



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Internal Operations Committee

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

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Monday, June 23, 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

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1. Call to Order

*Chair Andersen called the meeting to order at 10:32 a.m. In attendance were Rochelle Johnson, Lijia Lumsden, Ximena Castro, Warren Lai, Larry Theis, Jill Ray, Alicia Nuchols, the District III Supervisor's office, Laura Strobel, and an unidentified caller.*

**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 public comments were made.*

3. RECEIVE and APPROVE the Record of Action for the May 27, 2025 Internal Operations Committee meeting. (Laura Strobel, County Administrator's Office)

**Attachments:** [DRAFT IOC Record of Action for 5-27-25](#)

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

4. CONSIDER draft guidelines and PROVIDE direction to the Public Works Department on the Public Art Program on County-Owned Utility Boxes, for recommendation to the Board of Supervisors. (Warren Lai, Public Works Director; Larry Theis, Consultant)

**Attachments:** [Guidelines for Public Art Program on County -Owned Utility Boxes; FINAL DRAFT \(6-23-25\)](#)

*Warren Lai introduced the item and Larry Theis from Theis Engineering presented the report. Supervisor Andersen requested that Public Works contact the City of Lafayette regarding any potential heat issues with wrapping their utility boxes. Supervisors Burgis and Andersen favored the proposal to have a District-specific group review and approve the art concept and then forward it to Public Works for technical review only, without involving another committee at the overall County level for further review and approval.*

*Supervisor Andersen wants the municipal advisory committee (MAC) or an ad-hoc committee of local residents to review the art concept for the utility box. Supervisor Andersen also asked for legal advice on this matter, including any Brown Act considerations.*

*Supervisor Burgis requested that the number and location of utility boxes by district be included in the staff report to the Board of Supervisors.*

*Supervisor Burgis requested that Public Works evaluate whether the utility boxes have already been treated with anti-graffiti coating by the County and determine if this practice can continue in the future. Additionally, Public Works was asked to include a percentage qualifier specifying the maximum amount of dark paint to be used in the designs and provide more information on the recommended level of personal insurance for prospective artists. The Supervisors also requested that a traffic cone kit be distributed to each District office to be loaned out to prospective artists as needed.*

*Larry Theis offered to evaluate if the proposed guidelines align with the County Public Art Policy.*

*The Supervisors requested Public Works to submit the revised guidelines to the entire Board of Supervisors for discussion with a PowerPoint presentation and to develop a list of frequently asked questions for prospective artists regarding this policy.*

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

5. CONSIDER draft policy on use of County parks and PROVIDE direction to the Public Works Department on any revisions to the policy for future consideration by the Board of Supervisors. (Rochelle Johnson, Public Works Department)

**Attachments:** [Park Use Policy DRAFT 6.23.25](#)

*Rochelle Johnson from Public Works presented the report. Supervisors requested posting the rules and using a QR (quick response) code for FAQs (frequently asked questions) and policy access. The report was accepted, and Public Works was directed to submit it as a Consent item to the full Board of Supervisors.*

**Aye:** Chair Candace Andersen and Vice Chair Diane Burgis

**Result:** Passed

6. The next meeting is currently scheduled for July 28, 2025.

*The Committee confirmed the next meeting date.*

7. Adjourn

*Chair Andersen adjourned the meeting at 11:11 a.m.*

For Additional Information Contact: Julie.Enea@cao.cccounty.us or Laura.Strobel@cao.cccounty.us