



CONTRA COSTA COUNTY

AGENDA

Hazardous Materials Commission

Thursday, July 23, 2026

4:00 PM

777 Arnold Dr., Martinez, CA 94553 -
Paramount Room

<https://cchealth.zoom.us/j/98031936341>

Meeting ID: 980 3193 6341

Chair: Mark Hughes

Vice Chair: Aaron Winer

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

1. Roll Call and Introductions
2. CONSIDER approval of the June 25, 2026 Hazardous Materials Commission meeting minutes. [26-3207](#)
Attachments: [June 25 2026 HMC Draft Meeting Minutes](#)
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
4. RECEIVE a report from the Hazardous Materials Programs.
5. DISCUSS any updates to the priorities for 2026 and potential guest speakers. [26-3208](#)
Attachments: [2026 HMC Priorities](#)
6. DISCUSS the logistics of the public forum and the HMC's readiness for the event and CONSIDER proceeding or postponing the event. [26-3209](#)
Attachments: [HMC Public Forum Planning Document](#)
[Forum Agenda Notes short 9.17.2026](#)
7. REVIEW the new organizational chart for the Hazardous Materials Programs and Contra Costa Fire Protection District post merge. [26-3210](#)
Attachments: [CRR Org Chart 2026 for HMC](#)
[HazMat Health Org Chart for HMC](#)

8. DISCUSS the USW Local 5 strike at Marathon and the regulatory authority of the Industrial Safety Ordinance.
9. DISCUSS the Triennial Review for years 2023, 2024, 2025 and CONSIDER [26-3211](#) designating this as a full commission, subcommittee, or ad hoc committee item.

Attachments: [List of Phase I Triennial Review](#)
[Triennial Review Survey - Phase I 2026-2027](#)

10. DISCUSS any upcoming legislative issues of commission interest.
11. Announcements from commissioners on items of commission interest.
12. Plan next meeting agenda.

The next meeting is currently scheduled for August 27, 2026 at 4:00 PM.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 4005 Port Chicago Highway, Suite 120 Concord, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Adam Springer at 925-655-3216



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3207

Agenda Date: 7/23/2026

Agenda #: 2.

Advisory Board: Hazardous Materials Commission

Subject: Approval of June 2026 Meeting Minutes

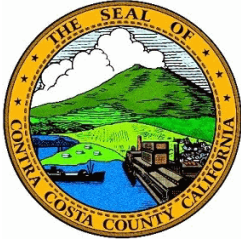
Presenter: Commission Chair

Information:

Attached to this agenda item are the draft meeting minutes from the June 25, 2026 Hazardous Materials Commission meeting.

Recommendation(s)/Next Step(s):

CONSIDER approval of the June 25, 2026 Hazardous Materials Commission meeting minutes.



Meeting Minutes - Draft

CONTRA COSTA COUNTY Hazardous Materials Commission

Thursday, June 25, 2026

4:00 PM

777 Arnold Dr., Martinez, CA 94553 -
Paramount Room

<https://cchealth.zoom.us/j/98031936341>

Meeting ID: 980 3193 6341

Chair: Mark Hughes

Vice Chair: Aaron Winer

The meeting was called to order at 4:04 PM.

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

1. Roll Call and Introductions

Commissioners Present: Aaron Winer, Mark Hughes, Frank Qin, Eduardo Martinez, Soheila Bana, Maureen Brennan, Jamin Pursell, Lou Flores, Lisa Martell, Tim Bancroft, Marielle Boortz

Commissioners Present Online: Marisol Rubio, Madeline Kronenberg

Public Present: Carl Smith, Shanise Thomas, Cheryl Sudduth, Alejandra Jauregui, Jennifer Quallick

Staff Present: Adam Springer

2. CONSIDER approval of the May 28, 2026 Hazardous Materials Commission meeting minutes.

The commissioners present voted to approve the May 28, 2026 Hazardous Materials Commission meeting minutes.

Motion: Aaron Winer

Second: Maureen Brennan

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

A comment was made by Carl Smith regarding the Marathon refinery strike by USW Local 5 members citing safety concerns, unqualified workers inside the facility, a lack of reporting, unfair labor practices and a lack of bargaining. The refinery workers are on their 60th day of striking and are currently locked out of the facility. The commissioners present requested this topic to be added to the next meeting agenda so it can be discussed further.

4. RECEIVE a report from the Operations Committee.

At their last committee meeting, the Operations Committee reviewed the list of priorities for 2026 and discussed guest speakers they are interested in having present to the full commission as well as inviting to the public forum. They are interested in having the carbon capture guest speakers at the forum and new speakers of interest include Raven and Zone 7 representatives to speak on PFAs. The committee continued their work planning and preparing for the September 17th public forum which is scheduled from 6-8PM at the IBEW Union Hall in Martinez. The committee also did a final review of their procedure and process documents with a some additional revisions.

5. RECEIVE a report from the Hazardous Materials Programs.

Earlier that day there was a CalEPA public hearing regarding the transfer of the Health Department CUPA regulatory authority to the Fire District. There were not any public comments shared aside from one written comment submitted in favor of it so it is expected to pass. There were not any updates to share regarding the proposed dissolution of this commission.

