

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
MAY 13, 2019

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Lawrence Palma; Dick Offerman; Dan Safran; David Brockbank, DCD; Kristian Lucas, HSD; Paula Troy; Scott Gordon; Emlyn Struthers, Clerk of the Board's Office; Jami Napier, Chief Asst Clerk of the Board; Mark Goodwin, District III Chief of Staff

### 1. Introductions

*Chair Burgis convened the meeting at 1:05 p.m. and invited attendees to introduce themselves.*

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

*Dick Offerman and Dan Safran of the Contra Costa Immigrant Rights Alliance spoke in favor of the County providing language translation services at public meetings.*

### 3. RECEIVE and APPROVE the Record of Action for the April 8, 2019 IOC meeting.

*The Committee approved the record of action for the April 8, 2019 IOC meeting as presented.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

### 4. INTERVIEW candidates for the pending vacant seat on the Retirement Board and determine recommendation for Board of Supervisors consideration on June 4.

- Scott Gordon, (Incumbent)
- Paula Troy

*The Committee interviewed Paula Troy and Scott Gordon, and decided to recommend to the Board of Supervisors the reappointment of Scott Gordon to the Seat #4 of the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term to expire on June 30, 2022.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. INTERVIEW candidates for appointment to the BOS Appointee 2 seat on the Airport Land Use Commission to a four-year term expiring on May 1, 2023, and DETERMINE recommendation for Board of Supervisors consideration:

- Geoffrey Logan, (incumbent Airport Manager's appointee), Walnut Creek
- Daniel Merino, Concord
- Lawrence Palma, Brentwood
- Ronald Reagan, (incumbent, BOS #2 appointee), Brentwood
- Chris Scott, Danville

*The Committee interviewed Lawrence Palma and decided to recommend to the Board of Supervisors the reappointment of Ronald Reagan to the BOS Appointee 2 seat on the Airport Land Use Commission to a new four-year term expiring on May 1, 2023.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. RECOMMEND to the Board of Supervisors the appointment of Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to complete the unexpired term ending on June 30, 2019 and to a the new two-year term for the period July 1, 2019 through June 30, 2021.

*The Committee approved the recommendation to appoint Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to complete the unexpired term ending on June 30, 2019 and to a the new two-year term for the period July 1, 2019 through June 30, 2021, and directed staff to forward the recommendation to the Board of Supervisors.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. Staff has determined that there is no incompatibility between the two offices of Retirement Board Trustee and Treasury Oversight Committee member, and recommends the appointment of Mr. Phillips to the Public 3 seat on the Treasury Oversight Committee to complete the remainder of the current term, which will expire on April 30, 2020.

*The Committee approved the recommendation to appoint John Phillips to the Public 3 seat on the Treasury Oversight Committee to complete the remainder of the current term, which will expire on April 30, 2020, and directed staff to forward the recommendation to the Board of Supervisors.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

8. ACCEPT report from the Environmental Health Division of Health Services summarizing activities since November 2018 to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance and the effects of the performance bond amount reduction.

*Kristian Lucas and David Brockbank presented the staff report. The Committee accepted the report as presented.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

9. The next meeting is currently scheduled for June 10, 2019.

10. Adjourn

*Chair Burgis adjourned the meeting at 2:20 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

3.

**Meeting Date:** 05/13/2019  
**Subject:** RECORD OF ACTION FOR THE APRIL 8, 2019 IOC MEETING  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

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

#### **Referral Update:**

Attached is the Record of Action for the April 8, 2019 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the April 8, 2019 IOC meeting.

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

None.

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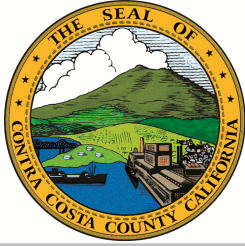
#### **Attachments**

DRAFT IOC Record of Action for April 8, 2019

#### **Minutes Attachments**

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
APRIL 8, 2019

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Hannah Brown; Kirsten Upshaw; Emlyn Struthers, Clerk of the Board's Office; Jami Napier, Chief Asst Clerk of the Board; Phyllis Gordon; Sarah Kennard; Maureen Parkes, DCD; Joey D. Smith; Michael Kent, HSD Hazardous Materials Program; Jill Ray, BOS District II Representative; Mark Goodwin, District III Chief of Staff

### 1. Introductions

*Chair Burgis called the meeting to order at 1:05 p.m. and invited attendees to introduce themselves.*

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

*No one requested to speak during the public comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the March 11, 2019 IOC meeting.

*Supervisor Andersen approved the record of action for the March 11, 2019.  
(Supervisor Burgis was not present at the March 11 meeting.)*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSTAIN)  
Passed

### 4. RECOMMEND to the Board of Supervisors the appointment of the Jonathan Bash, representing the Sierra Club, to the Environmental Organizations #2 seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2019 and to a new term that will expire on December 31, 2023.

*The Committee approved the appointment of Jonathan Bash, representing the Sierra Club, to the Environmental Organizations #2 seat on the Hazardous Materials Commission and directed staff to forward the recommendation to the Board of Supervisors.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2019 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$67,267.

*The Committee approved the recommendations from the Fish & Wildlife Committee for the allocation of 2019 Fish and Wildlife Propagation Fund grant funds to ten projects totaling \$67,267 and directed staff to forward the recommendations to the Board of Supervisors.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. CONSIDER Commission for Women and staff recommendations regarding proposed modification to the Commission's bylaws and PROVIDE direction to staff.

*The Committee directed staff the make the following modifications to the Commission's proposed bylaws and forward the modified bylaws to the Commission and then the Board of Supervisors for adoption:*

- *Article 1, Name, Section 2: Restore the original Commission name in the history paragraph.*
- *Article III, Section 1, Members: Clarify that commissioners who also have membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.*
- *Article III, Section 2, Membership Responsibilities: Restore the requirement for members to attend at least one BOS meeting and the responsibility to be an ambassador and proponent of the Commission.*
- *Article IV, Section 3, Term of Office: Clarify that no commissioner shall serve in the same executive officer position for more than two consecutive years and as a member of the Executive Committee for more than four consecutive years.*

*The Committee also encouraged the Commission to develop an annual budget to use as a basis for fundraising, and also to track and engage with the Board of Supervisors on countywide issues and initiatives that impact women and girls, including for example, human trafficking, women's health, women veterans, etc.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. ACCEPT the 2017-2019 Triennial Review Phase II Report and specific recommendations summarized below:

1. DIRECT the County Administrator to continue implementation with the third cycle of the triennial review process for the remaining advisory bodies.
2. DIRECT the Clerk of the Board to assist with bylaw updates for the Advisory Council on Equal Employment Opportunity, related to membership and quorum requirement.
3. DIRECT the Clerk of the Board to collaborate with the District V Supervisor, County Counsel, and the Rodeo MAC to update the bylaws to perform advisory duties previously completed by the CSA R-10 Citizen Advisory Committee.
4. DIRECT the Clerk of the Board to collaborate with the District V Supervisor and related county departments to consider discontinuing the inactive M-16 Citizens Advisory Committee.
5. DIRECT the Clerk of the Board to collaborate with the District IV Supervisor to update the bylaws of the Contra Costa Centre MAC's membership and composition.
6. REQUEST that the Clerk of the Board explore new review formats to better capture the compliance of advisory bodies with county and state requirements for future cycles of the triennial review.
7. DIRECT the Clerk of the Board and County Counsel to offer a Brown Act, Better Government Ordinance, and Advisory Boards overview training for advisory board staff and chairs in 2019.
8. AUTHORIZE the Clerk of the Board to create materials and resources related to online posting requirements, for those bodies that are currently required under county policy to post agendas online.
9. AUTHORIZE the Clerk of the Board to research and develop new training requirements for advisory board members and advisory board staff, which will return to the Internal Operations Committee for discussion and approval.

