



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, November 24, 2025

10:30 AM

**309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/810798429>**

19

**Call in: (888) 278-0254, Conference
code: 845965**

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

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

1. Call to Order
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
3. RECEIVE and APPROVE the Record of Action for the October 27, 2025 [25-4942](#)
Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)
Attachments: [DRAFT IOC ROA_10-27-25](#)
4. CONSIDER recommending the reappointment of Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026. (Julie Enea, County Administrator's Office) [25-4943](#)
Attachments: [Public Law Library Board of Trustees News Release 10.2.2023](#)
[Steven Piser LL 11-20-24](#)
[Steven Piser Biography](#)

5. CONSIDER applicants for the Community/At-Large Representative seat on the Affordable Housing Finance Committee to complete the current term that will expire on June 30, 2028 and DETERMINE recommendation for Board of Supervisors consideration. (Kristin Sherk, Department of Conservation and Development) [25-4944](#)
- Attachments:** [AHFC Media Release - Sep. 2025](#)
[AHFC Roster - Nov. 2025](#)
[AHFC Applications](#)
6. RECEIVE report on current status of the Affordable Housing Finance Committee and CONSIDER directing staff to return with recommendations to revise the adopted bylaws of the Affordable Housing Finance Committee. (Kristin Sherk, Conservation and Development Department) [25-4945](#)
- Attachments:** [AHFC Bylaws - Final March 2021](#)
[AHFC Roster - Nov. 2025](#)
7. CONSIDER recommending to the Board of Supervisors the reappointment of Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and the appointment of Ron Chinn to the Environmental Engineering Firm seat to terms ending December 31, 2029; and the appointment of Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat, to complete the current terms will expire December 31, 2025 and to new terms ending December 31, 2029 on the Hazardous Materials Commission, as recommended by the Commission. (Adam Springer, Health Services Department) [25-4946](#)
- Attachments:** [HMC Roster 11.17.25](#)
[Hughes, Mark \(HMC\) 9-23-25](#)
[Mark Hughes Resume 2025.doc](#)
[McTigue, Amy \(HMC\) 9-25-25](#)
[amy_mctigue_resume_10_30_2025_CCC_HMC](#)
[McTigue_FinancialRelationshipInfo_2025_10_30](#)
[IA Hazardous Materials Commission Letter for Mark and Amy's Application 2025.doc](#)
[Chinn, Ron \(HMC\) 09-24-25](#)
[Nomination - Ron Chinn](#)
[Brennan, Maureen \(HMC\) 10-17-25](#)
[Pinkstaff, Sharon \(HMC\) 10-26-25](#)
8. REVIEW the Committee's work during 2025 and identify issues to be referred to the 2026 Internal Operations Committee. (Julie Enea, County Administrator's Office) [25-4947](#)
- Attachments:** [DRAFT 2025 Year End IOC Report](#)
[2025 Year End IOC Report DATA](#)
-

The December 22, 2025 meeting has been canceled. No additional meetings are scheduled for the 2025 Internal Operations Committee.

Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the 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 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

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

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

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

For Additional Information Contact: Julie Enea, Senior Deputy County Administrator, julie.enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4942

Agenda Date: 12/22/2025

Agenda #: 3.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: December 22, 2025

Subject: RECORD OF ACTION FOR THE OCTOBER 27, 2025 MEETING

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

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 October 27, 2025 Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the October 27, 2025 Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, October 27, 2025

10:30 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/81079842919>
Call in: (888) 278-0254, Conference code:
845965

1. Call to Order

A problem occurred with the online meeting link and the meeting was delayed for 15 minutes until the link was corrected.

Chair Andersen called the meeting to order at 10:45 a.m. In attendance were the District III Brentwood office, Kara Galindo, Steve Burdo, Ben Winkleblack, Chrystine Robbins, Diana Oyler, Anna Cleese, Citizen for Equity, Unidentified Caller ending in 2708, Unidentified Caller ending in 1188, Unidentified Caller ending in 2909, Unidentified Caller ending in 1994, Unidentified Call in User 1, Holly, Jill Ray, Maureen Parkes, Vinoy Mereddy, Joellen Bergamini.

Present: District II Supervisor Candace Andersen and District III Supervisor Diane Burgis

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

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

3. RECEIVE and APPROVE the Record of Action for the September 22, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action for 9-22-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

4. INTERVIEW applicant for the Board of Supervisors 1 and 2 seats on the Airport Land Use Commission to complete the unexpired terms ending on May 7, 2028 and May 2, 2027, respectively and DETERMINE recommendation for Board of Supervisors consideration. (Julie Enea, County Administrator's Office)

Attachments: [Seeking Airport Land Use Commission Member News Release \(2025\)](#)
[Airport Land Use Commission Roster 10.22.25](#)
[Mereddy Vinoy \(ALUC\) 08-06-25 D3 Redacted](#)

The Committee interviewed Vinoy Mereddy and voted unanimously to recommend Mr.

Mereddy for the BOS #1 seat to complete the current term that will end on May 7, 2028.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

5. CONSIDER accepting the Fiscal Year 2024/25 Animal Benefit Fund Report. (Steve Burdo, Animal Services Department)

Attachments: [ABF Presentation 2025_FINAL](#)
[Public Comment of ABF by Lisa Kirk_10-27-25](#)
[Public Comment ABF_Holly Cuciz_10-27-25](#)
[Public Comment ABF received at the meeting on 10-28-25](#)

Steve Burdo from the Animal Services Department presented the staff report, providing insights into the Animal Benefit Fund's activities and impact over the past fiscal year. The presentation highlighted the fund's purpose, allocation of resources, and success stories from various programs aimed at enhancing the welfare of shelter animals in Contra Costa County.

Overview of the Animal Benefit Fund

The Animal Benefit Fund was established in 1988 to accept donations for the care and well-being of shelter animals and to support humane welfare and education programs in Contra Costa County. The fund's allocations are divided into three main programs: medical assistance, spay and neuter, and shelter intervention programs, each designed to address specific needs within the community.

Medical Assistance Program

The medical assistance program provides emergency veterinary care for animals in the county shelter's care. In the last fiscal year, \$40,000 was allocated to support advanced medical needs, with funding distributed among three partners: Animal Fix Clinic, Cat Support Network, and Friends of Contra Costa Animal Services. These funds helped a total of 105 animals, exceeding annual goals for each organization.

Spay, Neuter, and Wellness Program

The spay, neuter, and wellness program aimed to provide low-cost surgeries and vaccinations to pets and community cats. With a total fund of \$100,000, six partners accomplished 913 surgeries and administered over 1,500 vaccines and microchips. This program not only helped control pet populations but also provided essential healthcare to animals in need.

Shelter Intervention Program

The shelter intervention program aims to assist residents in keeping their pets at home rather than in shelters. With \$200,000 allocated, this program helped 874 pets remain in loving homes. Various organizations contributed to this effort, providing essential services such as medical care and educational resources to pet owners.

Success Stories

Among the success stories, Joybound assisted a dog named Romeo, who received necessary medications for a skin infection, allowing him to stay with his family. The House Rabbit Society also provided educational resources in multiple languages,

enhancing care for rabbits in the community.

Challenges Faced

The presentation highlights several challenges faced by the programs, including rapid fund usage, scheduling difficulties for veterinary appointments, limited access to low-cost veterinary services, rising demand for shelter intervention, and staffing instability within partner organizations. These issues underline the need for continued focus and improvement in service delivery.

Future Directions

Looking ahead, the Animal Services Department aims to target high-need communities, expand outreach, leverage partnerships, and grow funding for the Animal Benefit Fund through strategic marketing efforts. The annual giving campaign in November is a key focus for increasing donations.

In conclusion, the Animal Benefit Fund has made significant strides in enhancing the welfare of animals in Contra Costa County, thanks to the support of donors and partners. The department expresses gratitude for the contributions that enable them to continue their vital work in the community.

Vice Chair Burgis asked about the department's intentions towards the ABF reserve. Steve replied that the department is gradually spending more and more of the reserve, but some funds must remain on reserve as a rainy day fund.

The following public comments were received:

Written public comment from Lisa Kirk, attached.

Written public comment from Holly Cuciz, attached.

Additional written public comment/notes, attached.

Speaker 1: One speaker voiced concerns about the allocation of shelter intervention funds, observing that large organizations like East Bay SPCA and Joybound, which have significant reserves, are receiving substantial funds. She emphasized the need for transparency in funding proposals and suggested that smaller groups, which achieve more with fewer resources, should be prioritized. They also noted the ongoing issue of turning away healthy animals and the lack of community funds for rescue services.

Speaker 2: Peter Wilson, who has been associated with Cat Rescue since 2011, addressed the failure of the County and its municipalities to effectively manage the care and well-being of stray cats. The County's shelters often turn away residents trying to surrender cats, leading to an increase in stray cat populations. Volunteers participate in a trap-neuter-return process to help control the population, but there are insufficient resources to meet the demand. Additionally, many municipalities have codes that prohibit feeding stray cats, creating a contradictory situation where residents are punished for trying to help. He recommended that the county develop a process to find solutions to this issue, including more spay-neuter programs.

Speaker 3: Linda Rogers commented that she and her spouse Peter Wilson co-founded Delta View Cats in Pittsburg. They successfully passed it on to others. During a discussion, concerns were raised about the allocation and transparency of Animal Benefit Fund (ABF) money. Specific complaints included:

- 1. \$50,000 given to East Bay SPCA, an out-of-county nonprofit, which helped 51 animals.*
- 2. Jelly's Place received \$14,000 and served 55,000 animals.*
- 3. PawSafe received \$30,000 and assisted 226 animals.*

Additionally, there were questions about large amounts of ABF funds given to well-funded organizations like Joy Bound, which she claimed has \$83 million in reserve, while smaller nonprofits received less support despite appearing to be more efficient.

Following public comment, the Committee concluded that:

- Animal Services funding decisions are based on the needs for medical procedures, housing, and food for animals.*
- Funding is allocated based on detailed invoices for services rendered, ensuring accountability and effective use of resources.*
- Funding determinations are made by a panel, sometimes including external members, and are based on the merits of each proposal.*
- The Animal Benefit Fund ensures that services are only provided to Contra Costa County residents, even if the organization is based outside the county.*
- The board aims to do the greatest good for the greatest number of animals, with a focus on both large and small organizations.*
- The board also encourages smaller organizations to take advantage of capacity-building programs to strengthen their operations and partnerships with larger organizations.*

The Committee suggested including representatives of smaller rescue organizations on the funding panel in the future. With the preceding, the Committee accepted the report and directed staff to forward the report to the Board of Supervisors on Consent, along with a listing of the types of services and procedures funded with ABF funds.

Approved, with direction to include in the report to the Board of Supervisors a listing of services and procedures funded by the ABF.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

6. CONSIDER approving recommendations of the Fish and Wildlife Committee to allocate Fish and Wildlife Propagation funds totaling \$148,500.08 to 15 eligible projects that protect, conserve, propagate, and/or preserve fish and wildlife. (Dan Pellegrini, Committee Chair; Maureen Parkes, Conservation and Development Department)

Attachments: [FWC Report, Allocation Chart, and Grant Application Packet](#)

Maureen Parkes presented the report and recommendations of the Fish & Wildlife Committee.

- *The committee received 20 applications, recommending partial or full funding for 15 of them, with one application withdrawn.*
- *The Marine Science Institute requested \$5,096 but was not funded this year. The committee decided not to fund them to encourage finding alternative funding sources and to avoid dependency on grant funds.*
- *The Contra Costa Resource Conservation District's second request was not recommended due to insufficient information and preparation. However, they received funding for another project involving GPS loggers for tracking Western Pond Turtle Upland traversal.*
- *The Fish and Wildlife Committee's decision-making process usually involves thorough discussions and ratings over multiple meetings, often resulting in unanimous decisions.*
- *There was a suggestion to communicate Chair Andersen's concerns about the Marine Science Institute's funding to the committee in the next meeting.*
- *It was noted that supplemental recommendations for funding could be made later in the year, if necessary.*

The Committee voted unanimously to approve the recommendations and forward them to the Board of Supervisors for further consideration.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

7. The next meeting is currently scheduled for November 24, 2025.

The Committee confirmed the November meeting date and acknowledged that the December meeting could be canceled in the absence of any new referrals from the Board of Supervisors.

Adjourn

Chair Andersen adjourned the meeting at 12:05 p.m.

For Additional Information Contact: Julie Enea, julie.enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4943

Agenda Date: 11/24/2025

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 24, 2025

Subject: CONSIDER APPLICANT FOR LAW LIBRARY BOARD OF TRUSTEES

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 25/3

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea, Senior Deputy CAO

Contact: julie.enea@cao.cccounty.us

Referral History:

Board Resolution No. 2020/1 stipulates that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolution further permits a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC decided that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

Referral Update:

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Board of Trustees comprises five judicial appointees of the Superior Court and two County appointees: one representing the Board of Supervisors Chair and one representing a Member of the Bar. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

Staff opened a recruitment for the Member of the Bar seat (see attached media release) and received one qualifying application from Stephen Piser (incumbent, Berkeley), who has been invited to attend the meeting today. While Mr. Piser does not reside in Contra Costa County, he provides legal services within the County. Mr. Piser's application is attached.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the reappointment of Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026.

Fiscal Impact (if any):

None.



Contra Costa County

County Administrator's Office • 1025 Escobar Street • Martinez, CA 94553 • www.contracosta.ca.gov

NEWS RELEASE

Monday, Oct. 13, 2025

Contact: Julie DiMaggio Enea, Sr. Deputy
County Administrator's Office
(925) 655-2056
Julie.Enea@cao.cccounty.us

Would you like to serve on the Contra Costa County Public Law Library Board of Trustees?

(Martinez, CA) – The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond.

The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term beginning Jan. 1, 2026 and ending on Dec. 31, 2026. The Board of Trustees normally meets monthly in Martinez.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or the application can be completed online by visiting the County website at <https://www.contracosta.ca.gov/3418>.

Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than by 5 p.m. on Friday, Nov. 7, 2025.

Applicants should plan to be available for public interviews to be conducted virtually via Zoom on Monday, November 24, 2025.

More information about the Contra Costa Public Law Library can be obtained by calling Amreet Sandhu at (925) 655-4600 or director@ll.cccounty.us, or visiting the Law Library website at <http://www.cccplib.org>.

###

Application Form**Profile**

Steven

First Name

Piser

Last Name

Middle
Initial

Home Address

Berkeley

City

Suite or Apt

CA

State

94707

Postal Code

Business: (510) 835-5582

Primary Phone

wiglaf@stevenpiser.com

Email Address

District Locator Tool**Resident of Supervisorial District:**

None Selected

Steven B. Piser, A PC

Employer

Owner

Job Title

Length of Employment

44 years as a PC, 50 as a lawyer

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?****Are you a veteran of the U.S. Armed Forces?**☒ Yes ☐ No**Board and Interest****Which Boards would you like to apply for?**

Public Law Library Board of Trustees (BOS appointee): Not Submitted

Seat Name

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

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Sociology

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

USF School of Law

Degree Type / Course of Study / Major

JD

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

MCLE as a lawyer

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B**Certificate Awarded for Training?**

☐ Yes ☒ No

Occupational Licenses Completed:

Attorney

Qualifications and Volunteer Experience

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

I have done lawyer in the library for several years. I love it and think the law library is a very important to the public and would hope to be able to a) make it more known in the community, including the services it offers, and; b) try to come up with ways to increase its funding.

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

If I did it right, it should be attached.

[Upload a Resume](#)

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

☐ Yes ☒ No

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

☒ Yes ☐ No

If Yes, please explain:

May be out of the country in July

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

☐ Yes ☒ No

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

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

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

Lawyer in the library

Conflict of Interest and Certification

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

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



My training to become a lawyer started in 1959, at the age of ten. I got a job delivering newspapers on my bicycle. After five years, I moved on to working in a hamburger stand. This was short-lived. I got a better job working as a busboy at the International House of Pancakes. After a year working weekends (starting at seven in the morning), I got a job in a tobacco shop, specializing in pipes and cigars. I worked in this field from high school until I graduated from law school in 1974. While an undergraduate, I worked in the pool hall at the Cal student union and for two years (1969-1971) as a “student trainee” for the former Human Resources Development Department (now Employment Development Department), at what was then called a Youth Opportunity Center, in downtown Oakland and West Oakland.

