit (#19821) principal investigator for Central California Coast Steelhead.



**Contra
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County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

RECEIVED
AUG 01 2018
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

Fish and Wildlife Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-large Member
PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Pease, Walter C.
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Pleasant Hill CA 94523
(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 Masters of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) San Diego State	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	132		B.S.	1971
B) San Diego State	Biology, Sanitary Engineering	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	16			
C) University of LaVerne	Public Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		36	M.S.	2000
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 To</p> <p>May 2010 Dec 2016</p> <p>Total: Yrs. Mos.</p> <p>6 7</p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <p>Director of Water Utilities</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <p>City of Pittsburg 65 Civic Ave Pittsburg</p>	<p style="text-align: center;">Duties Performed</p> <p>Managed and supervised operations of Water Utility and Sewer Collection Systems. Duties included: budgets, regulatory reporting, CIP development, laboratory supervision, City Council presentations, water conservation program, etc.</p>
<p>B) Dates (Month, Day, Year) From To</p> <p>Jan 2002 May 2010</p> <p>Total: Yrs. Mos.</p> <p>8 4</p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <p>Ast. Public Works Director</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <p>City of Pittsburg 65 Civic Ave Pittsburg</p>	<p style="text-align: center;">Duties Performed</p> <p>Assisted in the operations and management of the Public Works Department. Primary responsibility for water, sewer and stormdrains systems. Duties included: budgets, drinking water and sewer systems regulatory reporting, Water and Sewer Utility CIP development, water conservation program, laboratory supervision, etc.</p>
<p>C) Dates (Month, Day, Year) From To</p> <p>Oct 1994 Jan 2002</p> <p>Total: Yrs. Mos.</p> <p>7 4</p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <p>Water Utility Director</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <p>City of Monterey Park 320 W. Newmark Dr Monterey Park, CA 91754</p>	<p style="text-align: center;">Duties Performed</p> <p>Managed and supervised operations of Water Utility. Duties included: budgets, regulatory reporting, CIP development, water conservation program, etc.</p>
<p>D) Dates (Month, Day, Year) From To</p> <p>July 1976 Oct 1994</p> <p>Total: Yrs. Mos.</p> <p>17 5</p> <p>Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <p>Water Superintendent</p> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <p>City of Martinez 525 Henrietta St Martinez 94553</p>	<p style="text-align: center;">Duties Performed</p> <p>Managed and supervised operations of Water Treatment Plant. Duties included: budgets, regulatory reporting, CIP development, laboratory operations and supervision, City Council presentations, water conservation program, etc.</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: Walter C. Perea Date: 7/30/18

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.
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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:

CCC Fish & Wildlife Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-Large Seat
PRINT EXACT SEAT NAME (if applicable)

1. Name: Porter, Joshua Daniel
 (Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Kensington, CA 94708
 (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 Bachelor of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Nicholls State University	Marine Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	10		BA	5/2002
B) Saddleback College	Aquarium Operation	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	1		N/A	N/A
C) Oregon State University	Fisheries Management	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			Cert	
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>8/2010</u> To <u>present</u> Total: <u>8</u> Yrs. <u>2</u> Mos. Hrs. per week <u>37.5</u> . Volunteer <input type="checkbox"/></p>	<p>Title Aquatic Exhibits Resource Analyst Employer's Name and Address East Bay Regional Park District 1231 McKay Ave, Alameda CA 94501</p>	<p>Duties Performed - Aquarium curator for District aquatic exhibits - Aquatic exhibits design and construction - Specimen collection - Manage District's scientific collecting permit - Fisheries research & fieldwork including electrofishing surveys</p>
<p>B) Dates (Month, Day, Year) From <u>1/2011</u> To <u>present</u> Total: <u>7</u> Yrs. <u>9</u> Mos. Hrs. per week <u>6</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Harbor Seal Asst Crew Supervisor Employer's Name and Address Marine Mammal Center Sausalito, CA</p>	<p>Duties Performed - Marine mammal husbandry - Advanced marine mammal meds including injections and subcutaneous drips - Assist with crew scheduling and training of all harbor seal husbandry - Acting supervisor as needed</p>
<p>C) Dates (Month, Day, Year) From <u>5/2007</u> To <u>5/2009</u> Total: <u>2</u> Yrs. <u></u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Offshore Aquaculture Asst manager Employer's Name and Address Hubbs Sea World Research Institute On location in Ensenada, Baja, Mexico</p>	<p>Duties Performed - On site manager of high profile offshore aquaculture project - daily scientific scuba and hookah diving - offshore aquaculture of California yellowtail & striped bass</p>
<p>D) Dates (Month, Day, Year) From <u>4/2006</u> To <u>5/2007</u> Total: <u>1</u> Yrs. <u>1</u> Mos. Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Aquatic Systems Technician Employer's Name and Address Hubbs Sea World Research Institute San Diego, CA</p>	<p>Duties Performed - Construction and installation of all HSWRI aquatic systems - Daily maintenance of existing aquatic systems and filtration</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

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I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is 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: Joshua Porter Date: 10/1/2018

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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.

Joshua Porter

[REDACTED]
Kensington, Ca
[REDACTED]

Objective

To present the extensive and useful skill set and knowledge base I have gained in both my previous work experiences and my years at East Bay Regional Park District, and to use what I have learned to excel as an At-Large Seat on the CCC Fish & Wildlife Committee.

Skills, Equipment, and Program Knowledge

Life Support /Water Quality:

System Design & construction
System assessment & repair
PVC assembly
Pump repair
Fluidized sand filters
UV filters
Propeller bead filters
Bubble bead filters
Drop filters
Drum filters
Protein skimmers
Chemical water testing
Electronic/probe water testing
Water quality analysis

Fisheries Science:

Boat Electrofishing
Backpack Electrofishing
Fish Transport
Floy tagging
Pit tagging
Gill netting
Fish trapping
Seining
Water quality monitoring
River/stream snorkeling
Fish Necropsy
Fish identification
Fish anesthetizing
Otter trawling

Aquarium/Aquaculture Science:

Fish husbandry
Broodstock collection/transport
Disease/injury treatment
Exhibit design
Hatchery aquaculture
Laboratory aquaculture
Netpen aquaculture
Hormone induced spawning
Live/dry feeds
Larval rearing
Micro algae culture
Offshore Operations
Invertebrate husbandry
Specimen preservation

Certifications:

AALSO LSS 2
AALSO WQ 1
Rescue Diver
CPR/First Aid
E-fishing Principles & Techniques
Certified Pool Operator

Office/Computer:

Management
Data Entry
Grant Proposal
Public Speaking
MS Office
Social Networking

Misc:

Boat Operation
Scuba/Hookah Diving
Power tools
Basic Carpentry
Fiber glassing
Forklift Operation

Experience

Aquatic Exhibits/Fisheries Resource Analyst

East Bay regional Park District (EBRPD)

Alameda, CA (8/2010 - present)

Notable duties and achievements:

- Served as curator of all life support, water quality, husbandry, and collection operations of the EBRPD Aquatic Exhibits program
 - Designed, built, and maintained the EBRPD aquarium lab, an aquarium facility with over 4000 gallons of fresh and saltwater aquatic systems
 - Acquired and maintained over 50 different species of freshwater fish, reptiles, and invertebrates and over 60 species of saltwater fish and invertebrates
 - Housed the most diverse collection of native California freshwater fish species in the country.
 - Obtained, held, and maintained all California scientific collection permitting for all EBRPD aquatic exhibit species
 - Attended and completed Supervisor Academy
 - Assisted in serving up to 10,000 elementary school students per year with the 1500 gallon EBRPD Mobile Fish Exhibit
 - Built, maintained, and enhanced aquatic exhibits at Crab Cove Visitor Center, the largest public aquarium in the East Bay
 - Established "satellite" aquatic exhibits in three other EBRPD visitor centers
 - Served as the EBRPD coordinator for the California Trout in the Classroom program
 - Participated in and led fisheries crews during EBRPD boat and backpack electrofishing surveys
 - Implemented EBRPD's first snorkeling stream surveys
 - Forged a strong working relationship and network with the UC Davis fisheries department, Aquarium of the Bay, Steinhart Aquarium, Easy Bay Municipal Utility District, Sonoma County Water District, San Francisco Water Power & Sewer, and bass Pro Shops
-
- Served as acting EBRPD Fisheries Program Manager
 - Worked in conjunction with California Fish and Wildlife, Contra Costa County Vector Control, and private farmers to establish a Sacramento perch conservation and captive breeding enhancement program
 - Developed and managed the EBRPD Aqualab volunteer program, and oversaw over 15 volunteer crew members

Aquatic System/Fish Service Technician

California Aquatics

Santee, CA (10/2005-4/2006, 4/2010 -7/2010)

Notable duties and achievements:

- Traveled throughout San Diego county to service and maintain a wide variety of aquariums, koi ponds, and water features
- Performed the duties of a 40 hour work week in half that time
- Identified and solve various water quality and life support emergencies and repairs in a mobile setting with limited resources

Experience (cont)

Aquatic System Technician/Assistant Manager for Offshore Aquaculture Operations

Hubbs-Sea World Research Institute (HSWRI)
San Diego, CA/Ensenada, MX (4/2006-5/2009)

Notable duties and achievements:

- One of the first people to raise laboratory grown yellowtail in netpen conditions
- Managed a keystone offshore aquaculture experiment abroad in Ensenada Mexico as the sole on site representative of HSWRI
- Worked in conjunction with Maricultura, a large tuna pen operation in Ensenada and communicated with their largely Spanish speaking work force
- Performed hookah diving at depths beyond what scientific divers once considered possible and logged over 300 dives
- Worked underwater and on the surface during extreme high sea and wind conditions
- Assisted in building a revolutionary larval halibut cone/raceway system
- Participated in 24 hour aquatic system and life support program, including the use of computer monitoring software
- Received the growth award for my transition from life support technician into assistant manager the offshore aquaculture operation
- Helped with the installation of an Ocean Spar submersible sea cage for our experiment

Aquatic Systems Technician/Lead Field Installation Crewmember

Aquaneering Inc.
San Diego, CA (3/2003-9/2005)

Notable duties and achievements:

- Built, tested, and installed complex aquatic systems throughout the U.S., Canada, and Spain
- Maintained zebrafish research systems for SALK Institute (San Diego, CA)
- Represented Aquaneering at various trade shows
- Performed presentation on zebrafish system care at the '05 WAS meeting in New Orleans, LA
- Helped to install the current largest zebrafish research system in the world in Pittsburgh, PA

Assistant Production Manager/Research Associate

Aquaculture Systems Technologies Inc.
New Orleans, LA (9/2002-3/2003)

Notable duties and achievements:

- Represented AST at aquaculture tradeshow in various locations
- Assisted in construction of prototype bead and drop filters prior to their release into the commercial market
- Directed and participated with warehouse staff in the construction, packing and shipping of all of the products offered by AST
- Assisted in construction of industrial sized propeller bead filters
- Manufactured electronic filter backwash controllers

Experience(cont)

Marine Fisheries and Mariculture Lab Technician

Louisiana Universities Marine Consortium (LUMCON)

Cocodrie, LA (11/1997-8/31/2002)

Notable duties and achievements:

- Coordinated research with graduate students as an undergraduate
- Assisted in experimental aquaculture research of red snapper, cobia, red drum, and pompano
- Helped to produce the first red snapper/grey snapper hybrids in the US

Louisiana Sea Grant Undergraduate Research Program Participant

LUMCON

Cocodrie, LA (Summer 2001 and 2002)

Notable duties and achievements:

- Wrote and prepared my own grant proposal for research funding
- First non-LSU student in the state of Louisiana to receive funding from the Sea Grant undergraduate program.
- Used innovative presentation techniques to present my research to the Sea Grant program remotely, while being unable to leave the field during research
- Video taped hormone induced tank spawning behavior of cobia
- Utilized my own self-prepared hormone implants for the experiment

Education

BS Nicholls State University, May 2002

Degree received: biology, with a concentration in marine biology

Biology society member in good standing

Competitor in university-wide public speaking competition

Teacher's aid for biology of the fishes labs

First non-LSU student to be awarded an undergraduate Sea Grant

Saddleback College, May 2007

Completed aquatic system design class

Served as teacher assistant for lab portion of class

Volunteer & Memberships

- North American Native Fishes Association (NANFA) California Regional Representative
- NANFA John Bondus Grant Committee
- Marine Mammal Center Harbor Seal Assistant Crew Supervisor
- Trout Unlimited Membership
- AZA Individual Membership
- AALSO Membership

References

Mike Paquette
Oceans Design
Colorado Springs, CO 80933
(858) 602-9465
michael@oceans-design.com

TeeJay O'Rear
UC Davis
Davis, CA 95616
(530) 304-0860
taorear@ucdavis.edu

James Wilson
EBRPD
Alameda, CA 94501
(510) 544-2527
jwwilson@ebparks.org

Chris Miller
Contra Costa County Vector Control
Concord, CA 94520
(925) 771-6113
cmiller@contracostamosquito.com

Pete Alexander
EBRPD (retired)
Scotts Valley, CA 95616
(510) 258-2211
fishous53@gmail.com

Torrin Haddock
THS
Santee, CA
(619) 952-5351
torin619@cox.net



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

RECEIVED
SEP 27 2018
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

CC Fish & Wildlife Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-Large Alternate
PRINT EXACT SEAT NAME (if applicable)

1. Name: Wiseman Jill M (Last Name, First Name, Middle Name)
2. Address: [Redacted] Lafayette, CA 94549 (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: Bachelor of Arts

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UCSD	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		180	BA	6/1991
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Certified Information Security Auditor	Pre-MBA graduate classes	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>6/2017</u> To <u>9/2017</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <u>CC Civil Grand Juror</u> Employer's Name and Address <u>Court Administration</u> <u>725 Court Street</u> <u>4th Floor</u> <u>Martinez, CA 94553</u></p>	<p>Duties Performed Investigated the operations of the various officers, departments & agencies of local government</p>
<p>B) Dates (Month, Day, Year) From <u>10/1997</u> To <u>10/2014</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Compliance Project Manager</u> Employer's Name and Address <u>Kaiser Permanente</u> <u>One Kaiser Plaza</u> <u>Oakland, CA 94612</u></p>	<p>Duties Performed Advised senior leadership of compliance issues - Made budget recommendations - Addressed issues related to enforcement of laws</p>
<p>C) Dates (Month, Day, Year) From <u>9/1991</u> To <u>8/1997</u> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Researcher</u> Employer's Name and Address <u>UCSD</u> <u>10280 N Torrey Pines</u> <u>La Jolla, CA 92093</u></p>	<p>Duties Performed - Published & conducted research - Review & make recommendations on departmental research</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>

Regularly attend
 CC Fish & Wildlife Committee

THIS FORM IS A PUBLIC DOCUMENT

Monthly CC Watershed Forum - CCWF

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other FWC

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: _____

Jill Wiseman

Date: _____

9-27-18

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 100, 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.

**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;

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2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
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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.

Animal Benefit Fund Report

Contra Costa Animal Services



September 2018

4800 Imhoff Pl
Martinez, CA 94553
www.ccasd.org

Introduction

It is our pleasure to present Contra Costa Animal Services' (CCAS) annual report for the Animal Benefit Fund (ABF). This report highlights the progress we've made in strengthening and modernizing our ability to care for animals in our shelters, driven by the generous contributions of individuals, organizations and corporations in Contra Costa County and beyond.

The Animal Benefit Fund was established by the Contra Costa Board of Supervisors in 1986 as a way to accept monetary donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County.

In FY 17/18, ABF funds were allocated to a range of projects and initiatives geared towards enhancing the care and enrichment of our animals, as well as supporting pet owners in Contra Costa County. Propelled by the collective generosity of 2,527 donors who contributed \$124,682, CCAS made significant improvements in the areas of medical treatment and support for animals, enabling families to retain their pets (thus keeping them out of the shelter), augmenting spay and neuter services in the County and amplifying awareness of CCAS and the importance of licensing and microchipping.