***Emlyn Struthers presented the staff report, indicating that she is consulting the District Supervisors regarding recommendations pertaining to bodies wholly within a supervisorial district to determine what, if any, additional action should be taken. Specifically:***

- ***The suggestion to combine the functions of the R-10 Citizen Advisory Committee and the Rodeo MAC has been discussed with Supervisor Glover's staff and they have indicated support for the idea. Clerk of the Board will continue to coordinate with Supervisor Glover and his staff to implement any recommended changes.***
- ***Clerk of the Board has been in contact with Supervisor Glover's office regarding the suggestion to sunset the M-16 Citizen Advisory Committee. Supervisor Glover's office has requested that Clerk of the Board consult with***

*Public Works and the Department of Conservation and Development to confirm whether they see a continuing need for the Committee. Clerk of the Board will then coordinate with the District V office regarding any changes.*

- *Supervisor Mitchoff's staff has indicated that the Supervisor would like to modify the Contra Costa Centre MAC. Clerk of the Board will coordinate with Supervisor Mitchoff's office to implement any recommended changes to Contra Costa Centre MAC.*

*The Committee accepted the staff report and recommendations and directed that they be forwarded to the Board of Supervisors for its information.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

8. The next meeting is currently scheduled for May 13, 2019.
9. Adjourn

*Chair Burgis adjourned the meeting at 2:05 p.m.*

For Additional Information Contact:

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

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 05/13/2019

**Subject:** INTERVIEW CANDIDATES FOR ONE VACANCY ON THE  
RETIREMENT BOARD OF TRUSTEES

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

**Department:** County Administrator

**Referral No.:** 19/5

**Referral Name:** ADVISORY BODY RECRUITMENT

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

**Contact:** Julie DiMaggio Enea 925.335.1077

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### **Referral History:**

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

### **Referral Update:**

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

On June 30, 2019, the term for seat #4 on the County Retirement Board will expire, creating a vacancy. At the direction of the Internal Operations Committee, staff initiated a four-week recruitment by issuing a press release (**attached**) on April 2nd advertising the vacancy, with an application deadline of April 26th.

For advisory body vacancies, our standard advertising includes:

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

The recruitment garnered two applications, from incumbent Scott Gordon and Paula Troy, both of Martinez. The term of office for the vacant Board of Supervisors appointee seat is July 1, 2019 - June 30, 2022.

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

INTERVIEW candidates for the pending vacant seat on the Retirement Board and determine recommendation for Board of Supervisors consideration on June 4.

- Scott Gordon, (Incumbent)
- Paula Troy

**Fiscal Impact (if any):**

None to the County. Retirement Board Trustees receive a stipend of \$100 per meeting, plus mileage reimbursement, paid by CCCERA.

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**Attachments**

PRESS PUBLICATION RETIREMENT BOARD 2019 SCHEDULED VACANCY 4-1-19

Candidate Application Scott Gordon CCCERA

Candidate Application Paula Troy CCCERA

Retirement Board Time Commitment

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

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

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IMMEDIATE RELEASE  
April 2, 2019

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

### **Would You Like to Serve on Contra Costa County's Retirement Board?**

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

Regular meetings of the Retirement Board are held the second and fourth Wednesdays of each month beginning at 9:00 am and sometimes extending into the afternoon. There may also be additional meetings on special topics that arise from time to time. Members of the Retirement Board receive \$100 per meeting up to a monthly maximum of \$500, plus reimbursement for actual and necessary expenses. The appointment will be for a full three-year term beginning July 1, 2019 and ending June 30, 2022.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or visiting the County webpage at [www.co.contra-costa.ca.us/3418](http://www.co.contra-costa.ca.us/3418). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, April 26, 2019**. Applications can also be emailed to [ClerkoftheBoard@cob.cccounty.us](mailto:ClerkoftheBoard@cob.cccounty.us).

Applicants should plan to be available for public interviews on Monday, May 13, 2019 in Martinez. Further information about the Retirement Board can be obtained by calling CCCERA CEO Gail Strohl at (925) 521-3960 or by visiting the website [www.cccera.org](http://www.cccera.org).

###

Application Form

Profile

Scott W Gordon  
First Name Middle Initial Last Name

Home Address Suite or Apt  
Martinez CA 94553  
City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 5

BOS Appointee 4  
Seat Name

Education

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

☒ High School Dipoloma

College/ University A

UC Santa Barbara  
Name of College Attended

B.A., Economics  
Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University B

UC Hastings College of the Law  
Name of College Attended

Juris Doctor

Degree Type / Course of Study / Major

**Degree Awarded?**

☒ Yes ☐ No

**College/ University C**

Washington State University

Name of College Attended

Economics

Degree Type / Course of Study / Major

**Degree Awarded?**

☐ Yes ☒ No

**Other schools / training completed:**

Course Studied

Hours Completed

**Certificate Awarded?**

☐ Yes ☐ No

**Board and Interest**

**Which Boards would you like to apply for?**

Contra Costa County Employees Retirement Association (CCCERA): Submitted

BOS Appointee 4

Seat Name

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

☒ Yes ☐ No

60 + Meetings attended

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

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

I am serving my second full term as a Pension Board Trustee and believe I am qualified based on my experience, the performance of the CCCERA fund and the improvements the Board has instituted and should be re-appointed for an additional term.

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## **Qualifications and Volunteer Experience**

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

Prior service includes the Martinez Education Foundation, Martinez Community Foundation, and Non-profit boards that made substantial public improvements for both MDUSD and MUSD athletic facilities.

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

As noted above, I am serving my second full term as a Pension Board Trustee and believe I am qualified based on my experience, the performance of the CCCERA fund and the improvements the Board has instituted and should be re-appointed for an additional term. I have an excellent attendance record for our Board meetings, and am currently serving as Vice Chairperson of the Board. I previously served as Secretary of the Board. When appointed in 2013, the Board was mired in litigation and hearings on various policy issues, and it has taken some time but 5 years later we are now a much healthier independent District/agency with a working collegial board and talented staff. Our employee pension fund has now grown to over \$9 Billion and is 90+% funded, a fund health metric that all of our Board members are extremely proud of. I believe I have served successfully as an appointed fiduciary in the public interest, serving to enhance the benefits of all active members and beneficiaries as is our duty.

