



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

<https://cccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254 Conference code: 845965

Thursday, November 14, 2024 **2:30 PM** **1516 Kamole Street. Honolulu, HI**
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccounty-us.zoom.us/j/85280600959>
59 | Call In: 888-278-0254
Conference code: 845965

SPECIAL MEETING

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 14, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office) [24-3899](#)

Attachments: [DRAFT IOC Record of Action 10-14-24](#)

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4. CONSIDER recommending to the Board of Supervisors the appointment of Jamin Pursell to the Environmental Organization #1 seat, Louis Flores to the Environmental Organization #1 Alternate seat, Andrew Graham to the Business #3 seat, and Frank Qin to the Business #3 Alternate seat on the Hazardous Materials Commission, all to terms beginning January 1, 2025 and ending December 31, 2028, as recommended by the Commission. (Adam Springer, Health Services Department) [24-3900](#)
- Attachments:** [Hazardous Materials Commission Roster 11.04.24](#)
[Environmental Organization Seat Flyer 2024](#)
[Pursell, Jamin \(HMC\)](#)
[Nomination - Environmental Organization Pursell](#)
[Nomination - Environmental Organization Pursell 2](#)
[Flores, Louis \(HMC\)](#)
[Nomination Letter Flores](#)
[Graham, Drew \(HMC\)](#)
[Nomination - Business Seat 3 Graham](#)
[Qin, Frank \(HMC\)](#)
[Nomination - Business Seat 3 - Qin](#)
5. CONSIDER recommending to the Board of Supervisors the appointment of Mario DiPrisco to the At Large Alternate #2 seat on the Contra Costa County Fire Protection District Advisory Fire Commission to complete the current term that will expire on June 30, 2028. (Julie Enea, County Administrator's Office) [24-3901](#)
- Attachments:** [DiPrisco, Mario \(CCCFPD\) 10-28-24](#)
[CCCFPD Advisory Fire Commission Roster 11.04.24](#)
[PRESS PUBLICATION Advisory Fire Commission Recruitment 9-23-24](#)
6. INTERVIEW applicants for the At-large #3, At-large #4 and At-large Alternate seats on the Fish and Wildlife Committee and DETERMINE recommendations for consideration by the Board of Supervisors, for terms of office beginning January 1, 2025 and ending December 31, 2028. (Maureen Parkes, Conservation and Development Department) [24-3902](#)
- Attachments:** [Fish & Wildlife Committee Roster 11.04.24](#)
[FWC Applications Only_Redacted](#)
7. CONSIDER recommendations of the Fish and Wildlife Committee to allocate Fish and Wildlife Propagation funds totaling \$80,911 to 13 eligible projects that protect, conserve, propagate, and/or preserve fish and wildlife. (Dan Pellegrini, Committee Chair; Maureen Parkes, Conservation and Development Department) [24-3903](#)
- Attachments:** [FWC Allocation Chart and Grant Application Packet](#)
-

8. RECEIVE presentation by ARTSCCC on the status of its implementation of the arts council contract to promote, countywide, compassion, respect, and resiliency through the arts. (Jenny Balisle, ARTSCCC Executive Director) [24-3904](#)

Attachments: [Presentation ARTSCCC IOC November 14, 2024](#)

9. The next meeting is currently scheduled for December 9, 2024.

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, Sr. Deputy County Administrator, julie.enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3899

Agenda Date: 11/14/2024

Agenda #: 3.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: Record of Action for the October 14, 2024 IOC 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 14, 2024 Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the October 14, 2024 Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

<https://ccccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254 Conference code: 845965

Monday, October 14, 2024

11:00 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://ccccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254 Conference code: 845965

1. Call to Order

Chair Burgis called the meeting to order at 11:00 a.m. In attendance were: Marc Shorr, Nathan Wiebe, Rex Fujikawa, Derene Allen, Igor Skaredoff, Carrie Ricci, Cindy Shehorn, Renee Fernandez-Lipp, Chris De Dios, Steve Burdo, Ben Winkleblack, Tatiana Moger, Tamina Alon, Kara Galindo, Jill Ray, DeVonn Powers, Leonard Ramirez, Alicia Nuchols, Chrystine Robbins, John Dante, Cora Young, Lisa Kirk, District 3 Supervisor's office, and Julie Enea (Committee Staff).

Present: Diane Burgis and Candace Andersen

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 9, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action for 9-9-24 Meeting](#)

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

4. INTERVIEW applicants for three Director seats on the Contra Costa Resource Conservation District board of directors and CONSIDER making recommending to the Board of Supervisors for appointments to terms that will begin on December 1, 2024 and expire on November 30, 2028. (Julie Enea, County Administrator's Office)

Attachments: [CCRCD Media Release 2024](#)
[Allen, Derene \(RCD\) 09-24-24](#)
[Castillo Lorena \(RCD\) 2024](#)
[Fernandez-Lipp, Renee \(RCD\) 09-25-24](#)
[Skaredoff, Igor \(RCD\) 09-01-24](#)

The Committee interviewed Igor Skaredoff, Renee Fernandez-Lipp, and Derene Allen. Applicant Lorena Castillo was not present. Igor Skaredoff corrected erroneous information in his application. At the conclusion of the interviews, the Committee decided to recommend reappointment of the three incumbents: Igor Skaredoff, Renee Fernandez-Lipp, and Lorena Castillo to the Board of Directors. The Committee encouraged Derene Allen to seek an Associate Director role with the District in order to gain more familiarity with the District and the responsibilities of its board of directors.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

5. RECEIVE and CONSIDER approving the proposed Artificial Intelligence Policy or directing modifications to the policy for final recommendation to the Board of Supervisors. (Marc Shorr and Nathan Wiebe, Department of Information Technology)

Attachments: [DRAFT Policy on Artificial Intelligence DoIT PRESENTATION: Artificial Intelligence Policy](#)

Chief Information Officer Marc Shorr outlined the draft Artificial Intelligence (AI) policy and emphasized three goals: to partner with and support responsible use of AI, to protect data, and accommodate exceptions to generative AI uses for limited business cases. Marc explained that AI is already in use in County government and discussed what is occurring industry-wide. Key to the policy will be employee education and training of the risks and benefits of AI, particularly in business cases involving personal identification information, personal health data, and other similarly sensitive data. DoIT's main strategy to reduce risk is to encourage use of AI tools made especially for government agencies, such as Microsoft Copilot for government agencies. He also stressed the responsibility for all County employees to verify and validate the output of AI applications.

Cyber Security Chief Rex Fujikawa discussed the security standards prescribed in the draft AI policy, which were developed collaboratively with Risk Management and County Counsel. An important element of the policy is a contractual standard for vendor security to ensure that the County is meeting any regulatory and legal compliance and that County departments are selecting and utilizing AI tools appropriate to each business case. Lastly, Rex discussed a plan for staff training and education, similar to the plan contained in the recent Cyber Security Policy.

In response to Chair Burgis's question about blocking risky applications on County devices, Rex explained that the County has the capability to block any application within the County's firewall and device management software.

Asst. CIO Nathan Wiebe summarized by saying that DoIT's goal is to be a good partner to departments, to provide guide rails and education on the use of AI, and to coach and advise those departments needing an exception to the AI tooling that DoIT will be providing at the enterprise level.

Vice Chair Andersen agreed that it will be important to provide department's AI tools that are trustworthy for government, but acknowledged that the draft policy is very

simplistic and likely has much more detail behind it in terms of its actual administration. She was supportive of the draft policy.

Chair Burgis expressed concern about employees not necessarily recognizing AI tools, since they are often embedded in everyday applications, e.g., spell check, Siri, Chat bots, etc.

John Dante commented that it costs tens and hundreds of millions of dollars to teach an AI model and asked what data would be used to teach a model? He cautioned the County to use caution going forward.

The Committee directed DoIT to bring the draft AI Policy to the Board in November as a discussion item.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

6. CONSIDER recommended changes to the Small Business Enterprise and Outreach Programs. (Carrie Ricci and Cindy Shehorn, Public Works Department)

Attachments: [Attachment 1: SBE Programs Administrative Bulletin draft 10.4.20](#)
[Attachment 2: Admin Bulletin 600.3 BOS Approved 6-27-23](#)

Purchasing Services Manager Cindy Shehorn presented the staff report and recommendations. She reviewed the history of the County's Small Business Enterprise (SBE), Outreach, eOutreach, and Local Bid Preference programs and explained that staff's recommendations attempt to reconcile these separate programs to provide clear guidance for County departments. She noted that the County's new Purchasing Policy incorporates outreach protocols and effectively supersedes and replaces the County's old Outreach and eOutreach programs, which are recommended for abolishment. What would remain is an updated Small Business Enterprise Program and the Local Bid Preference Program, each which can stand independent of the larger County Purchasing Policy.

Cindy also explained that the Purchasing Division is currently reviewing the County's Procurement Card policy to re-evaluate the list of authorized transactions and will bring forth recommendations at a later date.

Tatiana Moger of DoIT demonstrated the County's new BizFinder web application, a mapping tool that can be used to search businesses registered in the County's Purchasing Portal based on certain characteristics, such as local, small, minority or women owned, within a specified radius, by type of commodity or service offered, etc. The tool was designed specifically to support County departments to meet SBE goals but can be used for other purposes.

Vice Chair Andersen asked how we were spreading the word about Purchasing Portal Registration, to which staff replied that letters could be included in business license applications. Carrie Ricci reported that Purchasing has worked with the Office of Communication and Media to produce videos and brochures in multiple languages to

raise awareness, provide instruction, and facilitate online registration.

Chair Burgis asked staff to brainstorm if enough is being done and what else could be done to increase awareness of County business opportunities and portal registration.

Vice Chair Andersen was supportive of the amended policies and providing consistent messaging to departments in one place.

No one else requested to comment on the item.