My non-legal work experience was very important. It exposed me to a very diverse group of people from all economic, racial and educational backgrounds. It helped develop my communication skills and gave me an understanding of all types of people.

After passing the bar in 1974, I was lucky to get a job paying \$5.00 an hour summarizing depositions for an outstanding trial lawyer, Patrick M. Hyde, in Walnut Creek. The case was challenging: *Synanon v. Hearst*, a defamation action brought by the Oakland drug treatment facility against the *San Francisco Examiner* arising out of an expose that allegedly defamed the organization.

After six weeks on an hourly basis, I was hired as a full-time associate. Over the next five years, I was fortunate enough to have prepared, tried and participated in a variety of complex civil cases. I was taught by a man who had the highest ethical standards, work habits and attention to detail. Much of my experience was in this county, when the law library was on the fourth floor of the courthouse. I love this county.

In 1980, I became a sole practitioner in Oakland. My practice has focused on legal malpractice and complex business litigation. I practice primarily in San Francisco, San Mateo, Alameda and Contra Costa counties, but have had cases in all nine bay area counties as well as Sacramento, Kern, Merced, Ventura, Fresno, Placer, El Dorado, Alpine, Los Angeles, Orange, Santa Barbara, Riverside and Monterey and federal court in the Central, Northern and Eastern Districts of California and Arizona state court. I have tried in excess of 100 cases, jury and non-jury, in state and federal courts as well as arbitrations. I am a certified specialist in legal malpractice.

I have given presentations for CEB, the Alameda County Bar Association (trusts and estates), U.C. Berkeley. I regularly attend the ABA legal malpractice programs and have attended the COPRAC ethics seminars and am a Special Deputy Trial Counsel for the State Bar of California.

I have achieved a reasonable degree of professional success. I am at a point in my career where I have the time and desire to serve on this board. My lawyer in the library experience has been most rewarding. I want to do what I am able to expand the program and make the library more available to the community and better able to serve those lawyers who don’t have the resources to have the benefit of the library’s services in their office.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4944

Agenda Date: 11/24/2025

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 24, 2025

Subject: Affordable Housing Finance Committee Recruitment

Submitted For: John Kopchik, Director

Department: Conservation and Development

Referral No: IOC 25/3

Referral Name: Advisory Body Recruitment

Presenter: Kristin Sherk

Contact: Kristin.Sherk@dcd.cccounty.us <<mailto:Kristin.Sherk@dcd.cccounty.us>>

Referral History:

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Measure X Housing, and Permanent Local Housing Allocation (PLHA) funds for affordable housing development in Contra Costa County. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. The AHFC consists of seven seats, including:

- Three city representative seats (one from each sub-region of the County, currently residing in an incorporated city); and
- Three County representative seats (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative seat (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC), and referred to the Board of Supervisors for approval. AHFC terms are for three years. Per the bylaws adopted in 2021, all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

Referral Update:

The Department of Conservation and Development recruited for the open/vacant positions beginning on September 23, 2025, with applications due on October 27, 2025 (flyer attached). Eight applications have been submitted to fill four current vacancies:

Seat Name	Vacant Since	Current Term Expiration
West Subregion City Representative	June 30, 2024	June 30, 2027

Eastern Subregion Unincorporated Representative	June 30, 2023	June 30, 2026
Central Subregion Unincorporated Representative	June 30, 2025	June 30, 2028
Community/At-Large Representative	June 30, 2025	June 30, 2028

Of the eight applications received, three have professional affordable housing experience in some capacity and are currently eligible for the Community/At-Large Representative position. The qualifications of the three recommended candidates are discussed further below.

No qualifying applications were received for the vacant West County City Representative seat, the vacant East County Unincorporated Representative seat, or for the vacant Central County Unincorporated Representative seat.

The remaining five applicants either reside in a region of the County where a representative seat is not currently vacant (Hang Mosier provided a workplace address located within Alameda County) and/or have not demonstrated professional affordable housing finance, design, and/or property management experience. These five applicants will be thanked for their applications and interest in serving and encouraged to consider other County commissions and committees.

The qualifying applicants have been invited to attend this meeting as their schedule permits them to be available for any questions the Committee may have.

Community/At-Large Representative Applications

- Sonya Bynum, Brentwood: Has worked for Habitat for Humanity for almost 7 years as the Homeowner Selection Manager. Ms. Bynum's duties include completing the loan administrative work and coordinating with the buyer from time of selection through closing on their home. Sonya also serves on the employment education committee, HOA board, family selection committee, and home equity grant committee for Habitat for Humanity. Prior to working for Habitat for Humanity, Ms. Bynum worked for Wells Fargo Home Mortgage for 14 years as a processor and underwriter.
- Centina Lewis-Reed, Antioch: Has 12+ years of experience in case management and Centina currently works as a Case Manager for Rubicon Programs. Duties include coordinating with service providers, healthcare professionals, and community resources to ensure clients receive the necessary support and services. Centina previously worked as a Shelter Advocate for Trinity Center and duties included interviewing and assessing new clients, and connecting clients with essential services such as housing, healthcare, employment, legal assistance, and social services. Centina volunteers 40 hours a week with people experiencing homelessness.
- Victoria Robinson Smith, Orinda: Ms. Smith is a licensed attorney and Real Estate Broker and currently serves on the following Contra Costa County advisory boards: Assessment Appeals Board (2021-Current), Sustainability Commission (2017-Current), and Local Enforcement Agency Independent Hearing Panel (2018-Current). Ms. Smith has previously served on the Family and Children's Trust Committee (2000-2004). In addition, Ms. Smith has served as Mayor for the City of Orinda (2008, 2010, 2016), as City Council Member for the City of Orinda from 2004 - 2016, and served on various local committees. Ms. Smith has also served as a City of Orinda Planning Commissioner from 2003-2004 and served as a Central Contra Costa Solid Waste Authority Board Member/Chair from 2011-2014. Since 2018, Ms. Smith has served as the President of the Orinda Senior Village Foundation, which owns and operates the Orinda Senior Village. The Orinda Senior Village is a 150-unit low-

income senior apartment complex. In 2018, the Orinda Senior Village Foundation created a sister organization, the Orinda Senior Housing Foundation (OSHF), to build and operate a second senior affordable apartment project, the Vista Verde Community Housing Project. During the past six years serving as President of OSHF, Ms. Smith has helped plan the design and construction of the building and grounds, received City approvals, selected a developer, selected a lender for construction and perm loans, and is planning to break ground in early 2026. Her work as President has generally involved working closely with the Project Manager, the Construction Manager, the affordable housing Financing Consultant, the attorneys, architects, contractors, design professionals, the Asset Manager, and the mission partner, the Orinda Community Church, making her a knowledgeable candidate for the Affordable Housing Finance Committee.

Staff recommends that the IOC review the attached application materials and consider making a recommendation out of the pool of qualified applicants for the Community/At-Large Representative seat.

Recommendation(s)/Next Step(s):

CONSIDER applicants for the Community/At-Large Representative seat on the Affordable Housing Finance Committee to complete the current term that will expire on June 30, 2028 and DETERMINE recommendation for Board of Supervisors consideration.

Fiscal Impact (if any):

None.

Attachments:

AHFC Media Release - September 2025

AHFC Roster - November 2025

AHFC Applications Received:

Butler Owens, Angela (Redacted)

Bynum, Sonya (Redacted)

Callan, Jason (Redacted)

Johnson, Ashley (Redacted)

Jordan Jr., Eric (Redacted)

Lewis-Reed, Centina (Redacted)

Mosier, Hang (Redacted)

Robinson Smith, Victoria (Redacted)



AFFORDABLE HOUSING FINANCE COMMITTEE

Tuesday, September 23, 2025

The Contra Costa County Internal Operations Committee (IOC) of the Board of Supervisors (Board) is now accepting applications from individuals to fill four vacant positions for the Affordable Housing Finance Committee (AHFC):

- West County (City) Representative,
- East County (Unincorporated) Representative
- Central County (Unincorporated) Representative, and
- Community/At-Large Representative.

Applicants must:

- Be a resident of Contra Costa County in one of the above vacant residency membership categories.
- Have professional experience in the field of affordable housing finance, design, development, or property management.

The AHFC works with the Department of Conservation and Development to develop funding recommendations for the Board on the annual allocation of HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), and Measure X Housing for affordable housing development and/or preservation in Contra Costa County. The AHFC typically convenes once annually in the spring to review County staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there are additional special meetings throughout the fiscal year to reallocate funds as needed.

The AHFC has seven (7) members:

- City Membership: Three (3) City members, one per sub-region of the County, currently residing in an incorporated City within the County.
- County Membership: Three (3) County members, one per sub-region of the County, currently residing in an unincorporated area of the County.
- Community Membership: One (1) at-large member currently residing in the County, either incorporated or unincorporated.

To obtain an application for or further information, contact Kristin Sherk, staff liaison to the AHFC, at 925-655-2889 or Kristin.Sherk@dcd.cccounty.us. For more information, please visit the AHFC webpage at <https://www.contracosta.ca.gov/4303/Affordable-Housing-Finance-Committee-AHF>. A fillable application is available on the website for your convenience.

Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553 no later than 5:00 PM on Monday, October 27, 2025.

Applicants should plan to be available for public interviews via Zoom (video meeting) on Monday, November 24, 2025. The IOC considers applications from all interested individuals and conducts interviews even when an existing committee member seeks reappointment.

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

City Representatives	
East County Rep. (City #1)	Term Expires: June 30, 2026
Denarius Daniels Pittsburg, CA 94565	
West County Rep. (City #2)	Term Expires: VACANT since June 30, 2024
Vacant	
Central County Rep. (City #3)	Term Expires: June 30, 2027
Waleed Akbar San Ramon, CA 9483	

County Representatives (Unincorporated)	
East County Rep. (County #1)	Term Expires: VACANT since June 30, 2023
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2027
Willie Robinson El Sobrante, CA 94803	
Central County Rep. (County #3)	Term Expires: VACANT since June 30, 2025
Vacant	

Community/At-Large Representative	
Community Rep. (Community #1)	Term Expires: VACANT since June 30, 2025
Vacant	

COMMITTEE STAFF

Kristin Sherk
Affordable Housing Program Manager
Phone: (925) 655-2889
Email: Kristin.Sherk@dcd.cccounty.us
Fax: (925) 655-2757

Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Application Form

Profile

Angela

First Name

Butler Owens

Middle Initial

Last Name

Home Address

Suite or Apt

Danville

City

CA

State

94506

Postal Code

Mobile: ()

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

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

Since 1991 - 34 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Masters of Science/Telecommunications Management

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Cogswell Polytechnical College

Degree Type / Course of Study / Major

Bachelors of Science/Electronics Engineering Technology

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

PMP

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

ACP-PMI

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

PMP, ACP-PMI, Stanford Advanced Program Management Certified

Qualifications and Volunteer Experience

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

I have been a proud resident of Danville, CA (Contra Costa County) since August 1991, where I raised my two children and witnessed our town grow into a vibrant and thriving community. Throughout these years, I have remained deeply aware of community issues and needs, and while my professional career limited my availability to volunteer in the past, I am now in a position to give back through meaningful service. My 41-year technical career began in Sunnyvale and spanned decades in Silicon Valley, where I gained extensive leadership and management experience across highly complex projects. I currently run my own business and hold a Master of Science in Telecommunications Management from Golden Gate University and a Bachelor of Science in Electronics Engineering Technology from Cogswell Polytechnical College. In addition, I am PMP and ACP-PMI certified through the Project Management Institute, and I hold an advanced program management certification (SCPM) from Stanford University. With this strong foundation in leadership, strategy, and collaboration, I am eager to apply my skills in service to the community. I am particularly interested in volunteering for the Advisory Board of the African American Holistic Wellness and Resource Hub Transitional Community, where I believe my background in program management and community-focused problem-solving can directly support initiatives that strengthen equity, wellness, and access to resources. Additionally, I would welcome the opportunity to serve on the Advisory Council on Equal Employment Opportunity, the Affordable Housing Finance Committee, and the Advisory Council on Aging. Each of these areas represents critical issues facing Contra Costa County—ensuring fairness in employment, expanding access to affordable housing, and providing vital support for our aging population. I am motivated to contribute my experience, perspective, and dedication to advancing solutions that make a positive impact on individuals, families, and our broader community.

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

I have been a proud resident of Danville, CA (Contra Costa County) since August 1991, where I raised my two children and witnessed our town grow into a vibrant and thriving community. Throughout these years, I have remained deeply aware of community issues and needs, and while my professional career limited my availability to volunteer in the past, I am now in a position to give back through meaningful service. My 41-year technical career began in Sunnyvale and spanned decades in Silicon Valley, where I gained extensive leadership and management experience across highly complex projects. I currently run my own business and hold a Master of Science in Telecommunications Management from Golden Gate University and a Bachelor of Science in Electronics Engineering Technology from Cogswell Polytechnical College. In addition, I am PMP and ACP-PMI certified through the Project Management Institute, and I hold an advanced program management certification (SCPM) from Stanford University. With this strong foundation in leadership, strategy, and collaboration, I am eager to apply my skills in service to the community. I am particularly interested in volunteering for the Advisory Board of the African American Holistic Wellness and Resource Hub Transitional Community, where I believe my background in program management and community-focused problem-solving can directly support initiatives that strengthen equity, wellness, and access to resources. Additionally, I would welcome the opportunity to serve on the Advisory Council on Equal Employment Opportunity, the Affordable Housing Finance Committee, and the Advisory Council on Aging. Each of these areas represents critical issues facing Contra Costa County—ensuring fairness in employment, expanding access to affordable housing, and providing vital support for our aging population. I am motivated to contribute my experience, perspective, and dedication to advancing solutions that make a positive impact on individuals, families, and our broader community.

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

Castlemont High School Alumni Association - Board of Directors: Membership Chair

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

ANGELA V. BUTLER OWENS, PMP, PMI-ACP, CSM, CSP, SCPM

Email Address: [REDACTED]

Cell Number: [REDACTED]
[REDACTED]

OBJECTIVE

Angela V. Butler Owens is a certified and experienced **Senior Project Manager, Agile Coach, and Technical Program Manager** with a strong background in **hardware and software NPI projects, Agile/Waterfall methodologies, and cross-functional leadership**. She holds multiple certifications, including **PMP, PMI-ACP, CSM, CSP, and Stanford SCPM**.

Known for her **energetic, efficient management style**, she excels in **fast-paced, regulated environments (cGMP/GXP)**. Angela is proficient in a wide range of **project management and collaboration tools** such as MS Project, Smartsheet, Jira, Confluence, and Salesforce (admin cert pending). She has also received notable recognition, including **two CHSAA Hall of Fame inductions** and a nomination for **Black Engineer of the Year**.

SKILLS

- * Strong understanding of Agile/ (Define, Measure, Analyze, Improve and Control (DMAIC)) /SCRUM/Lean/Agile/Waterfall methodologies
- * Proficiency with project management software tools such as Microsoft Office (Project & Excel), Smartsheet, Google (Google Suite: gMeet, gCAL, gDocs, gChat, gHangouts, gMail), WebEx, Visio, PlanisWare, Plainview, Slack, Zoom, Generative AI fundamentals

AWARDS & RECOGNITION:

- * Unprecedented 2x CHSAA Hall of Fame Recipient:
2019: Inducted into Castlemont's Hall of Fame for Sports – received Hall of Fame Sports Award
2019: Inducted into Castlemont's Hall of Fame for Academics – received the Distinguished Knight in Shining Armor Award – Recognized as one of our Local "Hidden Figures"
* Nominated by Black Engineer Magazine – Black Engineer of the Year

PROFESSIONAL EXPERIENCE

Board of Director – Castlemont High School Alumni Association

Castro Valley, CA | Dec. 2018 – Present

- Serve as Board Member and Membership Chair for this 501(c)(3) nonprofit organization.
- Manage and maintain the organization's website and online presence.