The incredible amount of giving has allowed us to put ideas into action, the results of which are highlighted throughout this report. To our donors, we say, "Thank You" for believing in CCAS and for providing us the tools necessary to impact and save even more lives.

Behind every number is a story. This report highlights a few of those that touched and inspired us, and spurred us to action. For that, our thanks go to the community, adopters, transfer partners, staff and volunteers who either contributed to the fund, adopted an animal into their home or organization, or who gave their time or talent to ensure the best outcomes possible for the animals in our care. The heart-warming results you will read about in this report are testament to the spirit of compassion, innovation and hard work exhibited by CCAS in the last fiscal year.



Legacy
Care @ Sanctus

Spay and Neuter Program

In FY17/18, CCAS significantly increased the scope of the Animal Benefit Fund's spay and neuter program, allocating over \$117,000 in funding to increase opportunities for low-cost spay and neuter services in Contra Costa County. Working with our collaborative partners Fix Our Ferals, Paw Fund and Positively SAFE, the fund provided over 1,200 low-cost spay and neuter surgeries for animals that may not have otherwise been altered.





\$117,733

Allocated for Low-Cost
Spay & Neuter Programs

4

Collaborative
Partners (CCAS, Fix
Our Ferals, Positively
SAFE, Paw Fund)

1224

Low-Cost Surgeries,
Exams, Vaccinations, &
Microchips

Pet Retention

The CCAS/ARF Pet Retention Program has become an overwhelming success in keeping animals out of Contra Costa County shelters. In the first two years of implementing the program, animals coming into CCAS via the owner surrender pipeline have been reduced by 50%. The reduction in owner surrendered animals allowed CCAS to clear up much-needed kennel space and increase departmental capacity - allowing us to help more people and animals. In FY 17/18, over \$30,000 was allocated from the Animal Benefit Fund to help keep over 100 animals in their loving homes. Equally important, in the second year of the program's operation, we were able to identify the most common themes that lead people to surrender their pets, allowing us to bolster our existing resources in those areas and seek new resources to address issues, thus creating a stronger program.

Beyond the statistical successes enjoyed by the program, the real measure of success can be found in the stories, photos and thank you cards we receive from people whom we've helped keep their pet in their family.





50%

Reduction in Owner
Surrendered Animals over
the first two years of the
ARF/CCAS Pet Retention
Program

\$30,453

Allocated to Pet
Retention Program

117

Animal kept in their
loving homes

Transfer Partner Assistance



The CCAS Bridge Program serves as a mechanism to assist our transfer partners in adopting more animals, particularly those with medical issues. The financial assistance provided to transfer partners through the Animal Benefit Fund's Bridge Program helps to alleviate the costs of medical and other services transfer partners incur as a result of pulling special needs animals. In FY 17/18, over \$43,000 was dedicated to assisting transfer partners in adopting over 50 special needs animals from the Martinez and Pinole shelters.



2,643
Animals Transferred
in FY 17/18

A huge community effort resulted in 12 dogs heading off to Idaho to start their new lives



\$43,805
Allocated to Bridge
Program Assistance



20
Participating
Veterinary Hospitals
& Clinics

A man wearing a blue t-shirt with a fire department logo and a blue cap is crouching on a grassy field. He is smiling and looking down at a large, dark-colored dog lying on the grass. The dog is wearing a red harness and has its mouth open, showing its tongue. The background is a blurred green field with trees.

Medical Assistance (Panda Fund)

The Panda Fund was created to provide medical services to animals in need that have conditions beyond CCAS' ability to treat. In FY 17/18, over \$21,000 in Animal Benefit Fund support was dedicated to the Panda Fund. The funding provided allowed CCAS to provide 22 animals with the urgent medical care they needed. From providing urgent care to animals with severe trauma to performing complicated surgeries to save the lives of animals in the hopes they will find their forever homes, the Panda Fund has made a huge difference in CCAS' ability to care for animals with severe trauma and conditions.



\$946

Average cost of
medical
procedures

8

Veterinary hospitals
and clinics
participating in the
Panda Fund

Vegas came to us with a limp which turned out to be a fracture from an old elbow injury that wasn't able to be fixed. Our medical staff had to amputate his front left leg, but that didn't slow down this super active and energetic pup. He adjusted just fine to his new set-up. Vegas loves people, and even gives kisses!

\$21,815

Allocated to Medical
Assistance Fund

22

Animals received
treatment through the
Panda Fund

Education & Awareness

Adopt your new best friend at Contra Costa Animal S



Compassion in *ACTION*

120,000+

Unique exposures
from online PSAs

33,046

post engagement
from social media
advertising

\$52,042

Allocated to supporting
Education & Awareness

services



W



www.ccasd.org
ph: 925-608-8400
FB: facebook.com/ccasd

Over the last fiscal year, the Animal Benefit Fund supported an array of projects that sought to educate and increase awareness about important animal welfare issues, such as the benefits of adoption and the importance of pet licensing. Projects funded by the Education & Awareness Fund in FY 17/18 include: the 2018 CCAS License Amnesty Program advertising campaign, social media campaigns targeted towards underserved communities, television and radio PSAs and the implementation of new, educational signage at the Martinez shelter and on the CCAS transport van. ABF funds have allowed CCAS to take our marketing and public education game to the next level and ensure the community is aware and engaged in our work.

Thank You to Our Donors

Contra Costa Animal Services sends a heartfelt thank you to the generous individuals, organizations, and corporations who have given to the Animal Benefit Fund this year. Your contributions have supported CCAS in providing better care and enrichment for our animals, increasing public services to assist pet owners and community partners and improving live outcomes at our shelters. CCAS is grateful for each and every contribution, funding which has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!

\$47,204

in Grant Assistance
(Maddie's Fund and
Pet Food Express)



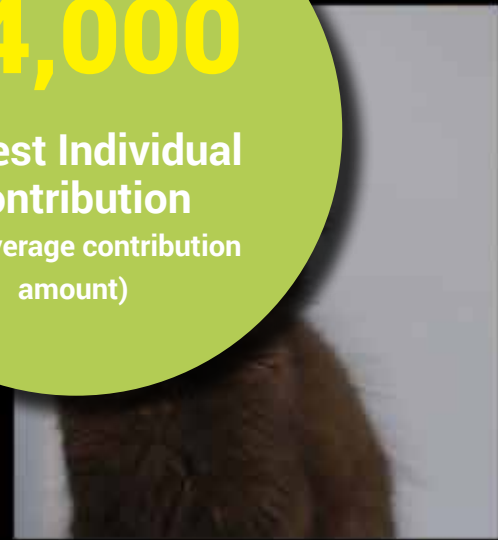
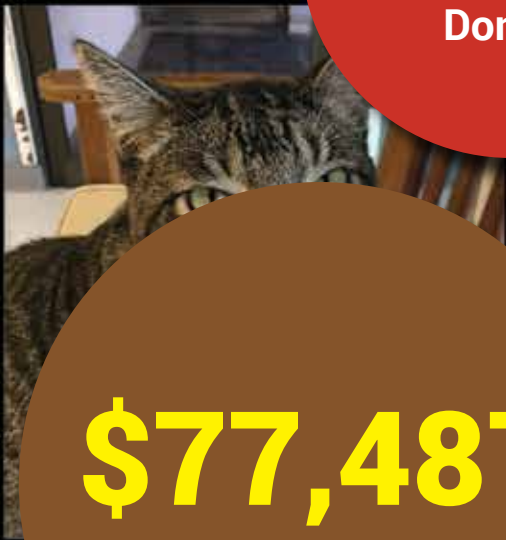
Maddie's
Fund





2,527
Donors

\$4,000
Largest Individual Contribution
(\$49 average contribution amount)



\$77,487
Individual Contributions



\$124,682
in contributions to
The Animal Benefit Fund



Financials

Animal Benefit Fund Balance

Animal Benefit Fund Balance

Beginning Balance	\$818,696.98
Contributions & Grants	\$124,682.21
Expenditures	\$293,246.57
Ending Balance	\$650,132.62

Animal Benefit Fund Totals

ABF FY 17/18 Totals

Fund	Budget FY 17/18	FY 17/18 Actuals	Variance
General Material/Supplies	\$24,000.00	\$23,829.59	\$170.41
Panda	\$21,500.00	\$21,815.12	(\$315.12)
Education Program	\$40,500.00	\$52,042.98	(\$11,542.98)
Shelter Intervention	\$31,000.00	\$30,453.28	\$546.72
Transfer Partner Assistance (Bridge)	\$59,000.00	\$43,805.86	\$15,194.14
Spay and Neuter Program	\$120,000.00	\$117,733.74	\$2,266.26
Pets for Seniors	\$4,000.00	\$3,566.00	\$434.00
TOTAL	\$300,000.00	\$293,246.57	\$6,753.43





Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 10/08/2018

Subject: Update on Revised Solid Waste Collection & Transportation Ordinance
Contra Costa County Ordinance 418-2

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 18/10

Referral Name: Waste Hauler Permit Program Status Report

Presenter: Marilyn Underwood **Contact:** Marilyn Underwood (925) 692-2521

Referral History:

On December 5, 2018, the Board adopted Ordinance No. 2017-16 establishing a permit program for specified non-franchise solid waste haulers. Section 418-2.018 of the Ordinance requires a permittee to file with the County a performance bond of the type and in the amount set by Board resolution. In addition, Section 418-2.020 requires payment of a permit fee established by Board resolution.

Following adoption of the Ordinance, Environmental Health staff returned to the Board on January 23, 2018 with Resolution No. 2018/31 to add a non-franchise solid waste collection and transport permit fee to the schedule of fees for the Environmental Health Division, and Resolution No. 2018/41 establishing the amount of \$20,000 as well as other requirements for a performance bond to be filed under Section 418-2.018.

The Board of Supervisors, on January 23, adopted the two Resolutions, however increasing the performance bond to \$50,000, and directed the Environmental Health Division to report to the Internal Operations Committee in six months with information on the number of permits applied for and issued.

Referral Update:

Please see attached report with exhibits from the Environmental Health Division of Health Services.

Recommendation(s)/Next Step(s):

ACCEPT report from the Health Services Department on actions taken by county staff to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance.

Attachments

Report Non-Franchise Solid Waste Hauler Program

Exhibit A: Refuse Hauler Pamphlet 2018 English

Exhibit B: Refuse Hauler Pamphlet 2018 Spanish

Exhibit C: Mt. View Sanitary District Newsletter May 2018

Exhibit D: Non-Franchise Solid Waste Collection Transport Permit and Map

Exhibit E: Quarterly Permit Report March 2018

Minutes Attachments

No file(s) attached.

Contra Costa Environmental Health

2120 Diamond Blvd., Suite 200
Concord, CA 94520
Phone: (925) 692-2500
Fax: (925) 692-2502
www.cchealth.org/eh/



Date: October 8, 2018

To: Contra Costa County Board of Supervisors
Internal Operations Committee (IOC)

From: Marilyn C. Underwood, Ph.D., REHS,
Director of Environmental Health

Subject: Update on Revised Solid Waste Collection & Transportation Ordinance
Contra Costa County Ordinance 418-2

A. Introduction

On December 5, 2018, the Board adopted Ordinance No. 2017-16 establishing a permit program for specified non-franchise solid waste haulers. Section 418-2.018 of the Ordinance requires a permittee to file with the County a performance bond of the type and in the amount set by Board resolution. In addition, Section 418-2.020 requires payment of a permit fee established by Board resolution.

Following adoption of the Ordinance, Environmental Health (EH) staff returned to the Board on January 23, 2018 with Resolution No. 2018/31 to add a non-franchise solid waste collection and transport permit fee to the schedule of fees for the Environmental Health Division, and Resolution No. 2018/41 establishing the amount of \$20,000 as well as other requirements for a performance bond to be filed under Section 418-2.018.

The following Section B is a summary of actions taken by county staff to implement this new permit program.

B. Summary of Non-Franchise Solid Waste Hauler Program Implementation

1. Hauler Outreach Activities

Beginning in January 2018, EH staff enlisted the assistance of the Contra Costa County Health Services Community Education and Information (CEI) group to help construct a website (<http://cchealth.org/eh/solid-waste/non-franchise-permit.php>) specifically targeted at waste haulers affected by the new permit requirement. Concurrently, the CEI group and EH staff also co-developed an informational brochure (see Exhibits A & B). These brochures have been distributed via the following means:

- a. EH staff has hand-distributed approximately 135 to haulers encountered out in the field during day-to-day activities, such as leaving on the windshield of parked vehicle filled with solid waste and/or with advertisement about hauling on side of truck.

- b. Approximately 200 were provided to Republic Services to be handed out to haulers they encounter at transfer stations they operate throughout the county.
- c. Approximately 50 were provided to Board member offices to distribute at community meetings such as the Municipal Advisory Committees.
- d. Approximately 200 were provided to Garaventa Enterprises to distribute to haulers they encounter at their Pittsburgh transfer station.

In addition, EH staff met with the Treasurer/Tax Collector's office that issues business licenses for the unincorporated county and obtained a list of nine businesses with "Haul" and two businesses with "Junk" in their business name. These eleven businesses were sent a brochure along with a letter via the US Mail to inform them about the requirements of the new permit program. EH has also provided language to the Treasurer/Tax Collector's office in hopes that they will add it to their Business License Application directing potential haulers to EH for the permit program information.

More recently, EH staff have sent brochures along with letters via the US Mail to O2E Brands (parent company of 1-800-GOT-JUNK) and Vets Move Junk (a local company that recently began advertising to Contra Costa County residents) in an effort to inform these companies about the requirements of the new permit program.

2. Stakeholder Engagement

On February 20, 2018, EH hosted a meeting attended by approximately 14 Contra Costa County Sheriff's Deputies representing Patrol Divisions throughout the county with the intent to educate them on the permit and vehicle requirements for non-franchise solid waste haulers. With citation authority, EH believed that the Office of the Sheriff would be key partners in the enforcement of the non-franchise solid waste collection and transport permit. However, during the meeting it was brought to our attention by one of the Sheriff's Deputies that as an administrative violation the citation would only amount to an infraction with penalties limited to \$100 (first offense), \$200 (second offense), and \$500 (all subsequent offenses). Both EH and the Sheriff's Deputies present at the meeting believed these penalties may not be significant enough to deter a potential offender given the cost of the permit in addition to the liability insurance and performance bond costs required to obtain the permit.

In March 2018, EH staff reached out to the Central Contra Costa Solid Waste Authority (RecycleSmart), Rodeo Sanitary District, Mt. View Sanitary District, and the Kensington Police & Community Services District to incorporate language specifically targeted at the consumer in their upcoming spring, summer, and fall 2018 publications with the intent of informing residents within these service areas about the new permit requirement for non-franchise solid waste haulers. To date, only Mt. View Sanitary District has highlighted this new permit program in their May 2018 newsletter (see Exhibit C) although EH staff continues to engage with RecycleSmart, Rodeo Sanitary District, and the Kensington Police & Community Services District in hopes of partnering with these entities to inform their service area customers of the new permit program in an upcoming publication. EH staff also reached out to the Byron Sanitary District but have yet to hear back from them regarding our request to form a partnership in order to spread the word in their community. The West Contra Costa Integrated Waste Management Authority (RecycleMore) does not have a newsletter, but EH has asked them to incorporate similar language or our brochure into their billing process.

EH staff have also been participating in both the Contra Costa County Illegal Dumping Think Tank and the Alameda County Illegal Dumping Working Group as both groups have identified unpermitted hauling as

potential contributors to illegal dumping. There are currently efforts underway at both regional and statewide levels to increase awareness of the potential effect unpermitted non-franchise haulers have on illegal dumping. EH staff have been using these platforms to promote our permit program with the hope that partnerships with other agency stakeholders will help encourage haulers who qualify to obtain permits.