The Committee approved staff's recommendations.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

7. CONSIDER accepting the Fiscal Year 2023/24 Animal Benefit Fund Report. (Ben Winkleblack, Animal Services Director)

Attachments: [Animal Benefit Fund Presentation 2024](#)

Animal Services Director Ben Winkleblack presented the annual report. He summarized the history of the Animal Benefit Fund and the service areas in which funds are currently dedicated: medical assistance, spay/neuter and wellness, and shelter intervention. He shared annual data, individual stories and photos of animals and families that benefited from services provided with this special funding, and expressed gratitude for the ability to provide this progressive but structured programming.

He reviewed his future goals to target specific communities where greater needs have been identified, to increase funding for shelter intervention and expand the number of service partners. He confirmed that the Animal Benefit Fund is a government fund, not a nonprofit corporation and, while he believes that donations to it are tax deductible, he cannot offer tax advice and donors should consult a tax accountant to verify.

Lisa Kirk commented on the need for adequate funding for Trap/Neuter/Return (TNR) for community cats and had many questions about fund allocation. The Committee directed Ms. Kirk to Animal Services administration for more information.

The Committee accepted the annual report and directed that it be forward to the Board of Supervisors on a future Consent calendar.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

8. The November 11, 2024 meeting is canceled in observation of Veterans Day. The next meeting is currently scheduled for November 18, 2024.

The Committee confirmed the rescheduled meeting date and time. However, it was subsequently rescheduled for November 14, 2024 at 2:30 PM instead of 1:30 PM.

9. Adjourn

Chair Burgis adjourned the meeting at 12:23 PM.

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For Additional Information Contact:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3900

Agenda Date: 11/14/2024

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: RECOMMENDATIONS FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Director

Department: Health Services

Referral No: IOC 24/4

Referral Name: Advisory Body Recruitment

Presenter: Adam Springer, Hazardous Materials Ombudsman

Contact: Breanna Lingenfelter, 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 hazardous materials issues with consideration to broad public input, and reporting back to the Board on referrals to the Commission.

The Hazardous Materials Commission includes 14 members, each with an appointed alternate, as follows: Three (3) City Representatives, Three (3) Business seats, Two (2) Environmental Organization Representatives, One (1) League of Women Voters, Two (2) Labor Representatives, One (1) Environmental Engineering Firm Representative (located in Contra Costa County), One (1) General Public Representative, and One (1) Environmental Justice Representative. Terms of office are four years. The Internal Operations Committee reviews Commission nominations for appointment to all but the City and League of Women Voters seats, and makes recommendations to the Board of Supervisors.

Referral Update:

Environmental Organization Seats. The terms of the Environmental Organization Seat #1 and the Environmental Organization Seat #1 Alternate will expire on December 31, 2024. The bylaws of the Commission provide that two (2) representatives of environmental organizations, with all applicants to any of the two "Environmental Organization" seats are 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.

The Hazardous Materials Commission recruited for the Environmental Organization seat #1 and its Alternate

and received two qualifying applications (attached). After conducting interviews, the Commission unanimously voted to recommend Jamin Pursell for the Environmental Organization seat and Louis Flores for the Environmental Organization Alternate seat. The terms for these seats will expire on December 31, 2028.

Business Seats. The terms of Business Seat #3 and Business Seat #3 Alternate will expire on December 31, 2024. The bylaws of the Commission provide that Business Seat #3 and its alternate be nominated by the Contra Costa Taxpayers Association, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Taxpayers Association has nominated Andrew Graham for Business Seat #3 and Frank Qin for Business Seat #3 Alternate (attached). The terms for these seats expire on December 31, 2028.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Jamin Pursell to the Environmental Organization #1 seat, Louis Flores to the Environmental Organization #1 Alternate seat, Andrew Graham to the Business #3 seat, and Frank Qin to the Business #3 Alternate seat on the Hazardous Materials Commission, all to terms beginning January 1, 2025 and ending December 31, 2028, as recommended by the Commission.

Fiscal Impact (if any):

No fiscal impact.

Hazardous Materials Commission Roster		
Position	Name	Start date
Business Seat 1 - West Co. Council of Industries	Fred Glueck	2/28/2023
Business Seat 1 Alternate - West Co. Council of Ind.	Aaron Winer	2/28/2023
Business Seat 2 - Industrial Association	Mark Hughes	1/1/2022
Business Seat 2 Alternate - Industrial Association	Amy McTigue	1/1/2022
Business Seat 3 - Contra Costa Taxpayers Assoc.	Andrew D Graham	2/28/2023
Business Seat 3 Alternate - Co. Co. Taxpayers Assoc.	Frank Qin	7/11/2023
City Seat 1	Anthony L Tave	2/28/2023
City Seat 1 Alternate	Cesar Zepeda	3/19/2024
City Seat 2	Eduardo Martinez	3/19/2024
City Seat 2 Alternate	Brianne Zorn	3/19/2024
City Seat 3	Soheila V Bana	3/21/2023
City Seat 3 Alternate	Peter K Cloven	3/30/2021
Environmental Engineering Firms	George Smith	1/1/2022
Environmental Engineering Firms Alternate	Ronald Chinn	1/1/2022
Environmental Justice Representative	Maureen M Brennan	7/26/2022
Environmental Justice Representative Alternate	Kevin G Ruano Hernandez	4/18/2023
Environmental Organizations Seat 1	Jamin Pursell	6/27/2023
Environmental Organizations Seat 1 Alternate	Gretchen E Salter	11/28/2023
Environmental Organizations Seat 2	Lisa A Martell	2/27/2024
Environmental Organizations Seat 2 Alternate	Rohan Tyagi	2/2/2024
General Public	Tim Bancroft	1/1/2024
General Public Alternate	Kenneth L Luther	1/1/2024
Labor Seat 1 - Central Labor Council	Julian Vinatieri	3/21/2023
Labor Seat 1 Alternate - Central Labor Council	Terry A Baldwin	2/28/2023
Labor Seat 2 - United Steel Workers Local 5	Jim Payne	1/1/2024
Labor Seat 2 Alternate - United Steel Workers Local 5	Nick Plurkowski	2/27/2024
League of Women Voters	Marielle Boortz	1/1/2021
League of Women Voters Alternate	Madeline Kronenberg	1/1/2021

End date	City of Residence
12/31/2026	Alamo
12/31/2026	Richmond
12/31/2025	Benicia
12/31/2025	Lafayette
12/31/2024	Pleasant Hill
12/31/2024	Vallejo
12/31/2026	Pinole
12/31/2026	Richmond
12/31/2027	Richmond
12/31/2027	Martinez
12/31/2024	Richmond
12/31/2024	Clayton
12/31/2025	Walnut Creek
12/31/2025	Concord
12/31/2025	Rodeo
12/31/2025	San Pablo
12/31/2024	Richmond
12/31/2024	Walnut Creek
12/31/2027	Crockett
12/31/2027	Brentwood
12/31/2027	Danville
12/31/2027	Danville
12/31/2026	Vacaville
12/31/2026	Concord
12/31/2027	Martinez
12/31/2027	Martinez
12/31/2024	Lafayette
12/31/2024	El Cerrito

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Organization Seat** for a 4 year term of January 1, 2025 – December 31, 2028. You may apply if you:

- live or work in Contra Costa County;
- can represent an Environmental Organization;
- have demonstrated interest in hazardous materials issues;
- have an awareness of, and interest in, the principles of Environmental Justice as defined in County policy;
- can attend monthly Commission and committee meetings.

The Commission is a voluntary body appointed by the Board of Supervisors and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 14 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, cities and Environmental Justice communities.

To obtain an application form, or for further information, contact Adam Springer, Assistant Director to the Hazardous Materials Program, at 925-655-3216 or Adam.Springer@cchealth.org. Applications may also be obtained from the Clerk of the Board located at 1025 Escobar Street 1st Floor, Martinez CA 94553.

You may also submit an application by mail, e-mail or online:

- <https://www.contracosta.ca.gov/3418/Appointed-Bodies-Committees-Commissions>



Members: Fred Glueck – Chair, Soheila Bana, Tim Bancroft, Eduardo Martinez, Marielle Boortz, Maureen Brennan, Drew Graham, Mark Hughes, Jim Payne, Jamin Pursell, Lisa Martell, George Smith, Anthony Tave, Julian Vinatieri

4585 Pacheco Blvd., Suite 100, Martinez CA 94553, 925-655-3216 Adam.Springer@cchealth.org

Members of the commission may serve consecutive terms. Current commissioners interested in serving another term must complete the application process again.

Applications must be received by September 9, 2024 and if mailed, mailed to the Clerk of the Board.

Interviews for qualified applicants will take place on September 13, 2024, in person or by Zoom.

Members: Fred Glueck – Chair, Soheila Bana, Tim Bancroft, Eduardo Martinez, Marielle Boortz, Maureen Brennan, Drew Graham, Mark Hughes, Jim Payne, Jamin Pursell, Lisa Martell, George Smith, Anthony Tave, Julian Vinatieri

4585 Pacheco Blvd., Suite 100, Martinez CA 94553, 925-655-3216 Adam.Springer@cchealth.org

Application Form

Profile

Jamin _____ Pursell _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Richmond CA 94803
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

Strongsuit LLC _____ CEO _____
 Employer Job Title

Length of Employment

4 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?

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?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Organization

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?

most since appointed

Education

Select the option that applies to your high school education *

CA High School Proficiency Certificate

College/ University A

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

BA in Philosophy, BA in Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

McGeorge School of Law

Degree Type / Course of Study / Major

Master in Science of Law

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.