Owner/Founder – A. Vanea By Designs

Danville, CA | Dec. 2022 – Present

- Property Manager for four residential units in the San Francisco Bay Area.
- Oversee remodeling, staging, and preparation for apartment rentals.

TATA Consulting Services, Remote Location: Danville, CA

Technical Program Manager, Google – CAIIS Cloud AI & Industry Solutions (Remote) | Dec 2022 – Dec 2023

- Led a cross-functional team (3–6 members) focused on advancing Large Language Models (LLMs), model fine-tuning, and AI-generated source code evaluation. Collaborated with engineers, scientists, and product teams to improve LLM capabilities for tasks such as translation, summarization, and code generation. Oversaw model garden fine-tuning strategies and developed robust methods to assess the safety and accuracy of AI-generated code. Drove alignment across stakeholders, managed high-impact projects to meet deadlines, and communicated key insights through technical discussions, reporting, and refinement of customer user journeys.

Technical Program & Project Manager | Google | Humana | Kaiser Permanente | May 2020 – Dec 2022

Experienced Technical Program Manager with a strong background in **business intelligence, cloud operations, AI/ML, and IT infrastructure**.

- At **Google Cloud Sales (BI CoE GTM)**, led end-to-end delivery of reporting, analytics, and dashboarding solutions. Managed cost forecasting, resource planning, and onboarding for onshore staff while implementing a streamlined candidate screening process that doubled placement success. Established training programs and built cross-functional SME engagement models to enhance operational throughput.
- At **Humana**, managed telephony systems and test lab environments to ensure timely delivery across AEP programs.
- At **Kaiser Permanente**, drove AI/ML initiatives supporting Nurse Triage and infrastructure projects within the ePIMS program. Led sprint planning, backlog grooming, and daily Agile ceremonies using Jira and Confluence. Delivered data models and dashboards, and ensured compliance through structured change management practices.
- Skilled in project tools including **Jira, Confluence, Tableau, Looker, PLX, GoogleSQL, SmartTrack, ServiceNow**, and **MS Project**, with a consistent record of improving delivery processes, operational efficiency, and team performance across enterprise healthcare and tech organizations.

**Sr. Project Manager – Device Technology Development, Laboratory Operations
Genentech, South San Francisco, CA | Jan 2018 – Oct 2019**

- Led complex GXP/GMP-regulated device and lab operations projects within Genentech's Device Technology Development division. Spearheaded PMO-driven process

improvements supporting quality systems, design controls, and lab efficiency initiatives. Oversaw project planning, documentation, and stakeholder alignment, while managing equipment qualification, test method validation, and system upgrades.

- Acted as a key liaison between vendors, global Roche stakeholders, and internal lab teams to coordinate schedules, deliverables, and compliance activities. Maintained project repositories and created tools to improve project tracking and execution. Supported lab audit readiness, migration of electronic method files, and implementation of lab equipment enhancements—ensuring regulatory compliance and operational excellence.

**Sr. Project Manager – Integrated Quality Systems (IQS/PQS), Laboratory Information Systems
Gilead Sciences, Foster City, CA | Apr 2017 – Dec 2017**

- Led Agile project delivery for key Quality and Laboratory Information Systems (LIS) initiatives aligned with Gilead's IQS roadmap. Oversaw full project lifecycle using Gilead's internal GPS methodology (Idea to Support), collaborating cross-functionally with Business Leads, QA, Validation, and IT to ensure compliance with GxP standards.
- Managed multiple work streams within the Pharmaceutical Development Management (PDM) group, providing project planning, risk mitigation, change control, and stakeholder communication. Facilitated Agile ceremonies, coached teams on Agile principles, and coordinated system validation and training. Delivered executive dashboards and ensured on-time, on-budget delivery with continuous improvement through post-implementation reviews.
- Directed Agile project delivery for pharmaceutical development and quality systems, focusing on LIS initiatives that enhanced lab efficiency and compliance. Partnered with cross-functional stakeholders to deliver validated, scalable solutions supporting drug development pipelines. Managed training, risk mitigation, and implementation in alignment with Gilead's IQS roadmap. Led project teams through all lifecycle phases, ensuring timely, cost-effective outcomes for core pharma operations.

**StubHub (An eBay Company), San Francisco, CA
Technical Project Manager / Scrum Master – PMO | Jul 2016 – Mar 2017**

- Led three Agile software teams and a data migration team supporting seven critical initiatives within the Seller Ecosystem portfolio. Oversaw end-to-end delivery of major projects including e-commerce platform data migration and pricing optimization, resulting in measurable revenue growth. Facilitated all Agile ceremonies, managed cross-functional dependencies, and coached distributed teams (US/India) in Agile best practices. Organized quarterly release planning sessions with 40+ stakeholders, maintained team performance metrics, and supported enterprise-wide Agile transformation efforts. Trained in GMP/GDP compliance and recognized for proactive leadership and problem-solving.

**OncoCyte, LLC, Alameda, CA
Director, Project Manager Consultant – Project Management Group | Nov 2015 – Jul 2016**

- Led end-to-end project management for a complex Pharma R&D program, overseeing planning, execution, and product launch readiness using both Agile and Waterfall methodologies. Developed and maintained structured project plans and schedules, identified critical path dependencies, and drove cross-functional collaboration. Served as the core PM liaison for the R&D

team, proactively managing program risks and implementing mitigation strategies to ensure timely and effective delivery.

Fresenius Medical Care North America, Concord, CA

Engineering Project Manager – PD Production/Packaging R&D | Mar 2015 – Sep 2015

- Led cross-functional R&D programs from planning through production readiness using both Agile and Waterfall approaches. Developed and managed detailed project schedules, identified and mitigated key risks, and ensured delivery of high-quality outcomes. Acted as a core R&D team representative in broader program teams, driving scope, objectives, and resource planning. Built strong stakeholder relationships and supported product launch efforts, including marketing and packaging initiatives.

Bio-Rad Laboratories, Hercules, CA

Sr. Project Manager / Scrum Master – Gene Expression Division, Life Sciences | Sep 2013 – Feb 2015

- Led cross-functional teams in the development of complex system-level life sciences products, integrating hardware, software, consumables, and reagents. Managed full product lifecycle from initiation through commercialization, using Agile/Scrum (via TFS) and PLM/PDM tools. Oversaw project planning, critical path management, team coordination, and interdepartmental collaboration across R&D, QA, Marketing, Tech Support, and Manufacturing. Ensured timely delivery by maintaining detailed documentation, meeting facilitation, and regular status tracking.

Abbott Laboratories, Santa Clara, CA

Software Project Manager / Scrum Master – Hematology Diagnostics Division

(Sep. 2011 – Jul. 2013)

- Led cross-functional Agile/Scrum teams through full product lifecycle (NPI) for client-server hematology diagnostic systems. Coordinated efforts across R&D, Quality, Marketing, Regulatory, and Manufacturing to deliver compliant, market-ready software products. Managed sprint cycles and requirements using **Jira** and **DOORS**, facilitated team meetings, tracked deliverables, and ensured on-time completion of all milestones within defined schedules.

PMI – Project Management Institute, Santa Clara, CA

Project Management Professional (PMP) Certification *(Oct. 2009 – Dec. 2011)*

Completed formal training in project management and agile methodologies; earned **PMP Certification** (License #1476759). Gained in-depth knowledge of project lifecycle frameworks, risk management, and stakeholder engagement. Certification valid through **Dec. 2017**.

Varian Medical Systems, Inc., Palo Alto, CA

Program Manager, Oncology Information Systems (OIS) *(Aug. 2002 – Sep. 2009)*

- Led development and delivery of OIS applications and medical device projects, including EMR capabilities, managing cross-functional and international teams of 8–35 members. Oversaw both new product development and continuation engineering releases. Acted as liaison across engineering, QA, marketing, and manufacturing to ensure program success. Successfully transitioned R&D projects to production while meeting evolving marketing needs. Supported FDA

inspections and internal audits as engineering lead.

Microsoft Corp., Mountain View, CA

Sr. Program Manager – Deployment/Packaging NPI (*Dec. 2001 – Aug. 2002*)

- Led development and deployment of MSN TV services and upgrades via Set-Top Boxes, focusing on integrated communications and entertainment. Created functional specs, managed project documentation under the Microsoft Solutions Framework (MSF), and coordinated cross-functional teams across engineering, QA, operations, and support to ensure on-time service releases.

AOL/Time Warner, Mountain View, CA

Sr. Program Manager (*Jan. 2000 – Sep. 2001*)

- Led Netscape Communicator 4.7x and Netscape 6.1 browser projects, managing cross-functional teams through full release cycles. Oversaw deliverables, tracked progress to release milestones, and implemented SOA technology using customer data for product customization. Managed schedules, facilitated team communications, created tracking metrics, and conducted post-mortems—consistently delivering on time and within expectations.

Digital Market, Inc., Sunnyvale, CA

Program Manager (*Sep. 1999 – Dec. 1999*)

- Served as the sole Program Manager at a pre-IPO B2B eCommerce startup, driving on-time delivery of a leading eProcurement product. Collaborated with product marketing and engineering to define release strategies, manage resources, track milestones, and resolve issues across the development lifecycle.

Clarify, Inc., San Jose, CA

Sr. Project Manager (*Mar. 1998 – Aug. 1999*)

- Led cross-functional teams in delivering complex software projects focused on enhancing Clarify's CRM client/server applications, including web-enabling core architecture and Sales Force Automation (SFA) modules. Oversaw full project lifecycle including planning, risk management, process improvement, executive reporting, and resolution of technical issues.

Apple Computer, Inc., Cupertino, CA

Engineering Project Manager / Project Lead (*Apr. 1995 – Mar. 1998*)

- Led software development and quality assurance for CPU System Software Engineering, managing complex SW/HW integration projects from planning through delivery. Oversaw cross-functional teams, vendor relationships, and third-party software bundling, with a strong focus on risk mitigation, branding, and marketing strategy. Successfully drove high-volume desktop product launches and resolved critical technical and schedule-impacting issues.

EDUCATION & CERTIFICATIONS

- **Master's Degree**, Telecommunications Management – *Golden Gate University*
- **Bachelor's Degree**, Electronics Engineering Technology – *Cogswell Polytechnical College*
- **Stanford Certified Project Manager (SCPM®)** – *Stanford University*
- **Project Management Professional (PMP®)** – *PMI*
- **Agile Certified Practitioner (ACP®)** – *PMI*
- **Certified Scrum Master (CSM®)** and **Certified Scrum Professional (CSP®)** – *Scrum Alliance*
- **Salesforce CRM Administrator Certification** – *Pending, San Francisco, CA*

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

- **Project Management Institute (PMI)** – PMP® License #1476759
- **Scrum Alliance, Inc.** – CSM® License #000183132
- **Society of Women Engineers (SWE)** – ID# 363515
- **National Society of Black Engineers (NSBE)** – ID# 252186
- **Institute of Electrical and Electronics Engineers (IEEE)** – ID# 92787700
 - IEEE Women in Engineering, IEEE Consumer Electronics
- **Women in Technology International (WITI)** – ID# 44215
- **Lean In Circle**, Palo Alto Charter Member
- **Alpha Kappa Alpha Sorority, Inc.**, Rho Delta Omega Chapter, Palo Alto, CA
- **Disabled American Veterans (DAV) Auxiliary**, Lifetime Member – Unit #7, Oakland, CA
- **Jack and Jill of America**, Contra Costa Chapter – Lifetime Member, Former President/Co-Chair (FW-CCC-14742)
- **Castlemont High School Alumni Association (CHSAA)** – Lifetime Member, Board of Directors, Website Admin, Membership Chair

Application Form

Profile

Sonya Bynum
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address
Brentwood CA 94513
City State Postal Code

Mobile: [Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

Habitat for humanity East Homeowner selection
Bay/Silicon Valley manager
Employer Job Title

Length of Employment

6

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

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

44 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Arizona State University

Degree Type / Course of Study / Major

B.A/ family and human development

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I was born and raised in Contra Contra County. I have raised my family here, went to school here, attend church here and do not plan to leave. I bring a long career in financing and want to bring this expertise to my community. At Habitat, I interact with our families and hear their stories how they can own a home close to their job. They don't have to worry about relocating their family to own a home. I understand the importance of these type of committees.

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

I've worked for Habitat for Humanity for almost 7 years as the Homeowner Selection Manager. In my role I complete the loan administration work (underwriting, purchase agreement, closing documents), coordinate with the buyer from time of selection through closing on their home and serve on committees (employment education committee, HOA board, family selection committee, home equity grant). I also manage the homeowners by answering questions, advising on conflicts between neighbors, assist homeowners with HOA conflicts and coordinate the resale of their home. Prior to working for Habitat for Humanity, I was with Wells Fargo Home Mortgage for 14 years as a processor and underwriter. These employment opportunities led me to work with a diverse group of people (volunteers, retirees, donors, low and moderate income homeowners). I have over 20 years experience in lending with the last 6 1/2 in affordable housing (homeownership). While our office is located in Oakland, our organization serves Alameda County, Santa Clara County and Contra Costa County.

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

Opportunity Junction - Teachers aid (2015-2106) Habitat for humanity - construction volunteer (2018- present) Grace bible fellowship of Antioch - annual Halloween carnival (2010 to present)

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

My role and department does not apply for grants or funding. In addition, we only provide homeownership opportunities, we are not involved with affordable rent.

Please Agree with the Following Statement

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

☒ I Agree

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

Application Form**Profile**

Jason

First Name

Callan

Last Name

Middle
Initial

Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code

Home: (

Primary Phone

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 4

Davis Wright Tremaine, LLP

Employer

Senior Research Librarian
(Retired)

Job Title

Length of Employment

21 years

Do you work in Contra Costa County?☐ Yes ☒ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?**

16 years

Are you a veteran of the U.S. Armed Forces?☒ Yes ☐ No**Board and Interest****Which Boards would you like to apply for?**

Affordable Housing Finance Committee: Submitted

Seat Name

Community 1

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Indiana University

Degree Type / Course of Study / Major

Bachelor's English

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Indiana University

Degree Type / Course of Study / Major

Master's Library and Information Science

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Leadership Contra Costa - Walnut Creek Chamber of Commerce

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

CASA - Contra Costa County

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Being a renter for decades before finally purchasing a home for the first time in 2020, I know the struggle to find affordable housing. I consider myself to be civic-minded and want to help out in any way I can, especially helping those who need help the most.

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

See resume.

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

I worked in student affairs in college, teaching student leaders about diversity, equity and inclusion. I am on the board for the Rotary Club of Walnut Creek and want to do as much as I can to help those in need in our community. I volunteer weekly for White Pony Express, helping them with deliveries (and sorting food) and am sworn in as a CASA volunteer for the county, working with a foster child each week, as well.

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

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

Jason J. Callan

Objective

To secure a seat on Contra Costa County's Affordable Housing Finance Committee.

Work Experience

SENIOR RESEARCH LIBRARIAN | DAVIS WRIGHT TREMAINE LLP | SAN FRANCISCO, CA / LOS ANGELES, CA | APRIL 2004 - MARCH 2025

- Conduct time sensitive, in-depth legal and business research using cost effective, complex online databases such as: vLex / Vincent AI, Westlaw Precision AI, Lexis+ AI, Bloomberg Law, S&P Capital IQ, Pitchbook, Lex Machina, PACER and similarly sophisticated resources. Head the team to reorganize the Library and Research Services internal knowledge bank. Routinely set alerts to capture, manage and disseminate knowledge and information. Maintain DWT's San Francisco and Los Angeles office libraries. Conduct new attorney orientations. Train attorneys to utilize licensed software and databases.