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Upload a Resume

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## **Conflict of Interest and Certification**

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

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☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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Please Agree with the Following Statement

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

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☒ I Agree

Application Form

Profile

Paula A Troy  
First Name Middle Initial Last Name

Home Address Suite or Apt  
Martinez CA 94553  
City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

None Selected

Seat Name

Education

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

☒ High School Dipoloma

College/ University A

California State University  
Sacramento  
Name of College Attended

BS, Finance  
Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

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Degree Type / Course of Study / Major

### Degree Awarded?

☐ Yes ☐ No

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### College/ University C

---

Name of College Attended

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Degree Type / Course of Study / Major

### Degree Awarded?

☐ Yes ☐ No

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### Other schools / training completed:

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Course Studied

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Hours Completed

### Certificate Awarded?

☐ Yes ☐ No

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### Board and Interest

#### Which Boards would you like to apply for?

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Contra Costa County Employees Retirement Association (CCCERA): Submitted

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Seat Name

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

☐ Yes ☒ No

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

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

My background is with Public Funds, attending board meetings, working for State Street Bank as the custodian for Public Funds. I have a passion for knowledge of investments and am familiar with unfunded liabilities associated with Public Funds. I would love to serve on the board, with my previous knowledge of investments and public funds.

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## **Qualifications and Volunteer Experience**

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

Have been a member of SACRS.

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

Financial Services Professional with in-depth experience in client service and operational management. Proven record working with very large public fund clients that range in portfolio size and complexity. Recognized for establishing, nurturing, and retaining valuable clients and relationships. Known for working closely with a variety of partner organizations and internal departments in the coordination of services and information, ensuring that client needs are met.

[TroyP\\_resume\\_2018.docx](#)

Upload a Resume

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## **Conflict of Interest and Certification**

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

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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**Please Agree with the Following Statement**

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

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☒ I Agree

# PAULA TROY

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Martinez, California 94553 ☐



## SUMMARY OF EXPERIENCE

**Financial Services Professional** with in-depth experience in client service and operational management. Proven record working with very large public fund clients that range in portfolio size and complexity. Recognized for establishing, nurturing, and retaining valuable clients and relationships. Known for working closely with a variety of partner organizations and internal departments in the coordination of services and information, ensuring that client needs are met.

## PROFESSIONAL EXPERIENCE

**AMG/STANTEC/CITY OF PLEASANT HILL/ TRANSPAC / 511 CONTRA COSTA** Pleasant Hill, CA  
**2013-PRESENT**

### *Project Controls Specialist*

Management of project and program budgets, cost control functions including budgeting, estimating, and forecasting. Process invoices, expenditure tracking, compile monthly reimbursement invoices, payroll reconciliation and maintaining related records with Contra Costa Transportation Authority. Carpool Instead incentive distribution, coordination of the Contra Costa County Library's Discover & Go transit promotion, Employer outreach, SchoolPool, and commute incentives. Maintain access databases and assist with audits.

**STATE STREET CALIFORNIA, INC.,** Alameda, California

**1992 - 2011**

### *Client Service Officer*

**1998 - 2011**

Managed all aspects of client service relationships for 7 Public Fund Clients worth \$35 billion. Facilitated client requests and deliverables, ensuring compliance with internal and external regulations, procedures, and controls while ensuring client satisfaction and retention.

- Implemented efficiencies with a significant reduction of exceptions by centralizing daily functions within the accounting team.
- Developed and implemented significant reductions through efficiencies and outsourcing, resulting in a reduction of turnover from 25% to 10%.
- Created procedure manuals for all online system access for daily and monthly activity for hedge fund/commingled portfolios.
- Researched, analyzed, and presented all P&L sheets in a clear concise form, projecting changes in revenue, operating income, cash position, and compensation calculations.
- Presented to Public Retirement Boards for service updates, education, RFP's.
- Received the Quality Management Award.

### *Client Service Manager*

**1995 - 1998**

Managed 14 portfolio accountants and 3 Quality Control Specialists in a dynamic team environment. Maintained accurate daily fund accounting records for 21 Public Fund Clients.

- Increased client satisfaction through improved performance and delivery of vital financial information.
- Improved cash operation accuracy and efficiency, contributing to client satisfaction as indicated on client survey.

### *Quality Control Specialist*

**1994 - 1995**

Responsible for the training and development of new Portfolio Accountants.

- Developed and implemented operating procedures for consistency and improved delivery of client service at all levels.
- Ensured internal and external reporting met established quality standards and developed new processes/documents for complex client reporting.

### *Portfolio Accountant*

**1992 - 1994**

Responsible for accounting of securities of pension funds including general ledger accounting, pricing, and verification of daily financial statements. Proofed account balances on global and domestic funds as well.

## TRAINING AND EDUCATION

Compliance (GASB40, GASB53), Money Laundering, and Diversity  
B.S. Business Administration, Finance concentration - California State University, Sacramento

**CONTRA COSTA COUNTY  
EMPLOYEES' RETIREMENT ASSOCIATION**

**RETIREMENT BOARD MEMBERSHIP**

**TIME COMMITMENTS,  
CONFLICTS OF INTEREST,  
FIDUCIARY LIABILITY**

**Regular Meetings**

The Board normally holds its regular business meeting the second and fourth Wednesdays of each month except in May and November, when the meeting scheduled for the second Wednesday is usually moved to the first Wednesday of the month. Meetings begin at 9:00 a.m. and most often end before 4:00 p.m. The agenda and meeting materials are mailed 6 days before the meeting. Reviewing the packet and preparing for a meeting takes up to 4-5 hours. Post-meeting time can vary from 1-4 hours.

Appointed Board members receive a stipend of \$100 per Board meeting, regardless of the length of time of the meeting. There is no reimbursement for time spent at seminars and onsite visits.

**Special Meetings**

The Board holds special meetings to hear presentations from firms during a manager search, to review results of the annual actuarial valuation, to meet with investment managers to review performance, and to meet with advisors and consultants on matters of particular interest, which may arise from time to time.

Typically there are 4-6 of these additional meetings each year and are typically scheduled for a morning starting time. Preparation also varies depending on the subject matter.

**Standing Committees**

The Board currently has one standing committee (Audit), which meets at least once per quarter.

**Miscellaneous Time**

Board members are provided with subscriptions to several pension and investment-related magazines and periodicals that are intended to help the trustee stay informed on events, products, regulations, providers, concepts, innovations, controversies, and people as they relate to pension fund administration. Time to review these materials varies depending on the extent to which the trustee feels the need for this information.

### **Travel and Training**

The Retirement Board serves as fiduciary for the Association's Trust. As fiduciaries, Board members are held to the "prudent person" standard on investment decisions. For this reason, the Board places a great deal of emphasis on continuing education of its members. Trustees are encouraged to attend seminars and conferences dealing with benefits administration and investments. These educational opportunities are regularly placed on the Board meeting agenda. The association reimburses Board members for expenses incurred in conjunction with any training specifically authorized.