Having served on the Hazardous Materials Commission, I am deeply committed to safeguarding our community from environmental hazards and advocating for sustainable practices. My experiences in environmental stewardship, community engagement, and policy advocacy have driven my desire to continue serving in this role. The intersection of hazardous materials management and environmental protection is critical in a region like ours, and I believe that through thoughtful, proactive collaboration, we can ensure the health and safety of both residents and ecosystems. In addition to my work on the Commission, I am actively involved with the Richmond Shoreline Alliance, where I help lead community outreach and educational initiatives focused on environmental awareness. This work has given me the opportunity to engage with local residents on issues related to pollution, shoreline preservation, and the impact of climate change. These experiences have solidified my belief that informed and involved communities are essential for driving meaningful environmental progress. Growing up in Alaska, I witnessed firsthand the profound effects of industrial activities on natural ecosystems, which instilled in me a lifelong passion for environmental protection. Here in Richmond, I see similar challenges with pollution, industrial activities, and the ongoing threat to our natural spaces. I want to continue contributing my knowledge and experience to help address these challenges, ensuring that Richmond's environment is protected for current and future generations. The role of the Commission is vital in promoting safe handling and disposal of hazardous materials while protecting our community's health and preserving our local environment. As we face increasing risks from climate change and industrial pollution, the need for robust oversight and innovative solutions has never been more pressing. I am eager to continue working on strategies that balance economic development with environmental responsibility. I seek a second term on the Hazardous Materials Commission to build on the work we have already accomplished and to deepen our community outreach efforts. Together, we can make Richmond a safer, healthier place to live, while promoting sustainable practices that protect our environment. I look forward to the opportunity to continue serving and contributing to the important work of the Commission.

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

I have over nine years of experience in environmental activism and organization, which has equipped me with the skills necessary to serve effectively on the Hazardous Materials Commission. In my current role with the Richmond Shoreline Alliance, where I engage in community outreach and educational initiatives, I have developed a strong understanding of how environmental issues impact local communities, particularly concerning hazardous materials and shoreline preservation. This work has allowed me to communicate complex environmental issues to the public, fostering greater awareness and participation in environmental advocacy. My background also includes experience as a grant administrator for the Crescent Park Healthy Environment Project, where I gained hands-on knowledge of ecological systems and the importance of sustainable environmental stewardship. This experience has been instrumental in developing my expertise in managing programs that align with the Commission's goals of protecting public health and promoting safe hazardous materials practices. Throughout my activism, I have worked closely with environmental justice organizations, helping to design and implement public education programs that address environmental health concerns. These collaborations have strengthened my ability to work with diverse communities and ensure that environmental policies are equitable and inclusive, a key aspect of serving on the Commission. In addition, I am privileged to work with many major environmental organizations, including the Sierra Club, APEN, and 350 Bay Area Action, during my political candidacy. These endorsements reflect my longstanding commitment to environmental advocacy and policy-making, particularly in areas that intersect with hazardous materials management and environmental justice. My qualifications for this appointment are further enhanced by my experience in engaging and educating the public on environmental issues, particularly through my work with the Richmond Shoreline Alliance. This background, coupled with my strong dedication to environmental protection and community health, makes me well-suited for a second term on the Hazardous Materials Commission.

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:

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

Contra Costa Hazardous Materials Commission Commissioner Fish and Wildlife Committee member Former Reimagine Public Safety Task Force member President of the West County Democratic Club Co-chair and founding boardmember of the Richmond Rainbow Pride Co-chair of the Richmond Shoreline Alliance Richmond Progressive Alliance Steering Committee member Formerly; Neighborhood Watch block captain and organizer, Former Treasurer of the May Valley Neighborhood Council in Richmond, Citizens for a Greener El Sobrante, ASPCA in California and Alaska.

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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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.

Jamin Pursell

Richmond CA 94803

Experience

Strongsuit LLC

Owner CEO 2020 - current

- Created a product from conception to creation.
- Hired and organized contractors for various creative and administrative needs.
- Coordinated collaboration with manufacturing and contractors..
- Crafted organizational strategies, business practices, ethical standards for staff.
- Maintained timeline for 2023 product release.

Equality California

Externship Jan 2015 - June 2015

- Created informational materials for bills being put forward
- Organized state congressional members to attend lobby day event
- Distributed EQCA materials to all members of state legislators and its agencies.
- Coordinated volunteers for Lobby day and assembled all materials.
- Crafted methods to streamline administrative tasks using technology

Team Richmond

Key Campaign Coordinator Aug 2014 - Dec 2014

- Creating cut sheets for canvassers using Nation Builder
- Generating online presence and crafting web advertisements
- Coordinating events to rally canvassers for the campaign
- Creating script for volunteers phone calls and canvassing
- Crafting campaign material and drafting speaking notes

Mark DeSaulnier for Congress

Volunteer Aug 2014 - Dec 2014

- Assisting coordination and execution of community outreach events
- Assisting with office management and governmental office transition
- Collecting donations and aiding at donor events

Bevan Dufty for Mayor Campaign

Assist. Deputy Campaign Manager April 2010 to Dec 2011

- Sorting of voter registration utilizing VAN
- Accounting verifications for SF city government ethical compliance
- Crafting Materials and coordinating events
- Demonstrating voter registration systems to interns and volunteers
- Managing office inventory and acquiring supplies

Education

- 2017 to 2019 Doctor of Jurisprudence, no degree earned,
University of San Francisco School of Law, San Francisco, CA
- 2015 to 2016 Masters of Science and Law, focus on Capitol Lawyering
University of Pacific McGeorge, Sacramento, CA
- 2009 to 2012 Bachelors of Arts in Philosophy, focus on Human Rights and Social Justice
Bachelors of Arts in Political Science, focus on Constitutional Law
California State East Bay, Hayward, CA
- 2005 to 2009 Los Angeles Community College, Los Angeles, CA

Activities and Interests

Volunteer Board Member and Director of Arts for Richmond Rainbow Pride. Steering committee of Richmond Progressive Alliance. Co-Chair of Richmond Shoreline Alliance. Neighborhood Watch block captain. Treasurer of the May Valley Neighborhood Council in Richmond. Citizens for a Greener El Sobrante. ASPCA animal fosterer.

Richmond Southeast Shoreline Area Community Advisory Group

EXECUTIVE COMMITTEE

October 17, 2024

To: Adam Springer and Breanna Lingenfelter
Contra Costa County Hazardous Materials Commission

Re: We strongly support Jamin Pursell for the Contra Costa County Hazardous Materials Commission Environmental Organization seat

Greetings.

The Richmond Southeast Shoreline Area Community Advisory Group (CAG) executive committee strongly supports Jamin Pursell for the full-term Environmental Organization seat of the Contra Costa County Hazardous Materials Commission.

Jamin participates in the Richmond Southeast Shoreline Area (RSSA) Community Advisory Group (CAG) meetings with DTSC and other stakeholders regarding the plans for the proper and comprehensive cleanup of the Zeneca-Stauffer research and industrial plant site on the Richmond shoreline. This site is one of the most hazardous and complex waste sites in California, as it impacts the broader community via high volumes of hazardous waste, as well as dispersal and leakage to surrounding properties and public spaces. He also is the co-chair of the Richmond Shoreline Alliance and running for a seat on the Sierra Club West Contra Costa Group Exec Committee.

We strongly support this nomination as we know Jamin will be a great asset to the community and environment on the County Hazardous Materials Commission.

Sincerely,

(electronic signature)

Maggie Lazar
Chair
Richmond Southeast Shoreline Area Community Advisory Group

[CAG Mission Statement](#)

[Our purpose is to ensure that the interests of the entire community are included in plans for the proper and comprehensive cleanup and ongoing monitoring of polluted sites in the Richmond Southeast Shoreline Area. The CAG's job is to involve all stakeholders in a public, inclusive process leading to an appropriate clean up of polluted sites in this area.](#)



October 18, 2024

Adam Springer and Breanna Lingenfelter
Contra Costa County Hazardous Materials Commission

Jamin Pursell and I have worked together on environmental and environmental justice issues in Richmond for more than a decade. We both presently serve as Co-Chairs of Richmond Shoreline Alliance, a nonprofit dedicated to environmental justice, environmental protection, and an accessible and healthy Richmond shoreline now and for future generations.

In his capacity as Co-Chair of Richmond Shoreline Alliance, Jamin has focused on the Superfund-qualified Zeneca toxic waste site on Richmond's southeast shoreline. He is unwavering in his commitment to our goal of a complete cleanup of the site, and he has dedicated countless volunteer hours to this objective. Not only has he immersed himself in learning about the risks involved in leaving contaminated soil on this and other toxic sites, he has also used his knowledge and talents to strengthen our organization's community education and organizing; coalition building and mobilization; policy advocacy; and multi-stakeholder engagement with residents, community, and environmental groups.

Richmond is an environmental justice community, and we are lucky to have Jamin Pursell as an outstanding champion of policies to defend and protect our most vulnerable residents. His impressive analytical, communication, and people skills make him an exceptional candidate for the Environmental Organizations Seat on the Hazardous Materials Commission, and he has my highest recommendation.

Please feel free to reach out with any questions.

Sincerely yours,

Janet Scoll Johnson

Janet Scoll Johnson
Co-Chair, Richmond Shoreline Alliance
Co-Coordinator, Sunflower Alliance

Application Form

Profile

Louis _____ H _____ Flores _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Pittsburg _____ CA _____ 94565 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Retired Public School _____
 Teacher _____
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?