NASA LAW LIBRARIAN AND SUPPORT STAFF MANAGER | QUANTUM SERVICES, INC. | NASA AMES RESEARCH CENTER, MOUNTAIN VIEW, CA | JUNE 2002 - APRIL 2004

- Responsible for all legal research, collection management, circulation, web page development, and other administrative duties to support the General Counsel and supporting attorneys. Management duties include: Interview, hire, supervise, evaluate 10.5 contracted personnel that directly support NASA Acquisitions, Equal Opportunity, Grants and Rotocraft offices.

PUBLIC SERVICES LIBRARIAN | MILAN PUBLIC LIBRARY | MILAN, MI | MAY 2001 - JUNE 2002

- Conduct all reference, collection management, web page development, computer instruction/troubleshooting, public service and outreach delivery. Hire, schedule, train, supervise and evaluate library personnel; Share cataloging, interlibrary loan, circulation and shelf reading responsibilities.

Education

MASTER OF LIBRARY SCIENCE | INDIANA UNIVERSITY - BLOOMINGTON | MAY 2001

BACHELOR OF ARTS - ENGLISH LIT. | INDIANA UNIVERSITY - BLOOMINGTON | MAY 1999

Jason J. Callan

Leadership Experience

LEADERSHIP CONTRA COSTA | WALNUT CREEK CHAMBER OF COMMERCE | 2015 - 2016

- Graduate of San Francisco Bay Area's premier countywide leadership program; Topics include: Health and Aging, The Price of Justice, Business and the Economy, Environment, Education, Technology, Government and Politics, and Housing and Transportation.

GRADUATE SUPERVISOR, JUDICIAL BOARD ADVISOR | INDIANA UNIVERSITY | 1999 - 2001

- Recruit, guide, supervise, evaluate and provide feedback to six Residents Assistants. Recruit, interview, select, guide and advise a Judicial Board, consisting of 15 student members. Also hear cases separately as a Judicial Officer. Recruit, interview and select Graduate Supervisors for the following year.

RESIDENT ASSISTANT | COLLINS LIVING LEARNING CENTER | INDIANA UNIVERSITY | 1997 - 1999

- Coordinate bimonthly social, educational, and cultural programs (including MLK day celebrations, skydiving, poetry reading) at the unit and center-wide level. Provide personal counseling, conflict mediation and appropriate referrals to campus and community resources for 64 students.

Military Experience

OPERATIONS RESOURCE MANAGEMENT SPECIALIST | UNITED STATES AIR FORCE | SPANGDAHLEM, GERMANY | 1988 - 1994

- Responsibilities: Input, retrieval and analysis of flight records. Work with sortie scheduling, pilot training standardization/evaluation for missions flown including those during Operations: Just Cause, Desert Shield, Desert Storm, Provide Comfort, and Southern Watch. Train, evaluate and supervise military personnel. Assignments included: Germany, Saudi Arabia, Turkey, Denmark, Spain, Homestead, FL, Biloxi, MS and San Antonio, TX.

Philanthropy

COURT APPOINTED SPECIAL ADVOCATE (CASA) VOLUNTEER | CONTRA COSTA | 2024 - PRESENT

- Meet weekly with a foster child to ensure they are safe and receive what they need from their caretakers. Advocate to the court their wishes. Help them transition to becoming an adult.

ROTARY INTERNATIONAL | ROTARY CLUB OF WALNUT CREEK | 2016 - PRESENT

Foundation Secretary: 2016-2017; Secretary: 2018-2021; Board of Directors 2021-2024, 2025-2026

**Affordable Housing Finance Committee
Supplemental Questionnaire**

Thank you for your interest in the Affordable Housing Finance Committee (AHFC). The County is seeking applicants to fill pending vacancies on the seven-member AHFC.

The primary function of the AHFC is to develop funding recommendations for the Board of Supervisors for the allocation of Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) funds for the development of affordable housing in Contra Costa County. These funds are allocated to the County on annual basis by formula through the U.S. Department of Housing and Urban Development. Potential state or local affordable housing development funds may be considered by the AHFC, as needed. The AHFC typically convenes once annually in the spring to review County staff's recommendations for project funding of applications received through a public Request for Proposals process. Per the AHFC Bylaws approved by the Board of Supervisors on March 2, 2021, members of the AHFC must live in Contra Costa County and have expertise in affordable housing development and the provision of affordable housing for lower-income and special needs households.

1. Please describe any professional past or current experience in areas relevant to affordable housing finance, design, development, or property management.

I am a graduate of the Walnut Creek Chamber of Commerce's Leadership Contra Costa program where one month's session was dedicated to Housing and Transportation. Topics included: Housing Development Process and the Challenges of Affordability, Social Challenges, and the Naval Weapons Station Development. Additionally, I spent 21 years working as a researcher at the law firm of Davis Wright Tremaine, LLP, where I conducted complex business and legal research, often for our real estate and land use attorneys.

2. Please include specific professional positions and for how many years you held the position. (Providing a work resume does not substitute answering this question.)

I spent 25 years as a research librarian - 24 as a law librarian; 5 years spent active duty as an Operations Resource Manager in the United States Air Force, as well

3. In what ways do you feel you can contribute to the AHFC's role in evaluating affordable housing applications for development in Contra Costa County?

I'm an emotionally intelligent and level-headed person. I consider myself a man of integrity who will be objective in evaluating applications. I have no doubt I'll be a valuable asset to this committee.

Profile

Ashley

First Name

Middle Initial

Johnson

Last Name

Home Address

Suite or Apt

Richmond

City

CA

State

94804

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 1

Urban Tilth

Employer

Human Resources Manager

Job Title

Length of Employment

3 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

1

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

30 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Post University

Degree Type / Course of Study / Major

Undergrad Human Resources Management

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Wellness and Environment Certificate

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate in Depression

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I feel combined with my human resources background and continued studies in many different areas of need I possess the right mindset and experience to be apart of these conversations.

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

Undergrad Human Resources Management Continued studies in environmental justice and depression in underdeveloped communities and Criminal Justice Law

Upload a Resume

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

☒ Yes ☐ No

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

☒ Yes ☐ No

If Yes, please explain:

Work

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

☐ Yes ☒ No

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

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

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

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Profile

Eric

First Name

B

Middle Initial

Jordan Jr

Last Name

Home Address

Suite or Apt

Richmond

City

CA

State

94804

Postal Code

Home:

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

A&A Health Services

Employer

Security Supervisor

Job Title

Length of Employment

07/15/2025

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

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

District 1

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses

Other Training A

Rubicon

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Aa a resident of Richmond for about 25 years, I have seen the ups and downs of Richmond. Richmond needs strong leadership to make this city successful. I am committed to the future of Richmond and believe that active civic engagement is essential for creating a more equitable, sustainable, and vibrant community. Serving on this board/committee/commission would allow me to contribute my skills, experiences, and passion to support meaningful progress on issues that matter to our city.

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

I bring a combination of lived experience, professional knowledge, and a strong commitment to housing equity that make me well-qualified to serve in this role. I understand firsthand how access to safe, stable, and affordable housing impacts individuals, families, and the broader community.

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

Maybe Work but I can re arrange it.

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

☐ Yes ☒ No

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

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

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

Re-Imagine Richmond

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

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If Yes, please identify the nature of the relationship:

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 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Eric Jordan



Work Experience

Office Assistant

Berkeley Housing Authority

Jan 2023 - current

Enter basic data into spreadsheets, database; prepare a variety of reports using established procedures in order to ensure accuracy of data input. Receive and screen visitors, answer the telephones, refer calls or messages, communicate client's needs, and provide factual information and excellent customer service. Prepare basic reports, and maintain front office documentation. Open, time stamp and distribute mail and faxes efficiently. Manages client files; and retrieves material in accordance with specified directions. Assist with large mailing projects. Monitor supply of forms and other basic materials, reorder and restock as appropriate.

Clerk/Cashier

Safeway Stores

Oct 2014 - Dec 2022

Calculate and maintain daily records. Build customer relations to ensure customer satisfaction. Address customer complaints. Maintain knowledge of current sales and promotions. Establish and identify price of products and tabulate bills using optical scanners. Itemize and total customer merchant selection. Stock shelves, racks, cases and bins with new merchandise. Heavy cash handling.

Radio Host

Peralta Community College District

July 2021 - Dec 2022

Craft original scripts for commercial and promotional spots, advertising radio station sponsors. Attended promotional events to create station awareness and build listener reach. Produced creative radio segments focused on music, current events and lifestyle topics. Operated studio sound boards, desks and playout software for slick, professional broadcasts.

Community Work Volunteer

KPFA Apprenticeship Program - First Voice Media,

Aug 2018 - Jun 2020

Exhibited excellent communications and Developed strong interpersonal communication skills to promote relationship building with internal and external customers. Educated youth about strategies for driving discussions and promoting social changes. Established and maintained relationships with local organizations to coordinate volunteer efforts.

AMF Bowling Centers

Front Desk Attendant

Aug 2010 - Nov 2014

Met and greeted guests in a friendly and courteous manner and explained all specials and promotions. Answered customers' questions, and provided information on services. Assists in the collection of fees and other monies. Assisted with creating and publishing graphic illustrations and announcements for advertising purposes. Perform other duties as assigned.

Liberty Tax Service*Receptionist**Feb 2010 – April 2011*

Advertised products and sales. Received visitors to the office, obtained name, purpose of visit, and contacted appropriate staff. Answer incoming calls and respond to public inquiries in a courteous manner and refer to other persons as appropriate. Coordinated and scheduled client appointments. Maintained physical and electronic records and files; Receive and distribute incoming and outgoing mail. Maintained the reception area. Operated office equipment such as a computer, calculator, scanner, Fax, printer, copy machines.

Education**Pinole Valley High School****Diploma 2010**

**Certified Graduate, First Voice Apprenticeship
Program, KPFA Radio - 2018 - 2020**

Profile

Centina

First Name

A

Middle Initial

Lewis-Reed

Last Name

Home Address

Suite or Apt

Antiich

City

CA

State

94509

Postal Code

Home:

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

Contra costa

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

30 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

Clr

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Na

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Buissness

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Cosmetology

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Rop program/chevron

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Cosmetology and Operator

Qualifications and Volunteer Experience

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

I do monthly volunteer of 40 hrs I help my community by giving back and I help feed the homeless

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

I've worked with low income housing I've stayed with low income housing I no all about the fare income housing roll and I've been in the community of low income

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

Na

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

☐ Yes ☒ No

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

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

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

Homeless incap Feeding those in need Clothing the less fortunate

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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.

☒ I Agree

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

Centina Lewis-Reed

SUMMARY OF QUALIFICATIONS:

Dedicated and compassionate professional with 12 years of experience in case management, seeking to leverage expertise in client advocacy, care coordination, and resource management to make a positive impact in the lives of others. Eager to utilize strong interpersonal skills, problem-solving abilities, and knowledge of community resources to support individuals in achieving their personal goals and improving their quality of life.

SKILLS:

- Rapport / Trust Building
- Organization and Problem Solving
- Knowledge of community resources and services
- Ability to work independently and as part of a team
- Crisis Intervention
- Time Management and Leadership

WORK EXPERIENCE

Rubicon Programs - Concord, CA

OCT 2016-

CURRENT Case Manager

Coordinate with service providers, healthcare professionals, and community resources to ensure clients receive the necessary support and services.

- Advocate for client's rights and needs with various service providers, government agencies, and community organizations.
- Provide immediate support and intervention for clients in crisis situations, ensuring their safety and well-being.
- Work closely with interdisciplinary teams, including social workers, healthcare providers, and legal professionals, to deliver comprehensive care.

Trinity Center- Walnut Creek, CA

SEP 2012-2016

Shelter Advocate

- Conduct intakes, interviews to assess clients' needs, backgrounds, and immediate requirements, creating individualized plans for their stay at the shelter.
- Connect clients with essential services such as housing, healthcare, employment, legal assistance, and social services to help them regain stability.
- Ensure the safety of all residents by enforcing shelter rules, maintaining a safe and respectful environment, and reporting any incidents or concerns.

Allied Universal - Concord, CA

JUNE 2009-2012

Operations Manager

- Monitored assigned area through video surveillance, patrolling, or other means to detect any suspicious activities or potential security breaches. Handled daily client scheduling and answering questions.
- Conduct regular patrols of the property to maintain a visible presence, deter criminal activity, and ensure that all areas are secure. Responded promptly to security incidents, alarms, or emergencies.
- Maintained a friendly and professional demeanor while addressing inquiries and concerns.

EDUCATION:

Antioch High, Antioch, Ca

Diploma, 2004

Los Medanos College – Child Development 2008

Application Form

Profile

Hang

First Name

Mosier

Last Name

Middle Initial

Home Address

Suite or Apt

Berkeley

City

CA

State

94703

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Satellite Affordable Housing Associates

Employer

Community Engagement Program Director

Job Title

Length of Employment

14 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

District 1, 3, 4, and 5

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

14 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of California, Berkeley

Degree Type / Course of Study / Major

BA Social Work

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Nonprofit Management

Certificate Awarded for Training?

☐ Yes ☒ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I joined Satellite Affordable Housing Associates in 2011 and currently the Community Engagement Program Director. I'm deeply invested and passionate in working towards improving the quality of life for all members of the community. I look forward to the opportunity to learn and contribute my direct experience in affordable housing, community engagement, policy, and programs addressing homelessness.

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

In addition to my 14+ years of experience working in non-profit and affordable housing, I've served on the Alameda County-Oakland Community Action Partnership (AC-OCAP) steering committee and 6 years serving on the East Bay Housing Organizations Board of Directors.

Upload a Resume

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I do not have any direct grants, contract, and other economic relationships with the County. However, the organization where I work may and in the scenario where it's necessary, I will excuse myself from voting/contributing to the decision making process.

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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.

☒ I Agree

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



Contra Costa County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Victoria	R	Smith	
Home Address - Street	City	State	Postal Code
	Orinda	CA	94563
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 2 District Locator Tool			
Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work? 2			
Current Employer	Job Title	Length of Employment	
Law Office of Victoria Robinson Smith	Sole Proprietor	30 yrs.	
How long have you lived or worked in Contra Costa County? 45			

Board, Committee, or Commission	Seat Name
Affordable Housing Funding Committee	Central County Representative
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: ☐ Yes ☒ No If Yes, how many?	

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
U.C. Berkeley	BA/Political Science	☒ Yes	☐ No
U.C. Law San Francisco	J.D.	☒ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:	Licensed attorney, CA; licensed CA Real Estate Broker;						
Other Trainings Completed:	<table><tr><td></td><td>Certificate Awarded for Training?</td></tr><tr><td></td><td>☐ Yes ☐ No</td></tr><tr><td></td><td>☐ Yes ☐ No</td></tr></table>		Certificate Awarded for Training?		☐ Yes ☐ No		☐ Yes ☐ No
	Certificate Awarded for Training?						
	☐ Yes ☐ No						
	☐ Yes ☐ No						

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

If Yes, please explain:

--

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

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

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

The need for affordable housing in our county is great, and it is very difficult to finance and build. I have served since 2018 as the President of the Orinda Senior Village Foundation, which owns and operates the Orinda Senior Village. The Orinda Senior Village is a 150-unit senior low income apartment project. The residents are all low, or very low, income seniors, and since 1982, OSV has served over 1,000 residents. However, the need for senior affordable housing is great, and OSV currently has a five-year waiting list. To my knowledge, most of the other providers of affordable housing in Contra Costa County also have extremely long, many times multiple years long, waiting list. At the same time, we knew that the cost of housing in the San Francisco Bay area is extremely high, and that with every increase, there are more community members who need affordable housing.