6. DISCUSS any updates to the priorities for 2026 and potential guest speakers.

The commissioners present reviewed the priorities list and discussed leads on guest speakers to present. Commissioner Martinez noted that he has connected with Raven and they are ready and willing to present to the full commission. Commissioner Brennan shared that she recently attended a webinar on e-fuels which would combine two of the Operation Committee priorities: hydrogen and carbon capture from the air to create fuel; she expressed that she would love this to be a broader discussion among the committees and full commission. Commissioner Martell noted that this sounds like the technology that they learned about from Twelve Co last year; Commissioner Martinez noted that Raven could speak on this topic to provide better insight.

7. DISCUSS DTSC's decision to not proceed with the Manifest Exemption rulemaking package.

The commissioners present discussed this item to gain better clarity. Staff explained that the decision made by DTSC is in relation to manifest exemptions for waste consolidation; essentially stating that waste from two separate facilities cannot be moved across the street and combined and shipped off for disposal together but instead must be shipped off from the two separate locations. This pertains to any business that generates hazardous waste and has to ship it off.

8. DISCUSS any upcoming legislative issues of commission interest.

There were not any new legislative issues or updates to existing legislative issues shared for this item.

9. Announcements from commissioners on items of commission interest.

Commissioner Bana shared that the Richmond Shoreline Alliance is organizing tours of the Zeneca site on Saturday and Sunday, June 27th and 28th and that you can sign up online. Commissioner Flores shared the Martinez Refining Company Oversight Committee recordings can be found on the commission's website and that on their May 18th meeting there was a presentation from ERG on their findings and recommendations from their full facility audit as a result of the 2023 fire; he was curious if we could expect a similar report due to the current Marathon strike. Staff noted that there will be a 45-day public comment period to follow up on the February 1, 2025 MRC fire and that there will be a zoom webinar on this topic on July 1st from 5-7pm.

10. Plan next meeting agenda.

The next meeting is currently scheduled for July 23, 2026 at 4:00 PM.

Adjourn

The meeting was adjourned at 5:31 PM.

For Additional Information Contact: Adam Springer at 925-655-3216

Full meeting recording can be found here: <https://contra-costa.legistar.com/Calendar.aspx>



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3208

Agenda Date: 7/23/2026

Agenda #: 5.

Advisory Board: Hazardous Materials Commission

Subject: HMC Priorities for 2026

Presenter: Commission Chair

Information:

Attached to the agenda item are the Hazardous Materials Commission priorities for 2026 and the committees they have been assigned to.

Recommendation(s)/Next Step(s):

DISCUSS any updates to the priorities for 2026 and potentials guest speakers.

2026 HMC Priorities for Consideration

General Commission Priorities

- Brownfield development-cleanup standards/reuses ; Emerging remediation technology e.g., in situ phytoremediation, bugs/bioremediation, albino redwoods, mycelium (mushrooms)
- Concerns from increased electrification – byproducts, EV,
- Battery waste management, recycling; sodium batteries vs lithium batteries;
- Impacts from Sea Level Rise
 - Hazardous Materials transportation corridors. E.g., Railroads,
 - Soil/water contamination
 - Presentation from DOT
- SB 868: Bright Star balcony solar

Assigned to Operations Committee

- PFAS/Forever chemical treatments (contact EPA); AI data center impacts
 - treatment tech/remediation; mycoremediation vs mycelium
 - emergency response/chemicals used for battery fires /suppression
- Hydrogen generation
- Carbon capture technologies/ carbon sequestration
- PG&E power generation changes + future plans
- MCE solar farm in Richmond
- Public Forum – tentative September 2026
- Process documents - seat/intern interviews, forum planning

Assigned to Planning & Policy Committee

- CWS notification including system and technology /ISO
 - Aviation fuel changes (2031) (Richmond company Raven fuel from bio waste)
- Receive presentation on plan from Will Nelson of DCD regarding the completed General Plan
- Bill analysis & legislative packets
 - Track merger of HazMat programs to CON FIRE
 - HMC bylaw review/revision
 - Refinery process safety management/pipeline safety/PHMSA
 - Small modular nuclear reactors (SMR) - waste streams + general overview



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3209

Agenda Date: 7/23/2026

Agenda #: 6.

Advisory Board: Hazardous Materials Commission

Subject: September Public Forum

Presenter: Operations Committee Chair

Information:

Attached to this agenda item are the public forum planning documents that the Operations Committee used last year and are working on this year in preparation for the forum.

Recommendation(s)/Next Step(s):

DISCUSS the logistics of the public forum and the HMC's readiness for the event and CONSIDER proceeding or postponing the event.

4:00 pm: HMC members and staff begin to arrive Room to confirm responsibilities, set up the information tables, prepare for Forum attendees to arrive

4:15 pm: HMC members and staff arrive Room no later than this time

4:30 pm: doors open for the public

4:30 -4:55 pm: people view/mingle at information tables or wait in the Forum main room

4:55-5:00 pm: HMC and staff herd people into the Forum main room

5:00-5:05 pm: HMC chair welcome, introductions, etc.