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 Organization Seat

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

San Francisco State University

Degree Type / Course of Study / Major

BA - History

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

Lead-Related Construction Interim Certificate

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 am a retired Special Education Teacher and live in Pittsburg, California. Currently I am volunteering for 4 environmental organizations. I also volunteer with the California State Parks Foundation and Veterans for Peace. Given that I am retired, I have some time to work on improving the overall environmental justice situation in East County. I have visited City Council meetings in Pittsburg and Antioch. Earlier in the year I was with Mayor Hernandez-Thorpe when he had a press conference for a proposal to limit further fossil fuel infrastructure in the City of Antioch. I was also with Assembly Member Isaac Bryan when he had a press conference for ACA 16 which was an amendment to the State Constitution which would have amended the constitution to state that all Californians have the right to clean air and water. I am finding that it is important to connect with people of different backgrounds in order to develop relationships and coalitions. In addition, I am finding that it is important to get involved with different organizations because one ends up learning a lot from each other. Since I retired in June of 2023, I feel that I have been in a extremely steep learning curve in learning about the function/structure of local and state government. In addition, I have learned a tremendous amount about the environment. On the East Bay Clean Air Coalition I recently gave a presentation on websites which I researched and found had useful data. The websites are: a. EPA Toxics Release Inventory (TRI) Program b. EPA FLIGHT (Facility Level Information Green House Gases Tool) c. Bay Area Air Quality Management District Ambient Air Monitoring Network: Interactive Data Maps d. Office of Environmental Health Hazard Assessment: CalEnviroScreen 4.0 e. EPA EJScreen: EPA's Environmental Justice Screening and Mapping Tool I feel that I would be an asset to the commission with my life experience, work experience, and knowledge that I can share. In addition, given that I live in Pittsburg, I can also share the perspective of an East County resident. Finally, my parents were born in Mexico and I am a first generation US citizen born in the late 50's. As such, I can empathize with the many immigrants that live, not only in the state of California, but in the East County area.

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

As my resume of work experience shows, I have been involved with communities throughout my career. Developing working relationships and coordinating work through coalitions is critical. I feel that these qualities will serve me well in working with a diverse group of people on the Hazardous Materials Commission. 1. Late 1970's to mid 1980's: I worked as a gym director, athletic director, coach, and CYO Board Member at a neighborhood gym in the San Francisco Mission District (Mission Dolores). 2. Early 1980's to 1990: I worked for San Francisco Community Boards as a volunteer and staff person. We worked in the field of conflict resolution and mediation. We trained neighborhood volunteers to be mediators to staff neighborhood conflict resolution meetings. I also organized meetings and did case management. 3. 1990's: I worked with the San Francisco Conservation Corps as a work supervisor. I worked with young adults (primarily men) from disadvantaged communities in order to assist them in learning basic employment skills, developing work experience, and in achieving their GEDs. We primarily worked in the SF Presidio but I also was trained in Lead Abatement and did work on homes in San Francisco. 4. 2000 to 2024: I worked as a Special Education Teacher. I converted complex grade level curriculum into a multi-sensory form which could be better absorbed by students diagnosed with mild/moderate learning disabilities. I also managed the testing of students for placement in Special Education, coordinated IEP meetings, and created reports for those IEP meetings.

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.

1: 350 CONTRA COSTA ACTION: With 350CCA I have been staffing tabling events, participating in "Lobby Days" up in the state capital, following legislation related to climate and fossil fuel issues, and consistently joining ZOOM staff meetings where we brief and debrief. 2. CACTI (Communities Against Carbon Transport & Injection): This is a coalition which is attempting to educate the public in 5 targeted cities (Antioch, Richmond, Suisun City, Benicia, and Vallejo) regarding a proposed Carbon Capture & Storage project called the Montezuma Project. We are also going to present information and data to City Councils. 3. East Bay Clean Air Coalition: This is a coalition that brings together community based organizations to collectively work towards improving air quality in Antioch, Pittsburg, and Bay Point. It is funded through the Bay Area Air Quality Management District. 4. End Fossil Fuels Team (EFF): This is a committee out of 350 Bay Area Action (350BAA). We meet weekly and primarily review and follow state legislation. We follow through by contacting the offices of State Assembly Members and State Senators in order to urge them to endorse or oppose certain legislation. 5. California State Parks Foundation: I am a volunteer and a Core Leader in this organization. We work with park staff and volunteers in helping maintain the State Parks. We train volunteers, supervise projects, and complete reports. 6. Veterans for Peace (VFP): I am a member and as a member of both the San Francisco Chapter #69 and the East Bay Chapter #162 I have participated in monthly meetings, helped in the creation of a conference in 2024, and participated in numerous events. I plan to join a VFP Vietnam Tour in October of 2024 where we will educate ourselves on the ongoing effects of the Vietnam War. We will visit and talk to people affected by Agent Orange, Unexploded Ordnance, and Environmental Damage.

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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 - (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.

Louis “Lou” Flores
Pittsburg, CA 94565

1976 - 1982: Marine Corps Reserve-Air Wing Alameda Naval Air Station

- Jet Mechanic
- Worked with other Active and Reserve Marines in maintaining A-4 Skyhawk jet squadron

1978 - 1988: Mission Dolores Gym, San Francisco

- Volunteer Basketball Coach

1980 - 1985: Mission Dolores Gym:

- Athletic Director, Gym Director, Coach, CYO Board Member
- Collaborated with parents, volunteer coaches, and league personnel in maintaining an athletic program for CYO basketball, soccer, and baseball 4th to 8th grade teams..

1982 - 1985: San Francisco Community Boards

- Volunteer Mediator

1985 - 1990: San Francisco Community Boards

- Case Manager/Trainer
- Worked with staff in a non-profit conflict resolution program in coordinating case management, outreach, training, and mediation meetings.

1990 - 1992: Telegraph Hill Neighborhood Center

- Athletic Director/Community Organizer
- Collaborated with community members and staff in maintaining an athletic and recreational program.

1992-1997: San Francisco Conservation Corps,

- Work Supervisor
- Trained and supervised young adults in basic job skills primarily in the San Francisco Presidio. Also, worked on lead paint abatement projects in San Francisco.

1997-1999: Construction

- Worked as a construction worker in carpentry throughout the East Bay.

1997-1999: Project Pipeline

- Student with the California State Project Pipeline in earning a Special Education credential

1999-2003: Antioch Unified School District:

- Special Ed Teacher in Alternative Education

2002 - 2012: Antioch DYSL, Cornerstone, YMCA, and CYO

- Volunteer Soccer and Basketball Coach

2003-2008: Livermore Union School District:

- SPED Teacher in a SDC Learning Disabled classroom

2008-2024: Ron Nunn Elementary, Brentwood Union School District

- SPED ISP Teacher
- Worked with staff in implementing the WILSON structured literacy program.
- Various committees from union rep to SPED Leadership Committee



September 4, 2024

To Whom It May Concern,

350 Contra Costa Action (350CCA) was formed in 2022 to take stronger climate action through legislation and electing responsive local public officials. It is affiliated with 350 Bay Area Action. Contra Costa is a county with four oil refineries, a number of oil wells, and a diverse population of 1.2 million people, including disadvantaged Black and Brown communities. Contra Costa County presents unique opportunities to work toward an end to fossil fuel dependence while fostering environmental justice.

Lou Flores is a retired Special Education teacher that is working on our Communications and Legislative Teams. In his capacity he has staffed numerous tabling events, participated in three lobby days in Sacramento, and has consistently participated in bi-weekly planning and debriefing meetings to further 350 CCAs goals.

He has numerous personal qualities and work skills that our organization appreciates. Most recently he recruited a retired marketing professional that has tremendously assisted in our marketing efforts. Not only does he consistently work with fellow members of 350 CCA, but he also collaborates with numerous other organizations in achieving mutual goals. He is currently working with a coalition named CACTI (Communities Against Carbon Transport & Injection). Finally, he also joined the East Bay Clean Air Coalition and recently gave a presentation to that group on Websites which are resources for data related to Environmental Justice.

Our organization endorses Lou Flores for the Environmental Organization Seat on the Contra Costa Hazardous Materials Commission.

Sincerely,
Lisa Jackson
Co-Founder of 350 Contra Costa Action

Application Form

Profile

Drew _____ Graham _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Pleasant Hill _____ CA _____ 94523 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Phillips 66 _____ HSE Manager _____
 Employer Job Title

Length of Employment

8 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 5

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

3 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

Business Seat #3

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?

40

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Tulane University

Degree Type / Course of Study / Major

Bachelor's/Earth Science and Environmental Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Tulane University

Degree Type / Course of Study / Major

Bachelor's/Homeland Security and Emergency Management

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:

Certified Safety Professional

Qualifications and Volunteer Experience

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

I believe my combination of over 25 years of experience with Health, Safety, and Environmental management will benefit the commission. The commission is a valuable advisory entity to the Board of Supervisors to research and understand complex hazardous materials issues that face the county now and in the future.

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

I have over 25 years of experience in HSE with Oil and Gas companies, refineries, and environmental consultants. All of my professional experience has dealt with the management of hazardous materials, the impact to the environment, and the safety of workers and the community. I possess a certified safety professional (CSP) credential from the Board of Certified Safety Professionals.

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:

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

Hazardous Materials Commission

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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 - (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.



"Good Government at Affordable Cost"

November 4, 2024

To: Contra Costa Board of Supervisors

Re Re-appointment of HAZMAT Commission Member Drew Graham

Dear Board Members John Gioia, Candace Anderson, Diane Burgis, Federal Glover and Ken Carlson,

It is our pleasure to again re-affirm nomination of Andrew (Drew) Graham of Phillips 66 as a Member of the County Hazardous Materials Commission Business; Seat 3.

Drew has been actively engaged in the HAZMAT Commission, attending Planning and Policy Committee meetings as well as the full commission meetings. He has been kept abreast of hazardous materials incidents and use of the community warning system. Drew possesses very relevant qualifications and knowledge regarding hazardous materials and their effect on the environment and people.

In his refinery capacity he is knowledgeable about hazardous materials and hazardous waste, federal and state laws, and local ordinances. He is uniquely and exceptionally qualified for this position.

We trust after review you will agree Drew is an excellent nomination for re-appointment to this position of Member, Business Seat of the HAZMAT Commission. Thank you.

Sincerely,

A handwritten signature in black ink that reads "James Pezzaglia". The signature is written in a cursive, flowing style.