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

In 2018, the Orinda Senior Village, created a sister organization, the Orinda Senior Housing Foundation, to build and operate a second senior affordable housing apartment project, the Vista Verde Community Housing Project. In the six years that I have served as President of OSHF, we have planned the design and construction of the building and grounds, completed design, received City approvals, selected a developer, selected a lender for construction and perm loans, and at this point are planning to break ground in early 2026. My work as President has generally involved working closely with the Project Manager, the Construction Manager, the affordable housing Financing Consultant, the attorneys, architects and contractors, other design professionals, the Asset Manager, and our mission partner, the Orinda Community Church. I have been involved with managing the professionals and consultants, working with the financing consultants to obtain construction and perm loan funding, coordinating with the Church and coordinating with the neighbors. I believe that my experience would be helpful to the Affordable Housing Finance Committee in evaluating requests for the allocation of public funding and development grants and making recommendations to the Board of Supervisors.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Please check one: ☒ Yes ☐ No

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

Assessment Appeals; Sustainability Commission; Local Agency Enforcement Hearing Panel

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

Family Children's Trust Committee

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

See attached resume.

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

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship: See attached.

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:

10/10/25

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

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

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Page 2:

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

Please check one: Yes

If Yes, please identify the nature of the relationship:

My husband is a CC County retiree, and as a member of the Assessment Appeals Board, I receive a per diem for attending hearings.

Victoria Smith

Education

University of California, Berkeley, CA	A.B., 1978
Hastings College of the Law, San Francisco, CA	J.D., 1981

Professional Experience - Law Practice

1995 - present - Law Office of Victoria Robinson Smith, Orinda, CA

Practice areas: Represent individuals and businesses in real estate, contracts, business and commercial matters.

1987-1995 - Partner, Alborg & Dictor, Oakland and Walnut Creek, CA

Practice areas: Represented individuals and businesses in real estate, professional negligence defense and financial services litigation.

Professional Memberships

Licensed California Real Estate Broker
Contra Costa County Bar Association – Board Member/President Women's Section (1997-2003)
Orinda Chamber of Commerce

Public Service

Mayor, City of Orinda (2008, 2010, 2016), City Council Member, City of Orinda, 2004–2016

Orinda Infrastructure Committee
Public Works Aesthetic Review Committee
Liaison to the Moraga-Orinda Fire District
Liaison to the East Bay Regional Park District
Liaison to the Friends of the Creeks
Liaison to the Orinda Unified School District
Liaison to the Acalanes Unified High School District
Alternate Member: School Bus Committee Liaison, Southwest Region Planning Committee (CCTA),
Lamorinda Project Management Committee, Lamorinda Fee & Financing Authority

City of Orinda, Planning Commissioner, 2003-2004

Central Contra Costa Solid Waste Authority, Board Member/ Chair, 2005-2016

Contra Costa Mayor's Conference, Board Member/Chair, 2011-2014

Contra Costa County Assessment Appeals Board, Board Member, 2021-Current

Contra Costa County Local Enforcement Agency Independent Hearing Panel, Chair, 2018-current

Contra Costa County Sustainability Commission, Commissioner/Chair, 2017-current

Contra Costa County Family and Children's Trust Committee, Board Member, 2000-2004

Community Service

Orinda Senior Village Foundation, President, 2017-current

Orinda Senior Housing Foundation, President, 2017-current

Strive for Change Foundation, Grants Coordinator and Board Member, 2015–current

Boy Scouts of America, Registered Adult Leader, 1992–2021

Parent’s Clubs: Sleepy Hollow Elementary School

Wagner Ranch Elementary School, Orinda

Intermediate School and Miramonte High School, Board Member, 1991-2006

Justice James J. Marchiano Distinguished Service Award, Contra Costa County Bar Association, 2024



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4945

Agenda Date: 11/24/2025

Agenda #: 6.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 24, 2025

Subject: Affordable Housing Finance Committee Status Report

Submitted For: John Kopchik, Director

Department: Conservation and Development

Referral No: IOC 25/3

Referral Name: Advisory Body Recruitment

Presenter: Kristin Sherk, Affordable Housing Program Manager

Contact: Kristin.sherk@dcd.cccounty.us

Referral History:

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Measure X Housing, and Permanent Local Housing Allocation (PLHA) funds for affordable housing development in Contra Costa County. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds as needed.

The Board of Supervisors adopted the Bylaws of the AHFC (Attachment A) on March 2, 2021. The AHFC consists of seven seats, including:

- Three city representative seats (one from each sub-region of the County, currently residing in an incorporated city); and
- Three County representative seats (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative seat (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC), and referred to the Board of Supervisors for approval. The AHFC terms are for three years. All AHFC members must reside in Contra Costa County. Due to the technical nature of the AHFC's charge all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

Referral Update:

Current Status of Prior Annual AHFC Meetings -

1. The 2025 annual AHFC meeting was scheduled for May 20, 2025; however, the meeting was unable to

be held due to lack of quorum of committee members. There was not another day that was available for all AHFC members to reschedule an additional meeting prior to the Board meeting on Tuesday, June 24, 2025, where all federal and local funding recommendations were considered for approval.

2. The 2024 annual AHFC meeting was scheduled for June 5, 2024; however, the meeting was unable to be held due to lack of quorum of committee members. There was not another day that was available for all AHFC members to reschedule an additional meeting prior to the Board meeting on Tuesday, June 25, 2024, where all federal and local funding recommendations were considered for approval.
3. The 2023 annual AHFC meeting was scheduled for April 10, 2023. The meeting did not meet committee quorum requirements and had to be rescheduled for a later date. The meeting was rescheduled for April 17, 2023, but once again did not meet quorum requirements and had to be rescheduled for a later date. A successful AHFC meeting was able to be held on April 21, 2023.

Current Status of Representative Appointments - Attachment B displays the AHFC current membership. As of June 30, 2025, there are four vacant committee representative seats. The East County Unincorporated representative has been vacant since June 2023, and the West County City representative has been vacant since June 2024. The Central County City representative and Community/At-Large representative terms expired as of June 30, 2025. There is a separate item on today's agenda to consider applicants for the Community/At-Large Representative seat, which would leave three remaining vacancies. The Department of Conservation and Development recruited for the vacancies, receiving eight applications. No qualified applications were received for the vacant West County City Representative seat, the vacant East County Unincorporated Representative seat, or for the vacant Central County Unincorporated Representative seat.

With six months until the next annual AHFC meeting, DCD staff provides this update to the IOC on the AHFC's status along with recommendations for improving its purpose and efficacy. These suggestions, subject to IOC direction and further study, could include various adjustments:

- Revise the adopted bylaws to amend the AHFC regular meetings to up to four times a year, with the scheduled meeting dates/times included in the Bylaws.
- Reduce the number of representative seats from the current seven to five representative seats, one per County Supervisorial District, and no longer tied to members residing within a city limit/unincorporated community.
- Revise the organization of the representative seats to five representative seats, one per County Supervisorial District, and add one Community/At-Large Representative seat keeping the total seats at seven.
- Add language in the bylaws to address issues with current filled representative seats not attending AHFC meetings by adding language that absences, excused or unexcused, from the regularly scheduled AHFC meeting in any 12-month period will warrant inquiry from AHFC Committee Staff as to ability and interest of the individual in continuing to serve as a member of the AHFC.

Recommendation(s)/Next Step(s):

RECEIVE report on current status of the Affordable Housing Finance Committee and CONSIDER directing staff to return with recommendations to revise the adopted bylaws of the Affordable Housing Finance Committee.

Fiscal Impact (if any):

No fiscal impact.

Attachments:

Attachment A: AHFC Bylaws - Adopted March 2021

Attachment B: AHFC Roster - November 2025



CONTRA COSTA COUNTY

AFFORDABLE HOUSING FINANCE COMMITTEE

BYLAWS

Approved March 2, 2021

In compliance with a Board Order of the Contra Costa County Board of Supervisors, the Affordable Housing Finance Committee (AHFC) was established on June 19, 1995.

Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
(925) 674-7208

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1 NAME

The name of this committee is the Affordable Housing Finance Committee (AHFC). The AHFC is governed by the Ralph M. Brown Act and the Contra Costa County Better Government ordinance.

2 AUTHORITY

The AHFC was established by the Contra Costa County Board of Supervisors (“Board”) on June 19, 1995.

3 PURPOSE

The Affordable Housing Finance Committee (AHFC) advises the Board on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG), and Housing Opportunities for Persons with AIDS (HOPWA)¹ funds for affordable housing development and/or preservation in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. Potential state or local affordable housing development funds may be considered by the AHFC, as needed. It typically convenes once annually in the spring to review County staff’s recommendations for project funding of applications received through a public Request for Proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

4 MEMBERSHIP

4.1 MEMBERSHIP CATEGORIES

The AHFC is composed of seven (7) members. The AHFC members are in three (3) different categories, self-nominated as indicated below in Section VII. Filling Vacancies:

City Membership: Three (3) City members, one per each sub-region of the County, currently residing in an incorporated City within the County.

County Membership: Three (3) County members, one per sub-region of the County, currently residing in an unincorporated area of the County.

¹ Pursuant to the National Affordable Housing Act, HOPWA funds are allocated on an annual basis to the City of Oakland for the Oakland Primary Metropolitan Statistical Area (PMSA), which includes Alameda and Contra Costa County. Contra Costa receives a formula share of HOPWA funds annually through the City of Oakland.

Community Membership: One (1) at large member, currently residing in the County, either incorporated or unincorporated.

4.2 SUBREGIONS OF THE COUNTY

The subregions of the County are defined as follows:

<u>West Cities:</u>	El Cerrito, Hercules, Pinole, Richmond, San Pablo
<u>Central Cities:</u>	Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pittsburg ² , Pleasant Hill, San Ramon, Walnut Creek
<u>East Cities:</u>	Antioch, Brentwood, Oakley, Pittsburg
<u>West Unincorporated:</u>	Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo, Rollingwood, Tara Hills
<u>Central Unincorporated:</u>	Alamo, Bay Point, Blackhawk, Contra Costa Centre, Clyde, Diablo, unincorporated Martinez, Mountain View, Pacheco/Vine Hill, Saranap, Tassajara, unincorporated Walnut Creek
<u>East Unincorporated:</u>	Bay Point, Bethel Island, Byron, Discovery Bay, Knightsen

4.3 TERMS OF OFFICE

All AHFC members will be appointed to a three-year term and may be reappointed to serve one additional consecutive three-year term, beginning on July 1st, and ending on June 30th.

4.4 RESIDENCY, AGE, AND EXPERIENCE REQUIREMENT

All members shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the AHFC. All members shall be at least the age of eighteen (18). All members shall have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

5 CONFLICT OF INTEREST

Upon becoming an AHFC member, and annually thereafter, each AHFC member shall submit a Statement of Economic Interest (FPPC Form 700) with the Clerk of the Board annually in April.

The Board approved a “Conflict of Interest Code of the AHFC” on March 5, 1996.

² Residents of Pittsburg and Bay Point are eligible for appointment as members from both Central and East County.

5.1 CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Clerk of Contra Costa County, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (1,000), and whether it was greater than ten thousand dollars (\$10,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount and the date on which the gift was received.

(c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- (3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts

from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Managements Positions Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (f), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

5.2 DISQUALIFICATION

AHFC members must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No AHFC member shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

6 RESIGNATIONS

A member may resign from the AHFC at any time by submitting written notice to County staff. The resignation will be effective upon receipt of the written request.

7 FILLING VACANCIES

Vacancies will be filled as soon as practicable. Applications for all Membership Categories are solicited by the Department of Conservation and Development (DCD) and Clerk of the Board in accordance with law and Contra Costa County policies and procedures. Mid-year vacancy terms will commence the following July 1st. All representative appointments to the AHFC are screened by the Internal Operations Committee and then appointed by the Board.

8 MEETINGS

8.1 SCHEDULED MEETINGS

The AHFC typically convenes once annually in the spring to consider applications for CDBG, HOME, and HOPWA funds. Additional meetings will be held later in the

year if applications are received during the year and there are available funds to reallocate/recommend to additional projects.

8.2 NOTIFICATIONS AND AGENDA

The agenda for regularly scheduled meetings will be delivered via email to the AHFC members in advance of the meetings. At a minimum, the agenda must contain the date, time, and location of the meeting and the items of business to be considered. The agenda will be posted 96 hours in advance of each meeting at the DCD office entrance and on the department website at <http://www.contracosta.ca.gov/AHFC>.

8.3 PUBLIC PARTICIPATION

All AHFC meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 5490). Members of the public may address the AHFC; however, each person is limited to three (3) minutes unless an extension is granted.

8.4 QUORUM

A quorum is a simple majority of the total statutory membership. A quorum of the AHFC must be present to approve any Action on the agenda. Any action of the AHFC must be adopted by the affirmative votes of at least a majority of the quorum present.

8.5 COMPENSATION

Members volunteer to serve on the AHFC. Members will not receive any compensation for their service.

9 AMENDMENT OF BYLAWS

These bylaws may be amended when necessary based on recommendations by County staff and/or the AHFC and are subject to the approval of the Internal Operations Committee and then the Board for final approval.

10 ADOPTION AND CERTIFICATION

The above bylaws were approved by the Board on March 2, 2021.

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

City Representatives	
East County Rep. (City #1)	Term Expires: June 30, 2026
Denarius Daniels Pittsburg, CA 94565	
West County Rep. (City #2)	Term Expires: VACANT since June 30, 2024
Vacant	
Central County Rep. (City #3)	Term Expires: June 30, 2027
Waleed Akbar San Ramon, CA 9483	

County Representatives (Unincorporated)	
East County Rep. (County #1)	Term Expires: VACANT since June 30, 2023
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2027
Willie Robinson El Sobrante, CA 94803	
Central County Rep. (County #3)	Term Expires: VACANT since June 30, 2025
Vacant	

Community/At-Large Representative	
Community Rep. (Community #1)	Term Expires: VACANT since June 30, 2025
Vacant	

COMMITTEE STAFF

Kristin Sherk
Affordable Housing Program Manager
Phone: (925) 655-2889
Email: Kristin.Sherk@dcd.cccounty.us
Fax: (925) 655-2757

Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4946

Agenda Date: 11/24/2025

Agenda #: 7.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 24, 2025

Subject: Recommendations for Appointment to the Hazardous Materials Commission

Submitted For: Grant Colfax, Director

Department: Health Services

Referral No: IOC 25/3

Referral Name: Advisory Body Recruitment

Presenter: Adam Springer, Health Services Department

Contact: blingenf@cchealth.org

Referral History:

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

Referral Update:

The terms for Business #2 seat and Business #2 Alternate seat will expire on 12/31/2025. The bylaws of the Commission provide that Business #2 seat and its alternate be nominated by the Industrial Association, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Industrial Association has nominated Mark Hughes for Business #2 seat and Amy McTigue for Business #2 Alternate seat reappointment (attached). The terms for these seats expire on 12/31/2029.

The Environmental Engineering Firms primary seat is currently vacant and the Environmental Engineering Firms Alternate seat will expire on 12/31/2025. The bylaws of the Commission provide for two (2) representatives of environmental organizations, with all applicants to any of the two "Environmental Organization" seats to be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to any one of the two aforesaid seats or their alternates, and therefore, which environmental organizations are represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. Innovex Environmental Management, Inc., has nominated Ronald Chinn for reappointment to the Environmental Engineering Firm seat; Mr. Chinn is the current alternate for this seat. The terms for these seats will expire on 12/31/2029.

The Environmental Justice Representative Seat and Environmental Justice Representative Alternate Seat will expire on 12/31/2025. The bylaws of the Commission provide that One (1) environmental justice

representative, being a layperson from a community that is highly impacted and burdened by hazardous material facilities and releases, who will be able to represent community interests, screened by the Internal Operations Committee, and appointed by the Board of Supervisors. The Hazardous Materials Commission received three applications and after conducting interviews voted to recommend Maureen Brennan for Environmental Justice Representative and Sharon Pinkstaff for Environmental Justice Representative Alternate. The terms of these seats will expire on 12/31/2029.