3. Application Materials Development

In February 2018, EH staff worked closely with Department of Conservation and Development (DCD) staff to develop a comprehensive application packet including a map indicating locations throughout the county the new permit would be required (see Exhibit D). This application packet was made available as a downloadable file on our website (<http://cchealth.org/eh/solid-waste/non-franchise-permit.php>) as well as in hard copy format at both the DCD and EH offices. EH and DCD staff also co-developed a Quarterly Activity Report as required by Section 418-2.016(b)(9) that permittees must submit to EH quarterly indicating the location(s) and type(s) of materials collected and where the materials were disposed (see Exhibit E).

C. Permitted Non-Franchise Solid Waste Haulers

EH has not yet received any applications for a non-franchise solid waste collection and transport permit. However, EH staff have spoken with approximately 42 potential non-franchise solid waste haulers either via telephone or in our office since March 1, 2018. Many of the businesses EH staff have spoken with were exempt from a permit as stipulated by Section 418-2.008(b) which states that the requirement to obtain a permit under Section 418-2.004 does not apply to the following:

The collection and transport of solid waste that is generated on real property in the course of a service provided to the owner or tenant of that property by a building contractor or landscape contractor, if the solid waste is collected and transported by the contractor.

In addition, many of the businesses EH staff spoke with also indicated that they only collect solid waste from incorporated cities within Contra Costa County and do not collect solid waste from the unincorporated areas of the county.

D. Ongoing Efforts

- EH staff continues to engage with RecycleSmart, Rodeo Sanitary District, and the Kensington Police & Community Services District in hopes of partnering with these entities to add language to their upcoming publications regarding our permit program.
- EH staff are actively engaging incorporated communities (beginning with the City of Richmond and the City of Antioch) in hopes of encouraging these communities to adopt municipal codes similar to Contra Costa County Ordinance 418-2 establishing EH as the non-franchise solid waste hauler permitting entity within the community.

Solid Waste Authorities

Solid waste authorities and sanitary districts in Contra Costa County that regulate refuse. Other agencies having jurisdiction over solid waste:

CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY

925-906-1801
recyclesmart.org

CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT

925-674-7200
co.contra-costa.ca.us/3383/conservation-and-development

WEST CONTRA COSTA SOLID WASTE AUTHORITY

510-215-3125
recyclemore.com

Special Districts

BYRON SANITARY DISTRICT

925-906-1801
bbid.org

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

510-526-4141
kensingtoncalifornia.org

MT. VIEW SANITARY DISTRICT

925-228-5635
mvsd.org

RODEO SANITARY DISTRICT

510-799-2970
rodeosan.org

Contact Information

Contra Costa County Environmental Health
925-692-2500
2120 Diamond Blvd., Suite 200
Concord, CA 94520
cchealth.org/eh/



Contra Costa Environmental Health



**NON-FRANCHISE
SOLID WASTE
COLLECTION
AND
TRANSPORT
PERMITS**



Refuse Hauling

Illegal dumping and illegal solid waste facilities are a serious problem throughout Contra Costa County. Non-franchise refuse hauling companies have been found transporting refuse to illegal facilities and some implicated in illegal dumping activities. Contra Costa County Ordinance Code Chapter 418–2 was revised to require that non-franchise haulers obtain a permit issued by Contra Costa Environmental Health (CCEH) and comply with standards associated with the collection and transport of solid waste. The effective date of the revised ordinance is March 1, 2018.

A non-franchise person or hauling business hired to collect solid waste in **unincorporated** Contra Costa County must obtain a permit from CCEH. Solid waste includes, but is not limited to, refuse, garbage, landscaping waste, construction and demolition debris, mixed recyclables, source-separated recycles, junk, non-hazardous industrial waste, electronic waste, or appliances. There is an exemption to the permit requirement for landscaping or building contractors hauling waste from their own jobsites directly to an approved solid waste or recycling facility. Other exemptions are described in Section 418–2.008 of the Contra Costa County Ordinance Code.

Persons hiring a solid waste hauler must use one permitted to conduct this type of business.

For incorporated areas, check with the city and local solid waste authority for any requirements that may apply to your business.

Permit Application Process

To obtain a permit, a non-franchise refuse hauling business must submit an application to CCEH. The application form is available online or by contacting CCEH. The application process is follows:

- Submit completed application and any required fees to CCEH. The application must be accompanied by the following items:
 - Copy of the driver's license for each person who will operate a solid waste hauling vehicle.
 - Valid California vehicle registration card for each solid waste hauling vehicle.
- CCEH will review the application and if it is complete, send a copy to the Contra Costa County Department of Conservation and Development, local solid waste authorities, and sanitary districts responsible for the regulation of solid waste hauling in unincorporated areas. CCEH will give these other agencies 30 days to review the application.
- Once the review period is over and if the application is approved, CCEH will notify the applicant and schedule an inspection of the applicant's vehicle(s). The inspection is to verify that the vehicle(s) complies with the standards described in Chapter 418–2. If the permit is denied, the applicant will be informed of the reason(s) for denial.
- If the applicants vehicle(s) passes the inspection, a permit will be issued and health permit decals will be affixed to the vehicle so as to be readily visible (e.g., rear and sides of the vehicle).



Operating Standards

Chapter 418–2 includes a number of operating standards to ensure that refuse is handled properly. These standards include, but are not limited to, the following:

- Waste must go to an approved solid waste or recycling facility.
- The vehicle must be clearly marked on each side with the name and telephone number of the business. The markings must be visible from a distance of at least 50 feet.
- Vehicles must be kept in a clean, sanitary condition.
- The vehicle must be designed to contain all waste materials inside the truck (no leakage or windblown litter).
- Debris bins or boxes of one cubic yard or larger used by the business must be identified with the name and telephone number of the permittee.
- Record must be kept for least one year showing the type and amount of waste collected, where it was collected, and where it was taken for disposal or recycling. On a quarterly basis these records must be submitted to CCEH. A template reporting form is available from CCEH.
- A current valid performance bond in the amount of \$50,000 must be filed with CCEH.
- A liability insurance policy must be maintained with limits no less than \$1 million per claim and \$1 million in the aggregate.

Permits are valid for one calendar year and renewed annually. A vehicle is required to pass an inspection each year.

Autoridades de residuos sólidos

Autoridades de residuos sólidos y distritos sanitarios en el Condado de Contra Costa que regulan la recolección. Otras agencias que tienen jurisdicción sobre los residuos sólidos:

AUTORIDAD DE RESIDUOS SÓLIDOS DEL CENTRO DE CONTRA COSTA (CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY)

925-906-1801
recyclesmart.org

DEPARTAMENTO DE CONSERVACIÓN Y DESARROLLO DEL CONDADO DE CONTRA COSTA (CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT)

925-674-7200
co.contra-costa.ca.us\3383\conservation-and-development

AUTORIDAD DE RESIDUOS SÓLIDOS DEL OESTE DE CONTRA COSTA (WEST CONTRA COSTA SOLID WASTE AUTHORITY)

510-215-3125
recyclemore.com

Distritos especiales

DISTRITO SANITARIO DE BYRON (BYRON SANITARY DISTRICT)

925-906-1801
bbid.org

PROTECCIÓN POLICIAL Y SERVICIOS COMUNITARIOS DEL DISTRITO DE KENSINGTON (KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT)

510-526-4141
kensingtoncalifornia.org

DISTRITO SANITARIO DE MT. VIEW (MT. VIEW SANITARY DISTRICT)

925-228-5635
mvsd.org

DISTRITO SANITARIO DE RODEO (RODEO SANITARY DISTRICT)

510-799-2970
rodeosan.org

Información de contacto

Contra Costa County Environmental Health
925-692-2500
2120 Diamond Blvd., Suite 200
Concord, CA 94520
cchealth.org/eh/



SALUD AMBIENTAL
Una división de Contra Costa Health Services
2120 Diamond Blvd, Suite 200
Concord, CA. 94520

Salud Ambiental de Contra Costa



RECOLECCIÓN DE
RESIDUOS SÓLIDOS
NO
FRANQUICIADA
Y PERMISOS DE
TRANSPORTE



Recolección de basura

La descarga ilegal y las instalaciones de residuos sólidos ilegales son un problema serio en todo el Condado de Contra Costa. Se han encontrado empresas de recolección de basura no franquiciadas transportando basura a instalaciones ilegales y algunas implicadas en actividades de vertido ilegal. El Capítulo 418-2 del Código de Ordenanzas del Condado de Contra Costa se revisó para exigir que los recolectores no franquiciados obtengan un permiso emitido por Salud Ambiental de Contra Costa (Contra Costa Environmental Health, CCEH) y cumplan con las normas asociadas con la recolección y el transporte de residuos sólidos. La fecha de entrada en vigencia de la ordenanza revisada es el 1.º de marzo de 2018.

Una persona o empresa de recolección no franquiciadas contratadas para recolectar residuos sólidos en el Condado de Contra Costa **no incorporado** deben obtener un permiso del CCEH. Los residuos sólidos incluyen, entre otras cosas, basura, desechos, residuos de paisajismo, restos de construcción y demolición, reciclables mixtos, reciclables separados por origen, chatarra, residuos industriales no peligrosos, residuos electrónicos o electrodomésticos. Existe una exención al requisito de permiso para contratistas de paisajismos o construcción que recolectan residuos de sus propios lugares de trabajo directamente a una instalación de residuos sólidos o de reciclaje. La Sección 418-2.008 del Código de Ordenanzas de Contra Costa describe otras exenciones.

Las personas que contratan a un recolector de residuos sólidos deben usar uno que tenga permiso para realizar este tipo de negocio.

Para áreas incorporadas, consulte a la autoridad municipal o local de residuos sólidos si hay requisitos que pudieran aplicarse a su empresa.

Proceso de solicitud de permisos

Para obtener un permiso, una empresa de recolección de basura no franquiciada debe presentar una solicitud al CCEH. El formulario de solicitud está disponible en línea o si se comunica con CCEH. El proceso de solicitud es el siguiente:

- Enviar la solicitud completada y todas las tarifas requeridas al CCEH. La solicitud debe estar acompañada de los siguientes elementos:
 - Copia de la licencia de conducir de cada persona que operará un vehículo de recolección de residuos sólidos.
 - Tarjeta de registro del vehículo válida en California para cada vehículo de recolección de residuos sólidos.
- CCEH revisará la solicitud y, si está completa, enviará una copia al Departamento de Conservación y Desarrollo del Condado de Contra Costa, autoridades locales de residuos sólidos y distritos sanitarios responsables de la regulación de recolección de residuos sólidos en áreas no incorporadas. CCEH le dará a estas agencias 30 días para revisar la solicitud.
- Una vez que el período de revisión haya finalizado, y si la solicitud se aprueba, CCEH notificará al solicitante y programará una inspección del vehículo del solicitante. La inspección se hace para verificar que el vehículo cumpla con las normas descritas en el Capítulo 418-2. Si el permiso se deniega, se le informará al solicitante los motivos de la denegación.
- Si el vehículo del solicitante aprueba la inspección, se emitirá un permiso y las calcomanías del permiso de salud se pegarán al vehículo en un lugar fácilmente visible (p. ej., en la parte posterior y en los lados del vehículos).



Normas operativas

El Capítulo 418-2 incluye un número de normas operativas para asegurar que la basura se maneje correctamente. Estas normas incluyen, entre otras, las siguientes:

- Los residuos deben llevarse a una planta aprobada de residuos sólidos o reciclaje.
- El vehículo debe estar claramente marcado a cada lado con el nombre y el número de teléfono de la empresa. Las marcas deben poder verse desde una distancia de 50 pies como mínimo.
- Los vehículos deben conservarse limpios y en condiciones higiénicas.
- El vehículo debe estar diseñado para contener todos los residuos dentro del camión (sin fugas ni basura arrastrada por el viento).
- Recipientes o cajas de restos de una yarda cúbica o más usados por la empresa deben identificarse con el nombre y el número de teléfono del titular del permiso.
- Se debe conservar el registro que indique el tipo y la cantidad de residuos recolectados, dónde se recogió y dónde se llevó para su disposición o reciclaje durante al menos un año. Estos registros deben enviarse a CCEH trimestralmente. Hay una plantilla del formulario de registros disponible en CCEH.
- Se debe presentar una fianza de cumplimiento válida y vigente por el monto de \$50,000 ante CCEH.
- Se debe mantener una póliza de seguro contra terceros con límite no menor a \$1 millón por reclamo y \$1 en el total.

Los permisos son válidos por un año calendario y se renuevan anualmente. El vehículo debe aprobar una inspección cada año.



FREE WEEKEND PROGRAMS:

MARTINEZ BEAVER FESTIVAL - SUSANA PARK

Saturday, June 30th

11 am - 4 pm

This annual event celebrates the beavers of Alhambra Creek in downtown Martinez. The festival includes environmental displays, live music, and children's activities that combine craft-making with environmental learning. Visit Worth a Dam's Web site to learn more: <http://www.martinezbeavers.org>.

BAT CHAT!

Sunday, June 10th

1 pm - 2 pm

Did you know that a single bat can eat up to 1000 mosquitoes in a single hour or that bats are more closely related to humans than to rodents? Join Corky Quirk and a few of her "winged friends" (live bats!) from NorCal Bats to learn the truth about these mysterious flying mammals. NorCal Bats is dedicated to the rescue, rehabilitation, and release of bats throughout Northern California. Space is limited. Contact Kelly at kdavidson@mvsd.org to RSVP.



Thinking of cleaning your garage, working on a do-it-yourself (diy) yard or house project, or just doing some spring cleaning? Hire a permitted waste hauler and keep your community clean.

Businesses hired to collect unwanted junk, appliances, construction debris, and other solid waste in the unincorporated areas of Contra Costa County now need permits issued by Contra Costa Environmental Health (CCEH) to operate.

The Board of Supervisors recently changed the county ordinance to require a Non-Franchise Solid Waste Collection and Transport Permit, to curb illegal dumping and other environmentally unfriendly practices.

Franchised waste haulers (your weekly curbside pick-up) are exempt from the new rule, as are contractors taking construction or landscaping debris from their job site directly to an approved facility. Property owners can also still haul their own waste without a permit.

When hiring a hauler to collect solid waste from your property, if you live in the unincorporated areas of the county, ask if your hauler has the annual permit required beginning March 1.

CCEH will screen all permit applicants to ensure they carry adequate insurance, obtain performance bonds, and know the county rules about collecting and transporting solid waste.

CCEH also inspects all permitted vehicles annually, and issues permit decals to each vehicle.

For information about applying for a permit, the ordinance changes and operating standards, visit cchealth.org/eh/solid-waste/non-franchise-permit.php.

A Day in the Life of an MVSD Board of Directors Member

In past editions of the *Mt. View Monitor* we've introduced you to some of the leadership that guides the District. In this edition, we want to provide you with a glimpse into a day in the life of our Board of Directors. As an independent public agency, MVSD is governed by a five-person Board of Directors. The Directors are elected from the District's service area and serve a four year term. The next Board election will be held in November 2018 when two Board seats will be filled.

District Directors are responsible for directing and evaluating District Policy. This obligation requires that Directors stay abreast of current wastewater treatment requirements, which, as you can imagine, means reviewing lots of technical documents before monthly Board meetings. Board members also are expected to prepare for and attend a number of Special Board meetings each year, as well as the annual February Strategic Planning Session. At the Strategic Planning Session, Directors and staff review the District Strategic Plan to

evaluate the progress made during the prior year and identify any needed updates.

Additionally, Directors attend regular standing committee and Ad Hoc committee meetings and are expected to provide direction. Standing committees meet and review District functions and activities related to the operations of the District. MVSD's Ad Hoc committee consists of two Board members selected during a Regular Board meeting, who meet with District Staff and Consulting firms to discuss and provide recommendation to the Board regarding specific items not covered by the standing committees. All of these meetings require hours of preparation by Directors so they can provide the necessary guidance to District staff on key operational issues.