James Pezzaglia

Vice President, Contra Costa Taxpayers Association

Contra Costa Taxpayers Association

P.O. Box 27 • Martinez, CA 94553 • (925) 289-6900 • www.cocotax.org • info@cocotax.org

Application Form

Profile

Frank _____ Qin _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Vallejo _____ CA _____ 94591 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

N/A - Out of County

Phillips 66 (Rodeo Refinery) _____ Operations Superintendent _____
Employer Job Title

Length of Employment

16 Years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 5 - Federal D. Glover

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

4

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

Business Seat Alternate

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?

5+

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Illinois Urbana-Champaign

Degree Type / Course of Study / Major

Chemical Engineering

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.

Being able to commit time to sustain and promote the local communities where I live and work is something that appeals to me. Successfully managing hazardous materials and hazardous waste is a fundamental part of my job, and I would like to learn and influence how that process is implemented outside of the workplace. I am interested in participating in the policies and initiatives for Contra Costa County and would also like to have an opportunity to share any knowledge I can from my experience in industry with regards to health, safety, and environmental impact. Collaborating with people from diverse backgrounds and with different perspectives is something I enjoy doing.

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

I have worked in industry in California for 16 years in various roles as an engineer, supervisor, or superintendent. My top priorities at work include operating our manufacturing facilities with the highest level of attention to personnel & process safety, as well as preserving or improving our surrounding environment and communities. I work with multiple operations, maintenance, health & safety, and environmental teams on a routine basis, and I am able to communicate with a wide range of people. I have a degree in Chemical & Biomolecular Engineering from the University of Illinois. Please see my attached resume for more details.

[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:

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

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.

Contact

www.linkedin.com/in/frank-qin-05581b7a (LinkedIn)

Top Skills

Process Engineering

Gas

Oil & Gas

Certifications

Steam Engineer - Unlimited Horsepower

Frank Qin

Operations Superintendent at Phillips 66
San Francisco Bay Area

Experience

Phillips 66

10 years 4 months

Operations Superintendent

December 2020 - Present (2 years 6 months)

Rodeo, California

Process Operations Department

- Business team lead for department of 80 Operations personnel, 9 Frontline Supervisors, 4 Engineers

- Supported Renewable Diesel, Crude Distillation, Delayed Coking, Sulfur Recovery, Naphtha Hydrotreating, Reforming Units

Operations Superintendent

June 2018 - November 2020 (2 years 6 months)

Wilmington, California

Bulk Operations Department

- Business team lead for department of 52 Operations personnel, 8 Frontline Supervisors, 2 Engineers

- Supported refinery utilities systems, tank farm, oil movements, fuels blending, marine terminal, truck & railcar loading racks

Process Supervisor

September 2015 - May 2018 (2 years 9 months)

Wilmington, California

Bulk Operations Department

- Captained department of 22 Operations personnel in refinery utilities systems area

- Lead for all Operations, Maintenance, Turnaround, Projects activities in area

Operations Engineer

February 2013 - August 2015 (2 years 7 months)

Wilmington, California

Bulk Operations Department

- Supported refinery-wide utilities systems including the following:

- Cogeneration Unit, Boiler Plant, Compressed Air Plant, Flares, Wastewater Treatment, Fuel Gas, Industrial Water, Fire Water systems

ConocoPhillips

4 years 7 months

Operations Engineer

January 2011 - January 2013 (2 years 1 month)

Wilmington, California

Hydroprocessing Department

- Supported 5 Hydrotreating, Reforming, Isomerization, Vapor Recovery Units
- Completed Turnaround for Hydrocracker and Hydrogen Plant

Maintenance Coordinator

September 2010 - December 2010 (4 months)

Wilmington, California

Turnaround Maintenance Department

- Supervised all contractors conducting repair work for towers, vessels, exchangers in Alkylation Unit during Major Turnaround period

Advanced Process Control Engineer

July 2008 - December 2010 (2 years 6 months)

Los Angeles, California

Process Engineering and Optimization Department

- Developed new applications at Crude Distillation, Gasoline Blending, Ultra Low Sulfur Diesel Hydrotreating Units

ConocoPhillips

Operations Engineer Intern

May 2007 - August 2007 (4 months)

Carson, California

Carson Plant Operations Department

- Supported Crude Distillation, Gas Oil Hydrotreating Units

Abbott

Process Engineer Intern

May 2006 - August 2006 (4 months)

Abbott Park, Illinois

Global Pharmaceutical Operations Department

Education

University of Illinois at Urbana-Champaign

Bachelor of Science (B.S.), Chemical and Biomolecular
Engineering · (2004 - 2008)



"Good Government at Affordable Cost"

November 2, 2024

To: Contra Costa Board of Supervisors

Re Re-appointment of HAZMAT Commission Alternate Member Frank Quin

Dear Board Members John Gioia, Candace Anderson, Diane Burgis, Federal Glover and Ken Carlson,

It is our pleasure to again re-affirm nomination of Frank Quin of Phillips 66 as an Alternate Member of the County Hazardous Materials Commission, Business Seat 3.

Frank possesses very relevant qualifications and knowledge regarding hazardous materials and their effect on the environment and people. Frank is a chemical engineer graduating from the University of Illinois with a degree in Chemical and Biomolecular Engineering. In his refinery capacity as an operations superintendent, process operations team leader and bulk operations team leader, and with more than ten years of experience at Phillips 66 in California, he is uniquely and exceptionally qualified and knowledgeable regarding hazardous materials and hazardous waste.

We trust after review you will agree Frank Quin is an excellent re-appointment to this position of Alternate Member, Business Seat 3. Thank you.

Sincerely,

A handwritten signature in black ink that reads "James Pezzaglia". The signature is written in a cursive, flowing style.

James Pezzaglia

Vice President, Contra Costa Taxpayers Association

Contra Costa Taxpayers Association

P.O. Box 27 • Martinez, CA 94553 • (925) 289-6900 • www.cocotax.org • info@cocotax.org



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3901

Agenda Date: 11/14/2024

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: RECOMMENDATION FOR AT LARGE ALTERNATE APPOINTMENT TO THE CONTRA COSTA FIRE PROTECTION DISTRICT ADVISORY FIRE COMMISSION

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 24/4

Referral Name: Advisory Body Screening

Presenter: Julie Enea

Contact: Julie.enea@cao.cccounty.us

Referral History:

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

The Contra Costa County Fire Protection District Advisory Fire Commission includes ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats, Two (2) At-Large seats, and Three (3) Alternate seats that are filled in the same manner as At Large seats. The Advisory Fire Commission's purpose is to confirm cost of abatement reports; conduct weed abatement appeal hearings; approve surplus equipment declarations; and advise the Fire Chief on District service matters. The Commission also serves as a liaison between the Board of Directors and the community and may be asked to perform other duties by the Board of Directors.

Referral Update:

The At Large Alternate #2 seat on the Advisory Fire Commission was vacated in September 2024 due to the resignation of Madhan Guna.

Staff opened a recruitment on September 27, 2024 and received one application, attached, from Mario DiPrisco (Lafayette). Staff also reached out to Raed AlZaher (El Cerrito), who applied last May, but staff received no response.

Mr. DiPrisco was invited to attend today's meeting in case the Committee wishes to interview him. A current Commission roster is attached.

Note that the At Large Alternate #3 seat is also vacant. It is recommended that this seat continue to be held vacant pending resolution of the proposed annexation of the Rodeo-Hercules Fire Protection District in 2025.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Mario DiPrisco to the At Large Alternate #2 seat on the CCCFPD Advisory Fire Commission to complete the current term that will expire on June 30, 2028.

Fiscal Impact (if any):

None.

Application Form

Profile

Mario _____ C _____ DiPrisco _____
 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

Dodge & Cox _____ Vice-President _____
 Employer Job Title

Length of Employment

26 years (retiring in December)

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?

2005

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Mario DiPrisco

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

Georgetown University

Degree Type / Course of Study / Major

School of Foreign Service/Latin American Studies

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

Chartered Financial Analyst

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.

The risk from wildfire means that Contra Costa Fire is one of the most important public service agencies in our area and it is essential that citizen oversight is effective and builds support for the necessary policies and budgetary commitments. I am an avid outdoorsman and love our park system. The natural beauty of California is part of what makes it a special place and I'd love to be a part of building on our inherited legacy. The challenge of homelessness is befuddling and multi-faceted. I am not a domain expert at all on the subject but I'm a quick learner and deeply committed to be helpful as we face this huge challenge.

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

I am retiring from a long and successful career in investment management at the end of the year and want to get more involved in my community. My children are almost all out of the house and they no longer need my help in terms of coaching, volunteering in their classroom or, even, being an on-call chauffeur. I understand budgets and have a long held interest in public policy. I've been City Council member in Albany (CA) before and am currently running for a seat in Lafayette. I understand the private sector well from my career in Finance and am a firm believer that good public policy is essential to sustaining our successes and building a better future for our entire 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:

The only potential conflict would be, if elected to Council, that meeting schedule might conflict with the Fire Advisory Commission meetings.

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've been on the Board of Trustees of my high school (University High School in San Francisco). I was a City council member in Albany from 2000-2. I've done a lot of community volunteering in terms of coaching my kids in baseball, basketball, and soccer. I've also volunteered with my kids' swim teams, their theater/music programs and in their classrooms.

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

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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.

Education

(1993-1997) Georgetown University, Bachelor in School of Foreign Service, Regional & Comparative Studies (Latin America)

- GPA: 3.45; Varsity Baseball (1993-95); Studied at PUC Santiago Chile (1996)
- ▶ Passed the State Department's Foreign Service Written & Oral Examinations (1997)
- ▶ Qualified as fluent in Spanish and Proficient in Portuguese (1997)
- ▶ Chartered Financial Analyst since 2002

Professional

(1998-now) Dodge & Cox Investment Managers

Founded in 1930, D&C is one of the largest independently owned investment managers in the United States

Became a shareholder in 2004

1998-2000 Research Assistant in Fixed Income. Advocated purchase of Argentine Brady Bonds and Pemex Finance Bonds.

2000-2015 Industry Analyst covering Banks in Europe, Africa and Latin America. Building Materials Globally.