The typical Board member spends from 7-12 days attending educational seminars and conferences each year. This typically can be much higher for the first few years of Board membership due to the learning curve for public defined benefit plans and investments.

### **On Site Visits**

Board procedure is to perform on site visits with newly approved investment managers before hire, and existing managers on a periodic basis. These visits include travel, both local and across the country, and should be performed by all Board members on a rotating basis.

Note: Travel expenses are reimbursed in accordance with CCCERA's Travel Policy.

### **Conflicts of Interest**

Board members are prohibited from marketing any investment, consulting or related service to the Board or to the Boards of any other 1937 Act Retirement Systems. For example, if a Board member is employed by XYZ Advisors, a firm that provides investment or consulting services to institutional investors, it is not legal for that Board member to market XYZ's services to the Board, or any other 1937 Act Retirement System Board. The same applies if the Board member is employed by XYZ Advisors and markets, or provides investment or consulting in an ongoing relationship with the Board or any other 1937 Act Retirement Board.

Board members are required to file disclosure forms each year. Such things as sources of income for the Board member and his or her spouse, property ownership, partnerships, investments, and gifts are required to be disclosed. All disclosure documents are open to the public.

### **Fiduciary Liability**

Trustees are held to a strict code of conduct in every decision they make as Board members. Although infrequent in the public sector, a Board member can be sued for personal liability arising from a decision or action by the Board. The Association procures fiduciary liability insurance to cover the Board in its official capacity but is precluded by law from purchasing similar coverage for personal liability of each Board member. Such coverage is, however, available to Board members at a nominal cost.

## SUMMARY OF TIME COMMITMENTS

### MEETINGS

	Minimum Hours/Year	Maximum Hours/Year
Monthly Meetings		
Prep. Time	120	216
Meeting	144	160
Special Meetings		
Prep. Time	8	12
Meeting	20	30
TOTAL	292	418

### EDUCATION

7 – 12+ days per year attending out-of-town seminars and conferences.

### ON SITE VISITS

2 – 6 days per year attending out of town on site visits with investment managers



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 05/13/2019  
**Subject:** CANDIDATE INTERVIEWS FOR AIRPORT LAND USE COMMISSION  
**Submitted For:** John Kopchik, Director, Conservation & Development Department  
**Department:** Conservation & Development  
**Referral No.:** IOC 19/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Jamar Stamps      **Contact:** Jamar Stamps (925) 674-7832

---

### **Referral History:**

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

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

The Internal Operations Committee conducts interviews for the two County seats described in item 2, above, and makes recommendations to the Board of Supervisors for appointment. Seat terms are four years, expiring the first Monday in May.

### **Referral Update:**

The term of the BOS Appointee #2 seat expired on May 6, 2019. The term of the new appointee will end on May 1, 2023.

The Conservation and Development Department recruited for four weeks to fill the vacancy. Five applications, attached, were received. Also attached are the current Commission roster and recruitment announcement.

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

INTERVIEW candidates for appointment to the BOS Appointee 2 seat on the Airport Land Use Commission to a four-year term expiring on May 1, 2023, and DETERMINE recommendation for Board of Supervisors consideration:

- Geoffrey Logan, (incumbent Airport Manager's appointee), Walnut Creek
- Daniel Merino, Concord
- Lawrence Palma, Brentwood
- Ronald Reagan, (incumbent, BOS #2 appointee), Brentwood
- Chris Scott, Danville

**Fiscal Impact (if any):**

None.

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**Attachments**

ALUC Press Release 2019

Candidate Application Geoffrey Logan ALUC

Candidate Application Daniel Merino ALUC

Candidate Application Lawrence Palma ALUC

Candidate Application Ronald Reagan ALUC

Candidate Application Chris Scott ALUC

**Minutes Attachments**

*No file(s) attached.*

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

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## Media Advisory

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### FOR IMMEDIATE RELEASE

Tuesday, March 26, 2019

**Contact:** Jamar Stamps, AICP  
Dept. of Conservation & Development  
Community Development Division  
Phone: (925) 674-7832  
Email: [jamar.stamps@dcd.cccounty.us](mailto:jamar.stamps@dcd.cccounty.us)

### **WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA COUNTY AIRPORT LAND USE COMMISSION? County Board of Supervisors Appointee #2**

CONTRA COSTA COUNTY – The County is seeking individuals who are interested in serving on Contra Costa County's Airport Land Use Commission ("ALUC"). The Commission's role and responsibilities are to:

- Formulate land use policies that restrict the development of lands to assure compatibility with planned operations of public use airports;
- Review the general plans of local agencies for consistency with the Airport Land Use Compatibility Plan; and
- Review proposed modification to the airport master plans for consistency with the Airport Land Use Compatibility Plan.

Commission members are expected to attend at least one meeting a month. Regular meetings of the ALUC are held on the third Thursday of each month at 7:00 p.m. in the Department of Conservation and Development, Zoning Administrator Room, 30 Muir Road, Martinez, CA 94553. Background study, occasional filed trips and extra meetings are sometimes necessary. Members shall serve without compensation. During the term of office, each member shall reside or work in Contra Costa County.

There are seven members on the ALUC. There is one vacancy for a commissioner that is appointed by the Board of Supervisors. The appointed members are required to comply with the Fair and Political Practices Commission, Conflict of Interest Code reporting requirements in State law. The term of office of each member is four years and until the appointment and qualification of his or her successor.

Application forms are available at the Clerk of the Board of Supervisors by visiting the County webpage at <http://www.contracosta.ca.gov/DocumentCenter/View/6433> or by calling (925) 335-1900. Return completed applications to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 **postmarked by Friday, April 26, 2019.**

For further information, please call Jamar Stamps, ALUC staff, with the Department of Conservation & Development, Transportation Planning Division, at (925) 674-7832.



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:

Airport Land Use Commission

Commissioner

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Logan	Geoffrey	Bruce
	(Last Name)	(First Name)	(Middle Name)
2. Address:	1035	Walnut Creek	CA 94595
	(No.)	(Street)	(City) (State) (Zip Code)
3. Phones:	(609) 333-01		
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:			

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) Univ. of Cal/ Santa Barbara	Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1983
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2002</div>      <div>Present</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>17</div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>President</div>  Employer's Name and Address  <div>Business Aviation Insurance Services, Inc.</div></p>	<p>Duties Performed  <div>Own a specialty insurance brokerage.</div></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>1997</div>      <div>2002</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>5</div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Western Region manager</div>  Employer's Name and Address  <div>AJ Gallagher Insurance</div></p>	<p>Duties Performed  <div>Aviation insurance broker</div></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>1986</div>      <div>1997</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>11</div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Aviation underwriter</div>  Employer's Name and Address  <div>United States Aircraft Insurance Group</div></p>	<p>Duties Performed  <div>Aviation insurance underwriter.</div></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div>      <div></div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div></div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div></div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div></div></p>

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other currently serving

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

If Yes, please identify the nature of the relationship:

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

Date: 3-28-19

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.