In addition to the responsibilities described above, as elected officials, Board Members often serve as the face of MVSD to the community and are happy to do so. The next time you meet one of your Directors at the local market or a community event, feel free to ask them questions about the service you receive from MVSD!

Meet the New Faces at MVSD!

MVSD is pleased to announce the arrival and promotion of two staff members whose roles are crucial to ensuring that the District's day to day operations run smoothly. For the first time in its 95 year history, the District has hired a full time District Engineer.

Chris Elliott has joined the District to fill this important role. The District previously relied on consultants to provide this expertise. Chris previously served as Associate Engineer at Union Sanitary District. In his new role at MVSD, Chris is responsible for overseeing all the activities of the Engineering Department.

"I really enjoy the day to day challenges presented by working in a smaller district. Plus, the marshes and wildlife that surrounds the Plant provide a daily reminder of the importance of our work-keeping water clean and improving our environment!" said Elliott. In his spare time Chris enjoys family time, home improvements and, tending a home garden and orchard.



Chris Elliott(left) and Jeff Greer (right) are excited to be filling their new roles at MVSD.

Jeff Greer has assumed the role of Wastewater Operations Supervisor. He joined the District in 2015 as an Operator and has steadily advanced to his new role as Wastewater Operations Supervisor, with responsibility for overseeing the operations, plant maintenance and collections system work. "I love that I wear many different hats during the work day- it makes every day interesting and fulfilling," said Greer. In his spare time Jeff likes to work on classic cars, ride his mountain bike, and play with his 5 year old son.

Collection System Rehabilitation Project Underway



Please remember to slow for our work crews when driving through the construction zone.

MVSD will be starting an important collection system rehabilitation project as part of its ongoing efforts to maintain the collection and treatment system that helps protect the public health and environment. The District has awarded part one of a two part Collection System Rehabilitation project to Kerex Engineering. This \$352,300 project is expected to begin in May. The scope of the work calls for spot repairs of sagging pipes, offset joints and root intrusion throughout the oldest sections of the District. Residents who may be affected by these repairs will be notified by the contractor in advance of the work. MVSD asks that residents please keep the safety of working crews in mind while driving through the construction zones.



MT. VIEW SANITARY DISTRICT
3800 Arthur Road
PO Box 2757
Martinez, CA 94553
925-228-5635

May is American Wetlands Month

American Wetlands Month was created to celebrate the vital importance of wetlands and to educate the public about these valuable natural resources. The Peyton Slough Marsh Complex, which includes McNabney and Moorhen Marshes, is enhanced by treated MVSD effluent, resulting in an ecosystem that is rich and diverse in wildlife. The wetlands are an important stop along the Pacific Flyway for many migratory bird species, who use the wetlands as foraging habitat.



Keep an eye out for our billboard celebrating Wetlands Month on I-680 during the month of May.

PRSR STD
US POSTAGE
PAID
MARTINEZ, CA
PERMIT NO. 45



Mexican Free-tailed Bat. The Mexican Free-tailed bat can reach speeds of 60 mph! (photo courtesy of USFWS).

Meet the Mexican Free-tailed Bat!

Northern California is home to 17 bat species. One of the most common is the Mexican free-tailed bat (*Tadarida brasiliensis*). This half-ounce flying acrobat has a 12-inch wingspan and can reach speeds of approximately 60 mph. Females give birth to a single pup in early summer. Pregnant or nursing bats are voracious feeders and will eat more than two-thirds of their body weight in insects every night!

This species is known to roost in enormous colonies. The largest is at Bracken Cave in Texas, with an estimated 20 million individuals. One of the biggest California colonies is found at the Yolo Causeway on I-80 that connects the cities of Davis and Sacramento. The causeway and associated wetlands provides habitat for 250,000 bats and the colony is still growing. Learn more about these amazing mammals at the June 10th Bat Chat!



If you would like to receive an electronic version of the *Mt. View Monitor* in your e-mail, please visit www.mvsd.org to sign up.

For a sewer emergency 24/7:
Call (925)228-5635



Visit www.facebook.com/mtviewsd



CONTRA COSTA
ENVIRONMENTAL HEALTH DIVISION
 2120 DIAMOND BOULEVARD, SUITE 200
 CONCORD, CA 94520
 (925) 692-2500 PHONE | (925) 692-2502 FAX
<http://www.cchealth.org/eh>



NON-FRANCHISE SOLID WASTE COLLECTION & TRANSPORT APPLICATION

(APPLICATION FEE IS DUE AND NON-REFUNDABLE)

SECTION 1: APPLICATION TYPE

New Renewal

SECTION 2: CONTACT INFORMATION

A. Applicant Information

APPLICANT NAME :		
APPLICANT ADDRESS :		
CITY / STATE / ZIP CODE :	PHONE # :	FAX # :
APPLICANT EMAIL :		

B. Business Information (If Sole Proprietor, provide a copy of a valid fictitious business name statement for the business. All others, provide written documentation that the entity may lawfully conduct business in the unincorporated area.)

BUSINESS NAME :	<input type="checkbox"/> CORP <input type="checkbox"/> INC <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> SOLE PROPRIETOR				
BUSINESS ADDRESS :	EMPLOYER IDENTIFICATION NUMBER (EIN) :				
CITY / STATE / ZIP CODE :	PHONE # :	FAX # :			
BUSINESS EMAIL :					
CARRIER IDENTIFICATION NUMBER (provide proof of possession, if applicable) :			US DEPT. OF TRANSPORTATION (DOT) NUMBER (if applicable) :		
BUSINESS MAILING ADDRESS (if different from above) :					
CITY / STATE / ZIP CODE :					

SECTION 2: REFUSE HAULING VEHICLE(S)

A. Vehicle Information (if more than 10, attach separate sheet)

Vehicle No.	Make	Model	License Plate #	Vehicle Identification #	Roll-Off Box
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

****Note:** Attach copies of valid California vehicle registration cards for each vehicle.

B. Location Where Vehicle(s) Are Stored

STREET ADDRESS :
CITY / STATE / ZIP CODE :

SECTION 3: REFUSE HAULING VEHICLE OPERATOR(S)

A. Operator Information (if more than 14, attach separate sheet)

Operator's Name	Driver's License No.	Operator's Name	Driver's License No.

****Note:** Provide documentation of each operator's legal authority to operate a refuse hauling vehicle, including copies of valid California Driver's Licenses.

SECTION 4: WHERE DO YOU PROPOSE TO PROVIDE PICK-UP & HAULING SERVICES IN THE COUNTY UNINCORPORATED AREA?

(Numbered Territories correspond to service areas shown on the attached map. Check all that apply.)

- | | | |
|--|--|---|
| <input type="checkbox"/> All Hauling Territories (1-9) | <input type="checkbox"/> Hauling Territory 4 | <input type="checkbox"/> Hauling Territory 8 |
| <input type="checkbox"/> Hauling Territory 1 | <input type="checkbox"/> Hauling Territory 5 | <input type="checkbox"/> Hauling Territory 9 |
| <input type="checkbox"/> Hauling Territory 2 | <input type="checkbox"/> Hauling Territory 6 | <input type="checkbox"/> Hauling Territory 10 |
| <input type="checkbox"/> Hauling Territory 3 | <input type="checkbox"/> Hauling Territory 7 | |

SECTION 5: WHAT TYPES OF CUSTOMERS/LOCATIONS DO YOU PROPOSE TO SERVE? (Check all that apply)

- | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Governmental | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Other: _____ |

SECTION 6: WHICH TYPE(S) OF WASTE DO YOU PROPOSE TO COLLECT & TRANSPORT TO APPROVED LOCATION(S)? (Check all that apply)

****Note:** No permit required for waste or materials that your company would **NOT** charge customers to remove, transport, or properly recycle/dispose of. **DO NOT complete the remainder of the application if solely proposing to offer free pick-up services.**

- | | | |
|--|---|---|
| <input type="checkbox"/> Household Trash (Municipal Solid Waste) | <input type="checkbox"/> Scrap Metal | <input type="checkbox"/> Cardboard / Paper |
| <input type="checkbox"/> Mixed Commercial Waste / Trash | <input type="checkbox"/> Construction / Demolition Debris | <input type="checkbox"/> Furniture / Mattresses |
| <input type="checkbox"/> Electronic Waste (E-Waste) | <input type="checkbox"/> Green Waste / Wood Waste | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Contaminated Soil | <input type="checkbox"/> Appliances (White Goods) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Non-Hazardous Industrial Waste | <input type="checkbox"/> Bottles / Cans | <input type="checkbox"/> Other: _____ |

SECTION 7: SERVICE(S) PROVIDED

A. Will you provide any on-site service (e.g. junk removal, site clean-up, etc.) related to the above type(s) of waste to be hauled away?

- No, the company will only offer to haul away waste placed out for pick-up by customers. (Skip to Section 8)
- Yes. Please describe these services below:

B. Will you charge customers for any on-site service(s) noted above?

- No, related on-site service(s) noted in Section 7A will be offered and provided to customers free of charge.
- Yes, there will be a charge to customers for on-site service(s) noted in Section 7A.

SECTION 8: LOCATION(S) WHERE SOLID WASTE IS TRANSPORTED (if more than 4, attach separate sheet)

Facility Name	Address

SECTION 9: BOND & INSURANCE REQUIREMENT

A. Performance Bond Information (Provide copy of the Non-Franchise Solid Waste Hauler Bond form)

SURETY COMPANY NAME :		
SURETY COMPANY ADDRESS :		
CITY / STATE / ZIP CODE :	PHONE # :	FAX # :
POLICY NUMBER :	EFFECTIVE DATE :	

B. Liability Insurance Information (Provide proof of liability insurance)

INSURANCE COMPANY NAME :		
INSURANCE COMPANY ADDRESS :		
CITY / STATE / ZIP CODE :	PHONE # :	FAX # :
POLICY NUMBER :	EFFECTIVE DATE :	EXPIRATION DATE :

SECTION 10: SUPPLEMENT DOCUMENTS REQUIRED (if applicable)

- | | | |
|--|--|---|
| <input type="checkbox"/> Fictitious Business Name Statement | <input type="checkbox"/> California Driver's License(s) | <input type="checkbox"/> Proof of Liability Insurance |
| <input type="checkbox"/> Proof of Valid Motor Carrier Identification | <input type="checkbox"/> Map of Intended Service Area | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Vehicle Registration Card(s) | <input type="checkbox"/> Non-Franchise Solid Waste Hauler Bond | |

SECTION 11: TERMS / SIGNATURE

The undersigned hereby certifies that all of the information provided on this application is true and accurate, and agrees to notify Contra Costa Environmental Health of any changes that occur including, but not limited to, the type(s) of business activity, business name, business address, vehicle(s), vehicle storage location, liability insurance coverage, performance bond, business ownership, and/or closure.

The signature below must be from an owner, partner or corporate officer (for corporations and limited liability companies). A manually signed copy of this application delivered by facsimile, email, or other electronic transmission shall be deemed to have the same legal effect as delivery of an original signed hard copy of this application.

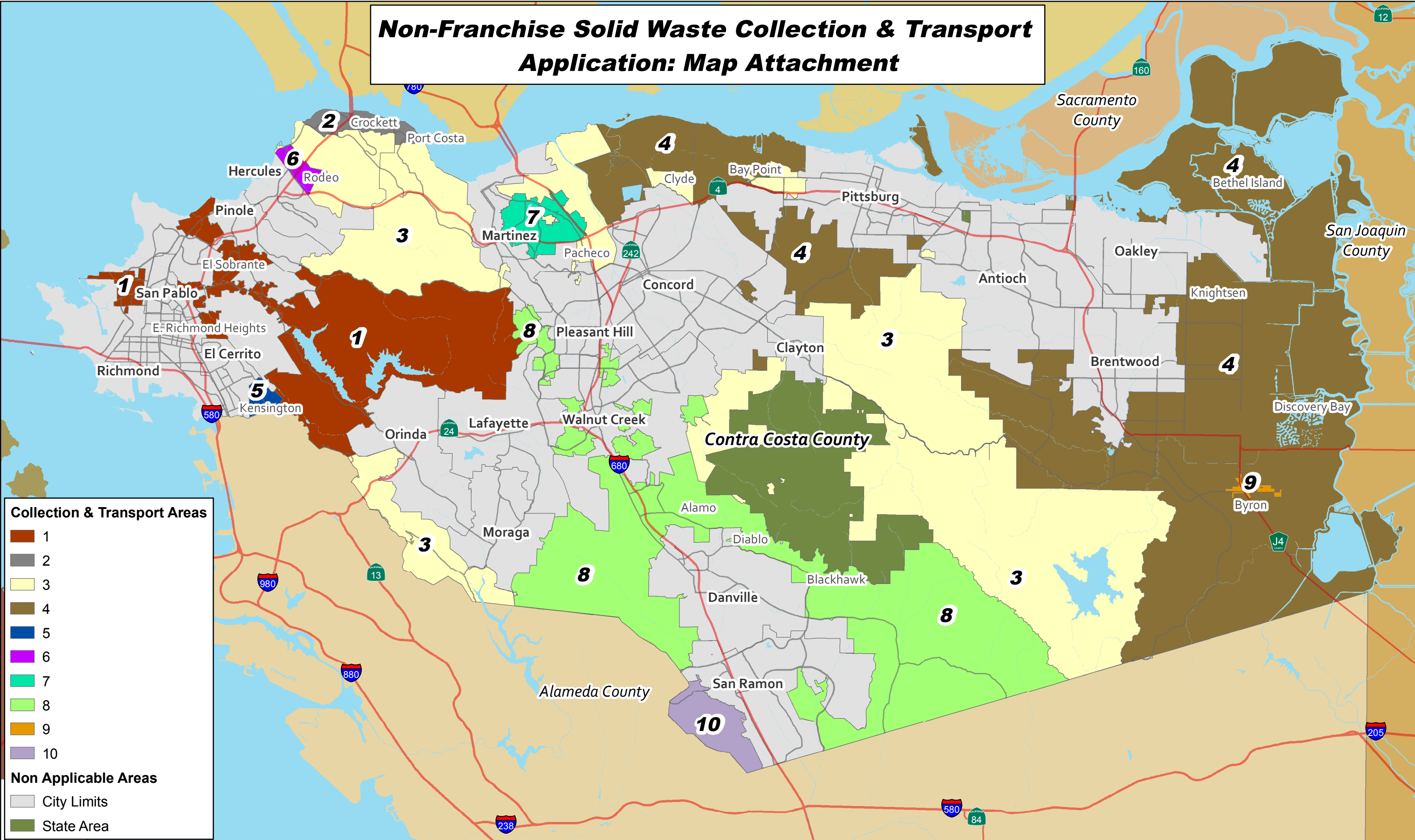
APPLICANT NAME (Please print) : _____

SIGNATURE OF APPLICANT: _____ DATE : _____

FOR OFFICE USE ONLY

SR#:	FA#:	PR# :	P/E:	EHT:	RECEIVED BY:	DATE RECEIVED:
AMOUNT DUE: \$	AMOUNT PAID: \$	CHECK #:	METHOD OF PAYMENT: <input type="checkbox"/> CASH/CHK <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> D/C			RECEIPT #: XR

Non-Franchise Solid Waste Collection & Transport Application: Map Attachment

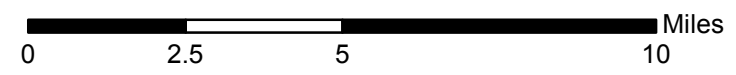


Collection & Transport Areas

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Non Applicable Areas

- City Limits
- State Area



* Population numbers from 2010 Census Data *

Map Created 2/22/2018
by Contra Costa County Department of
Conservation and Development, GIS Group
30 Muir Road, Martinez, CA 94553
37:59:41.791N 122:07:03.756W

This map was created by the Contra Costa County Department of Conservation and Development with data from the Contra Costa County GIS Program. Some base data, primarily City Limits, is derived from the CA State Board of Equalization's tax rate areas. While obligated to use this data the County assumes no responsibility for its accuracy. This map contains copyrighted information and may not be altered. It may be reproduced in its current state if the source is cited. Users of this map agree to read and accept the County of Contra Costa disclaimer of liability for geographic information.





Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 10/08/2018
Subject: Commission for Women Status Update
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 18/9
Referral Name: Commission for Women Review
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

In September 2017, the IOC held a discussion about problems that had been reported concerning the Commission for Women including a spate of member resignations, inability to achieve a meeting quorum, blurred responsibilities, disagreement over the Commission's mission, factions and fragmentation, open meeting act errors, and loss of interest among some of the membership.

In February 2018, IOC staff presented five recommendations to address the problems identified by some of the former and current Commission members. Commission member Joey Smith and former Commission member Beth Mora commented that the officer duties of the Commission were rotated annually but the Commission's subcommittee leadership had no formal rotation of officers. They emphasized that the formation of the Friends Group and the Commission's increased dependence on the Group for funding resulted from the elimination of County funding for the Commission many years ago. Ms. Mora commented that several of the former members of the Commission were disappointed that the Board of Supervisors had not yet dismantled and re-established the Commission as a completely new entity. Attached for reference is the Commission's April 2, 2018 response to the IOC staff recommendations.

The Committee generally concurred with staff's recommendations and preliminarily recommended to the Board that the size of the Commission be reduced from 20 to 15 members to improve cohesion and also the probability of achieving a meeting quorum. The Board approved this recommendation on April 24. Assuming the Commission would thus be able to convene proper meetings, the IOC requested the Commission to consider the remaining CAO recommendations and possible bylaws update, and report back to the IOC in October.

Referral Update:

Since June 2018, Emlyn Struthers of the Clerk of the Board's Office has forwarded four membership applications to the Commission for Women. In mid-September, Commissioner Joey Smith confirmed receipt of the applications. Ms. Smith told Ms. Struthers that the Commission had met the week prior to review the applications and that all eight members were present for this. We were unable to confirm if that meeting had been properly noticed. The Commission

website shows neither an agenda nor minutes for a September meeting.

The Commission website is not up-to-date. According to their minutes, they last met on May 18, 2018 (<http://www.womenscommission.com/agenda.html>). The Clerk's Office was unable to find any agenda or announcement of a May 18 Commission meeting. Also, according to the minutes from each of the 2018 meetings, the Commission appears to have met without a quorum of members present. The May 18 Commission minutes indicate that some discussion occurred regarding the recommend bylaw changes, but there is no further information in the minutes.

The Commission for Women has a small group of very devoted members who try to keep the Commission moving forward. However, they currently do not have enough members to do their business. In April of this year, the Board of Supervisors reduced the Commission's membership size from 20 seats down to 15 to assist them in achieving a meeting quorum, which is now 8. Even with the 5-seat reduction, the Commission appears to be struggling to achieve a quorum. Last month, the Board accepted another resignation from the Commission.

Recommendation(s)/Next Step(s):

CONSIDER status report on the Commission for Women and any action to be taken.

Agenda Attachments

Women's Commission Response to CAO Recommendations for Bylaws Modifications 4 -2-18

Minutes Attachments

Public Comment Womens Commission Proposed Budget



**The Contra Costa County Commission for Women
IOC Response Memo
April 2, 2018**

a. To safely account for Commission funds and eliminate the Commission's dependence on outside agencies for funds administration, DIRECT the County Administrator to create and administer a budgetary organization unit to account for funds granted and donated to the Commission for Women and to work with the Commission Chair and Treasurer on a protocol and procedure to deposit and disburse the funds.

Answer: A request was submitted to the Commission for Women's interim county representative, Susan Smith, March 21, 2018, to find out about setting up an account per our discussion with County Supervisor, Candace Andersen, also March 21, 2018. We are awaiting directions on how to complete these steps and in the meantime, have been advised to submit our response via this memo that does the following;

1. Addresses each of the recommendations made by the IOC Chair and Vice Chair.
2. If the Commission has agreed to any of the recommendations, to describe the next steps and if there is a fiscal impact associated with these actions;
 - a. Any Issues or concerns that the Commission has and would like the IOC Chair and Vice Chair to comment on.

The Commission has not had the chance to review this request as a whole and will respond as a group after our April, 2018 meeting.

b. To establish an arm's length relationship between the Commission and the Friends of the Commission and other supporting agencies, MODIFY the bylaws of the Commission to stipulate that members of the Commission may not be members of any organization that donates or grants funds to the Commission.

Answer: At this time, the commission has not agreed to have its members withdraw from The Friends. The Friends are a 501 (c) 3 that was formed to do advocacy for women and girls and under that umbrella to act as a fiscal agent for the Women's Commission and to give them support towards their annual budget, as well as, supporting and donating to other organizations that do advocacy for women and girls. The following are examples of different organizations and events The Friends have donated to that are not affiliated with the Commission for Women along with one that supports the Commission for Women;

1. Donate money to the Rosie the Riverter Foundation- Purchasing airfare for a Rosie to fly to Washington D.C., to meet President Obama and Vice President Joe Biden.
2. Paid for scholarships for young women in Girls Inc. to attend all day seminars.
3. Donated money to Female Veteran Stand Down
4. Paid for a leadership classes for our former chair to bring back to the Commission for Women that trained us in how to put on effective seminars. These seminars were in direct alignment with the Commission for Women's mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."*
5. Donations to young women phasing out of the foster care system.

c. To foster leadership among all Commission members, MODIFY the bylaws of the Commission to stipulate that a member may serve as an officer for no more than two consecutive years.

Answer: A copy of the bylaws was submitted to Supervisor Candace Andersen's office March 21, 2018 to have her staff help us revise the bylaws to reflect the changes recommended, as well as, changes the Commission would like to have added i.e. ensuring new members serve at least one year as Commissioner before being allowed to serve on the Executive Committee.

We would like the record to show that no commissioner has ever served more than two terms.

d. To sharpen the Commission's focus on its primary mission and to also minimize its dependence on fundraising, CONSIDER whether or not the annual Women's Hall of Fame recognition ceremony is consistent with the Commission's charge and mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."*

Answer: The Women's Hall of Fame is a bi-annual event that empowers and recognizes women in the community who are doing extraordinary things to uplift and support women from all economic backgrounds, in our County. While it is a major event, it is not the only event the Commission for Women holds. Up until the negative culture that was created this last year and ultimately, brought the commission to a stand still, we were very active in our community through our Women In Leadership seminars that tackled female entrepreneurship, Women in non-traditional jobs, and women in public service, to name a few.

Going forward, we are bringing back our seminars focusing on advocacy and beginning with a seminar that will be held June 13, 2018 at DVC discussing #METOO and its effects on our

community. We are also working with Soroptimist to bring a showing of the documentary, "Equal Means Equal" along with a discussion on the Equal Rights Amendment and the League of Women Voters to bring community members and candidates together to speak to each other and learn the different platforms they support. We have also submitted to the County Supervisors, several initiatives we would like to support.

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

Answer: The commission never had an issue with having a quorum until the commissioners who decided to vacate their posts in July, 2017, left at the same time, The commission feels that dropping our numbers would not help thwart that happening again and would like to keep membership, as is.

Contra Costa Commission for Women

Fiscal Year July 2018 - June 2019 Budget

				BUDGET	ACTUALS
REVENUES					
EXPENTIURES					
PROJECTS				\$2,700.00	\$ -
#METOO and Voices of American Women				\$2,000.00	\$ -
Board Retreat				\$700.00	\$ -
					\$ -
SUBSCRIPTIONS				\$270.00	\$ -
Website - Wix				\$120.00	\$ -
P.O. Box				\$150.00	\$ -
Email Distribution System				\$ -	\$ -
DUES				\$1,900.00	\$ -
ACCW				\$50.00	\$ -
NACW				\$50.00	\$ -
National Conference Delegate				\$1,800.00	\$ -
Alliance for Girls				\$250.00	\$ -
				\$ -	\$ -
EVENT ATTENDANCE & CONFERENCES				\$ -	\$ -

TBD					\$ -
OFFICE SUPPLIES					\$360.00 \$ -
Business Cards			\$160.00		\$ -
Name Badges			\$100.00		\$ -
Name Plates			0		\$ -
Outreach Packets (Folders & Printing)			\$100.00		\$ -
MISCELLANEOUS EXPENSES					\$200.00 \$ -
				TOTAL EXPENSES	\$5,430.00 \$ -
				BUDGET TOTAL	\$5,430.00 \$ -
					8/6/2018



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 10/08/2018
Subject: Consider New Membership Structure for the Alcohol and Other Drugs Advisory Board
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 18/7
Referral Name: TRIENNIAL ADVISORY BODY REVIEW (Follow-up)
Presenter: Emlyn Struthers **Contact:** Emlyn Struthers (925) 335-1919

Referral History:

On February 12, 2018, Internal Operations approved the Phase I Triennial Report, which included a review of the Alcohol and Other Drugs (AOD) Advisory Board.

In this report, the AOD Advisory Board (AB) indicated that they had experienced difficulty filling vacant seats and attaining quorum. As of January 19, 2018, 9 of the 18 seats were vacant. Additionally, 7 meetings were canceled during 36-month Triennial Review period specifically due to lack of a quorum. During the review period, the AODAB was undergoing a bylaw update to change their subcommittee composition and to clarify quorum requirements, as directed by the 2015 Triennial Review, but was unable to address their membership structure.

Since the completion of the Triennial Review, the AODAB filled many of their vacant seats. As of August 23, 2018, 5 seats are vacant. However, even with additional seats filled, many members do not attend the meetings. Currently, AODAB finds it difficult to achieve quorum and is, therefore, unable to meet to determine the best seat structure. As a result, the Internal Operations Committee will need to determine the most suitable new membership structure in order to allow AODAB to attain a quorum and meet again.

Current Structure

The current structure of the Alcohol and Other Drugs Advisory Board includes eighteen (18) authorized voting seats. In order to attain a quorum, the AODAB must have a minimum of ten (10) members present at meetings, which can be difficult with weekday meetings. Additionally, fifteen (15) of the AODAB seats represent supervisorial districts. In the current structure, each District Supervisor must find three individuals who are willing and able to serve on the AODAB, which constrains the ability of the AODAB to fill some of the seats. Only three (3) of the 18 seats are At-Large appointees. Adding further challenge to attaining quorum, there are no authorized Alternate seats that would allow another appointee to vote in lieu of an absent member.

Current Appointees

As of September 18, 2018, there are 13 appointees out of 18 authorized, voting seats. The current AODAB bylaws allow for members with four (4) or more unexcused absences to be removed from their position of the Board. Based on the attendance records provided by the AODAB, one member has four unexcused absences in 2018, which means that there are currently only 12 members in good standing.

The AODAB's 2017 and 2018 attendance records are attached.

Referral Update:

Staff recommends that the Internal Operations Committee take the following actions:

- Determine a new seat structure, including number of District appointees, At-Large appointees, and any authorized Alternate seats.
- Direct either Clerk of the Board or FHS to reassign existing AODAB appointees to the new seats, following approval of the bylaws by the Board of Supervisors.

Several options for changing the AODAB membership composition are outlined in the table below. The following options reduce the overall number of authorized voting seats, and reduce the number of district appointees. The two options each provide a variant that provides for alternates, resulting in four possible configurations. The options below are provided for discussion purposes, and can be adopted in their current form, or modified.

Option Name	District Supervisor Appointee Seats	At-Large Seats (appointed through FHS)	Alternates	Total Authorized Seats (alternate and voting)	Authorized Voting Seats	Number needed to Attain Quorum
Current	15 (3 per district)	3	0	18	18	10
A	10 (2 per district)	3	0	13	13	7
A + Alternates	10 (2 per district)	3	3	16	13	7
B	5 (1 per district)	6	0	11	11	6
B + Alternates	5 (1 per district)	6	3	14	11	6

Implementation of New Membership Structure

Following adoption of a new seat structure, Clerk of the Board will shepherd the new bylaw updates to the Board of Supervisors for approval, following review by County Counsel. In order to fully implement the recommended seat structure, Clerk of the Board recommends reassigning the twelve (12) existing, active members to the newly designated seats concurrent to the adoption of the new bylaws. The terms of the seats should match the appointees’ current appointment terms. Typically, Family and Human Services (FHS) Committee selects the At-Large appointees to the AODAB. At the direction of Internal Operations, Clerk of the Board can assist with the one-time assignment of appointees to the newly determined seats to avoid further delays in meetings, or the Committee can delegate the new seat assignments to the FHS once the Board of Supervisors approves their new bylaws and seat structure.

Recommendation(s)/Next Step(s):

In order to rectify the quorum issues, Clerk of the Board recommends the following bylaw updates:

1. Reduce the quorum requirement by decreasing the number of voting seats;
2. Convert up to 10 of the District seats to At Large seats
3. Allow for the appointment of At-Large Alternates, who are authorized to vote in the event of member absences.

Attachments

AODAB Attendance Records 2017

AODAB Attendance Records 2018

AODAB Bylaws 7/10/18

Minutes Attachments

No file(s) attached.

Contra Costa County Alcohol and Other Drugs Advisory Board
 1220 Morello Avenue, Suite 200
 Martinez, CA 94553
 925-335-3307

	<u>Phone Number</u>	<u>Email Address</u>	<u>Appt</u>	<u>Expires</u>
<u>DISTRICT I – MEMBERS John Gioia, Supervisor 11780 San Pablo Ave. #D, El Cerrito 94530 W: (510) 374-3231 F: (510)374-3429</u>				
Vacant				
Courtney Cummings	510-672-9877	ccummings1102@yahoo.com	2017	6-30-20
Antwon Cloird	C: 510-776-9620	Antwon.cloird@yahoo.com	2012	6-30-19
<u>DISTRICT II – MEMBERS Candace Andersen, Supervisor 651 Pine Street, Room 108A, Martinez 94553 W: (925) 335-1046 F: (925) 335-1076</u>				
Vacant				
Guita Bahramipour	925-788-2882	world.hunger@me.com	2011	6-30-19
Catherine Taughinbaugh	925-984-1562	cathytaugh@gmail.com	2014	6-30-20
<u>DISTRICT III – MEMBERS Diane Burgis, Supervisor 3361 Walnut Boulevard Suite 140, Brentwood, CA, 94513 W: (925) 252-4500 F: (925) 240-7261</u>				
Lanita Mims (R)		Tubaroo2003@yahoo.com	2016	6-30-19
Anthony Segovia	925-436-0478	anthonydsegovia@gmail.com	2017	6-30-18
Michael Collins	408-387-3056	medic4lyf@gmail.com	2017	6-30-20
<u>DISTRICT IV – MEMBERS Karen Mitchoff, Supervisor 2151 Salvio Street, Suite R, Concord, CA 94520 W: (925) 521-7100 F: (925) 646-5202</u>				
Vacant				
Vacant				
Tom Aswad	925-980-8638	tomaswad@comcast.net	2014	6-30-20
<u>DISTRICT V – MEMBERS Federal Glover, Supervisor 315-E. Leland Ave., Pittsburg 94565 W: (925) 427-8138 F: (925) 427-8142</u>				
Vacant				
Vacant				
Vacant				
<u>AT LARGE MEMBERS (Internal Operations Committee)</u>				
Vacant				
Anne Sutherland M.D.	C: 480-363-2738	eamsm@yahoo.com	2016	6-30-18
Vacant				
<u>ALCOHOL AND OTHER DRUGS SERVICES ADMINISTRATIVE STAFF</u>				
Fatima Matal Sol	W: 925-335-3307	Fatima.MatalSol@hsd.cccounty.us		
Isabelle Kirske	W: 925-335-3313	Isabelle.Kirske@hsd.cccounty.us		