5:05-6:15 pm: the five panelists present/speak. Target 10-12 minutes each; 14 minutes max:

Panelist 1 5:05-5:19 pm Con FIRE/CWS

Panelist 2 5:19-5:33 pm

Panelist 3 5:33-5:47 pm

Panelist 4 5:47-6:01 pm

Panelist 5 6:01-6:15 pm

6:15-6:30 pm: moderated Q&A

6:30-7:00 pm: people view/mingle at information tables

[can adjust timeline based on amount of in-person attendance, e.g., longer Q&A seems wise]

No food or beverages provided

Attendee sign-in sheet at entrance: name, where live (city/town), elected official or their staff? (specify if yes), with an organization? (specify if yes), contact info (optional). HMC/staff use sign-in info to gauge interest in the Forum and identify which Supe Districts attendees are from (BOS would likely want to know).

In-room questions written on index cards, collected and then organized/combined/summarized by Q&A organizers/readers and read to panelists.

On Zoom webinar questions submitted via webinar Q&A feature. Staff writes submitted questions onto index cards and gives the index cards to Q&A organizers/readers. Staff to do webinar dry run in advance, and invite Operations Committee's ad hoc committee to participate/observe.

Won't use Zoom chat feature; is too distracting.

In Room A/B/C (Information Tables room), Staff will log into the Forum's Zoom link so that the panel presentations (activities in the Forum main room) will be shown on screen in Room A/B/C.

HMC roles/jobs at the Forum (commissioners sign-up):

HMC Information table (2): Maureen, Lou

Greeters (2): Lisa, Fred (?) - manage sign-ins, provide directions to rooms

HMC Chair (1): Mark - opening remarks, intro panelists, moderate Q&A, adjourn Q&A

Q&A index card hand-outers/collectors (2): Lisa

Q&A questions organizer/reader to assist staff (1): Jamin

Timekeeper: Jim (Breanna will bring yellow, green, red folders to hold up--- to indicate each panelist's remaining time)

Floater (1): Madeline

Willing to do any role: Fred, Aaron, Jamin

Note: Commissioners could do multiple roles and roles can be adjusted as needed during the Forum.

County staff roles at the Forum: Coordinate the presenters. Zoom host and assistant. Liaison with County Tech/IT support and building security personnel. 1-2 people organize/read questions submitted during Q&A. Webinar assistant to write online questions submitted onto index cards and hand the index cards to Q&A organizers/readers.

Forum main room: BOS Chambers

Information tables: in separate room (Room A/B/C), located on first floor and across the entranceway from the BOS Chambers.

Note: Breanna has reserved the two rooms for 9/11/2025 and requested max. Tech/IT support. However, Rooms A & B have been reserved until 3:30 pm by/for someone else.

Have at the HMC information table:

Info/resources on select (five) issues the HMC has studied/is studying. Laminated stand-up frames to hold images and typed info (Maureen and Jamin have frames; Maureen to put items into frames). Few handouts. Forum flyers with QR codes at table for links to HMC and presenters' webpages (likewise have flyers at panelist organizations' tables). OK to have handouts from entities that have been invited presenters at HMC meetings if the entity asks.

- Pharma collection bin photo (Adam got)
- Li ion battery safety flyer (Marielle provided; also request ConFire to have flyer at their table)
- Sea level rise: graphic(s) from living levee presentation (Jamin prepared)
- PFAS (Jamin prepared)
- Brownfields redevelopment: Center for Creative Land Recycling tri-fold brochures (Maureen has one, requested 20 more)
- About the HMC: description, activities list (things noted in prior annual reports), meeting schedule, link to where videos of HMC meetings are posted (Adam obtained)
- HMC intern program application flyer (Breanna has)
- Contact info for the County Haz Mat ombudsperson, description of their role (Breanna getting)
- Invite current & past HMC interns to be at HMC table (Breanna did, thus far just Mylene coming)
- Invite the County Haz Mat ombudsperson to be at the HMC table (done; will attend)

Forum Welcome and Introduction talking points:

- Welcome
- What HMC is, report to the BOS, our priorities (inspirational, how important the HMC is)
- Thank BOS for sponsoring us
- Point out any elected officials/their staff present (get info from Forum sign-in sheet)
- Room safety, emergency exits
- Meeting logistics (agenda and time frames, include how will do Q&A: in room and Zoom, indicate if you want your question directed to a specific panelist)
- Note the meeting being recorded on Zoom and recording will be posted on HMC webpage

Forum To Do's Checklist (indicate who is responsible for having what done by when)

TASKS	WHO	BY WHEN	STATUS
Secure panelists: explain our expectations for their panelist talk (time limit, what we want them to cover), tell them they each will have an information table for their organization, relay any requests we have re their information table (eg, ConFire: Lithium ion battery safety handout, CWS: handout/means for people to sign-up for CWS, BAAD: what is flaring flyer, Central San: info/flyers re household HW drop-off locations in neighboring jurisdictions in the County)	Adam/staff		
Procure/create hand-out documents for HMC information table that need to be copied and email to ad hoc committee/Marielle	Various		
Provide hand-out documents for HMC information table to County staff (Adam) to make copies, 20 copies max each of items to be in frames at the HMC Information Table	Ad Hoc Committee collect and email in one email to Adam		
Make copies of documents for HMC information table	Adam		