# Application Form

## Profile

### Which Boards would you like to apply for?

Airport Land Use Commission: Submitted

Seat Name (if applicable)

### Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

i have always discussed my ideas as well as plans to the airport project s RETIRED FOR 2 YEARS I HAVE THE TIME AND GOOD HEALTH TO HELP OUR CITY i have lived and worked in the proximity for 30 yrs of the airport it should be moved and expanded or restricted a small air port for a growing area stops construction as well as safety issues Buchanan golf course can be expanded and housing in this area is badly needed

### This application is used for all boards and commissions

daniel

First Name

d

Middle Initial

merino

Last Name

Email Address

Home Address

Suite or Apt

concord

City

CA

State

94518

Postal Code

Primary Phone

swisstimegroupllc

Employer

vice president in charge of logistics

Job Title

helping run an international company with travel and shipping /customs

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

---

## Education History

Select the highest level of education you have received:

☒ Other

sf state undergraduate

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

## College/ University A

sf state university

Name of College Attended

bussiness/history/real estate law

Course of Study / Major

3

Units Completed

## Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

---

## College/ University B

college of san mateo

Name of College Attended

astromny

Course of Study / Major

3

Units Completed

## Type of Units Completed

☒ Semester

## Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

---

## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

None Selected

## Degree Awarded?

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

feb 19 2006 aug 23 2016 retired

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

vice president

Position Title

## Employer's Name and Address

swisstimegroupllc Michael Anthony 925 269 7256

## Duties Performed

---

customer services logistics for shipments

---

## 2nd

1994/2004

---

Dates (Month, Day, Year) From - To

60

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

sales manager the western region  
of the US and Canada

---

Position Title

## Employer's Name and Address

---

gucci group /kering 1999 The acquisition of a controlling stake in the Gucci Group, in 1999, marked a new stage in the Group's development with the creation of a coherent and complementary set of major luxury brands. Kering continues to grow, building on the potential of its brands and a strong ambition to be the world's most influential luxury group in terms of creativity, sustainability and economic performance.

## Duties Performed

---

sales manager for Balgiano ltd western region part of gucci group our company bought out in 1994 gucci became Kering in 1999 worked until 2004 major heart surgery 6 way by pass heart surgery john muir 10 /15/2003

---

## 3rd

1986 /1994

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

sales

Position Title

## Employer's Name and Address

1526 grant st concord cal dan merino

## Duties Performed

my wife started a purse company i sold purse's went to all shows sold to buyers of capwells magnin marshall field traveling from trade shows went to a lot of airports used shipping from india to china s.korea england italy and south america

Upload a Resume

## Final Questions

### How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

---

**I understand that this form is a public document and is subject to the California Public Records Act.**

---

☒ I Agree

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

Airport Land Use Commission: Submitted

Seat Name (if applicable)

#### Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am a retired Senior Master Aviator, licensed Air traffic Controller, US and Canadian commercial /instrument -ATP with approximately 30,000 hours and 58 years experience in all aspects of military and commercial operations in parts 1333,135,141,91 etc

#### This application is used for all boards and commissions

Lawrence

First Name

W

Middle Initial

Palma

Last Name

Email Address

Home Address

Brentwood

City

Suite or Apt

CA

State

94513

Postal Code

Primary Phone

Retired

Employer

Director of Operations

Job Title

Commercial Aviation 1st responder

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

---

### Education History

#### Select the highest level of education you have received:

☒ Other

MMS

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

## College/ University A

Command staff and war college

Name of College Attended

Military science

Course of Study / Major

240

Units Completed

## Type of Units Completed

☒ Quarter

## Degree Awarded?

☒ Yes ☐ No

MMS

Degree Type

1970

Date Degree Awarded

---

## College/ University B

San Diego City College

Name of College Attended

Speech/communications

Course of Study / Major

168

Units Completed

## Type of Units Completed

☒ Semester

## Degree Awarded?

☒ Yes ☐ No

AA

Degree Type

1990

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

### Type of Units Completed

None Selected

### Degree Awarded?

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

### Other schools / training completed:

---

Course Studied

---

Hours Completed

### Certificate Awarded?

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

---

1-12-1990 to 9-20-2015

Dates (Month, Day, Year) From - To

---

Until the contract was finished

Hours per Week Worked?

**Volunteer Work?**

☐ Yes ☐ No

Director of Operations

Position Title

**Employer's Name and Address**

Tundra Chopters Fairbanks Alaska

**Duties Performed**

Managed 35 Air Crews

2nd

Dates (Month, Day, Year) From - To

14

Hours per Week Worked?

**Volunteer Work?**

☒ Yes ☐ No

Wing Commander

Position Title

**Employer's Name and Address**

EVAC Brown Field San Diego Ca

**Duties Performed**

1st responders to natural or man made disasters

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

**Volunteer Work?**

☐ Yes ☐ No

Position Title

**Employer's Name and Address**

---

**Duties Performed**

---

---

Upload a Resume

---

**Final Questions**

**How did you learn about this vacancy?**

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

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

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

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

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

**I understand that this form is a public document and is subject to the California Public Records Act.**

---

☒ I Agree



**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:**

Airport Land Use Commission

Commissioner

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

<b>1. Name:</b>	Reagan	Ronald	Ray
	(Last Name)	(First Name)	(Middle Name)
<b>2. Address:</b>	Brentwood, CA. 94513		
	(No.)	(Street)	(Apt.) (City) (State) (Zip Code)
<b>3. Phones:</b>			
	(Home No.)	(Work No.)	(Cell No.)
<b>4. Email Address:</b>			

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

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

Give Highest Grade or Educational Level Achieved: Masters Degree in Taxation

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	General	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	
B) William Howard Taft University	Taxation	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	
C) William Howard Taft University	Tax Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MST	
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

**THIS FORM IS A PUBLIC DOCUMENT**

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

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>1979</div>      <div>2019</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>40</div>      <div></div>  Hrs. per week <div>40+-</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>President</div>  Employer's Name and Address  <div>Reagan Management Services</div></p>	<p>Duties Performed  <div>Accounting and taxation</div></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div>      <div></div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div></div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div></div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div></div></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div>      <div></div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div></div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div></div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div></div></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div>      <div></div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div></div>      <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div></div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div></div></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other current member

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: 4/16/2019

### Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

**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.

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Aviation Advisory Committee: Submitted  
Airport Land Use Commission: Submitted

Contra Costa County Airports  
Aviation Advisory Committee

---

Seat Name (if applicable)

#### Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

---

Contra Costa County has shown so much growth in the last thirty years and I'm always interested what impact this has on local airports. I started flying out of Buchanan over fifty years ago when I turned sixteen and look to the future to see how aviation can be managed to benefit all.