2017

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Supervisory District I	No meeting due to lack of quorum											
Vacant												
Courtney Cummings						U	P	P	P	P	U	U
Antwon Cloird		P	P	P	P	P	P	P	U	E	P	P
Supervisory District II												
Vacant												
Guita Bahramipour		P	P	P	P	P	P	P	P	P	P	P
Catherine Taughinbaugh		U	P	E	P	P	P	P	P	P	P	P
Supervisory District III												
Lanita Mims		E	E	E	U	P	U	U	U	E	R	R
Anthony Segovia			P	P	P	E	P	P	E	P	P	E
Michael Collins			P	P	E	P	P	P	P	P	E	P
Supervisory District IV												
Vacant												
Gary Eberhart			P	P	U	E	P	P	U	R	R	V
Tom Aswad		P	P	P	P	P	P	P	P	P	P	P
Supervisory District V												
Vacant												
Vacant												
Vacant												
At Large Members												
Vacant												
Anne Sutherland M.D.	P	P	P	P	P	P	P	P	P	P	P	
Vacant												
Liaison Members												
Mental Health Commission Sam Yoshioka		P	P	E	P	P	P		P	P	P	P

Staff: Fatima Matal Sol, Isabelle Kirske

Guests: None

P=Present E=Excused U=Unexcused R=Resigned A=Appointed V=Vacated

Contra Costa County Alcohol and Other Drugs Advisory Board
 1220 Morello Avenue, Suite 101
 Martinez, CA 94553
 925-335-3307

	<u>Phone Number</u>	<u>Email Address</u>	<u>Appt</u>	<u>Expires</u>
<u>DISTRICT I – MEMBERS John Gioia, Supervisor 11780 San Pablo Ave. #D, El Cerrito 94530 W: (510) 374-3231 F: (510)374-3429</u>				
Talia Moore E.D.D.	510-334-8804	tmcluremoore@gmail.com	2018	6-30-19
Courtney Cummings	510-672-9877	ccummings1102@yahoo.com	2017	6-30-20
Antwon Cloird	C: 510-776-9620	Antwon.cloird@yahoo.com	2012	6-30-19
<u>DISTRICT II – MEMBERS Candace Andersen, Supervisor 651 Pine Street, Room 108A, Martinez 94553 W: (925) 335-1046 F: (925) 335-1076</u>				
Sienna Cowing			2018	6-30-19
Guita Bahramipour	925-788-2882	world.hunger@me.com	2011	6-30-19
Catherine Taughinbaugh	925-984-1562	cathytaugh@gmail.com	2014	6-30-20
<u>DISTRICT III – MEMBERS Diane Burgis, Supervisor 3361 Walnut Boulevard Suite 140, Brentwood, CA, 94513 W: (925) 252-4500 F: (925) 240-7261</u>				
Cynthia Chavez	510-566-5382	cmchavez93@gmail.com	2018	6-30-19
Vacant				
Michael Collins	408-387-3056	medic4lyf@gmail.com	2017	6-30-20
<u>DISTRICT IV – MEMBERS Karen Mitchoff, Supervisor 2151 Salvio Street, Suite R, Concord, CA 94520 W: (925) 521-7100 F: (925) 646-5202</u>				
Victor Lecha (R)			2018	6-30-20
Victor Ortiz	925-708-5505	vicortiz@earthlink.net	2018	6-30-21
Tom Aswad	925-980-8638	tomaswad@comcast.net	2014	6-30-20
<u>DISTRICT V – MEMBERS Federal Glover, Supervisor 315-E. Leland Ave., Pittsburg 94565 W: (925) 427-8138 F: (925) 427-8142</u>				
Sunita Frey			2018	12-31-19
Vacant				
Vacant				
<u>AT LARGE MEMBERS (Internal Operations Committee)</u>				
Jonathan Ciampi				6-30-20
Vacant				
Vacant				
<u>ALCOHOL AND OTHER DRUGS SERVICES ADMINISTRATIVE STAFF</u>				
Fatima Matal Sol	W: 925-335-3307	Fatima.MatalSol@hsd.cccounty.us		
Isabelle Kirske	W: 925-335-3313	Isabelle.Kirske@hsd.cccounty.us		

2018

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<u>Supervisory District I</u>							No meeting due to lack of quorum	No meeting due to lack of quorum				
Talia Moore E.D.D			A/P	P	P	P						
Courtney Cummings	U	E	P	U	U	U						
Antwon Cloird	P	P	P	U	P	P						
<u>Supervisory District II</u>												
Sienna Cowing					A/P	P						
Guita Bahramipour	E	P	P	E	E	P						
Catherine Taughinbaugh	P	E	E	P	P	P						
<u>Supervisory District III</u>												
Cynthia Chavez					A/P	P						
Vacant												
Michael Collins	P	P	E	P	P	E						
<u>Supervisory District IV</u>												
Victor Lecha (R)		P	P	E	E	P						
Victor Ortiz					P	P						
Tom Aswad	P	P	P	P	P	P						
<u>Supervisory District V</u>												
Sunita Frey		E	P	P	E	P						
Vacant												
Vacant												
<u>At Large Members</u>												
Jonathan Ciampi												
Vacant												
Vacant												
<u>Liaison Members</u>												
Mental Health Commission Sam Yoshioka	P	P	P	P	P	P						

Staff: Fatima Matal Sol, Isabelle Kirske

Guests: None

P=Present E=Excused U=Unexcused R=Resigned A=Appointed V=Vacated

**CONTRA COSTA COUNTY
ALCOHOL AND OTHER DRUGS ADVISORY BOARD**

BYLAWS

Article I
Name

The organization shall be known as the Contra Costa County Alcohol and Other Drugs Advisory Board (AODAB or Board).

Article II
Mission and Objectives

Section 1 - Mission Statement

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding prevention and treatment of alcohol and other drug-related problems, provide resultant findings and recommendations to the Health Services Department and the Board of Supervisors. The Board also serves as an advocate for these findings and recommendations to the communities that we serve.

Section 2 – Objectives

The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control. The Board will take into account on-going and recently completed projects and programs developed by others. The Board shall review and make recommendations regarding all County alcohol and other drug programs and needs.

Article III
Membership

Section 1 – Composition

The Board shall be composed of not more than eighteen members. Fifteen members shall come from one of the five supervisorial districts (three members per district) and three at-large members who shall represent the county as a whole. The at-large members shall be nominated by the Board of Supervisors in order to ensure the Board's geographic, cultural, racial, age, and ethnic diversity. County Supervisors shall be encouraged to use the Board's list of recommended applicants.

Section 2 – Nominations

Members shall have a professional interest in or personal commitment to alleviating alcohol and other drug problems. The Executive Committee of the Board will interview all applicants for at-large seats, rank them in order of preferred appointment, and submit AODAB-approved

recommendations to the Board of Supervisors. Persons age 16 or older, living within Contra Costa County, are eligible for appointment to the Board.

Section 3 – Conflict of Interest

No individual is eligible to serve on the Board who is an employee of or a consultant to an agency which contracts with the County's Health Services Department for any alcohol or other drug related program. In addition, no individual shall serve on the Board who is a volunteer member of the Board of Directors of any agency which contracts with the County's Health Services Department for any alcohol or other drug related program.

Section 4 – Resignations

A member may resign from the Board by submitting a written letter of resignation to his or her District Supervisor with a copy to the Board Chair. A member with four (4) absences or more within one calendar year may be deemed to have resigned from the Board when so determined by the Executive Committee and ratified by the full Board (See Article IV, Section 6). The Board of Supervisors must formally recognize each resignation in order for the seat to become vacant.

Section 5 – Member Recognition

At the time of resignation or completion of a term of office, any Board member who has served in good standing for a minimum of five years, and with the concurrence of the Board, shall be recommended for recognition through a resolution from the Board of Supervisors.

Article IV Meetings

Section 1 – Conduct of Meetings

The Board shall meet monthly with the time and location of meetings determined by the majority of the members. Periodically the meetings shall be held in different locations throughout the County to facilitate community involvement. All meetings of the Board and its committees shall be open to the public and conducted in accordance with applicable laws.

Section 2 – Quorum

The quorum for a meeting shall consist of a majority of all seats on the Board or a committee, whether vacant or filled.

Section 3 – Voting

Each Board member shall have one vote. Decisions on any issue at a regularly scheduled or announced special meeting shall be decided by a majority vote of the appointed membership.

Section 4 – Agenda

The agenda shall be developed by the Board Chair, the Department Director (or the Alcohol and Other Drugs Services representative), and the Executive Committee. The agenda shall be mailed

(either electronically, via the U.S. Postal Service, or faxed) to members at least 96 hours prior to the Board meeting and publicly posted in accordance with applicable laws.

Section 5 – Minutes

Minutes shall be taken at every Board meeting and drafts distributed prior to the next meeting for shall be conducted committee meeting and a summary shall be reported by the committee Chair at the next Board meeting.

Section 6 – Attendance

Members are expected to attend all the monthly meetings of the Board, generally no more than one meeting per month. No more than four (4) absences will be permitted within a calendar year. (See Article III, Section 4). A Board member anticipating more than four absences who wishes to remain on the Board may ask for an exception by submitting a written request to the Executive Committee. The decision of the Executive Committee may be appealed to the full Board for reconsideration.

Article V Officers

Section 1 – Election of Officers

The Board shall consist of the following officers: Chair, Vice-Chair and immediate Past Chair. It shall be the responsibility of the Past Chair to conduct the annual election. The Past Chair shall prepare a draft a ballot for the positions of Chair and Vice Chair and circulate the draft ballot at during the November meeting at which time nominations shall be made. Members may nominate themselves for office if they so choose. A nominee must accept the nomination in order to appear as a candidate on the final ballot. If a nominee is not present at the November meeting, the Past Chair shall contact the nominee to confirm his or her acceptance. The annual election for Chair and Vice Chair shall be held at during the December meeting.

If the Past Chair declines, is unable, or otherwise fails to conduct the annual election, it shall be conducted by an appointed member. The appointed member shall prepare the draft ballot, contact nominees and otherwise fulfill the Past Chair's election responsibilities.

Section 2 – Officer Terms

The term of office shall be one year, commencing on January 1. Officers may serve up to two consecutive terms, unless an additional term is approved by a special vote of two-thirds of the appointed Board. Upon resignation or removal of the Chair, the Vice-Chair shall assume the office of the Chair until an election takes place. The election must be held within 60 days of the effective date of the resignation or removal from that position. In the case of the Vice-Chair's subsequent resignation or removal, the members shall hold an election within 60 days to elect a member to complete that term of office. A former Chair may run for election so long there has been a break in service of at least one term.

Article VI
Committees

Section 1 – Appointment of Committees

The Chair shall appoint committees and make special assignments as necessary in administering the duties of the Board. Committee assignments shall be made during the January Board meeting or as needed during the year.

Section 2 – Standing Committees

The Board shall maintain the standing committees as listed below. The Chair shall appoint members to standing committees (other than the Executive Committee). See Article VII.

- A. Executive Committee
- B. Community Awareness Committee
- C. Programs and Services Committee

Section 3 – Ad hoc Committees

The Chair may create *ad hoc* committees and appoint members as needed. The Chair shall strive to have representation from all five districts on these committees.

Section 4 – Liaisons

The Chair shall appoint liaison members to the Tobacco Prevention Coalition, the Mental Health Commission, the Contra Costa Council on Homelessness advisory board or to any other committee, coalition, board, or group the Board recommends that a liaison member would be appropriate.

ARTICLE VII
Duties

Section 1 – Officers

The Chair, or the Vice Chair in the absence of the Chair, shall perform the following duties:

- A. The Chair shall conduct all regular and special meetings of the Board. The Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that neither the Chair nor the Vice Chair is able to attend a meeting, the Chair or the Vice Chair may designate an experienced member to act as temporary Chair. If no designation is made prior to a meeting and a quorum is present, those members assembled shall determine who is to chair that meeting.

- B. The officers may transact urgent business of the Board between regular meetings. Such actions must be submitted to the general Board for ratification at the next regular Board meeting.
- C. Officers may recommend and implement policies governing the affairs of the Board consistent with current Board of Supervisors guidance and direction. The Chair shall have the authority to approve a request by the Chair of any standing committee for a letter of support or opposition requested by individuals or organizations for alcohol and other drug related issues. To facilitate this approval process, the Board shall draft a “core” list of positions on alcohol and other drugs related topics.
- D. Officers may determine dates, places, and times of any meeting with input from members of the Board.
- E. The Chair shall present the annual report of Board accomplishments to the Board of Supervisors generally on the second Tuesday in December or as directed by the Board of Supervisors.

Section 2 – Committee Duties

Committees meet every other month, unless projects and activities require a greater frequency of meetings. The exception is the Executive Committee, which meets monthly in preparation for the monthly Board meetings.

A. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, immediate Past Chair, and the Chair of each of the standing committees. The Executive Committee shall be empowered to develop Board policies which shall be submitted to the Board for ratification. The Executive Committee will perform the following duties:

1. Provide leadership and direction to the Board.
2. Promote understanding and discussion of relevant policy and legislation.
3. Develop Board meeting agendas.
4. Recommend items for the Board packets.
5. Identify and consider alcohol and other drug issues of concern to the Board, individual board members or members of the public.
6. Consider issues previously delegated during Board meetings.
7. Review by-laws and committee goals at least once every 3 years.
8. Ensure that committees follow the mission of the AODAB and remain consistent with the established Board goals and objectives.
9. Review and make recommendations regarding the Alcohol and Other Drugs Services Budget.
10. Prepare the Annual Report.
11. Assist the Supervisors in recruiting new applicants for the Board.
 - a. Verify applicant information and the continued interest of applicants on file.
 - b. Interview and evaluate new applicants for at-large Board membership in accordance with the criteria established by the Board of Supervisors.

- c. Following interviews, submit a list of Board-approved at-large candidates in ranked order and recommendations to the Board of Supervisors.

B. Community Awareness Committee

1. Heighten awareness and provide education regarding current and emerging AOD issues impacting the community.
2. Work to dissolve negative stigma in the community regarding recovery from addictive use of alcohol and other drugs.
3. Manage the "People Who Make a Difference Awards." No current member of the AODAB or AODS Administration staff shall be eligible to receive a "People Who Make a Difference Award."
4. Manage the AODAB webpage with guidance from the AODS Director/staff.
5. Work with all agencies participating in bringing resources to the community and those we serve regarding alcohol and other drugs and related issues.
6. Manage the "Recovery Month Champion Awards."
7. Submit meeting notes to county staff after each meeting.

C. Programs and Services Committee

Members of this committee will work to review and understand treatment and prevention modalities by all life cycle populations in the AOD system of care, identify gaps in the system and make recommendations. To this end, the committee will:

1. Coordinate quarterly field trips for the committee members to visit service providers; conduct facility surveys and solicit client input during these visits.
2. Evaluate the availability of and accessibility to alcohol and other drugs prevention and treatment services for youth and families, including care for elders.
3. Conduct interactive sessions or focus groups with clients as needed.
4. Submit meeting notes to county staff after each meeting.

The information and feedback thus obtained will be shared with the Board, the Alcohol and Other Drugs program of the Health Services Department, and the Board of Supervisors, as appropriate.

Article VIII
Amendments

These Bylaws may be amended/revised only by the Board of Supervisors after having been reviewed by County Counsel. Proposed amendments/revisions will be presented at one meeting and voted upon at the next Board meeting. Any amendments/revisions must receive a majority vote of the Board prior to submitting to the staff of the Board of Supervisors. See Article VII, Section 2.A.5. for further guidance on this review process.

Alcohol and Other Drugs Advisory Board of CCC Bylaws

Revised/Adopted September 25, 2002

Revised/Adopted October 23, 2002

Revised/Adopted July, 2005

Revised/Adopted October 2006

Revised/Adopted April 2010 (by AODAB only)

Revised/Adopted August 21, 2012

Revised/Adopted October 22, 2014 and April 22, 2015 for submittal to the Board of Supervisors

Revised August 8, 2016



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

9.