TASKS	WHO	BY WHEN	STATUS
Bring document copies for HMC information table to the Forum	Adam		
Prepare and bring to Forum: flyer QR codes for display at Information Tables (HMC and agencies)	Staff		
Prepare name/affiliation card stock inserts for dais identifier slots for panelists	Adam		
Invite County Haz Mat ombudsperson to join HMC information table...also invite them to attend a HMC meeting (August 2025) so that HMC can meet them	Adam		
Invite former HMC interns to attend Forum and join HMC information table	Breanna		
Get Forum info to County PIO so they can create Forum advert/flyer and advertise on social media, etc.	Breanna		
Review and comment on Forum advert/flyer draft	Operations Committee ad hoc committee (Lou, Maureen and Marielle)		
Confirm/finalize Forum advert/flyer. Are 3 flyers: English w QR codes, English w clickable links, Spanish	Operations Committee		
Provide electronic copy of Forum advert/flyer to HMC commissioners so commissioners can share with their organizations, etc.	Adam		
County staffs (PIO, Haz Mat program) to disseminate Forum/advert flyer per their standard distribution lists and means. Distribution to include: public libraries, BOS offices, HMC interested parties, MACs, City Halls	Staff	PIO social media push typically done 1 week in advance	
PIO pursue/consider alerting local News media (e.g., East Bay Times, KCBS) of the Forum	PIO		

TASKS	WHO	BY WHEN	STATUS
Assign a timekeeper to track time during the Forum and help keep Forum activities on schedule	HMC		
Ensure means for simultaneous translation (closed captions with translation?) of the Forum (welcome/opening remarks, panelists and Q&A portions) available for Zoom attendees	Staff		
Confirm/assign who organizes the Q&A questions (in room and on Zoom) and who reads questions to panelist(s)	Adam/staff		
Determine room layout for information tables, how many people could fit at HMC table, other logistics info (e.g., the rooms' safety info to state in Forum welcome, ask building security how to keep the entrance line moving—HMC greeters can help?).	Operations Committee		
Have HMC Commissioners sign-up for Forum roles	Adam/staff		
Procure and bring to the Forum: index cards and some pens/pencils for Q&A	Adam/staff		
Assign/confirm Zoom webinar host	Adam/Breanna		
Set up information tables and chairs in Room A/B/C per prepared room layout	HMC and staff		
Write HMC chair welcome/opening remarks (to be 5 minutes long max)	Jamin & Marielle		
Ensure recording of ConFire presentation re Li ion battery safety made at HMC meeting can be easily found via HMC webpage. Also add NFPA video and webpage link re Li Ion battery safety to HMC webpage, in resources section	Adam/Breanna		
Have requested HMC webpage updates/edits done (as requested by	Adam		

TASKS	WHO	BY WHEN	STATUS
the Operations Committee on August 8)			
Do Zoom dry run: to confirm Forum room cameras function as desired, confirm how to use Q&A function, familiarity with Zoom webinar feature, etc.	Staff		
Procure and bring to the Forum: peel & stick name tags for HMC commissioners, staff, panelists to wear during the Forum	Adam/staff		
Prepare and bring to the Forum: attendee sign-in sheet	Adam/staff		
Prepare webinar slides: Forum title slide, slide with QR codes and links for HMC webpage and agency websites	Staff		
Post Forum recording on HMC webpage	Adam		

Timing & Attendees

- 4:15pm: HMC members/staff arrive for setup
- 4:30pm: Doors open, attendees view/mingle
- 4:55pm: Entry into main room
- 5:00pm: Welcome & intros
- 5:05-6:15pm: Panel presentation (10-12 mins each)
- 6:15-6:30pm: Q&A session
- 6:30-7:00pm: Mingle at info tables

Notes

- Timeline flexible based on attendance
- No food/drinks provided
- Sign-in includes contact info & district info
- Questions collected via index cards & webinar Q&A
- Panel slides may be shown on screen
- CCCFPD/CWS
- Carbon Capture – Lou will contact
- PFA's
- Hydrogen/Raven
- Waste water connection to hazardous materials

Roles & Staffing

- **HMC**



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3210

Agenda Date: 7/23/2026

Agenda #: 7.

Advisory Board: Hazardous Materials Commission

Subject: Updated Organizational Charts

Presenter: Commission Chair/Staff

Information:

Attached to this agenda item are the old and new organizational charts for the Hazardous Materials Programs as previously under the Health Services Department and now under Contra Costa Fire Protection District as of July 1, 2026.