#### This application is used for all boards and commissions

Chris	L	Scott
First Name	Middle Initial	Last Name

Email Address 

---

Home Address <hr/>	Suite or Apt <hr/>
Danville	CA
City	State
	94526
	Postal Code

Primary Phone 

---

Self	Owner	Photographer
Employer	Job Title	Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

DVC/Laney  
Name of College Attended

General/Photography  
Course of Study / Major

55  
Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

### Type of Units Completed

None Selected

### Degree Awarded?

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

### Other schools / training completed:

---

Course Studied

---

Hours Completed

### Certificate Awarded?

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

1/1/1970 - 12/20/2018

---

Dates (Month, Day, Year) From - To

up to 80 hrs/week

---

Hours per Week Worked?

**Volunteer Work?**

---

☒ Yes ☐ No

Chef

---

Position Title

**Employer's Name and Address**

---

Taylor Family Foundation

**Duties Performed**

---

Prepared food for volunteers during annual fundraising auction.

---

2nd

---

Dates (Month, Day, Year) From - To

Hours per Week Worked?

---

**Volunteer Work?**

---

☐ Yes ☐ No

Position Title

---

**Employer's Name and Address**

---

**Duties Performed**

---

3rd

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

---

## Volunteer Work?

☐ Yes ☐ No

Position Title

## Employer's Name and Address

## Duties Performed

[Chris\\_Scott\\_Resume\\_1.doc](#)

Upload a Resume

## Final Questions

### How did you learn about this vacancy?

☒ Other

Nextdoor Danville Public  
Information Officer

If "Other" was selected please explain

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

### Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

☒ I Agree

Chris Scott

Diablo, CA 94528

## Chris Scott

### Objective

To obtain a position at a progressive company where I can share my expertise and help build a strong synergy between the organization, my team and myself.

### Attributes

- Strong organizational, communicative, and time management skills
- Excellent coordinator
- Group leader
- Dedicated and dependable worker
- Fast learner and motivated to deliver positive business results
- Adapts quickly to changing environment
- Ability to identify and troubleshoot critical issues

### Education

**Laney College, Oakland, Ca. (2 Years)**

Advanced Photography Program

### Experience

#### **Business Owner**

##### **Chris Scott Photography (1970 - Present)**

- Managed my commercial photography studio in San Francisco
- Worked with ad agency art directors and designers in development of ad campaigns and corporate collateral material
- Organized and photographed products for catalogs
- Coordinated studio and location assignments to fulfill clients' needs
- Covered editorial photo assignments for trade and local magazines and news publications
- Clients include Racor, Sonoma Academy, Zolo Coffee Roasters, Kaiser, Tenet Healthcare, John Muir Health, Apple, Diablo Magazine, Guitar Player Magazine, Mulholland Leather, Dinucci Corporation, Taylor Made Office Systems, Bond Manufacturing...and more

##### **Cal Sports Photo (2004 - Present) [www.calsportsphoto.com](http://www.calsportsphoto.com)**

- Personally shot over 1.5 million photos since inception in 2004
- Managed a team of photographers and processing staff generating income at local sports events
- Managed my storefront for online sales
- Organized photo shoots with schools and youth sports tournaments to deliver high quality action shots of players
- Maintained archives of all images for accessibility for future purchases

### Skills & Expertise

**Customer Service/Operations Management/Cost Control**

**Project Coordination/Inventory Management/Food Quality Control**



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 05/13/2019

**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE COUNTY  
CONNECTION ADVISORY COMMITTEE

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

**Department:** County Administrator

**Referral No.:** IOC 19/5

**Referral Name:** Advisory Body Recruitment

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

---

#### **Referral History:**

County Connection was formed in 1980 as a Joint Powers Agency under the legal name The Central Contra Costa Transit Authority. Today County Connection provides fixed-route and paratransit bus service throughout the communities of Central Contra Costa County.

The County Connection Advisory Committee meets bi-monthly to review, analyze, and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit bus service. Committee members also act as a citizen liaison from the represented jurisdictions.

The Board of Supervisors appoints one member to the Advisory Committee, representing the County. The seat term is two years beginning July 1 of every odd-numbered year.

#### **Referral Update:**

The County Representative seat on the County Connection Advisory Committee has been vacant for many years. At the direction of the Internal Operations Committee, staff initiated a four-week recruitment by issuing a press release (**attached**) on April 2nd advertising the vacancy, with an application deadline of April 26th.

For advisory body vacancies, our standard advertising includes:

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

The recruitment garnered one applications from a well-qualified candidate, Marjorie McWee. The current term of office for the vacant Board of Supervisors appointee seat will expire on June 30, 2019 and the new two-year term will be for the period July 1, 2019 - June 30, 2021.

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

RECOMMEND to the Board of Supervisors the appointment of Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to complete the unexpired term ending on June 30, 2019 and to a the new two-year term for the period July 1, 2019 through June 30, 2021.

**Fiscal Impact (if any):**

None.

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**Attachments**

PRESS PUBLICATION COUNTY CONNECTION 2019 VACANCY 4-1-19

Candidate Application Marjorie McWee County Connection CAC

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa County

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

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### Media Release

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#### FOR IMMEDIATE RELEASE

Tuesday, April 2, 2019

Contact: Julie DiMaggio Enea

Phone: (925) 335-1077

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

### IS PUBLIC TRANSPORTATION IMPORTANT TO YOU?

The Contra Costa County Board of Supervisors is seeking an individual to serve on the County Connection Advisory Committee. The Advisory Committee's role is to review and analyze issues and policies relating to fixed-route and paratransit service, and advise the County Connection Board of Directors accordingly. The County's appointee will also act as a citizen liaison from the County.

Regular meetings of the Advisory Committee are held bi-monthly on the second Tuesday at 2:00 PM in Concord. This is a volunteer position. The appointment will be for a two-year term beginning July 1, 2019 and ending June 30, 2021.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County website at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, **no later than 5:00 p.m. on Friday, April 26, 2019**. Applicants should plan to be available for public interviews on Monday, May 13, 2019 in Martinez. Further information about the County Connection Advisory Committee can be obtained by calling Ruby Horta at (925) 680-2048 or visiting the County Connection website at <https://countyconnection.com/volunteer-opportunities/>.

###



Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Marjorie

Last Name

Mc Wee

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

IV

### EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Course of Study/Major	Degree Awarded
Scripps College, Claremont CA	Managerial Psychology; Humanities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
University of Southern California	Masters of Business Administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
University of California, Berkeley Extension	Project Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Other Training Completed:

Operations and Project Management (Six Sigma; Project Management Inst)

Board, Committee or Commission Name

Seat Name

County Connection Advisory Committee

Committee Member

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

☒ No

☐ Yes

If yes, how many?

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

Please see attached response "A"

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

Please see attached response "B"

I am including my resume with this application:

Please check one:

☐ Yes

☒ No

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

Please check one:

☒ Yes

☐ No

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

Please check one: ☐ Yes ☒ No

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

Please see attached response "C"

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

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Signed:

Date:

4/26/2019

Submit this application to:

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

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

#### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

## CONTRA COSTA COUNTY BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION--Continued

Committee Name: County Connection Advisory Committee

Applicant: Marjorie Mc Wee

- Response “A” to *Please explain why you would like to serve on this particular board, committee, or commission:*

In March of this year, I found myself suddenly and fully reliant on the CCCTD system. As a high-functioning, active wheelchair user, I am now becoming well-versed in the County Connection’s fixed route system while I travel around Contra Costa.