Meeting Date: 10/08/2018
Subject: Inclusionary Housing Ordinance In-Lieu Fee Update
Submitted For: John Kopchik, Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 18/11
Referral Name: Inclusionary Housing Ordinance In-Lieu Fee
Presenter: Kara Douglas **Contact:** Kara Douglas 925-674-7880

Referral History:

On September 25, 2018, the Board of Supervisors referred this matter to the Internal Operations Committee for review and recommendation. Asst. Deputy Conservation and Development Director Kara Douglas will retire this month and wished to update the Committee before her departure.

On October 24, 2006, the County Board of Supervisors adopted an Inclusionary Housing Ordinance (the IHO) that requires the inclusion of affordable housing units as part of a residential development, or the payment of a fee in-lieu of providing the affordable units. The IHO includes formulas for the annual calculation of in-lieu fees for rental and for-sale housing. In 2009, the California Superior Court concluded that the rental housing requirements in inclusionary ordinances were superseded by the vacancy decontrol provisions of the Costa-Hawkins Act (Palmer/Sixth Street Properties, L.P. v City of Los Angeles). In order to comply with the Palmer decision, the County maintained the language in the IHO, but changed the in-lieu fee to \$0 for rental developments. The current in-lieu fee for for-sale housing is \$3,874 per market rate unit.

Referral Update:

In 2017, the governor signed into law AB 1505, which affirmed local agencies' authority to apply affordable housing requirements to rental projects, effective January 1, 2018. The Department of Conservation and Development seeks input from the Internal Operations Committee on the reinstatement of the rental in-lieu fee based on the formula in the IHO. The 2018 calculation for the fees is \$24,200.55 for rental housing and \$6,218.91 for for-sale housing.

Recommendation(s)/Next Step(s):

CONSIDER the reinstate of fees in-lieu of providing affordable rental units as required under the County's Inclusionary Housing Ordinance.

Fiscal Impact (if any):

Revenues derived from fees in lieu of providing affordable housing/rental units are restricted to providing housing opportunities to low-income households and for fund administration. The extent to which a reinstatement of fees may affect the area housing and rental market is unknown.

Attachments

Contra Costa County Inclusionary Housing Ordinance

AB 1505 Land Use Zoning Regulations

Minutes Attachments

No file(s) attached.

ORDINANCE NO. 2006-43

INCLUSIONARY HOUSING

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I. SUMMARY. This ordinance requires new residential developments to include a minimum percentage of dwelling units that are affordable to very low, lower, and moderate income households. In residential developments of five through 125 dwelling units, 15 percent of the dwelling units must be affordable, or a fee may be paid in lieu of providing some or all of the required units. In residential developments of 126 or more dwelling units, 15 percent of the dwelling units must be affordable. This ordinance also specifies alternatives for complying with the requirements of this chapter. This ordinance also establishes rental and sale restrictions on inclusionary units that are enforced by a recorded agreement between the County and the developer.

SECTION II. Chapter 822-4 is added to the County Ordinance Code, to read:

**Chapter 822-4
INCLUSIONARY HOUSING**

**Article 822-4.2
General**

822-4.202 Title. This chapter is known and may be cited as the Contra Costa County Inclusionary Housing Ordinance. (Ord. 2006-43 § 2.)

822-4.204 Purpose and Intent. The purpose of this chapter is to facilitate the development and availability of housing affordable to a broad range of households with varying income levels within the County. It is intended in part to implement State policy declaring that local governments have a responsibility to exercise their powers to facilitate the development of housing necessary to adequately provide for the housing needs of all economic segments of the community. The goal of this chapter is to ensure that affordable housing units are added to the County's housing stock in proportion to the increase in new housing units in the County, in accordance with Goal 3 of the Housing Element of the County General Plan. (Ord. 2006-43 § 2.)

822-4.206 Definitions. As used in this chapter, the following terms have the following meanings:

- (a) "Affordable rent" means a rent, including a reasonable utility allowance as determined by the community development director, for rental inclusionary units that does not exceed the following calculations pursuant to Health and Safety Code section 50053:

- (1) Very low income: 50 percent of the area median income for Contra Costa County, adjusted for assumed household size, multiplied by 30 percent and divided by 12.
 - (2) Lower income: 60 percent of the area median income for Contra Costa County, adjusted for assumed household size, multiplied by 30 percent and divided by 12.
- (b) “Affordable sales price” means a sales price at which very low, lower, or moderate income households can afford to purchase an inclusionary unit, calculated using the affordable housing cost formula set forth in Health and Safety Code section 33334.22(b), and taking into account reasonable down payment, assumed household size, and other ownership housing costs described in California Code of Regulations, title 25, section 6920. Under Health and Safety Code section 33334.22(b), the affordable housing cost is calculated using the following standards: for very low income households, a standard of 40 percent of 50 percent of the area median income; for lower income households, a standard of 40 percent of 70 percent of area median income; and for moderate income households, a standard of 40 percent of 110 percent of area median income.
- (c) “Area median income” means the median income, adjusted for household size, in the Oakland Metropolitan Statistical Area (which includes Contra Costa County), established pursuant to Health and Safety Code Section 50093(c).
- (d) “Assumed household size” means a household of one person in a studio apartment, two persons in a one bedroom unit, three persons in a two bedroom unit, and one additional person for each additional bedroom thereafter.
- (e) “Developer” means any person as defined in Ordinance Code section 16-4.026, or combination of persons, that seeks County approvals for all or part of a residential development.
- (f) “Extremely low income household” means a household whose income does not exceed the extremely low income limits applicable to Contra Costa County, adjusted for household size, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50106.
- (g) “For-sale unit” means a single-family detached dwelling unit or a dwelling unit in a multi-family residential development that will be offered for sale, not for rent.
- (h) “Inclusionary housing agreement” means a legally binding agreement between a developer and the County setting forth the provisions necessary to ensure that the requirements of this chapter are satisfied.

- (i) “Inclusionary unit” means a rental unit that is required to be rented at an affordable rent or a for-sale unit that is required to be sold at an affordable sales price to the households specified in Section 822-4.402.
- (j) “Lower income household” means a household whose income does not exceed the lower income limits applicable to Contra Costa County, adjusted for household size, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50079.5.
- (k) “Market rate unit” means a dwelling unit whose sales price or rent is not restricted under this chapter.
- (l) “Moderate income household” means persons and families whose income does not exceed the moderate income limits applicable to Contra Costa County, adjusted for household size, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code Section 50093. The income limit for moderate income households in Contra Costa County is 120 percent of the area median income.
- (m) “Rental unit” means a single-family detached dwelling unit or a dwelling unit in a multi-family residential development that will be offered for rent, not for sale.
- (n) “Residential development” means any development project that includes the construction of one or more dwelling units, including exclusively residential and mixed-use projects. “Residential development” also includes any condominium conversion pursuant to Division 926 of this code.
- (o) “Very low income household” means a household whose income does not exceed the very low income limits applicable to Contra Costa County adjusted for household size, as published and periodically updated by the State Department of Housing and Community Development pursuant to Health and Safety Code section 50105. (Ord. 2006-43 § 2.)

822-4.208 Applicability. This chapter applies to all residential developments in the unincorporated area of the County, except those that are exempt under Section 822-4.408. (Ord. 2006-43 § 2.)

**Article 822-4.4
Requirements**

822-4.402 Inclusionary Unit Requirement.

- (a) In a residential development of five through 125 rental units, at least 15 percent of the rental

units shall be developed and rented as inclusionary units under the terms and conditions of Section 822-4.410(a). At least 20 percent of the inclusionary units shall be rented at an affordable rent to very low income households, and the remaining inclusionary units shall be rented at an affordable rent to lower income households. As an alternative to providing some or all of the inclusionary units required by this subsection, an in-lieu fee may be paid pursuant to Section 822-4.404.

- (b) In a residential development of five through 125 for-sale units, at least 15 percent of the for-sale units shall be developed and sold as inclusionary units under the terms and conditions of Section 822-4.410(b). At least 20 percent of the inclusionary units shall be sold at an affordable sales price to lower income households, and the remaining inclusionary units shall be sold at an affordable sales price to moderate income households. As an alternative to providing some or all of the inclusionary units required by this subsection, an in-lieu fee may be paid pursuant to Section 822-4.404.
- (c) In a residential development of 126 or more rental units, at least 15 percent of the rental units shall be developed and rented as inclusionary units under the terms and conditions of Section 822-4.410(a). At least 20 percent of the inclusionary units shall be rented at an affordable rent to very low income households, and the remaining inclusionary units shall be rented at an affordable rent to lower income households.
- (d) In a residential development of 126 or more for-sale units, at least 15 percent of the for-sale units shall be developed and sold as inclusionary units under the terms and conditions of Section 822-4.410(b). At least 20 percent of the inclusionary units shall be sold at an affordable sales price to lower income households, and the remaining inclusionary units shall be sold at an affordable sales price to moderate income households.
- (e) Affordable rents will be determined annually by the County. Affordable sales prices will be estimated annually by the County. The County will provide a developer with the exact affordable sales price at least 90 days before the developer markets the unit.
- (f) If the calculation of the required number of inclusionary units results in a fraction of a whole number, a partial in-lieu fee shall be paid in accordance with Section 822-4.404 for the fraction of the unit. The amount of the partial in-lieu fee shall be a percentage of the in-lieu fee for a single unit, with the percentage equal to the fraction of the whole number.
- (g) The calculation of the number of inclusionary units required by this chapter shall be made without including as part of the calculation any housing units authorized by a density bonus granted pursuant to this chapter or Chapter 822-2. (Ord. 2006- 43 § 2.)

822-4.404 In-Lieu Fee.

- (a) The amount of a fee that is paid in lieu of some or all inclusionary units will be established in the community development department's fee schedule adopted by the board of supervisors.
- (b) Fee amounts in the fee schedule for for-sale units will be calculated to be equivalent to the difference between the affordable sales price for a targeted household and the median price, as determined by the County, of all single-family home sales in the County within the previous 12 months. Fee amounts in the fee schedule for rental units will be calculated to be equivalent to the difference over a 55-year period between the average rent, as determined by the County, of a two-bedroom, one-and-a-half-bathroom apartment in the County and the annual affordable rent for a targeted household. Fee amounts will be calculated annually.
- (c) All fee revenues will be deposited in a restricted fund earmarked to provide housing opportunities for extremely low, very low, lower, and moderate income households.
- (d) Funds will be appropriated for expenditures authorized by law that make housing units affordable to extremely low, very low, lower, and moderate income households and for costs associated with administering the restricted fund.
- (e) In-lieu fees shall be paid before the first building permit is issued for any portion of the residential development. (Ord. 2006-43 § 2.)

822-4.406 Alternative Methods of Compliance. A developer may submit a proposal for complying with this chapter by proposing one or more of the following compliance alternatives:

- (a) **Off-Site Development.** Some or all of the required inclusionary units may be constructed off-site, or an existing off-site development may be acquired and rehabilitated to provide some or all of the required inclusionary units, if the County determines that the combination of location, unit size, unit type, pricing, and timing of availability of the proposed off-site inclusionary units would provide equivalent or greater benefit than would result from providing those inclusionary units on-site, or if the County determines that on-site construction of those inclusionary units would be infeasible. Any off-site inclusionary units must be constructed or rehabilitated prior to or concurrently with construction of the on-site residential development. The off-site development location must be appropriately zoned and all required entitlements issued for the off-site development alternative before building permits are issued for the on-site residential development. The off-site development location should be within a reasonable geographic distance of the on-site residential development, such as within the same school district or identified community, unless otherwise directed by the board of supervisors.

- (b) Land Conveyance. The developer may convey title to land in fee simple absolute to an affordable housing developer if all of the following requirements have been met:
- (1) The affordable housing developer has been approved by the County.
 - (2) The land is at a location in the County where the County permits residential use at a density that will result in the same or greater number of inclusionary units than would be produced by providing the units on site.
 - (3) The land is suitable for construction of inclusionary units in a manner that complies with this ordinance. The land must be suitable from the perspective of size, configuration, physical characteristics, physical and environmental constraints, access, location, adjacent use, and other relevant planning criteria.
 - (4) The land is served with the infrastructure necessary for residential development at that location, including sewer, utilities, water, streets and sidewalks.
 - (5) The developer must submit a Phase I environmental report before the land can be considered for conveyance.
- (c) The County may accept any combination of on-site construction, off-site construction, in-lieu fees and land conveyance, or any other feasible alternative, that in the County's determination would provide equivalent or greater benefit than that which would result from providing on-site inclusionary units.
- (d) Two or more developers of separate residential developments required to comply with this chapter may propose to meet their combined then-existing obligations under this chapter by doing any of the following:
- (1) Providing the total number of inclusionary units required of all developers at one residential development.
 - (2) Crediting inclusionary units in excess of the number required at one residential development toward the number of inclusionary units required at another residential development.
 - (3) Jointly providing a combination of feasible alternatives consistent with subsection (c) of this section.

Two or more developers may proceed under this subsection (d) only if the County determines

the proposal would result in equivalent or greater benefit than the benefit resulting from providing on-site inclusionary units at separate residential developments. When two or more developers propose to proceed under this subsection (d), each developer must submit an inclusionary housing plan pursuant to section 822-4.414 and enter into or amend an inclusionary housing agreement pursuant to section 822-4.416. (Ord. 2006-43 § 2.)

822-4.408 Exemptions.

- (a) The following residential developments are exempt from the requirements of this chapter:
 - (1) Residential developments of one through four dwelling units.
 - (2) The reconstruction of any dwelling units that were destroyed by a fire, flood, earthquake, or other act of nature, provided the square footage, number of units, and use of the units remain the same and the use is resumed within six months of the interruption.
 - (3) Residential developments that obtain one of the following before the effective date of this ordinance:
 - (A) A discretionary approval.
 - (B) A building permit.
 - (4) Residential developments that are exempt from the requirements of this chapter pursuant to state law, including but not limited to the following:
 - (A) Residential developments that obtain a vesting tentative map before the effective date of this ordinance, provided the vesting tentative map has not expired
 - (B) Residential developments where the application for a tentative map has been deemed complete by the County before the effective date of this ordinance.
- (b) A residential development that is located in or proposed for a County redevelopment area is exempt from the provisions of this chapter, provided the development is subject to a Redevelopment Agency disposition and development agreement, owner participation agreement, acquisition agreement or other written agreement that requires affordable housing to be produced in the development, or is subject to a condition of approval requiring the provision of affordable housing in the County redevelopment area. (Ord. 2006-43 § 2.)

822-4.410 Restrictions.

- (a) Rental Inclusionary Unit Restriction. The monthly rent for a rental inclusionary unit shall remain reserved for the target income level group at the applicable affordable rent for a period of 55 years.
- (b) For-Sale Inclusionary Unit Restrictions.
 - (1) The initial sale of a for-sale inclusionary unit shall occur only to a household that meets the following criteria:
 - (A) The household has not owned a residence within the previous three years; and
 - (B) The household has no more than \$250,000 in assets. This amount excludes assets reserved for a down payment and closing costs, assets in retirement savings accounts, and assets in medical savings accounts.
 - (2) The initial purchaser of a for-sale inclusionary unit must agree to occupy the dwelling unit as the principal residence for at least three years, unless an emergency requires the earlier sale of the unit.
 - (3) A for-sale inclusionary unit may be sold after the initial sale to an above-moderate income purchaser and at a market price, provided that the sale results in a recapture by the County of a financial interest in the unit equal to the sum of:
 - (A) The difference between the initial affordable sales price and the appraised market value of the unit at the time of the initial sale; and
 - (B) The County's proportionate share of any appreciation since the time of the initial sale. Appreciation is the difference between the resale price to the above-moderate income purchaser and the appraised market value at the time of the initial sale. The County's proportionate share of appreciation is equal to the percentage by which the initial affordable sales price was less than the appraised market value at the time of the initial sale.