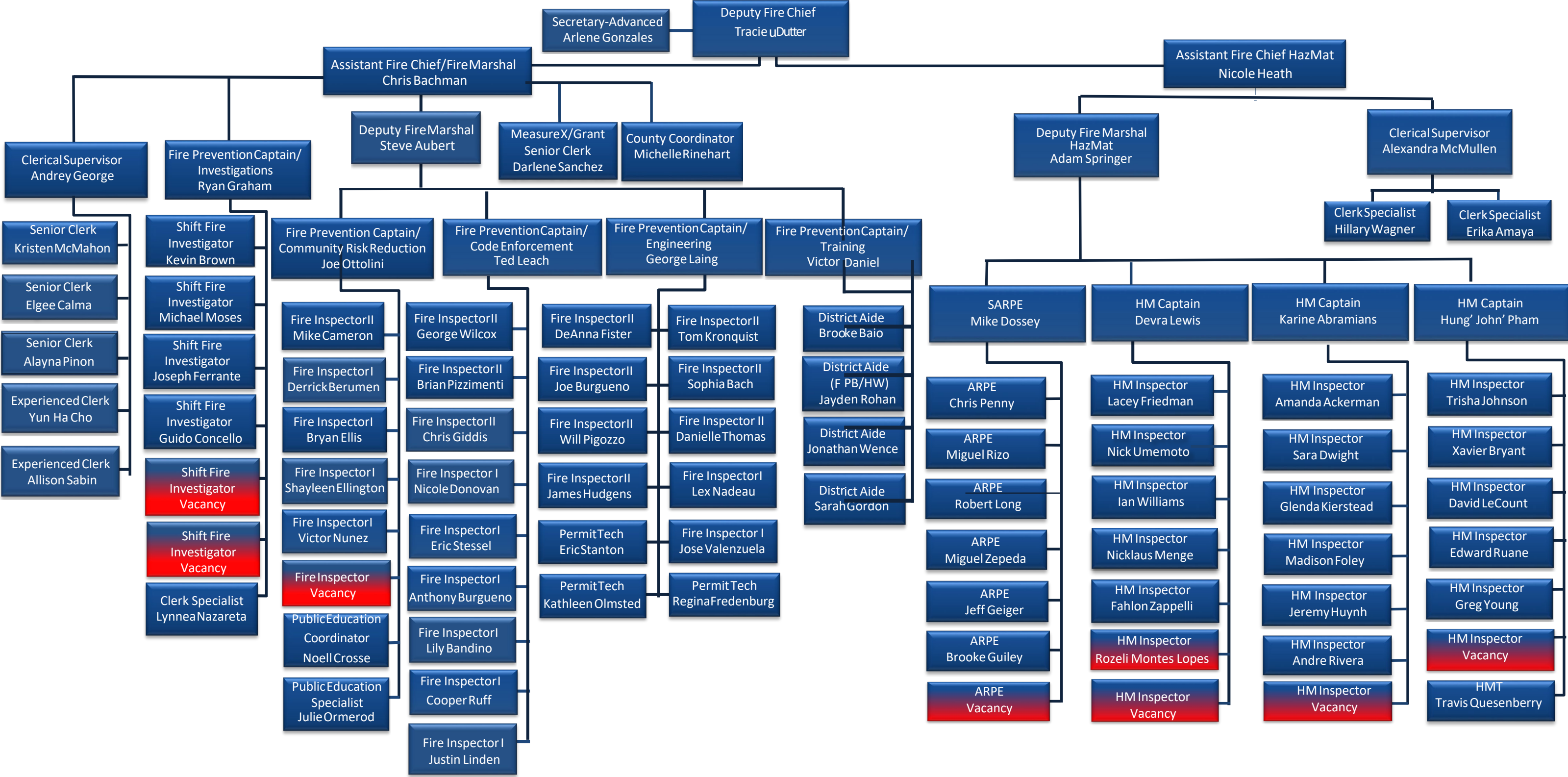
Recommendation(s)/Next Step(s):

REVIEW the new organizational chart for the Hazardous Materials Programs and Contra Costa Fire Protection District post merge.



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Community Risk Reduction Organizational Chart