Business #1 seat will expire on 12/31/2026, however, Fred Glueck will be retiring from his position on the Commission effective 12/31/2025. The bylaws of the Commission provide that Business #1 seat and its alternate be nominated by the West County Council of Industries, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Commission will bring recommendations to the Internal Operations Committee once the Business #1 seat vacancy has been posted in compliance with the Maddy Act.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors the reappointment of Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and the appointment of Ron Chinn to the Environmental Engineering Firm seat, all to terms ending December 31, 2029; and the appointment of Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat, to complete the current terms will expire December 31, 2025 and to new terms ending December 31, 2029 on the Hazardous Materials Commission, as recommended by the Commission.

Fiscal Impact (if any):

No fiscal impact. Commissioners serve without compensation.

Hazardous Materials Commission Roster November 2025

Position	Name	City
Business Seat 1 - West Co. Council of Industries	Fred Glueck	Alamo
Business Seat 1 Alt. - West Co. Council of Ind.	Aaron Winer	Richmond
Business Seat 2 - Industrial Association	Mark Hughes	Benicia
Business Seat 2 Alternate - Industrial Association	Amy McTigue	Lafayette
Business Seat 3 - Contra Costa Taxpayers Assoc.	Andrew D Graham	Pleasant Hill
Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.	Frank Qin	Vallejo
City Seat 1	Anthony L Tave	Pinole
City Seat 1 Alternate	Cesar Zepeda	Richmond
City Seat 2	Eduardo Martinez	Richmond
City Seat 2 Alternate	Brianne Zorn	Martinez
City Seat 3	Soheila V Bana	Richmond
City Seat 3 Alternate	Marisol Rubio	San Ramon
Environmental Engineering Firms	Vacancy	
Environmental Engineering Firms Alternate	Ronald Chinn	Concord
Environmental Justice Representative	Maureen M Brennan	Rodeo
Environmental Justice Representative Alternate	Kevin G Ruano Hernandez	San Pablo
Environmental Organizations Seat 1	Jamin Pursell	Richmond
Environmental Organizations Seat 1 Alternate	Louis H Flores	Pittsburg
Environmental Organizations Seat 2	Lisa A Martell	Crockett
Environmental Organizations Seat 2 Alternate	Rohan Tyagi	Brentwood
General Public	Tim Bancroft	Danville
General Public Alternate	Kenneth L Luther	Danville
Labor Seat 1 - Central Labor Council	Julian Vinatieri	Vacaville
Labor Seat 1 Alternate - Central Labor Council	Terry A Baldwin	Concord
Labor Seat 2 - United Steel Workers Local 5	Jim Payne	Martinez
Labor Seat 2 Alternate - United Steel Workers Local 5	Nick Plurkowski	Martinez
League of Women Voters	Marielle Boortz	Lafayette
League of Women Voters Alternate	Madeline Kronenberg	El Cerrito



Contra Costa County

Print Form

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Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Mark	Middle Initial C.	Last Name Hughes	
Home Address - Street 81 Concord Court	City Benicia	State CA	Postal Code 94510
Primary Phone (best number to reach you) 925-856-1765	Email Address markhughesacc@gmail.com		
Resident of Supervisorial District (if out of County, please enter N/A): NA District Locator Tool			
Do you work in Contra Costa County? ☒ Yes ☐ No		If Yes, in which District do you work? ALL	
Current Employer Industrial Association	Job Title Industrial Association	Length of Employment 6 years, 9 months	
How long have you lived or worked in Contra Costa County? 6 years, 9 mo			

Board, Committee, or Commission Hazardous Materials Commission	Seat Name Business Seat #2
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: ☒ Yes ☐ No If Yes, how many? Meetings for the past 6+ years	

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
University of San Francisco	B.S. Business Economics	☒ Yes	☐ No
Golden Gate University	MBA, Human Resources Management	☒ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed: _____

Other Trainings Completed: Stanford University's Executive _____

Certificate Awarded for Training? ☒ Yes ☐ No

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

If Yes, please explain: _____

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

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

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

I have served on the Hazardous Materials Commission for the past 6 years. As the Executive Director of the Industrial Association, I am able to actively participate in the discussions on various topics, and provide a perspective from the business/industrial sector of the County.

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

* I have served on the Hazardous Materials Commission for the past 6+ years.

* I served for 13 years on the Benicia City Council

* As the Executive Director of the Industrial Association I am very familiar with and connected to businesses throughout the County.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Please check one: ☒ Yes ☐ No

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

Hazardous Materials Commission

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

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

* Hazardous Materials Commission, Contra Costa County - 2019-Present

* Benicia City Council - 2005-2018

* Benicia Parks & Recreation Commission - 1993-2005

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

Please check one: ☐ Yes ☒ No

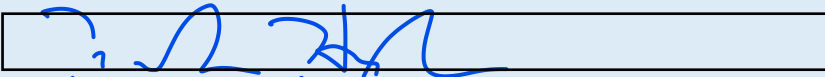
If Yes, please identify the nature of the relationship:

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

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Signed:  Date: **9/23/25**

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

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
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3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

MARK C. HUGHES

BENICIA, CA 94510

PROFESSIONAL OVERVIEW

Dynamic, strategic, and forward-thinking executive, with proven ability to develop plans, priorities, and strategies to achieve results and exceed expectations. Demonstrated experience in quickly earning the trust and respect of others, and developing strong and effective working relationships. Highly motivated, dependable, goal-oriented professional, focused on effectively contributing to the overall success of the organization.

WORK EXPERIENCE

Industrial Association

2019 – Present

Executive Director

City of Benicia

2005 - 2018

City Council Member

Pacific Gas & Electric Company

1977 – 2013

- Director, Human Resources 2011 – 2013
- Director, Safety, Health & Claims 1997 – 2011
- Variety of Departmental Assignments 1977 - 1997

EDUCATION

- MBA, Human Resources Management – Golden Gate University
- B.S., Business Economics – University of San Francisco
- Financial Management for Executives – Stanford University Executive Program

PROFESSIONAL AFFILIATIONS (past and present)

- Contra Costa County Hazardous Materials Commission
- Solano County Economic Development Commission Board of Directors
- Solano County Tri-City Cooperative Planning Board of Directors
- Valero Community Advisory Panel (CAP)
- SolTrans Joint Powers Authority Board of Directors
- League of California Cities – City of Benicia Representative
- Association of Bay Area Governments – General Assembly Representative
- Benicia Youth Action Coalition Commission
- Benicia Unified School District / City of Benicia Liaison Committee

LEADERSHIP SKILLS AND PERSONAL ATTRIBUTES

- Excellent written and verbal communication skills
- Very effective public speaking skills and experience
- Extremely strong interpersonal, organizational, and problem-solving skills
- Excellent meeting facilitation skills
- Very collaborative and effective team player
- Demonstrated positive, can-do attitude



Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Amy	Middle Initial Eileen	Last Name McTigue-Stoll	
Home Address - Street 142 Sandwood Court	City Lafayette	State CA	Postal Code 94549
Primary Phone (best number to reach you) 256-174633	Email Address Amy.McTigue@stantec.com		
Resident of Supervisorial District (if out of County, please enter N/A): 2 District Locator Tool			
Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work? 4			
Current Employer Stantec Consulting Services Inc	Job Title Vice President	Length of Employment 34 years	
How long have you lived or worked in Contra Costa County? 35 years			

Board, Committee, or Commission Hazardous Material Comission	Seat Name Business Seat 2 Alternate - Industrial Association
Have you ever attended a meeting of the advisory board for which you are applying? Please check one: ☒ Yes ☐ No If Yes, how many? 2-3 in-person; ~8 virtually	

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
University of California, Irvine	BS Civil Engineering	☒ Yes	☐ No
University of California, Berkeley	MS Geotechnical Engineering	☒ Yes	☐ No
		☐ Yes	☐ No

Occupational Licenses Completed:	CA Professional Civil Engineer	
Other Trainings Completed:	40 hour HAZWOPER	☒ Yes ☐ No
	8 hour HAZWOPER refresher (35 yrs)	☒ Yes ☐ No

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

If Yes, please explain:

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

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

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

I have lived and worked in Contra Costa County for 35 years. My career has been as an environmental consultant working on many different types of contaminated land projects. So this committee aligns well with my interests and experience. As a Board member for the Industrial Association, I have been involved with many issues that impact Contra Costa County's industrial manufacturing community. I have enjoyed participating on the commission and learning about and supporting hazardous waste issues that arise in Contra Costa County.

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

I am a licensed civil engineer working for Stantec in Walnut Creek, California. I have worked as an environmental consultant for 35 years in Contra Costa County. I currently manage Stantec's remediation practice in Northern California. I have held HAZWOPER certification for my entire career, and I have supported industrial, municipal and federal clients with many different types of contaminated land issues, including hazardous waste sites. I have participated on the Board of the Industrial Association for over 8 years, working with local manufacturers. My resume is attached and includes additional information about my specific experience.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Please check one: ☒ Yes ☐ No

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

Hazardous Material Comiission (Alternate)

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

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

I have been a board member for the Industrial Association for the past 8 years, representing Stantec (a consulting firm with an office in Walnut Creek, CA). I was previously involved with Girl Scouts for 13 years as a troop co-op leader, assistant leader, and in various other roles, until my daughter achieved her Gold Award and graduated from high school 4 years ago. I was involved with Boy Scouts and Cub Scouts for about 12 years in various positions including secretary and merit badge leader for the boy scout troop, but this volunteer role ended about 8 years ago. I have periodically volunteered at the Contra Costa County Food Bank.

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

Please check one: ☐ Yes ☒ No

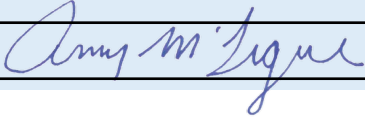
If Yes, please identify the nature of the relationship:

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

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship: Stantec has held multiple County contracts (see attached)

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: 9/25/2025

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#

35 years of experience · Walnut Creek, California

Amy currently manages Stantec's remediation practice in Northern California, with approximately 95 staff located in seven offices. She brings 35 years of experience in numerous large- and small-scale projects for industrial, government, and municipal clients.

Her expertise encompasses overseeing projects conducted at a California refinery by the historical environmental liability work group, including current and past refinery owners. Her work has included investigations, designs and/or closure of 12 historical waste sites under Title 27 regulations. She has designed landfills closure covers including closure and post-closure maintenance plans, detailed closure drawings and specifications, observed closure construction activities for compliance with plans and specifications, prepared post-closure monitoring plans and overseen post-closure operations and maintenance. Her knowledge also includes remedial investigation/feasibility studies (RI/FSs), remedial design, construction, and due diligence support during property acquisition and divestitures, including supporting PBF during acquisition of the MRC Refinery in Martinez.

She has extensive remediation, project management, construction management, client management and business management experience.

EDUCATION

MS/MSc, Civil and Geotechnical Engineering, University of California, Berkeley, California, 1993

BS/BSc, Civil Engineering, University of California, Irvine, California, 1990

REGISTRATIONS

State of California

Professional Engineer #C54377

MEMBERSHIPS

Member, Society of Women Engineers

Member, Association of Women in Water, Energy & Environment

Board Member, Industrial Association of Contra Costa County, 2017-Present

Alternate Seat, Contra Costa County Hazardous Materials Commission

PROJECT EXPERIENCE

Environmental Liability Support

Environmental Liabilities Assessment, PBF Martinez Refinery | California | Principal Engineer

The project included acquisition support for a Refinery in California, including review of publicly-available records, regulatory files, and file room documents. We compiled detailed summaries of about 60 liability site histories, evaluated compliance with federal and state regulatory orders and identified data gaps. We developed an understanding of environmental impacts and prepared estimable and probable environmental liability estimates. We supported the client during pre-acquisition and continued to support through establishment of opening balance for environmental reserves.

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Carson, California | Principal Engineer

The assessment program involved detailed evaluations of existing and potential environmental conditions at a large number of facilities that store and distribute crude oil, refined products, and other chemicals. Properties included a refinery, 9 terminals, and hundreds of miles of pipelines. Assessment of state and federal regulations addressing the mitigation and restoration of identified environmental conditions were conducted so that regulatory and financial impacts on facility operations for corrective actions and post-closure work could be accurately estimated. The project included a summary report documenting environmental findings and estimating costs for remediation, system upgrades, and operations and maintenance, and summarizing findings.

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Principal Engineer

The program involved detailed evaluations of existing and potential environmental conditions at a California Refinery. Work included evaluating Refinery tank and pipeline assets prior to dropping-down the assets from the Refining branch to Logistics branch. Stantec summarized environmental findings and estimated costs for potential liabilities, including system upgrades, and O&M. Presentation slides summarized findings.

Waste Management Units and Impoundments

Active Class II Surface Impoundment Evaluation | Marathon | Martinez California | Project Manager/Lead Engineer

The evaluation included a detailed site investigation to characterize two ponds for compliance with California Code of Regulations (CCR) Title 27 construction standards. The ponds cover a cumulative 128 acres of land with a holding capacity of approximately 220 MG of wastewater. The site investigations included installation of soil borings within the pond bottoms and berms and installation of perimeter groundwater wells. The Evaluation Report included geologic and hydrogeologic conditions of the impoundments and geotechnical calculations which were used to evaluate the compliance of the impoundments with regulations.

Stockpile Closures | Exxon | Benicia, California | Design Engineer

Ms. McTigue was the design engineer for two waste site closure at the Exxon Refinery in Benicia, California. She designed and wrote specifications for soil covers, drainage channels, erosion control blankets, and revegetation. Remedial action at one site included grading to reduce the potential for erosion and installing a topsoil cover; the other site was graded to reduce erosion, and a compacted clay layer and topsoil layer was installed. Site drainage was controlled through terraces, cap channels, perimeter channels, erosion control blankets, and revegetation. Ms. McTigue performed construction observation with periodic site visits to document that closure activities were conducted in accordance with project plans and specifications, and the City of Benicia Grading Permit requirements. Following construction activities, she prepared a closure documentation report, including as-built drawings.

Fort Irwin Landfill Closure and Post-Closure Maintenance Plans | U.S. Army Corps of Engineers | Fort Irwin, California | Design Engineer

Ms. McTigue was the design engineer for the CERCLA closure of two abandoned landfills (FTIR-02 and FTIR-04) at Fort Irwin, California. The selected remedial action for the landfill sites included the installation of a 2-foot native soil cover. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost. She performed watershed modeling and designed perimeter drainage channels to control surface water run-on and run-off. She prepared the Closure and Post Closure Maintenance Plan, including detailed design drawings and specifications.

Environmental Site Remediation

Marathon Projects | Marathon | Martinez, California | 2007-Ongoing | Program Manager

Amy oversees work performed at the Marathon Martinez Facility, including LNAPL management and reporting, groundwater compliance monitoring and evaluation, Waste Management Unit (WMU) characterization, closure design and construction, and operations and maintenance (O&M) of closed WMUs. She reviews work and reports conducted by other consultant teams and provides guidance for projects that could potentially impact Facility operations.

Amy provides support for liability estimates for historical liability projects. She reviews quarterly consultant estimates and prepares quarterly adjusted updates to the

liability estimates and reserves, supporting budget planning activities

River/Napa Creek Flood Protection Project | U.S. Army Corps of Engineers | Napa, California | Project Manager/Design Engineer

The U.S. Army Corps of Engineers (USACE) and the Napa County Flood Control and Water Conservation District (NCFCWCD) implemented flood management features along a 7-mile stretch of the Napa River through and south of the City of Napa as part of the Napa River/Napa Creek Flood Protection Project (Project). About a half mile stretch of the project included nine properties in the area of current and former bulk fuel facilities. Because these sites were in the area requiring soil excavation to construct flood and marsh plain terraces the flood protection improvement and soil remediation efforts were conducted simultaneously with regulatory oversight from USEPA Region 9.