The recaptured amount will be deposited in a restricted fund established pursuant to Section 822-4.404. (Ord. 2006-43 § 2.)

822-4.412 Standards.

- (a) Inclusionary units must be dispersed throughout the residential development and have access to all on-site amenities that are available to market rate units.
- (b) The construction quality and exterior design of inclusionary units must be comparable to the market rate units. However, inclusionary units may be smaller in size, developed on smaller lots, and have alternative interior finishes.
- (c) The average number of bedrooms for all inclusionary units must be equivalent to the average number of bedrooms for market rate units within the same residential development.
- (d) All inclusionary units must be constructed and occupied prior to or concurrently with the market rate units within the same residential development. For phased residential developments, the inclusionary units may be constructed and occupied in proportion to the number of dwelling units in each phase of the project. (Ord. 2006-43 § 2.)

822-4.414 Review.

- (a) Concurrently with a developer's first application for a discretionary approval for a residential development, the developer shall submit to the community development director an inclusionary housing plan for review.
- (b) An inclusionary housing plan shall include the following information:
 - (1) A brief description of the residential development, including the number of market rate units and inclusionary units proposed, and the basis for the calculation of the number of units.
 - (2) The unit mix, location, structure type, and size (including number of bedrooms) of the market rate and inclusionary units. A site plan depicting the location of the inclusionary units shall be provided.
 - (3) The household income levels of the inclusionary units.
 - (4) For a phased project, a phasing plan that provides for the timely development of the inclusionary units as the residential development is built out.
 - (5) A description of any incentives requested of the County.

- (6) If the developer intends to satisfy the inclusionary unit requirement by payment of an in-lieu fee, a statement to that effect, and a calculation of the total in-lieu fee payment required.
 - (7) If an alternative compliance method is proposed, information sufficient to allow the County to determine either that on-site construction of inclusionary units is infeasible or that an alternative method of compliance could provide equivalent or greater benefit than would result from providing those inclusionary units on site.
- (c) The community development director will preliminarily approve or reject the inclusionary housing plan within 45 days of receiving the proposed inclusionary housing plan.
 - (d) An application for a discretionary approval of the residential development must include an inclusionary housing plan. An application for a discretionary approval of the residential development will not be deemed complete for processing until after the inclusionary housing plan has been preliminarily approved. Preliminary approval of the inclusionary housing plan is required prior to any discretionary approval of the residential development. (Ord. 2006-43 § 2.)

822-4.416 Inclusionary Housing Agreements.

- (a) All developers whose projects are not exempt under Section 822-4.408 shall enter into an inclusionary housing agreement with the County, except where the requirements of this chapter are satisfied by payment of an in-lieu fee. The agreement shall be in a form provided by the community development director.
- (b) All inclusionary housing agreements will include, at a minimum, the following information:
 - (1) The number of for-sale units and rental units.
 - (2) The number, size, location, and square footage of inclusionary units.
 - (3) The market value and sales price or rental price of the inclusionary units.
 - (4) Incentives, if any.
 - (5) Provisions and documents for enforcing the restrictions established by Section 822-4.410, including deed restrictions in a form acceptable to the County.

- (6) Provisions for determining income eligibility and monitoring the ongoing affordability of inclusionary units.
 - (7) Provisions for enforcing the construction and occupancy standards specified in subsection (d) of section 822-4.412. These provisions may include withholding approval of permits for any structure or property located within the residential development.
 - (8) If an alternative compliance method has been proposed, provisions for implementation and enforcement of that method, consistent with section 822-4.406.
- (c) The inclusionary housing agreement must be executed before the approval of the final map or the issuance of the first building permit for any portion of the residential development, whichever occurs first. Following execution, the agreement will be recorded as a covenant running with the land against the real property of the residential development. (Ord. 2006-43 § 2.)

822-4.418 Incentives.

- (a) A developer may request a density bonus of 15 percent for any project that complies with the requirements of this chapter. A developer may request a density bonus under Chapter 822-2, and incentives or concessions under Chapter 822-2, for a project that includes moderate income, lower income, very low income, or senior housing units at levels beyond those required by this chapter.
- (b) The County may grant one or more of the following affordable housing development incentives in order to mitigate the financial impact of this chapter's requirements on a particular residential development:
 - (1) Fee deferrals or waivers.
 - (2) Provision of housing set-aside funds, tax exempt financing, or other financial assistance.
 - (3) Modification of zoning or development standards. (Ord. 2006-43 § 2.)

822-4.420 Compliance Monitoring Fee.

- (a) The County may establish a compliance monitoring fee to recover the County's reasonable costs incurred for ongoing implementation of this chapter. The fee will be an amount established by the board of supervisors in the community development department's fee

schedule.

- (b) For for-sale inclusionary units, the fee shall be payable by the developer at the time of the first sale. For rental inclusionary units, the property owner shall pay an annual fee each year during the term of the applicable inclusionary housing agreement. (Ord. 2006-43 § 2.)

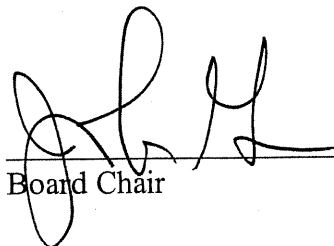
822-4.422 Taking Determination. The County may adjust or waive the requirements of this chapter if the applicant for approval of a residential development demonstrates the absence of any reasonable relationship or nexus between the impact of the development and either the amount of the fee charged or the inclusionary requirement, thereby effecting a taking of private property without just compensation or otherwise constituting a violation of the United States Constitution, California Constitution, or other applicable Federal or State laws. Any person requesting a waiver or adjustment must submit a written request not later than 15 days before the first public hearing on any discretionary approval for the residential development, accompanied by economic information and other evidence necessary for the County to make a determination regarding the request. If no discretionary approval is required or the action complained of occurs after the first public hearing on such approval, then the request shall be filed within 10 days after the challenged action. Authority to act on a request for a waiver or adjustment rests with the board of supervisors. (Ord. 2006-43 § 2.)

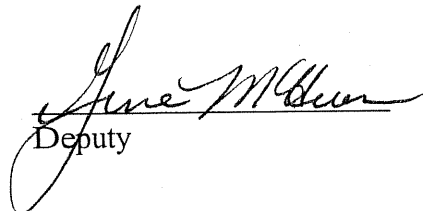
SECTION III. EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on October 24 2006, by the following vote:

- 4 AYES: Uilkema, Piepho, DeSaulnier, Glover and Gioia
- 1 NOES: None
- ABSENT: None
- 4 ABSTAIN: None

ATTEST: JOHN CULLEN,
Clerk of the Board of Supervisors
and County Administrator


Board Chair

By: 
Deputy

[SEAL]

TLG:
H:\2006\Community Development\Inclusionary Housing\ord - final5.wpd

Assembly Bill No. 1505

CHAPTER 376

An act to amend Section 65850 of, and to add Section 65850.01 to, the Government Code, relating to land use.

[Approved by Governor September 29, 2017. Filed with Secretary of State September 29, 2017.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1505, Bloom. Land use: zoning regulations.

The Planning and Zoning Law authorizes the legislative body of any county or city to adopt ordinances regulating zoning within its jurisdiction, as specified.

This bill would additionally authorize the legislative body of any county or city to adopt ordinances to require, as a condition of development of residential rental units, that the development include a certain percentage of residential rental units affordable to, and occupied by, moderate-income, lower income, very low income, or extremely low income households or by persons and families of low or moderate income, as specified, and would declare the intent of the Legislature in adding this provision.

This bill would also authorize the Department of Housing and Community Development, within 10 years of the adoption or amendment of an ordinance by a county or city after September 15, 2017, that requires as a condition of the development of residential rental units that more than 15% of the total number of units rented in the development be affordable to, and occupied by, households at 80% or less of the area median income, to review that ordinance if the county or city meets specified conditions. The bill would authorize the department to request, and require that the county or city provide, evidence that the ordinance does not unduly constrain the production of housing by submitting an economic feasibility study that meets specified standards. If the department finds that economic feasibility study does not meet these standards, or if the county or city fails to submit the study within 180 days, the bill would require the county or city to limit any requirement to provide rental units in a development affordable to households at 80% or less of the area median income to no more than 15% of the total number of units in the development. The bill would require the department to report any findings made pursuant to these provisions to the Legislature. The bill would also declare that these provisions regarding department review of certain land use ordinances address a matter of statewide concern.

The people of the State of California do enact as follows:

SECTION 1. Section 65850 of the Government Code is amended to read:

65850. The legislative body of any county or city may, pursuant to this chapter, adopt ordinances that do any of the following:

(a) Regulate the use of buildings, structures, and land as between industry, business, residences, open space, including agriculture, recreation, enjoyment of scenic beauty, use of natural resources, and other purposes.

(b) Regulate signs and billboards.

(c) Regulate all of the following:

(1) The location, height, bulk, number of stories, and size of buildings and structures.

(2) The size and use of lots, yards, courts, and other open spaces.

(3) The percentage of a lot which may be occupied by a building or structure.

(4) The intensity of land use.

(d) Establish requirements for offstreet parking and loading.

(e) Establish and maintain building setback lines.

(f) Create civic districts around civic centers, public parks, public buildings, or public grounds, and establish regulations for those civic districts.

(g) Require, as a condition of the development of residential rental units, that the development include a certain percentage of residential rental units affordable to, and occupied by, households with incomes that do not exceed the limits for moderate-income, lower income, very low income, or extremely low income households specified in Sections 50079.5, 50093, 50105, and 50106 of the Health and Safety Code. The ordinance shall provide alternative means of compliance that may include, but are not limited to, in-lieu fees, land dedication, off-site construction, or acquisition and rehabilitation of existing units.

SEC. 2. Section 65850.01 is added to the Government Code, to read:

65850.01. (a) The Department of Housing and Community Development, hereafter referred to as “the department” in this section, shall have the authority to review an ordinance adopted or amended by a county or city after September 15, 2017, that requires as a condition of the development of residential rental units that more than 15 percent of the total number of units rented in a development be affordable to, and occupied by, households at 80 percent or less of the area median income if either of the following apply:

(1) The county or city has failed to meet at least 75 percent of its share of the regional housing need allocated pursuant to Sections 65584.04, 65584.05, and 65584.06, as applicable for the above-moderate income category specified in Section 50093 of the Health and Safety Code, prorated based on the length of time within the planning period pursuant to paragraph (1) of subdivision (f) of Section 65588, over at least a five-year period. This determination shall be made based on the annual housing element report

submitted to the department pursuant to paragraph (2) of subdivision (a) of Section 65400.

(2) The department finds that the jurisdiction has not submitted the annual housing element report as required by paragraph (2) of subdivision (a) of Section 65400 for at least two consecutive years.

(b) Based on a finding pursuant to subdivision (a), the department may request, and the county or city shall provide, evidence that the ordinance does not unduly constrain the production of housing by submitting an economic feasibility study. The county or city shall submit the study within 180 days from receipt of the department's request. The department's review of the feasibility study shall be limited to determining whether or not the study meets the following standards:

(1) A qualified entity with demonstrated expertise preparing economic feasibility studies prepared the study.

(2) If the economic feasibility study is prepared after September 15, 2017, the county or city has made the economic feasibility study available for at least 30 days on its Internet Web site. After 30 days, the county or city shall include consideration of the economic feasibility study on the agenda for a regularly scheduled meeting of the legislative body of the county or city prior to consideration and approval. This paragraph applies when an economic feasibility study is completed at the request of the department or prepared in connection with the ordinance.

(3) The study methodology followed best professional practices and was sufficiently rigorous to allow an assessment of whether the rental inclusionary requirement, in combination with other factors that influence feasibility, is economically feasible.

(c) If the economic feasibility study requested pursuant to subdivision (b) has not been submitted to the department within 180 days, the jurisdiction shall limit any requirement to provide rental units in a development affordable to households at 80 percent of the area median income to no more than 15 percent of the total number of units in a development until an economic feasibility study has been submitted to the department and the department makes a finding that the study meets the standards specified in paragraphs (1), (3), and, if applicable, (2), of subdivision (b).

(d) (1) Within 90 days of submission, the department shall make a finding as to whether or not the economic feasibility study meets the standards specified in paragraphs (1), (3), and, if applicable, (2), of subdivision (b).

(2) If the department finds that the jurisdiction's economic feasibility study does not meet the standards in paragraphs (1), (3), and, if applicable, (2), of subdivision (b), the jurisdiction shall have the right to appeal the decision to the Director of Housing and Community Development or his or her designee. The director or his or her designee shall issue a final decision within 90 days of the department's receipt of the appeal unless extended by mutual agreement of the jurisdiction and the department.

(3) If in its final decision the department finds that jurisdiction's economic feasibility study does not meet the standards in paragraphs (1), (3), and, if applicable, (2), of subdivision (b), the jurisdiction shall limit any requirement

to provide rental units in a development affordable to households at 80 percent of the area median income to no more than 15 percent of the total number of units in a development until such time as the jurisdiction submits an economic feasibility study that supports the ordinance under review and the department issues a finding that the study meets the standards in paragraphs (1), (3), and, if applicable, (2), of subdivision (b).

(e) The department shall not request to review an economic feasibility study for an ordinance more than 10 years from the date of adoption or amendment of the ordinance, whichever is later.

(f) The department shall annually report any findings made pursuant to this section to the Legislature. The report required by this subdivision shall be submitted in compliance with Section 9795.

(g) The Legislature finds and declares that ensuring access to affordable housing is a matter of statewide concern and not a municipal affair, as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this section shall apply to an ordinance proposed or adopted by any city, including a charter city.

SEC. 3. The Legislature finds and declares all of the following:

(a) Inclusionary housing ordinances have provided quality affordable housing to over 80,000 Californians, including the production of an estimated 30,000 units of affordable housing in the last decade alone.

(b) Since the 1970s, over 170 jurisdictions have enacted inclusionary housing ordinances to meet their affordable housing needs.

(c) While many of these local programs have been in place for decades, a 2009 appellate court decision has created uncertainty and confusion for local governments regarding the use of this tool to ensure the inclusion of affordable rental units in residential developments.

(d) It is the intent of the Legislature to reaffirm the authority of local jurisdictions to include within these inclusionary housing ordinances requirements related to the provision of rental units.

(e) The Legislature declares its intent in adding subdivision (g) to Section 65850 of the Government Code, pursuant to Section 1 of this act, to supersede the holding and dicta in the court decision of *Palmer/Sixth Street Properties, L.P. v. City of Los Angeles* (2009) 175 Cal.App.4th 1396 to the extent that the decision conflicts with a local jurisdiction's authority to impose inclusionary housing ordinances pursuant to subdivision (g) of Section 65850 of the Government Code, as added pursuant to Section 1 of this act.

(f) In no case is it the intent of the Legislature in adding subdivision (g) to Section 65850 of the Government Code, pursuant to Section 1 of this act, to enlarge, diminish, or modify in any way the existing authority of local jurisdictions to establish, as a condition of development, inclusionary housing requirements, beyond reaffirming their applicability to rental units.

(g) This act does not modify or in any way change or affect the authority of local jurisdictions to require, as a condition of the development of residential units, that the development include a certain percentage of residential for-sale units affordable to, and occupied by, households with

incomes that do not exceed the limits for moderate-income, lower income, very low income, or extremely low income households.

(h) It is the intent of the Legislature to reaffirm that existing law requires that the action of any legislative body of any city, county, or city and county to adopt a new inclusionary housing ordinance be taken openly and that their deliberations be conducted openly consistent with the requirements of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

(i) Except as provided in subdivision (e), in no case is it the intent of the Legislature in adding subdivision (g) to Section 65850 of the Government Code, pursuant to Section 1 of this act, to enlarge, diminish, or modify in any way the existing rights of an owner of residential real property under Sections 1954.50 to 1954.535, inclusive, of the Civil Code and Sections 7060 to 7060.7, inclusive, of the Government Code.