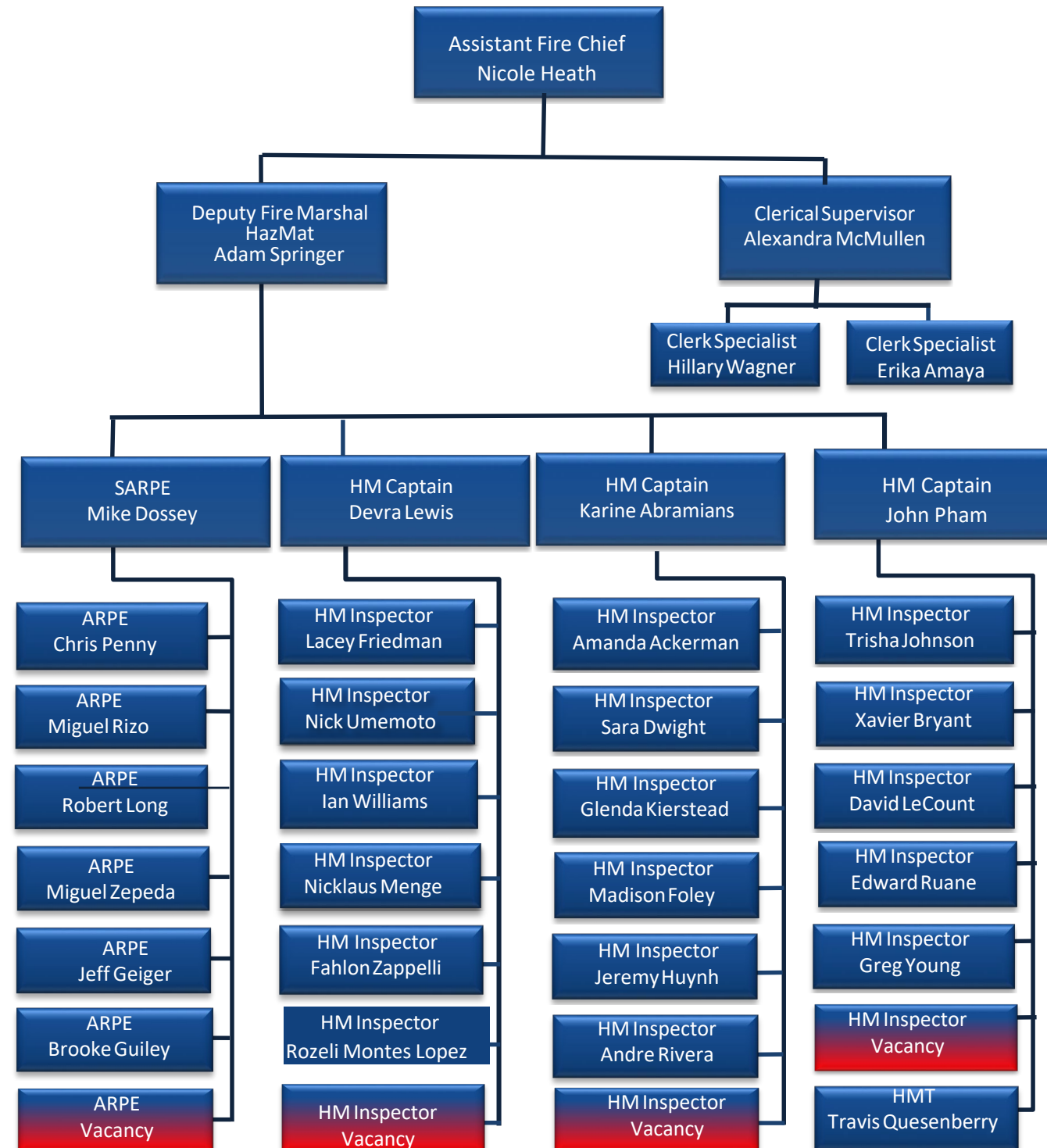




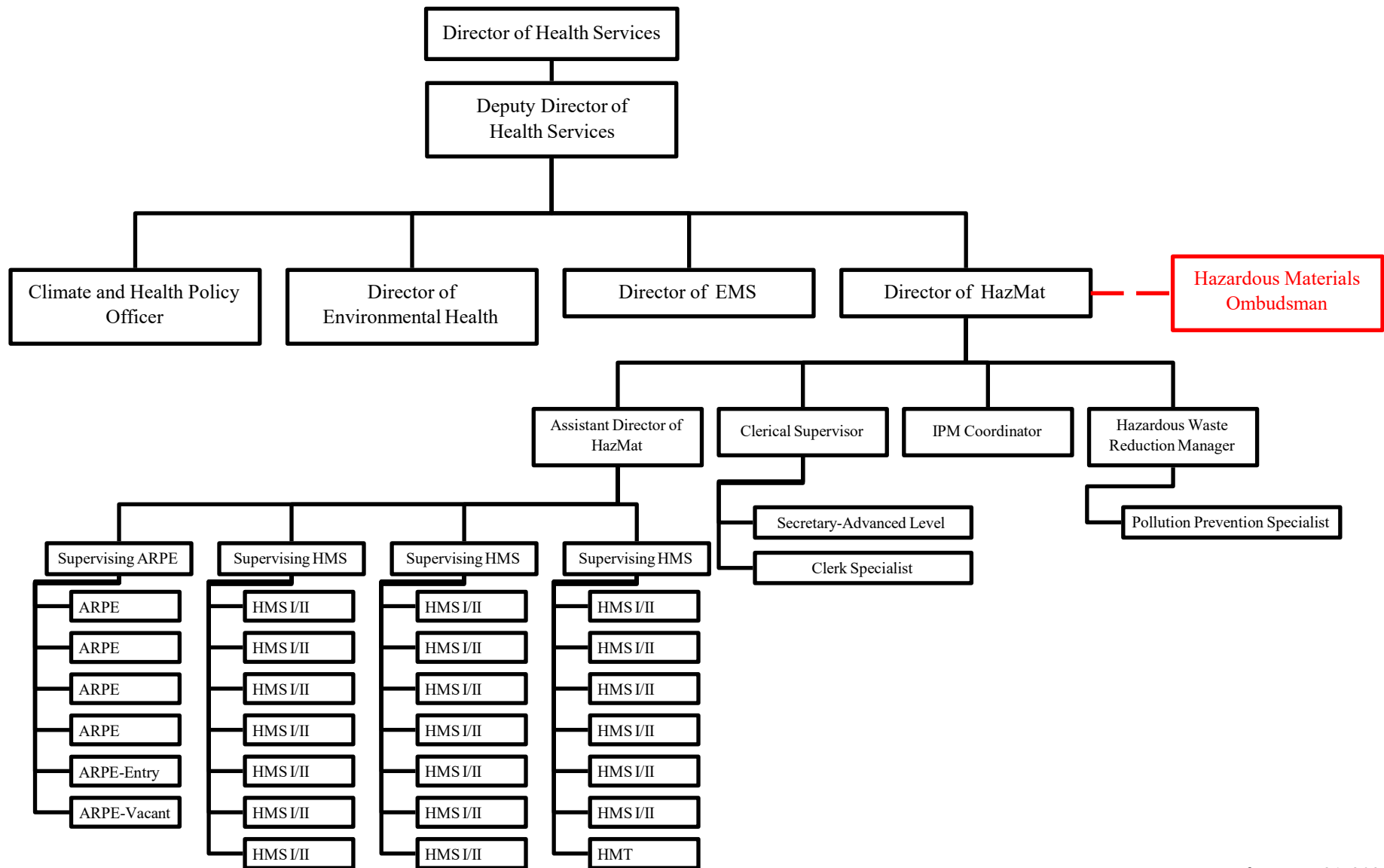
CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