Consolidated Remedial Action Plan | NCFCD | 2000-1
Stantec proposed and negotiated the contaminant clean-up levels for the project with the USEPA. NCFCD prepared a Consolidated Remedial Action Plan (RAP) with support from Stantec. The RAP described the conceptual remedial action approach, as part of the Flood Project terracing. The work included a Pre-Construction Site Investigation field program, preparation of volumes estimates, cost estimates, and a 3-year project schedule. We presented to the public, regulatory agencies and property owners, which was essential to negotiations during land acquisition for the project.

George Air Force Base Multiple Projects | Air Force Center for Environmental Excellence | Victorville, California | 1993-1998 | Project Engr/Design Engr

Ms. McTigue was the design engineer for CERCLA closure of five landfills at George Air Force Base (GAFB), California. Design objectives included minimization of impact to surrounding vegetation and habitat, and utilization of oversized drainage channels to provide soil for the landfill covers. Ms. McTigue also prepared the Long-Term Monitoring and Maintenance Plan for the landfill in accordance with Title 27 regulations.

Ms. McTigue conducted the pre-design for the expansion of the Operable Unit (OU) 1 groundwater extraction, treatment and disposal system. She analyzed groundwater modeling results for 15 extraction, treatment, and disposal scenarios and presented the results to the client and the regulatory agencies. The modeling scenarios were optimized to maximize TCE mass removal and to contain the contaminant plume. She was involved in the design of pipelines, pumps, and a percolation pond to discharge treated effluent.

She was the primary author of the GAFB OU 3 RI containing 60 discrete sites, including landfills, disposal sites, waste pits, spill sites, fire training areas, and other disturbed areas.

Presidio of San Francisco Building 637 Corrective Action Plan | U.S. Army Corps of Engineers | San Francisco, California | Project Engineer

Ms. McTigue prepared a corrective action plan (CAP) for a former gasoline station site. The CAP utilized local regulatory guidance that has not been applied at many military installations in the San Francisco Bay Area. The guidance recommended the implementation of a "low-risk" approach for evaluating fuel-contaminated groundwater at the site. This approach resulted in the recommendation of a groundwater monitoring program to protect receptors in a nearby wetlands. Ms. McTigue also evaluated various treatment alternatives for the fuel-contaminated soil remaining at the site.

**San Fernando Valley RI/FS | City of Los Angeles
Department of Water and Power | Glendale, California |
1991-1992 | Engineer**

Ms. McTigue was a project engineer for the preparation of RI/FSs for the Los Angeles Department of Water and Power. She was involved in the preparation of one RI and two FSs for two VOC-contaminated groundwater sites located in Southern California. The FSs evaluated groundwater extraction, treatment, and disposal options for remediating VOC-contaminated groundwater. Ms. McTigue was involved in the human health risk assessments and the cost analyses for the various remedial options. She also addressed regulatory and client comments on the documents.

George Air Force Base Landfill Closure and Post-Closure Maintenance Plans | Air Force Center for Environmental Excellence | Victorville, California | 1995-1996 | Design Engineer

Ms. McTigue was the design engineer for CERCLA closure of five landfills at George Air Force Base (AFB), California. The selected remedial action for two of the landfill sites included the installation of a 2-foot native soil cover. The selected remedial action for the other three sites was the rehabilitation of the existing soil covers to provide at least a 12-inch soil cover. In order to reduce infiltration into the landfills, the soil covers were designed to promote surface water run-off by maintaining at least a 3 percent slope, and perimeter drainage controls were designed to divert surface water run-on around the landfill boundaries. Design objectives included minimization of impact to surrounding vegetation and habitat, and utilization of oversized drainage channels to provide soil for the landfill covers. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost.

George Air Force Base Operable Unit 3 Feasibility Study | Air Force Center for Environmental Excellence | Victorville, California | 1996-1997 | Design Engineer

Ms. McTigue was involved in the conceptual design of two bioventing systems and one soil vapor extraction system at George AFB. The bioventing systems were designed to remove hydrocarbons and BTEX constituents from vadose zone soils. The SVE system was designed to remove hydrocarbons, BTEX constituents, and TCE from vadose zone soils. She also prepared the work plans for the construction and closure of the treatment systems. The work plans included a remediation and management, site preparation, spill and discharge control, emission control, excavation, transportation, and demobilization and closure plans.

Removal Action at Installation Restoration Program Sites 1, 4 and 11 | Department of the Navy, Navy Facilities Engineering Command | Point Mugu, California | 1996-1997 | Engineer

Ms. McTigue was the project engineer for closure of two sites at NAWS Point Mugu, California. The sites included a landfill (Site 1) and a maintenance/storage yard (Site 4). The selected removal action for the landfill was construction of a riprap wall to protect further erosion of the shoreline and contamination of the lagoon with landfill materials. Additionally, a new storage yard was constructed on the landfill. The selected removal action for the maintenance/storage yard was excavation of the metals- and PCB-contaminated soil. Upon completion of the removal action, the maintenance/storage yard was demolished, and a mud flat, sand island, marsh and tidal creek was constructed at the site to provide wetlands habitat for endangered bird species. Ms. McTigue prepared the Site 1 removal action plan and designed the riprap wall and storage yard. She also prepared the limits of excavation and sampling drawings for Site 4 and participated in the design of the wetlands habitat.

Presidio of San Francisco, Landfill Design Summary Report | U.S. Army Corps of Engineers | San Francisco, California | Project Engineer

Amy served as project engineer to develop the Presidio of San Francisco Landfill Design Summary Report. She researched historical documents and records to determine site history and usage. Historical topographical maps were used to estimate landfill boundaries and volumes of waste in Microstation.

George Air Force Base Landfill Post-Closure Maintenance Plans, USAF PA/RD DO50 | Air Force Center for Environmental Excellence | Victorville, California | 1998 | Design Engineer

Ms. McTigue prepared the Long-Term Monitoring and Maintenance Plan for the landfill in accordance with Title 27 regulations. The plan included requirements for monitoring and maintenance of the landfill cover-integrity, and for groundwater monitoring. The cover-integrity requirements included descriptions of the landfill site inspections, maintenance and repairs, reporting requirements, and five-yearly iso-settlement maps.

George Air Force Base Operable Unit 3 Remedial Investigation | Air Force Center for Environmental Excellence | Victorville, California | 1993-1996 | Engineer

Ms. McTigue was the primary author of the George AFB Operable Unit (OU) 3 RI that consists of approximately 60 discrete sites. These sites include landfills, disposal sites, waste pits, spill sites, fire training areas, and other disturbed areas. She prepared site histories, discussions and results of field investigations, and contamination assessments. She was also involved in the vadose zone contaminant transport modeling and the site-specific and basewide human health risk assessments.

Culvert Assessment and Improvements | Tosco Refining Company | Port Costa, California | 1996-1997 | Design Engineer

Ms. McTigue performed a surface water hydrology assessment to evaluate the hydraulic capacity of an existing 36-inch diameter culvert section that extends under a railway line. She evaluated various options for repairing or replacing the culvert section so that hydrocarbon product that was entering the stormwater system from between the joints in the existing culvert would be sealed outside of the culvert. A cured-in-place pipe (CIPP) was selected as the preferred alternative for repairing the culvert.

Vapor-Enhanced Extraction System Optimization | Viavi (formerly Optical Coating Laboratory and JDS Uniphase) | Santa Rosa, California | 2002-2004 | Project Manager

Groundwater and vapor sampling was performed for the Vacuum-Enhanced Extraction (VEE) System periodically from 2000 to 2004. All available system operation and maintenance (O&M) and sampling data was summarized in the VEE System Performance report (2003), and recommendations to enhance system operation were presented. VEE system performance data is summarized annually, and system operation optimization recommendations are made annually.

Data Gaps Assessment and Investigations | Southern California | 2003-2005 | Project Manager

Ms. McTigue oversaw compilation of site history and environmental data for sites at a historical testing facility. The existing site data and available facility records were assessed to determine if nature and extent of potential or known chemical impacts could be assessed adequately in the RFI reports for the sites in the various reports. Data gaps were identified and presented and summarized for the client and other responsible parties. Field investigations were scoped and detailed proposals were developed for the data gaps investigations. Ms. McTigue managed the field investigation team and data management teams during the investigations and through completion and upload to the client data management system.

Remedial Investigation Report | Southern California | 2003-2005 | Project Manager

Ms. McTigue managed the RFI report for a group of three sites at a testing facility in Southern California. The report documented chemical use at each of the sites and summarized available chemical data for each of the chemical use areas. Historical data and historical site use were evaluated and data gaps were identified. Work plans were prepared to prepared and investigations were conducted to close the identified data gaps. Historical investigation results were summarized and evaluated along with the data gaps investigation. Risk assessments were performed for each of the sites. The report recommended chemical use areas for consideration in the Corrective Measures Studies (CMS) report.

Confidential Project in Response to California Water Code Section 13267 Order | Confidential Client | Bakersfield, CA | Project Director

Amy managed Stantec's support for a confidential client response to a California Water Code Section 13267 Order that required information about injection wells, fluids injected into the aquifer, quality of groundwater in the aquifers, lateral and vertical extent of groundwater impacts from injected fluids, and water supply wells completed in the aquifers. Stantec worked with the client to prepare a work plan outlining the proposed tasks and schedule to comply with the Order requirements. Stantec reviewed and compiled into a technical report submitted to the RWQCB, the required historical data and new data required by the Order. The technical report included a list of active, inactive and abandoned injection wells completed in the named formation along with construction information, logs and analytical data, historical and current injection fluid analytical data, formation pressure data from injection zone(s), water supply well construction information and analytical data within 3 miles of injection wells. Stantec also reviewed and compiled mechanical integrity tests and other required compliance data. Amy relied on technical subject matter experts (SMEs) including geologists, hydrogeologists, groundwater modelers, geochemists, chemists, GIS and database managers to prepare a conceptual site model for two oil fields, which included groundwater quality evaluation, water budget analysis, and lateral and vertical extent of impacts.

October 30, 2025

Amy McTigue, PE

Contra Costa County – Boards, Committees and Commissions Application

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

Stantec either holds a current contract or has held a contract in the last few years with the following:

- Contra Costa County Public Works
- Central Costa County Sanitary District
- Contra Costa Water District
- Contra Costa Transportation Authority
- City of Richmond United States Environmental Protection Agency (USEPA) Brownfield Grant, with Contra Costa County serving as a Coalition member on the project. The County entered a Memorandum of Agreement with the City, and our direct client has remained the Richmond vs. the County.

I reviewed Stantec’s opportunity tracking tool to develop this list, and this is all contracts and grants that I am aware of, but this list may not be all inclusive. I am not involved in any of these contracts or with the grant.



Contra Costa County Board of Supervisors
1025 Escobar Street
Martinez, CA 94553

September 22, 2025

Contra Costa County Board of Supervisors,

The Industrial Association is recommending Mark Hughes to serve on the Hazardous Materials Commission, Business Seat #2, and Amy McTigue as his Alternate.

Mark Hughes has served on the Hazardous Materials Commission since 2019, and is currently the Commission Chair, and Amy has served as his Alternate since 2021. Attached are Commission applications and resumes for both Mark and Amy.

I appreciate your consideration. Please let me know if you have any questions.

Peter McGaw
President
Industrial Association

Application Form**Profile**

Ron _____ Chinn _____
First Name Middle Initial Last Name

Home Address Suite or Apt

Lafayette _____ CA _____ 94549
City State Postal Code

Primary Phone

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**

☒ District 2

Innovex _____ President _____
Employer Job Title

Length of Employment

25 Years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

District 2

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

25 years

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

☐ Yes ☒ No

Board and Interest**Which Boards would you like to apply for?**

Hazardous Materials Commission: Submitted

Seat Name

Environmental Engineering Firms

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

50+

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Arizona

Degree Type / Course of Study / Major

BS / Civil Engineering / Environmental

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☒ No

Occupational Licenses Completed:

Professional Civil Engineer (PE) Project Management Professional (PMP) Certified Hazardous Materials Manager (CHMM) Associate Safety Professional (ASP)

Qualifications and Volunteer Experience

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

I am interested in Environmental Policy development within Contra Costa County and the State of California. Because of my professional experience, I believe I have technical expertise that may be of value to the County.

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

I have held the Environmental Engineering Firms - Alternate seat for three terms, and I have filled for the Primary seat since George Smith's retirement.

Upload a Resume

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

☐ Yes ☒ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☒ Yes ☐ No

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

Hazardous Materials Commission

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

Hazardous Materials Commission

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

Contra Costa Hazardous Materials Commission State Water Resources Control Board -
Underground Storage Tank Technical Task Force State Water Resources Control Board -
Underground Storage Tank Cleanup Fund Task Force State Water Resources Control Board -
LUFT Manual Author

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



October 2, 2025

Mr. Adam Springer
Contra Costa Hazardous Materials Commission
1025 Escobar St.
Martinez, California 94553

RE: NOMINATION: HAZARDOUS MATERIALS COMMISSION
Environmental Engineering Firms: Mr. Ronald Chinn, PE

Dear Mr. Springer:

On behalf of INNOVEX Environmental Management, Inc., we would like to submit Mr. Ronald Chinn as a candidate for the Contra Costa Hazardous Materials Commission, serving as the representative for the Environmental Engineering seat. Mr. Chinn is a licensed civil engineer with a background in environmental site investigation, remediation and human health risk assessment. As you know, Mr. Chinn has served as the Environmental Engineering Firms Alternate for the past 12 years and has diligently attended Commission and Committee meetings since Mr. George Smith's retirement.

We appreciate your consideration of Mr. Chinn for this seat. If you have any questions or would like to further discuss his qualifications, please feel free to call me at (925) 270-2438.

Sincerely,

INNOVEX Environmental Management, Inc.

A handwritten signature in blue ink, appearing to read "Leigh Garcia", is written over a faint, larger blue ink signature that is partially obscured.

Leigh Garcia
Controller

Application Form

Profile

Maureen M Brennan
First Name Middle Initial Last Name

[Redacted] Suite or Apt

Rodeo CA 94572
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

Retired Clinical Lab Scdientist
Employer Job Title

Length of Employment

45 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

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

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

EJ representative

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

2020 to present

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Northwestern University

Degree Type / Course of Study / Major

BS/ CLS-Clinical Lab Scientist

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

UC San Diego

Degree Type / Course of Study / Major

Pre-Med

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses

Other Training A

12 month hospital internship as CLS

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

CERT certified

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

CA Clinical Lab Scientist, 45 years Licensed Ca State Health Dept. and ASCP.

Qualifications and Volunteer Experience

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

I live in the Fenceline community of unincorporated Rodeo. I long have had interest in the interaction of the refinery industry here and local health. I hope to learn more about hazardous materials issues in the broader context of the County. I have enjoyed my position on the Commission 2020 to present, and would like to continue my service for my West County communities.

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

•Clinical Lab Scientist, 45 years •Participated in negotiations for Local 29; 18 year member of Local 20 •Participated in EIR studies for P66 biodiesel conversion project, and Selby Slag excavation project. Rodeo Sanitation board member (elected)

Upload a Resume

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

☒ Yes ☐ No

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

☒ Yes ☐ No

If Yes, please explain:

Board member Rodeo Sanitation District. Meets 2nd Tuesday 1:00pm monthly.

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

☐ Yes ☒ No

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

Hazmat Commission

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

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

Fenceline Working Group P66, Sunflower Alliance, Rodeo Citizens Association board, Rodeo Sanitation District board.

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

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

Application Form

Profile

Sharon

First Name

Y

Middle
Initial

Pinkstaff

Last Name

Home Address

Billing Address Line 2

Suite or Apt

Walnut Creek

City

CA

State

94598

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 4US Environmental Protection
Agency

Employer

Assistant Director

Job Title

Length of Employment

30 yearas

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

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

23

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

BS/Chemistry

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

MS/Civil Engineering

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

OSHA HAZWOPER

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Federal Leadership Development Program

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Professional Engineer, Commonwealth of Virginia ■ Awarded in January 2001

Qualifications and Volunteer Experience

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

I am interested in serving on the hazardous materials commission because I want to serve my community at large by applying my technical and legal knowledge and experience. I have 30 years of experience as a federal regulator on hazardous materials matter (Superfund and Resource Conservation and Recovery Act). I'm experienced in working with local, state, and federal partners including elected officials to deliver tangible benefits to the most vulnerable communities. I have experience in building technical and regulatory capacity for the regulated community and local regulators to ensure environmental compliance. I have experience in providing training and outreach to the most affected communities by environmental pollution. I strongly believe that I have right experience and knowledge to successfully carry out the duties of a HM commissioner.