In these first 60 days, I have spent over 275 hours riding around our county with another 50+ hours spent determining best routes and/or waiting for buses. While riding on the system’s fixed routes to reach commercial centers and healthcare facilities, I have completed 80 trips across the county plus scores of BART trips, and 11 trips on other Bay Area transit systems.

Fortunately, I live near Contra Costa Centre. Typically, my termini have been to PH or WC BART; other times I’m headed to regional magnet areas—only to find some are better served by County Connections than others. I have ridden most of the system’s routes, with the most frequent being 1, 5, 7, 9, 11, 14, 15, 21, and 28. I’ve had the opportunity to see how other systems work while traveling on buses operated by AC Transit, Golden Gate Transit, SF Muni, and Tri-Delta.

My bus trips have been a blessing: can you imagine the Uber/Lyft fares I would have racked up otherwise?

Yet, I have also had to live into the tension of forgone productivity and participation in the community while awaiting infrequent bus transfers, or even worse when service stops for non-peak periods, evenings, and weekends.

During those long waits, I have had the opportunity to observe the general rhythm of the transit system’s operations. In effect, this idle time has become an operations planning, service management, and customer service case-study for me.

When I heard about the committee’s opening my first thought was, “By serving on this committee, I can really make a difference and help be a voice on behalf of the many types of riders/stakeholders with whom I experience the system each day! That would make my new travel mode so much more worthwhile and allow me to serve the community.”

With my professional business/operations background, it’s easy for me to understand the many aspects that go into deploy buses to serve the county each day for a myriad of stakeholders across an expansive geographic region.

As a stakeholder with a disability—I also see the system from the perspective of a frequent passenger who sits in a manual wheelchair. While riding in my wheelchair, I have always felt safe and respected by

the drivers despite the extra effort it takes for me to load and have my chair safely secured. The drivers set a caring tone, and that ripples across to the other passengers. This makes a difference, when I know full well everyone's trip has been momentarily delayed with the process!

Through my many rides, I have built a deep appreciation of the drivers' hard work and safe driving. I also know that there are just as many operations teams and supervisors who work behind the scenes to assure that the drivers are well-trained, the routes stay on time, and the buses are kept clean and running. The county's bus drivers are conscientious, and the buses are safe places: they are the best part of riding in the system. Frequently after enduring a hair-raising BART trip to Pleasant Hill, I have a sense of relief that the last leg of my trip will be on a high-quality County Connection bus. For this sense to be so palpable, I know this can only be achieved through effective labor and operations management.

My professional background also helps me realize and appreciate that there are many stakeholders, constituents, and factors involved at the planning and governance level where important decisions are made around strategy, policies, routes, the system's microeconomics, funding, budgets, and fare structures.

With years of budgeting experience, I recognize there are complex microeconomics and funding components that go with operating the system. Clearly current program design and route structure reflect this, along with a host of other factors that directly impact ridership.

Rider demand, alternative transportation options, the current route structure, fares rates, demographics, fleet capacity/utilization, location of commercial venues/healthcare facilities, and many external forces all impact the cost structure and investment in the fleet infrastructure, and logically would drive the financial sustainability of the system.

In the many hours I'm spending at bus stops, I also have had many opportunities to organically observe the lives of my fellow passengers who for whatever reason are equally as reliant on County Connections as I have become. By witnessing their dependency on the bus system, I'm gaining a broad sociological perspective into the stories being lived out each day on the buses.

Like me, my fellow riders depend on CCCTD to help function in our community, participate in our economy, access healthcare, feed themselves, as well as access the services they need to live out their daily lives with the hope that these destinations can be readily reached via the various fixed routes.

For underserved areas or folks with disabilities, there can be a real struggle to get the same level of access as non-transportation challenged peers-- especially when the buses aren't running or don't cover a major thoroughfare. This can be even more complicated when the paratransit system is not readily accessible.

Along with this sociological viewpoint, I have a better than average understanding of our region's growth and local expansion plans after participating in citizen-based planning efforts for the Contra Costa Centre area and Downtown Walnut Creek. Over the years, both endeavors imagined aggressive expansion of high-density, car-free living. This vision also assumed an effective and efficient transit

system to support the thousands of people who will reside therein without their own vehicles: i.e., increased use of fixed route buses to go along with rideshares and self-driving vehicles.

By bringing my strategic planning and budgeting background to the committee, I will be able to appreciate the efforts management must pursue as it sets policy aimed at how best to reconcile these plans with CCCTD's economic and financial capacity. There is currently a disconnect, the implications of which will pose increasing challenges to the people living here in the central county.

The policies and strategic vision of our county's urbanization means the enhance of our transit service cannot lag. It's common knowledge that populations living in successful and dynamic urban areas depend on transit—not only via inter-urban rail systems like BART, but also with effective connecting systems like CCCTD.

The necessity to plan for the practical side of all the region's future growth can only mount; without a systematic effort to assure that the county's transportation priorities and policies, the system will not remain viable. That would be very sad for the many stakeholders who are counting on it.

I would like to be a part of the advisory committee as it helps define how best to support County Connections' future.

- Response "B" to *Describe your qualifications for this appointment:*

I have outlined my qualifications from a disabled rider's perspective, but I also bring a wide-range of professional experience which I've applied as described in my statement above.

I am currently retired but will bring to the committee my well-rounded business background where I was a consultant and manager of operations, facilities management, strategic planning, business analysis, finance planning, budgeting, analysis; human resources/benefits, risk management, IT, program/project management, and business process improvement.

- Response "C" to *List any volunteer and community experience, including any boards on which you have served.*

Citizen Advisory Committee for city of Walnut Creek a downtown district's planning process; Walnut Creek Presbyterian Church (WCPC) Session (i.e. governing board) de facto member while on staff; de facto member on a foundation board of trustees for WCPC; co-chair of multiple operational committees for finance, buildings and grounds, human resources while on staff as Exec. Dir. of Administration for WCPC; Countrywood HOA Board Member; Vice President of Board for the Contra Costa County Guide Dogs Raisers; grass roots advocate with commuter group during the Pleasant Hill Bart transit village ideation process.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 05/13/2019

**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE TREASURY  
OVERSIGHT COMMITTEE

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

**Department:** Treasurer-Tax Collector

**Referral No.:** IOC 19/5

**Referral Name:** Advisory Body Recruitment

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

**Contact:** Ronda Boler 925-957-2806

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### **Referral History:**

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

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

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

The IOC conducts the application and interview process for the three public member seats and the BOS representative seat.

### **Referral Update:**

The resignation of Dan Heinrich created a vacancy in the Public 3 seat on the Treasury Oversight Committee. The Treasurer-Tax Collector's Office recruited to fill the vacancy and received one application, from John Phillips (Moraga), who also serves on the County Retirement Board.