HAZMAT DIVISION

Organizational Chart



Future State



As of January 21, 2022



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3211

Agenda Date: 7/23/2026

Agenda #: 9.

Advisory Board: Hazardous Materials Commission

Subject: Triennial Review

Presenter: Commission Chair

Information:

The following information was provided by the Clerk of the Board to staff via email:

The Triennial Review Phase I is now underway for advisory bodies. You are receiving this e-mail because you staff an advisory body assigned to Phase I of the review which covers the years 2023, 2024, & 2025. A full list of boards, committees, and commissions assigned to Phase I is attached.

The purpose of the Triennial Review is to provide the Board of Supervisors with information to evaluate the purpose, performance, and effectiveness of the county's boards, committees, and commissions. Staff and chairpersons of such county bodies are required to complete the attached Triennial Review Survey and submit the materials to the Clerk of the Board's Office by **Tuesday, December 1, 2026**.

Recommendation(s)/Next Step(s):

DISCUSS the Triennial Review for years 2023, 2024, 2025 and CONSIDER designating this as a full commission, subcommittee, or ad hoc committee item.



Contra Costa County Clerk of the Board

1025 Escobar Street, 1st Floor
Martinez, CA 94553
(925) 655-2000

List of Boards, Committees, and Commissions Designated for Phase I of the Triennial Sunset Review

Advisory Body Name	Organization	Staff Contact
Advisory Council on Aging	EHSD, Aging and Adult Services	Jenny Lam
Agricultural Advisory Task Force	Agricultural Department	Matt Slattengren
Aviation Advisory Committee	Buchanan Field Airport	Elke Soberal/Judith Evans
Commission for Women and Girls	County Administrator's Office	Chrystine Robbins
Countywide Bicycle Committee	Public Works	Chris Lau
Economic Opportunity Council	Community Services	Christina Reich
Emergency Medical Care Committee	Health Services	Rachel Morris
Hazardous Materials Commission	Health Services	Adam Springer/Breanna Lingenfelder
Historical Landmarks Advisory Committee	Community Development Department	Dominique Vogelpohl
Integrated Pest Management Advisory Committee	Health Services	Wade Finlinson
Juvenile Justice Coordinating Council	Probation Department	Deborah Caldwell
Library Commission	County Library	Nadia Bagdasar
Measure X Community Advisory Board	County Administrator's Office	Jessica Shepard
Measure X Community Fiscal Oversight Committee	County Administrator's Office	Jessica Shepard
Racial Justice Oversight Body	Office of Reentry & Justice	Kendra Carr/Peter Kim
Sustainability Commission	Department of Conservation and Development	Demian Hardman

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase I

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase I of the Triennial Review will cover the years 2023, 2024, and 2025. Please complete all three parts of the attached survey, including [Part I: Questions](#),

Part II: Materials, and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Tuesday, December 1, 2026**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
 Attn: Lauren Hull, Senior Management Analyst
 1025 Escobar Street, 1st Floor
 Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: *Click or tap here to enter text.*

Name of Person Completing the Triennial Review Survey: *Click or tap here to enter text.*

Chairperson Name: *Click or tap here to enter text.*

Main Staff Person Name: *Click or tap here to enter text.*

Staff Agency/Department: *Click or tap here to enter text.*

Main Staff Telephone Number: *Click or tap here to enter text.*

Main Staff Email: *Click or tap here to enter text.*

Website (enter “N/A” if the body does not have a website): *Click or tap here to enter text.*

How many staff members provide support for this body? *Click or tap here to enter text.*

On average, how many total hours per week of staff support does this body utilize? *Click or tap here to enter text.*

MEMBERSHIP

1. How many seats are on the body? *Click or tap here to enter text.*

2. How many seats are currently filled? *Click or tap here to enter text.*

3. How many members are up to date on all four training requirements (Brown Act, Ethics, Implicit Bias, and Finance)? Training certifications dated within two years are considered up to date. *Click or tap here to enter text.*

4. Does the body have a sufficient number of members to achieve its mission?

☐ Yes

☐ No

If “No”, do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

5. Does the body have a sufficient composition of members/types of seats to achieve its

mission?