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

I am currently serving as an assistant director in the USEPA Superfund Program, overseeing hazardous wastes cleanups in Arizona, Nevada, Hawaii, and Pacific Islands. In my 30 year career with the USEPA Agency, I have promulgated, implemented, and enforced federal environmental regulations. Specifically related to the HM commissioner position, I have enforced federal and state hazardous waste laws against refineries and other industries in Contra Costa County. I have conducted compliance assistance workshops for refinery environmental personnel in California. I have trained and assisted hazardous materials inspectors at Contra Costa County Environmental Health (CUPA). In my position with the US EPA Environmental Justice program in 2010s, I have collaborated with Contra Costa Health's Environmental Health Program, Supervisor Gioia's office, and the hazardous materials ombudsman at CC Environmental Health in delivering federal funding and resources to the Environmental Justice communities in Richmond and Concord (Monument Corridor). I am a proud mother of two college students who were born and raised in this county. My son is an Eagle Scout and my daughter is on a full merit based scholarship at a top 20 university. I taught them the importance of volunteerism and community service. I was on the board of the parent faculty club at my children's middle school and frequently volunteered at the Contra Costa and Solano County Food Bank as a member of a mother-daughter service organization based in Walnut Creek. The food distribution activities with the food bank led me to the areas of the county that are most in need. I treasure the opportunities to serve those residents and to connect with them, especially around the holidays.

[Upload a Resume](#)

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

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

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

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

Vice Chair & Commissioner, Park, Recreation and Open Space Commission, City of Walnut Creek, CA ■ February 2024 - present Service Committee Chair, Teens and Parents Service Organization, Walnut Creek, CA ■ August 2020 - July 2024 Food Rescue Volunteer, White Pony Express, Concord, CA & Contra Costa Food Bank, Concord, CA ■ August 2020 – present Board Member, Golden Gate Area Council, Boy Scouts of America, Troop 227, Walnut Creek, CA ■ August 2015 – May 2022 Board Member, Parent Faculty Association, Foothill Middle School, Walnut Creek, CA ■ August 2018 – May 2020 Member, Cross Country Parent Volunteer Board, Northgate High School, Walnut Creek, CA ■ August 2017 – November 2021

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4947

Agenda Date: 11/24/2025

Agenda #: 8.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 24, 2025

Subject: 2025 YEAR-END REPORT ON COMMITTEE REFERRALS AND THEIR DISPOSITION

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

At the end of each calendar year, the Internal Operations Committee reports to the Board its activities and progress made on referrals from the Board. The report generally summarizes each referral, describes the Committee's work on the referral during the calendar year, and includes a recommendation as to the future disposition of the referral. The year-end report provides a basis for a work plan for the ensuing year and helps to ensure continuity for multi-year referrals.

Referral Update:

Attached is a draft Order to the Board summarizing the activities and accomplishments of the Internal Operations Committee in 2025 and recommending matters for referral to the 2026 Committee.

Recommendation(s)/Next Step(s):

REVIEW the Committee's work for 2025 and identify issues to be referred to the 2026 Internal Operations Committee

Fiscal Impact (if any):

None.

To: Board of Supervisors

From: Internal Operations Committee

Report Title: 2025 Annual Report of the Internal Operations Committee and Disposition of Referrals

☒ Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

1. ACCEPT the 2025 Annual Report of the Internal Operations Committee (IOC) of the Board of Supervisors.
2. RECOGNIZE the outstanding work of the County department staff who provided the necessary information to the IOC promptly and professionally. Also, acknowledge the members of the Contra Costa community and private industry who offered valuable insights and feedback, aiding in our policy recommendations to improve the quality of life in Contra Costa County.
3. CONTINUE the following referrals for the 2026 IOC: (1) County Financial Audit Program, (2) Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles Disposition, (3) Advisory Body Recruitment, (4) Allocation Process for Propagation Funds by the Fish and Wildlife Committee, (5) Advisory Body Triennial Review, (6) Animal Benefit Fund Review, (7) Triennial Review of County Procurement Policies, and (8) Review Proposed Updates to the County's Administrative Bulletins as requested by the County Administrator.
4. TERMINATE the following referrals: (9) Art Program for Traffic Signal Utility Boxes and (10) Policy on Use of County Parks.

5.

FISCAL IMPACT:

None.

BACKGROUND:

The 2025 Internal Operations Committee (IOC), chaired by Supervisor Candace Andersen and vice-chaired by Supervisor Diane Burgis, met 10 times, addressed 10 referrals (8 standing and 2 mid-year), made 6 reports to the Board, and recommended candidates for advisory body seats.

We appreciate County staff for preparing reports and analyses, residents for attending meetings, and the advisory bodies' staff for recruiting and nominating individuals. This allowed the IOC to focus on key subjects.

1. County Financial Audit Program. Since 2000, the IOC reviews the annual audit schedule and best practices studies each February. On March 24, 2025, the Auditor-Controller's Office presented their 2024 audit report and proposed 2025 Audit Schedule, which the IOC approved and reported to the Board on April 1, 2025 (Item C.2). **RETAIN**

2. Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager evaluates the fleet and vehicle usage, advising the IOC on replacements and transfers per County policy. In FY 2008/09, after establishing an Internal Services Fund (ISF) for the Fleet, the Board mandated annual reviews by the IOC. The IOC reviewed the 2023/24 fleet report on March 24, 2025, and reported to the Board of Supervisors on April 1, 2024 (Item C.3). This is a standing referral. **RETAIN**
3. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy for recruiting applicants for selected advisory bodies. This policy mandates open recruitment for all vacancies for At Large seats appointed by the Board. The IOC decided to conduct interviews for At Large seats on various bodies, including the Affordable Housing Finance Committee, Retirement Board, Advisory Fire Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee. Screening and nomination for other eligible bodies would be delegated to each body or its subcommittee.

In 2025, the IOC recommended candidates to the Board of Supervisors to fill vacant seats on several committees and commissions. They interviewed individuals for seats on the Affordable Housing Finance Committee, County Connection Citizens Advisory Committee, Retirement Board, Airport Land Use Commission, Hazardous Materials Commission, and the Law Library Board of Trustees.

In 2026, the IOC will need to recruit and interview for the Contra Costa County Fire Protection District Measure O Advisory Committee, East Bay Regional Parks District Advisory Committee, Retirement Board, Fish & Wildlife Committee, Integrated Pest Management Advisory Committee, Treasury Oversight Committee, Mosquito & Vector Control District, and the Law Library Board of Trustees. This is a standing referral.

RETAIN

4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from the Department of Conservation and Development (DCD) about the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report and recommended a preliminary review by the IOC of annual FWC grant recommendations before Board of Supervisors review. On October 27, 2025, the IOC approved DCD's proposed 2025 Fish and Wildlife Propagation Fund Grant awards on behalf of the FWC, recommending grants totaling \$148,501 for 15 proposals. The Board of Supervisors unanimously approved these recommendations on November 4, 2025 (Item C.1). This is a standing referral. **RETAIN**
5. Advisory Body Triennial Review. Between 2010 and 2012, the Board of Supervisors reviewed advisory body policies and composition, passing Resolutions 2011/497 and 2011/498, later updated by Resolutions 2020/1 and 2020/2. These cover all bodies created by the BOS, whether discretionary or mandated by state or federal regulations. The Resolutions instructed the CAO/CoB's Office to conduct a rotating

triennial review of each body and report findings and recommendations to the Board via the IOC regularly. The second phase of the current review was completed and reported to the IOC on May 27, 2025, and approved by the Board on June 10, 2025 (Item C.5). The IOC also received a status report from the Commission on Women and Girls on May 27, 2025. This is a standing referral. **RETAIN**

6. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, which included a directive for the IOC to review the Animal Benefit Fund. In March 2016, the Board decided that this review would be conducted annually to evaluate the fund's impact on the community and families. On October 27, 2025, the IOC received the ninth annual report on the Animal Benefit Fund for FY 2024/25 and directed Animal Services to forward the report to the BOS along with a listing of the types of services and procedures funded with ABF funds. This report is currently scheduled for the Board's December 9 Consent calendar. This review is a recurring responsibility. **RETAIN**
7. Triennial Review of County Procurement Policies. On June 2, 2023, the Board referred a triennial review of County procurement policies to the IOC to ensure policy harmony and directed the Purchasing Agent to provide a review schedule. On October 14, 2024, Public Works reported to the IOC on the Small Business Enterprise (SBE) and Outreach Programs. The IOC recommended, and the Board approved, updates to the SBE Program and the abolishment of old Outreach programs in favor of new requirements in the Purchasing Policy on November 13 and 12, 2024, respectively. The next review is scheduled for October 2027. **RETAIN**
8. Review of Proposed Updates to the County's Administrative Bulletins. On April 24, 2023 and June 27, 2024, the Board referred to the IOC a review of existing and new administrative policies on topics like office space, real estate services, asset management, purchasing (see #5), social media, cybersecurity, and artificial intelligence. We recommend continuing this referral as requested by the County Administrator. **RETAIN**
 - a. Social Media Policy. On September 24, 2024, the Board of Supervisors adopted Resolution No. 2024/321, establishing the County Social Media Policy and directing the Office of Communications and Media to provide training. The IOC proposed updates on September 22, 2025, which the Board approved on October 7, 2025 (Item C.11). **REMOVE**
 - b. TikTok Ban. On August 1, 2023, the IOC recommended updating the County's Social Media Policy, which led to considering a ban on TikTok on County devices. A report on September 11 detailed the risks and the feasibility of such a ban. The IOC advised continuing the development of IT tools to enforce bans on platforms controlled by entities or countries of concern.

The proposed TikTok ban was suspended due to a First Amendment challenge in the U.S. Court of Appeals for Washington, D.C. On October 7, 2025 (Item C.11), the Board of Supervisors accepted the recommendation from the County Chief

Information Officer to permit TikTok for legitimate County business purposes.

REMOVE

- c. Gift Cards as County Program Incentives. On May 13, 2025, the Board asked the IOC to review the County's policy on gift cards used as incentives for County programs, especially by community-based organizations under contract with the County. The IOC held public discussions on July 28 and September 22, 2025, and advised the County Administrator on new procedures to ensure accountability and proper use of funds. **REMOVE**

9. Art Program for Traffic Signal Utility Boxes. On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property.

On September 9, 2024, the County Administrator's Office presented a draft County Public Art Policy to the Internal Operations Committee. The County Public Art Policy was approved by the Board of Supervisors on December 3, 2024, which included direction for the development of a program for public art on county owned utility boxes.

On June 23, 2025, the IOC approved draft Public Art Program on County-Owned Utility Boxes proposed by the Public Works Department, with the program to be funded by the FY25/26 Measure X allocation of \$25,000. Public Works continue to refine the program and plan to bring the final program to the Board for its consideration in early 2026. **REMOVE**

10. New Policy on Use of County Parks. The County Ordinance Code includes parks use restrictions, hours of use, and required permits, however there is not a comprehensive County policy that includes all park rules. At the June 10, 2025 Board of Supervisors meeting, the Public Works Director recommended a referral to the IOC to develop a parks use policy. On July 8, 2025 (Item C.133), the Board of Supervisors approved the Use of County Parks Policy, as recommended by the IOC. **REMOVE**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2025.

2025 INTERNAL OPERATIONS COMMITTEE ACTIVITY REPORT

REPORTS

File ID	File Type	File	File Title	Agenda Date	Agenda Nr.	Final	Controlling Body
		Status				Action Date	
25-1206	Consent Item	Passed	ACCEPT report on the Auditor-Controller's audit activities for 2024, APPROVE the proposed schedule of financial audits for 2025, and REFER to the Internal Operations Committee a review of the County's policy on incentives for County programs and services, as recommended by the Internal Operations Committee.	4/1/2025	C.2.	4/1/2025	BOARD OF SUPERVISORS
25-1207	Consent Item	Passed	ACCEPT the 2023/24 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet and disposition of low-mileage vehicles, as recommended by the Internal Operations Committee. (No fiscal impact)	4/1/2025	C.3.	4/1/2025	BOARD OF SUPERVISORS
25-2296	Consent Item	Passed	ACCEPT the Triennial Advisory Body Phase II Report prepared by the County Administrator's Office, and APPROVE recommendations to improve compliance with pertinent County policies and procedures and on changes to mandatory training for advisory body staff and Board appointees, as recommended by the Internal Operations Committee. (No fiscal impact)	6/10/2025	C.5.	6/10/2025	BOARD OF SUPERVISORS
25-2743	Consent Item	Passed	APPROVE and AUTHORIZE the Use of County Parks Policy as recommended by the Internal Operations Committee.	7/8/2025	C.133.	7/8/2025	BOARD OF SUPERVISORS
25-4084	Consent Item	Passed	APPROVE updates to the County's social media policy, as recommended by the Internal Operations Committee. (No fiscal impact) Animal Benefit Fund Annual Report pending ASD	10/7/2025	C.11.	10/7/2025	BOARD OF SUPERVISORS
25-4624	Consent Item	Passed	APPROVE and AUTHORIZE the allocation of \$148,501 in Fish and Wildlife Propagation funds to 15 eligible projects based on the Fish and Wildlife Committee's recommendations, as recommended by the Internal Operations Committee. (100% Fish and Wildlife Propagation Fund) Women and Girls Comm Update NO REPORTOUT	11/4/2025	C.1	11/4/2025	BOARD OF SUPERVISORS

APPOINTMENTS

25-2290	Consent Item	Passed	REAPPOINT Sarah Birdwell to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2028, as recommended by the Internal Operations Committee.	6/10/2025	C.20.	6/10/2025	BOARD OF SUPERVISORS
25-2291	Consent Item	Passed	REAPPOINT Scott Gordon to the Board Appointee #4 seat on the Contra Costa County Employees' Retirement Association Board of Trustees to a new term ending on June 30, 2028, as recommended by the Internal Operations Committee.	6/10/2025	C.21.	6/10/2025	BOARD OF SUPERVISORS
25-1204	Consent Item	Passed	REAPPOINT Willie Robinson to the County West Subregion seat on the Affordable Housing Finance Committee to a new three-year term that will expire on June 30, 2028, as recommended by the Internal Operations Committee.	4/1/2025	C.26.	4/1/2025	BOARD OF SUPERVISORS
25-4542	Consent Item	Passed	APPOINT Vinoy Mereddy to the Board of Supervisors #1 seat on the Airport Land Use Commission to complete the unexpired term ending on May 7, 2028, as recommended by the Internal Operations Committee.	11/4/2025	C.16	11/4/2025	BOARD OF SUPERVISORS
			Law Library Pending	12/9/2025		12/9/2025	BOARD OF SUPERVISORS
			Affordable Housing Finance Committee Pending	12/9/2025		12/9/2025	BOARD OF SUPERVISORS
			HazMat Comm pending	12/9/2025		12/9/2025	BOARD OF SUPERVISORS

REFERRALS

25-1864	Consent Item	Passed	REFER to the Internal Operations Committee a review of the County's policy on gift cards as incentives for County programs, as recommended by the County Administrator. (No fiscal impact)	5/13/2025	C.6.	5/13/2025	BOARD OF SUPERVISORS
25-2295	Consent Item	Passed	REFER to the Internal Operations Committee the development of a parks policy governing the use of County parks, as recommended by the Public Works Director, Countywide. (No fiscal impact)	6/10/2025	C.4.	6/10/2025	BOARD OF SUPERVISORS