A copy of the latest TOC Bylaws and meeting place and calendar are available [online](#).

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

Staff has determined that there is no incompatibility between the two offices of Retirement Board Trustee and Treasury Oversight Committee member, and recommends the appointment of Mr. Phillips to the Public 3 seat on the Treasury Oversight Committee to complete the remainder of the current term, which will expire on April 30, 2020.

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**Attachments**

Candidate Application John Phillips Treasury Oversight Committee

**Minutes Attachments**

*No file(s) attached.*

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Contra  
Costa  
County



**Print Form**

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

John

**Last Name**

Phillips

**Home Address - Street**

**City**

Moraga

**Zip Code**

94556

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

**Email**

**Resident of Supervisorial District:**

**EDUCATION**

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



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

**Colleges or Universities Attended**

**Course of Study/Major**

**Degree Awarded**

University of California, Berkeley

BS, Finance

☒ Yes

☐ No

University of California, Berkeley

MBA, Accounting

☒ Yes

☐ No

Golden Gate University

MBA, Tax

☒ Yes

☐ No

**Other Training Completed:**

**Board, Committee or Commission Name**

Treasury Oversight Committee

**Seat Name**

Public Member At-Large

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

☒ No

☐ Yes

If yes, how many?

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

I believe that my background as a retired partner of PricewaterhouseCoopers, experience as a Trustee of the Contra Costa County Employees' Retirement Association since 2011, and professional background as a CPA qualify me to serve in the role of monitoring the County Treasurer's investment policy and its annual audit process.

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

Please see my preceding comments, career roles and educational background.

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

Please check one:



Yes



No

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

Please check one:



Yes



No

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

Please check one: ☒ Yes ☐ No

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

Contra Costa County Employees' Retirement Association (CCCERA)

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

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Overlapping service on the CCCERA Board.

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

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

**Signed:**

**Date:**

4/26/2019

Board of Supervisors  
Room 106

Martinez, CA 94553

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

### **Important Information**

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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

## **John B. Phillips, a brief resume**

John B. Phillips has had two private sector careers, retiring as a regional managing partner with the firm now known as PricewaterhouseCoopers (PwC) in 1997 and as the CEO of a health insurance company, CalCPA Health, in 2006. He is both a retired pension actuary and an active CPA and now provides consulting services from his own practice. He earned both undergraduate and MBA degrees from the University of California, Berkeley and a second MBA degree in taxation from Golden Gate University. He also presently serves, or has previously served, on the boards of a variety of for-profit, not-for-profit and professional organizations, including serving as an appointed member of the Contra Costa County Employees' Retirement Association Board since 2011, which included two terms as its chairman.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

8.

**Meeting Date:** 05/13/2019

**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 19/10

**Referral Name:** Waste Hauler Permit Program Status Report

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

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#### **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.

On October 8, 2018, the IOC approved a recommendation to reduce the required performance bond amount from \$50,000 to \$20,000 to encourage greater compliance with the ordinance due in part to the lack of permits issued at the time. The Board of Supervisors approved the IOC's recommendation, adopting Resolution 2018/545 on November 13, 2018. Additionally, EH staff were directed by the Board to report back in six months on the effects of the bond amount reduction.

#### **Referral Update:**

Please see the attached follow-up report from the Environmental Health Division of Health Services summarizing activities since November 2018 to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance and the effects of the performance bond amount reduction.

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

ACCEPT report from the Environmental Health Division of Health Services summarizing activities since November 2018 to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance and the effects of the performance bond amount reduction.

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**Attachments**

Staff Report Non-Franchise Solid Waste Hauler Program

**Minutes Attachments**

*No file(s) attached.*

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## Contra Costa Environmental Health

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**Date:** May 13, 2019

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

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

**Subject:** Reduction of Performance Bond Amount Required by Solid Waste Collection & Transportation  
Ordinance Contra Costa County Ordinance 418-2

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### **A. Introduction**

On December 5, 2017, 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.

Following adoption of the Ordinance, Environmental Health (EH) staff returned to the Board on January 23, 2018 with Resolution No. 2018/41 recommending the performance bond amount be set at \$20,000 as well as other requirements for a performance bond to be filed under Section 418-2.018. The Board adopted Resolution No. 2018/41 amending the recommendation to establish a performance bond in the amount of \$50,000 and directing EH staff to report to the Internal Operations Committee (IOC) in six months with information on the number of permits applied for and issued.

On October 8, 2018, the IOC received a status report from EH staff on the implementation of the waste hauler ordinance and approved a recommendation to reduce the required performance bond amount from \$50,000 to \$20,000 to encourage greater compliance with the ordinance due in part to the lack of permits issued at the time. The Board of Supervisors approved the IOC's recommendation adopting Resolution 2018/545 on November 13, 2018 thereby superseding and replacing Resolution No. 2018/41, reducing the amount of the performance bond required to be filed and maintained by a non-franchise solid waste collection and transport permittee from \$50,000 to \$20,000. Additionally, EH staff were directed by the Board to report back in six months on the effects of the bond amount reduction.

The following Section B is a summary of the effects of the performance bond amount reduction.

### **B. Summary of the Effects of the Performance Bond Amount Reduction**

EH issued the first non-franchise solid waste collection and transport permit on March 19, 2019 to JUNKCAT, LLC. While JUNKCAT, LLC is permitted to collect all types of solid waste throughout the county to the extent

that another person does not have an exclusive privilege or right to collect that solid waste under a valid franchise agreement, the operator mainly services West Contra Costa County.

More recently, EH staff have had productive conversations with local representatives from O2E Brands (parent company of 1-800-GOT-JUNK) and anticipate receiving an application for a non-franchise solid waste collection and transport permit from the Central Contra Costa County branch office in the near future. O2E Brands representatives stated that the reduction in the performance bond amount was not a factor in their consideration for a permit.

### **C. Ongoing Efforts**

- EH staff continues to attempt to engage with companies such as Junk Beez and Vets Move Junk (local companies that have begun advertising to Contra Costa County residents) in an effort to inform these companies about the requirements of the non-franchise solid waste collection and transport permit program.
- EH staff also continue to participate 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.
- EH staff continue to engage with incorporated communities (including the City of Richmond and the City of San Pablo) in hopes of encouraging these communities to adopt municipal codes pointing to Contra Costa County Ordinance 418-2 and establishing EH as the non-franchise solid waste hauler permitting entity within the community.
- EH will be adding a searchable database of permitted non-franchise solid waste haulers to our website to give the public a straightforward way to search for permitted haulers. EH staff will once again reach out to the Joint Powers Authorities and special districts throughout the county requesting they incorporate language specifically targeted at the consumer in their publications with the intent of informing residents within these service areas about the permit requirement and our searchable database for non-franchise solid waste haulers.
- EH staff will also be exploring the use of social media to continue to inform consumers and haulers alike about the permit requirement.