2003-now Investment Committee Member of International Stock Fund (DODFX)

2019-now Investment Committee Member of Emerging Market Stock Fund (DODEX)

- ▶ Worked from start-up of Dodge & Cox International Stock Fund (DODFX). Morningstar Fund Manager of the Year x2. \$4m AUM to ~\$40bn today.
- ▶ Long track record of successful investing since 2000: ~4% alpha (buy vs sells) with 95% confidence interval.
- ▶ The bulk of my coverage (Banks outside US) underperformed broader index by 200% 2000-2015.
- ▶ Co-led the concept, design and launch of the 7th fund in D&C's history (DODEX).

Community

(1997) City of Albany (CA), Paid Intern City Planning

Successfully revised City By-laws on Animal Control among other responsibilities

(1998) Senate Campaign of Barbara Boxer, communications intern

Wrote talking points for the Senator while she campaigned up through the primary

(2000-2002) City of Albany (CA), City Councilmember

Ran successfully in a special election for a 2 year term created from a retirement

(2000-2004) San Francisco University High School, Board of Trustees

Served on the Alumni Council of my alma mater and eventually became the Chair of the Finance Committee of the Board

Interests

Doing something active in a beautiful place with people I like (e.g. white-water rafting, golf, hiking, etc).

A fan of too many sports and teams (e.g. Warriors, Giants, Arsenal, etc).

Trying to spend as much time with family as they'll tolerate (e.g. travel, skiing, BBQ, etc).



Contra Costa County Fire Protection District Advisory Fire Commission Roster				
Position	Name	Start date	End date	City of Residence
At-Large 1	Michael Egan	7/1/2024	6/30/2028	Walnut Creek
At-Large 2	Brian J Oftedal	7/26/2022	6/30/2026	Brentwood
At-Large Alternate #1	Mark T DeMarce	7/1/2024	6/30/2028	Clayton
At-Large Alternate #2	Vacancy	7/1/2024	6/30/2028	
At-Large Alternate #3	Vacancy	7/26/2022	6/30/2026	
District I	Randall Henderson	1/9/2024	2/28/2026	Richmond
District II	Matthew Guichard	7/1/2021	6/30/2025	Walnut Creek
District III	Susanna Thompson	6/13/2023	6/30/2025	Brentwood
District IV	Donald G Mayo	8/1/2023	6/30/2027	Pleasant Hill
District V	Richard S. Nakano	1/1/2024	6/30/2027	Martinez



Contra Costa County

County Administrator's Office • 1025 Escobar St., 4th Fl. • Martinez, CA 94553 • www.contracosta.ca.gov

FOR IMMEDIATE RELEASE
Friday, September 27, 2024

Contact: Julie DiMaggio Enea
Phone: (925) 655-2056
Email: julie.enea@cao.cccounty.us

HELP PROTECT YOUR COMMUNITY! WOULD YOU LIKE TO SERVE ON THE ADVISORY FIRE COMMISSION?

The Contra Costa County Board of Supervisors is seeking an individual to serve as an At Large Alternate member of the Contra Costa County Fire Protection District's (CCCFPD) Advisory Fire Commission. The Commission is responsible for confirming cost of abatement reports; conducting weed abatement appeal hearings; approving surplus equipment declarations; and advising the Fire Chief on District service matters. The Commission also serves as a liaison between the Board of Directors and the community and may be asked to perform other duties by the Board of Directors. Applicants must reside or work within the boundaries of the Fire District to be eligible for appointment.

Regular meetings of the Advisory Fire Commission are currently held on the second Monday of even-numbered months at 7:00 p.m. in Concord. The appointment will be to complete the current four-year term ending on June 30, 2028. Commissioners are not compensated.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by visiting the County webpage at www.contracosta.ca.gov. Applications should be returned to the Clerk of the Board of Supervisors, County Administration Building, 1025 Escobar St., Martinez, CA 94553 no later than 5 p.m. on Friday, October 25, 2024. Applicants should plan to be available for public interviews via Zoom (televideo) on Monday, November 18, 2024.

Further information about the Advisory Fire Commission can be obtained by contacting Emily Cooper at ecoop@cccfd.org or (925) 941-3300 x1200 or by visiting the website <https://www.cccfd.org/advisory-fire-commission>.

###



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3902

Agenda Date: 11/14/2024

Agenda #: 6.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: Applications for Appointments to the Fish and Wildlife Committee At-large Seat #3, At-large Seat #4 and At-large Alternate Seat

Submitted For: John Kopchik

Department: Conservation and Development Department

Referral No: IOC 24/4

Referral Name: Advisory Body Recruitment

Presenter: Maureen Parkes

Contact: Maureen Parkes, maureen.parkes@dcd.cccounty.us

Referral History:

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

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

Public Notice of Vacancies and Application Availability

An application for membership for the two At-large positions and one At-large Alternate position on the FWC was distributed to the Fish and Wildlife Committee and the Contra Costa Watershed Forum email distribution lists as well as posted to the FWC website on August 8, 2024. A press release was sent to local newspapers and a flier was sent to County libraries. The announcement appeared in the news sections of the County and DCD’s websites, noted in e-newsletters by three District Supervisors, posted on the Department of Conservation and Development’s (DCD) social media sites, and added to CCTV’s County Net which appeared on Comcast Channel 27, Astound Channel 32, and AT&T U-verse Channel 99.

The terms for the two At-large positions and one At-large Alternate position will be four years starting January 1, 2025 and ending December 31, 2028.

Referral Update:

Application Review

The deadline to receive applications was November 4, 2024. Nine (9) applications were received for the At-large and At-large Alternate seat vacancies. Those include applications from Phillip Cardenas, Courtney Coon, Thomas Ehrich, Robert Kearsley, Tom Morehouse, Martin O'Connor, Olivia Ortega, and Jeffry Tibbetts. One incumbent, Nicole Balbas (At-large Seat #3) applied as well. During the current term, which began January 1, 2021, the At-large Seat #3 incumbent attended 22 of 24 meetings. All nine (9) applications are included as attachments to this memo in alphabetical order. All applicants have been invited to interview with the Internal Operations Committee on November 14, 2024.

Recommendation(s)/Next Step(s):

INTERVIEW applicants for the At-large #3, At-large #4 and At-large Alternate seats on the Fish and Wildlife Committee and DETERMINE recommendations for consideration by the Board of Supervisors, for terms of office beginning January 1, 2025 and ending December 31, 2028.

Fiscal Impact (if any):

No fiscal impact.

Attachments:

- *FWC Roster*
- *Applications:*
 - o Nicole Balbas*
 - o Phillip Cardenas*
 - o Courtney Coon*
 - o Thomas Ehrich*
 - o Robert Kearsley*
 - o Tom Morehouse*
 - o Martin O'Connor*
 - o Olivia Ortega*
 - o Jeffry Tibbetts*

Fish & Wildlife Committee Roster				
Position	Name	Start date	End date	City of Residence
At-Large 1	Rhonda Gehlke	1/1/2023	12/31/2026	Oakley
At-Large 2	Kathleen Jennings	1/1/2023	12/31/2026	Concord
At-Large 3	Nicole Balbas	1/1/2021	12/31/2024	Martinez
At-Large 4	Catherine Rogers	1/1/2021	12/31/2024	Orinda
At-Large Alternate	Vacancy	1/1/2021	12/31/2024	
District I	Jamin Pursell	3/19/2024	2/29/2028	Richmond
District II	Susan E Heckly	3/1/2022	2/28/2026	Pleasant Hill
District III	Jarrod M Bolliger	2/6/2024	2/28/2026	Brentwood
District IV	Brett Morris	3/1/2023	2/28/2027	Walnut Creek
District V	Daniel Pellegrini	3/1/2023	2/28/2027	Martinez



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:
 Home Address - Street: City: State: Postal Code:
 Primary Phone / Best number to reach you: Email Address:
 Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)
 Do you work in Contra Costa County? Yes No If Yes, in which District do you work?
 Current Employer: Job Title: Length of Employment:
 How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission: Seat Name:
 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	
Cal State East Bay	Criminal Justice	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed: 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.

I am very interested in the natural resources in Contra Costa County and furthering the protection, conservation and enhancement of those resources. Fish and wildlife have been a passion of mine for many years. As a fish and wildlife warden in the county for 30 years I participated in most committee meetings to keep abreast on how the monies we generated through fines were spent and I believe it is important to continue to have an opinion and a vote in the expenditure of these funds.

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

I served as the at-large alternate for two years and the at-large seat for the past four years. I also attended most committee meetings over the last twenty five years and have a good grasp on the issues, concerns and processes for the committee. I am on the board of the Golden Gate Angling and Casting Club Foundation, participating in the distribution of funds to athletes competing in national and international fly casting competitions. I also served for ten years on the board of directors for my previous homeowners association, serving as president for seven years. This has allowed me to be very familiar with the Brown Act and participating in meetings.

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:

Fish and Wildlife Committee

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.

Miramonte Gardens HOA Board of Directors (2010 - 2021)
Golden Gate Angling and Casting Club Foundation Board of Directors (2009 - Present)
Fish and Game Wardens Association Board of Directors (1992-2009)

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:

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

Important Information

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5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
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Application Form

Profile

Phillip _____ Cardenas _____
 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

Self _____ Consultant _____
 Employer Job Title

Length of Employment

8 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

2

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

3 months

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife 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

Fresno State Univeristy

Degree Type / Course of Study / Major

Bachelors

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

Military Training - Intelligence Services

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 have various skills and experience that fit the needs of most of these boards. I am a seasoned risk manager who takes a data-first approach to problems while being able to reassess solutions when new information arrives. I am looking forward to giving back to my new community and I am hopeful that overlaps with my expertise

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

See my resume 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:

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 have volunteered for various veterans organizations and also organizations that dealt with re-entry of incarcerated community members.

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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I Agree

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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.