☐ Yes

☐ No

If “No”, please indicate which seats you would modify and why.

[Click or tap here to enter text.](#)

- 6. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

☐ Yes

☐ No

If “Yes”, please describe the membership challenges experienced.

[Click or tap here to enter text.](#)

- 7. Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

☐ Yes

☐ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

[Click or tap here to enter text.](#)

MEETINGS

- 1. How many “full body” meetings were scheduled during the last 36 months?** *[Click or tap here to enter text.](#)*
- 2. How many “full body” meetings were cancelled during the last 36 months?** *[Click or tap here to enter text.](#)*
- 3. How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** *[Click or tap here to enter text.](#)*
- 4. How many subcommittees does the body have and how frequently do they meet?** *[Click or tap here to enter text.](#)*
- 5. How many times did members attend meetings remotely for “just cause” in the past year?** *[Click or tap here to enter text.](#)*
- 6. How many times did members attend meetings remotely for “emergency circumstances” in the past year?** *[Click or tap here to enter text.](#)*
- 7. Aside from being in person, how can members of the public view meetings and provide public comment?**

☐ N/A (i.e. attending in person is the only option)

- ☐ Via both phone and an online platform
- ☐ Via phone only
- ☐ Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility? [Click or tap here to enter text.](#)
2. How are stakeholder and public input incorporated into the body's mission and objectives? [Click or tap here to enter text.](#)
3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities? [Click or tap here to enter text.](#)
4. How far in advance of the meeting date does the body post its agenda? [Click or tap here to enter text.](#)
5. Where are meeting notices (e.g., agendas & cancellation notices) posted? Please note all locations, both physical and electronic. [Click or tap here to enter text.](#)
6. How are meeting agendas currently created, as of the date of this survey?
 - ☐ Legistar
 - ☐ Microsoft Word
 - ☐ Other Application (please specify): [Click or tap here to enter text.](#)
7. What information is regularly presented to the body's members to keep them informed of the body's performance? [Click or tap here to enter text.](#)

MISSION & PURPOSE

1. Is this body or its activities mandated by state or federal law or regulations?
 - ☐ Yes
 - ☐ No
 If "Yes", please provide the citation to the applicable law. [Click or tap here to enter text.](#)
2. What is the original purpose and responsibility of the body, as prescribed in its establishing documents? [Click or tap here to enter text.](#)
3. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
 - ☐ Yes
 - ☐ No
 If "Yes", please describe these changes. [Click or tap here to enter text.](#)
4. Are the body's bylaws reflective of the body's current mission, purpose, and focus?
 - ☐ Yes

☐ No

☐ N/A - body does not currently have bylaws

If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.

Click or tap here to enter text.

5. Do you recommend changes to the body’s mission, purpose, or focus?

☐ Yes

☐ No

If “Yes”, please explain the changes you would suggest and why.

Click or tap here to enter text.

6. What target population or priority communities are served by the body? *Click or tap here to enter text.*

7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. *Click or tap here to enter text.*

BUDGET

1. Does the body have an annual operating budget?

☐ Yes

☐ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

☐ Yes

☐ No

If “Yes”, please list the organization.

Click or tap here to enter text.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☐ Yes

☐ No

If “Yes”, please provide a description of the challenge or concern.

Click or tap here to enter text.

If “Yes”, please also list who is affected by this challenge or problem.

Click or tap here to enter text.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

Click or tap here to enter text.

ACCOMPLISHMENTS & IMPACT

1. **Describe the specific impact of the work of the body and its work in achieving its mission.** *Click or tap here to enter text.*
2. **Describe any effects the body has had on the target population or community.** *Click or tap here to enter text.*
3. **Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. *Click or tap here to enter text.*

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the most recent past 5 meetings:
 - ☐ Attached; *or*
 - ☐ Link: [*Click or tap here to enter text.*](#)

- Minutes (or records of action) from the most recent past 5 meetings:
 - ☐ Attached; *or*
 - ☐ Link : [*Click or tap here to enter text.*](#)

- Bylaws currently in effect:
 - ☐ This body does not have bylaws; *or*
 - ☐ Attached; *or*
 - ☐ Link: [*Click or tap here to enter text.*](#)

- Annual Reports for years 2023, 2024, and 2025 if available, as submitted to the Board of Supervisors:
 - ☐ There are no annual reports for the years 2023-2025; *or*
 - ☐ Attached; *or*
 - ☐ Link: [*Click or tap here to enter text.*](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase I survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: _____

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: _____

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board
Lauren.Hull@cob.cccounty.us
(925) 655-2007

Thank you for your time and cooperation!