Summary

Experienced technology, operations and risk management executive/leader. Most recently leading various teams at the fastest growing companies in the world.

Experience

Risk Management Advisor/Consultant/Investor

8/2016 - Current, Various Organizations

- Scaled over 20 cross functional risk organizations
- Worked with C-Suite and Board of Directors to revamp crisis management, customer safety, public safety, user identity, regulation compliance and legal strategy
- Hired cross functional leaders to oversee global operations, project management, research, product, engineering and data science organizations.

Global Head Safety/Security

9/2014 – 8/2016, Uber

- Scaled the cross functional organization from 5 to over 90 employees
- Global ownership for all crisis management, customer safety, road safety, user identity and regulation compliance
- Rebuilt physical security, intelligence and investigations organizations while hiring new renowned functional leaders
- Lead global operations, project management, research, product, engineering and data science organizations.
- Launched global safety/security initiatives (Global Incident Response Teams, Code of Conduct, Telematics, Behavioral Screening and Facial Recognition Identity) in over 60 countries impacting over 30 million customers

Global Head of Trust and Safety

9/2011 - 9/2014, Airbnb

- First risk management hire and scaled the cross functional organization to over 150 employees
- Global responsibility for all fraud, account security, property and personal safety risk
- Holistic leadership of all operations, project management, training, product, engineering and data science risk teams
- Launched global safety initiatives (Host Guarantee, Verified ID, Home Safety) in over 191 countries impacting over 10 million customers

Team Chief

1/2009 - 1/2010, United States Forces – Iraq (USF-I)

- Managed over 17 military and civilian intelligence analysts
- Provided strategic coordination on over 250 reports with multiple national

- level intelligence agencies and major commands
- Managed, prepared and presented several multifaceted analytical briefs to the top leaders of USF-I, including the Commanding General of Iraq and his staff
- Within 11 months, recognized as a subject matter expert on the southern nine provinces of Iraq

Investigator

6/2006– 8/2011, Zurich Insurance Group

- Specialized in theft and fraud insurance claims
- Gained acute knowledge of different business models and helped customers implement risk and fraud controls
 - Deciphered and analyze various financial records in order to present a concise investigative plan
 - Developed advanced fraud and theft training for over 150 employees

Education

US Army Intelligence Course

2006 & 2009, Ft Huachuca AZ

- All Source Intelligence Officer, Military Intelligence Officer Basic Course (35D) • Counter Intelligence Officer, Counter Intelligence Special Agent Course (35E)

Fresno State University

2005, Fresno CA

- Criminology and Army ROTC

Designations & Awards

Professional Designations: Certified Fraud Examiner (CFE), Associates in General Insurance (AINS), Construction Risk and Insurance Specialist (CRIS)

Military Awards: Defense Meritorious Service Medal, Joint Service Achievement Medal, Iraqi Campaign Medal, National Defense Service Medal, Global War on Terrorism Medal, German Armed Force Badge, Army Service Ribbon, Overseas Training Ribbon

Application Form

Profile

Courtney _____ AC _____ Coon _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Pleasant Hill _____ CA _____ 94523 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Alameda County Resource Conservation District _____ Resource Conservationist 3 _____
 Employer Job Title

Length of Employment

3 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?

>5 years (moved to CCC in June 2019)

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

At large

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 Davis

Degree Type / Course of Study / Major

BS Animal Biology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of South Florida

Degree Type / Course of Study / Major

PhD Integrative Biology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of California Berkeley

Degree Type / Course of Study / Major

MPH

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 have been interested in getting involved in local governance so when a colleague sent me an invitation to apply for this committee, I thought this might be a good fit. I believe my educational background and work would be of value to the Fish and Wildlife Committee.

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

I have an educational background in biology and terrestrial ecology, including the completion of a PhD and >20 peer reviewed scientific articles. I worked for 5 years as the primary researcher for Felidae Conservation Fund where I studied pumas and bobcats in the greater SF Bay Area before starting working at the Alameda County Resource Conservation District (ACRCD). At the ACRCD I am involved with a diversity of projects related to natural resource conservation including agricultural policy, urban agriculture, and wildlife monitoring. I am currently leading a \$7 million project for ACRCD where we are planning a network of wildlife crossing structures along I580, I680 and SR84. I also recently completed my MPH so I have a particular interest in the intersectionality between public health and the environment (e.g., climate change, social and environmental determinants of health).

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:

I have two young children but I also have a co-parent who is supporting me in applying for this position.

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 have volunteered with a few local social justice and climate change related organizations.

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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I Agree

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Courtney Coon, PhD, MPH

Candidate

SF Bay Area |
phd-mph

| www.Linkedin.com/in/courtney-coon-

About me

I am interested in climate justice work and complex problem solving. My background is in disease ecology, biostatistics, natural resource planning and project management.

Education

BACHELOR OF SCIENCE | 2008 | UC DAVIS

- Major: Animal Biology
- Minor: Art History
- Senior thesis on microbiological methods of detecting Bovine Leukemia Virus in colostrum
- Concurrently worked part-time as a Veterinary Technician

DOCTOR OF PHILOSOPHY | 2014 | UNIVERSITY OF SOUTH FLORIDA

- Dissertation: Host-parasite interactions in an invasive songbird
- Fieldwork in Kenya, Panama and USA
- Advanced statistical analysis in Statistica and R
- Manuscript preparation and project presentation
- Organizing annual conferences for 30-50 academics

MASTER OF PUBLIC HEALTH | EXPECTED 2023 | UC BERKELEY

- Concentration in biostatistics/epidemiology and policy
- Concurrently working full time

Experience

RESOURCE CONSERVATIONIST II | ALAMEDA COUNTY RESOURCE CONSERVATION DISTRICT | JULY 2021 - PRESENT

- Managing diverse stakeholder involvement and collaboration
- Creation of complex planning documents and research reports
- Project management, monitoring, budgeting and reporting
- Policy analysis (e.g., city general and special plans)

PRIMARY INVESTIGATOR | FELIDAE CONSERVATION FUND | JULY 2016 - JULY 2021

- Cleaning and analysis of large, messy datasets in MS Excel and R
- Project design, grant writing and permitting
- Field work

- Education and outreach to diverse audiences (e.g., student, conservationists, ranchers)
- Management and training of staff and volunteers
- Fully remote position

POST-DOCTORAL RESEARCH FELLOW | UNIVERSITY OF PRETORIA (SOUTH AFRICA) | JULY 2014 - JULY 2016

- Development and implementation of epidemiologic research projects
- Field research and biological sample collection from wild and domestic bovids
- Advanced statistical analysis in R
- Development and teaching of mixed graduate - undergraduate course in Disease Ecology

Skills & Abilities

SCIENTIFIC / ACADEMIC PUBLICATION AND BIostatISTICS

- I have 12 years of experience with R for generalized mixed modeling, occupancy modeling, data visualization and mapping
- I have 7 first authored publications, 5 last authored and 7 co-authored publications. A full list is available on my LinkedIn page or by request.

TEACHING

- I have mentored 17 post-baccalaureate, undergraduate and master's students.
- I have taught courses in Disease Ecology, Animal Physiology, and General Biology and given numerous public presentation and webinars.

MULTI-TASKING

- In my last several positions, I have concurrently worked on multiple projects in many different roles - as a member of a team, leading a team, or working independently.
- During undergraduate and now as a master's student, I am concurrently working and studying.

COMMUNICATION

- I have given public presentations in a variety of formats - PowerPoints, talks, poster presentations, field visits - to many types of audiences including board members, young people, academics, citizen scientists, farmers/ranchers, and disabled adults.

GRANT WRITING AND PERMITTING

- I have written many successful grants which have brought in thousands of dollars for research and special projects.
- I have obtained permits from State (California and Florida) and local agencies (Bay Area and South Africa) for land access and biological sample collection.

COMMUNITY-ORIENTED

- I am an active member of the cohousing community where I live with my family. I am the lead of our Emergency Preparedness Team.
- I participate in local politics by taking actions related to local and national social and climate justice movements.

Application Form

Profile

Thomas _____ A _____ Ehrich _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Concord _____ CA _____ 94521 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Self _____ CEO _____
 Employer Job Title

Length of Employment

40 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

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

38 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife 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

MBA Telecommunications Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Minnesota State University at Mankato

Degree Type / Course of Study / Major

BS Computer Science and Electrical 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

Range Safety Officer, National Rifle Association

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 am passionate about Wildlife Conservation and would like to translate that passion into volunteering at the local level to help improve and expand opportunities for Contra Costa residents to experience, observe and enjoy the vast array of wildlife which reside in our county.

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

I am a seasoned outdoorsman who enjoys many aspects of wildlife conservation. I: - am an avid waterfowl and upland bird hunter - am an avid fisherman with many hours on our local delta waters, as well as SF Bay, Pacific Ocean, foothill and mountain lakes and streams. - support several wildlife conservation organizations, including Ducks Unlimited, California Waterfowl Association, and Diablo Rod & Gun Club. - enjoy hiking the local trails including Mt Diablo, Black Diamond Mines. - own a mountain cabin near Dorrington, CA and have hiked extensively in that area. - Own and care for dogs and horse and goat at my home in Concord.

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 am a volunteer Range Safety Officer at Diablo Rod and Gun club in Comcord. In the past I've volunteered for Clayton Canyon Pony Club and Juvenile Diabetes Research Foundation.

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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Application Form

Profile

Robert _____ Kearsley _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Walnut Creek _____ CA _____ 94596 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Sandia National Laboratories _____ Senior Empowered Official _____
 Employer Job Title

Length of Employment

8 yrs

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?

24 yrs

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

Other Trainings & Occupational Licenses

Other Training A

New Jersey Bar

Certificate Awarded for Training?

Yes No

Other Training B

US Court of International Trade

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.

My interest is to serve the greater community for which I live in with regards to fish and wildlife resource management. This includes advising the Board of Supervisors on various fish and wildlife issues, such as enforcement, education, habitat restoration, and invasive species. I am also very interested in reviewing grant proposals to help identify a broad range of activities that meet the needs of the residents and visitors of Contra Costa County, including a particular interest in addressing the needs of the underserved. Finally, being a member of the Fish & Wildlife Committee will allow me to contribute to advising the County Board of Supervisors in matters where a delicate balance exists between conservation and recreational activities.

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

My experience serving as a two-term Commissioner on the City of Walnut Creek's Parks, Recreation and Open Space Commission has prepared me well for being on the Fish & Wildlife Committee. This includes advising elected officials on various matters, such as short and long-term budgets, public proposals, and staff actions. I also add that I am an active outdoorsman in Contra Costa County, enjoying such activities as regularly hiking County trails and occasionally fishing in County lakes and waterways.

[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.

Commissioner (2 terms as Chair) (March 2016 - March 2024) Parks, Recreation and Open Space Commission, City of Walnut Creek; Commission Representative (2023) Pickle Ball Task Force, City of Walnut Creek; Commission Representative (2022) Your Parks Your Future Committee, City of Walnut Creek; Commission Representative (2016) Walnut Creek Open Space Foundation, City of Walnut Creek.

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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 - (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.

ROBERT D. KEARSLEY

Walnut Creek, CA 94596

EXPERIENCE

Senior Empowered Official
Sandia National Laboratories (February 2016 – Present)
Livermore, CA

Advise members of the work force on international trade compliance matters, such as export control and compliance for activities with U.S, Government customers, national laboratories, university and industry collaborators, NATO and other foreign governments/entities.

Director
Global Sanctions Compliance
Visa Inc. (December 2014 – August 2015)
Foster City, CA

Responsible for managing Visa's Global Sanctions Compliance Program, including the development of policies and procedures for compliance with OFAC and other relevant sanctions laws and regulations, training, monitoring regulatory changes, conducting mergers & acquisitions due diligence, reviewing OFAC screening results, partnering with businesses, communicating Visa's policy to clients, and managing two (2) staff.

Senior Manager, National Lead - Global Export Controls and Sanctions Compliance Services
Trade and Customs Practice, KPMG LLP (April 2007 – December 2014)
Santa Clara, CA

Advised clients on international trade and compliance matters in a variety of industry sectors such as aerospace, agriculture, banking, chemical, defense, health care, retail, electronics, news media, oil and gas, insurance, semiconductor, software, telecommunications, and universities.

Senior Associate**Worldtrade Management Services, PricewaterhouseCoopers, LLC (September 2003 – April 2007)****San Francisco, CA**

Extensive knowledge and experience in regulatory compliance, particularly in the area of U.S. export laws and regulations. Co-lead WMS' export compliance process review team; conducted numerous export compliance assessments; developed corporate export policies and procedures (e.g., EMS); working knowledge of the EAR, ITAR, OFAC and FTR; prepared and submitted export licenses including equipment, technology transfers, deemed exports, Special Comprehensive License, and encryption; prepared Voluntary Disclosures; maintained working relationship with U.S. Government officials; lead staff member in corporate outsourcing arrangement for trade services for large Silicon Valley company; experienced in AES reporting requirements; working knowledge of EU and Canadian export control rules; working knowledge of HTS classifications; supervised junior staff on client projects; provided export compliance training (in-house and client); working knowledge of order processing system (SAP); prepared export classifications (CCATS) for Government review; developed license tracking milestones; developed "red flag" and proliferation screening questionnaires for customers and vendors; developed export audit templates; developed export classification questionnaires and matrices; and, prepared export-related agreements (e.g., NDAs, letters of assurance, contract clauses).

Associate-Hire**Export Advisory Practice Group, Fragomen, Del Rey, Bernsen & Loewy, P.C. (September 2000-November 2001)****Oakland, CA**

Counseled tech-industry clients on exports subject to the EAR, ITAR and OFAC regulations, including product classification, license determination and application, with an emphasis on special rules related to the release of U.S. technology to foreign nationals, and export compliance audits; conducted in-depth security reviews for foreign national hires subject to the EAR; prepared export control language for client contracts and non-disclosure agreements.

Export Administration Specialist**Bureau of Industry and Security (formerly Bureau of Export Administration), U.S. Department of Commerce (May 1997 - August 2000)****Newport Beach, CA**

Counseled U.S. firms on interpretation and application of the EAR including encryption, export documentation, embargoes, SEDs, international business matters and internal audit procedures for export compliance; conducted seminars (i.e., export control basics export management systems and technology transfers) lectures and other outreach programs on export control to the general public including individuals, college students, business personnel and trade groups; advised Commerce and Customs agents on export compliance matters; trained Federal officers and other U.S. government personnel on the EAR; participated in the export compliance audit of National laboratories granted DOC export licenses under the International Cooperative License Program.

**Assistant Program Manager
Executive Office for U.S. Attorneys
U.S. Department of Justice (October 1988 – May 1996)
Washington, D.C.**

Assisted in program management and the review of U.S. Attorney offices, including periodic evaluation of legal, financial litigation, and administrative programs.

EDUCATION

Juris Doctor
Whittier Law School

Master of Public Administration
University of Southern California

Bachelor of Arts, Political Science
University of California, Santa Barbara

LICENSES & CERTIFICATIONS

U.S. Court of International Trade
U.S. District Court (NJ)
State Bar (NJ)
Certified Customs Specialist, National Customs Brokers & Forwarders Association of America

PROFESSIONAL HONORS

Presidential Management Fellow (Class of 1988)
PwC National Chairman's Award
KPMG Encore Awards
Visa Go Beyond Awards

PROFESSIONAL MEMBERSHIP

Member, Customs and International Trade Bar Association
Member, Society for International Affairs

VOLUNTEER ACTIVITY

Member (May 2022 - Present)
Regulations and Procedures Technical Advisory Committee
Bureau of Industry and Security, U.S. Department of Commerce

Commissioner (2 terms as Chair) (March 2016 - March 2024)
Parks, Recreation and Open Space Commission
City of Walnut Creek

Commission Representative (2023)
Pickle Ball Task Force
City of Walnut Creek

Commission Representative (2022)
Your Parks Your Future Committee
City of Walnut Creek

Commission Representative (2016)
Walnut Creek Open Space Foundation
City of Walnut Creek

PUBLICATIONS

“Easing Sanctions on Certain Services, Software and Hardware Exports.” *Worldtrade Executive: Practical Trade & Customs Strategies*. Thomsen Reuters: October 2013

“The Iran Threat Reduction and Syria Human Rights Act of 2012: Liability and disclosure requirements for US companies and foreign affiliates.” *BNA Tax Planning International*. Bloomberg: May 2013

“Export Compliance – Not in My Job Description or is It?” *BNA Tax Planning International*. Bloomberg: October 2011

“China and U.S. Export Controls: The VEU Program and Military End-Use Controls.” *KPMG A&D Newsletter*. KPMG: October 2008

REFERENCES

Furnished upon request.



Contra
Costa
County

RECEIVED
OCT 04 2024
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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.u.s

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Tom Middle Initial: R Last Name: MOREHOUSE

Home Address - Street: _____ City: ORINDA State: CA Postal Code: 94563

Primary Phone (best number to reach you): _____ Email Address: _____

Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool: _____

Do you work in Contra Costa County? Yes No If Yes, in which District do you work? _____

Current Employer: RETIRED Job Title: VARIOUS Length of Employment: _____

How long have you lived or worked in Contra Costa County? 30yrs

Board, Committee, or Commission: CCC FISH and WILDLIFE Comm. Seat Name: AT-LARGE

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>San Jose State University</u>	<u>Bachelor, MBA</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Certified Records Manager

Other Trainings Completed: _____ 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.

Interested in fish and wildlife conservation and control

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

lifelong hunter and fisherman.

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:

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.

See 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:

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:

8-29-2024

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*

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.

Thomas Morehouse

I am considered a good planner, hands on executive with a record of getting things done profitably and with a sense of urgency. I have a record of increasing business and profits.

Background

Educated at Menlo College and San Jose State University Received an B. S. degree in Industrial Management with a minor in Psychology. Also received an M.B.A. from San Jose State

Entrepreneurial Career

I taught Business at Hayward State College for three years at night while working for Bigge Drayage. In 1969 I went to work for a containerized shipping company. During my career I lived and worked in Holland, England, Hong Kong, California and Brazil. I left in 1987. In 1987 I started, ran and was part owner in a business records storage company, source code escrow company and file tracking of bar coded records business. I sold these companies for over \$50 million for my partners.

Awards

Eagle Scout, Athletic Scholarship to Menlo College, Wall Street Journal Award for outstanding senior student in MBA program, Outstanding Executive Award for Pacific Union Properties.

Board Activity

For Profit

California Bank of Commerce, founding partner and on Board of Directors July 2007. Current assets \$4.5 Million. Reading Revolutions, Pacific Hotel Ventures, Alpine Disposal, Denver CO.

Non Profit

YMCA Corporate Board Chairman Environmental Traveling Companions, Lamorinda Winegrowers Asso., Reading Revolutions, Friends of the Orinda Creeks, Diablo Valley Fly Fishermen, Conservation chairman.

Application Form

Profile

Martin _____ OConnor _____
 First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Concord CA 94521
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

LKQ Corp _____ Account Manager _____
 Employer Job Title

Length of Employment

2.5 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?

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?

Fish & Wildlife Committee: Submitted

Seat Name

At large position

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

Diablo Valley College

Degree Type / Course of Study / Major

IT certification

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

Ca State Hunter Safety Instructor

Certificate Awarded for Training?

Yes No

Other Training B

NRA Instructor

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

NRA Chief Range Safety Officer, Rifle, Pistol, Shotgun Instructor.

Qualifications and Volunteer Experience

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

I am involved daily in outdoor sports and education. I am the full-time range safety officer at United Sportsman's. I am also a state certified California Hunter safety instructor, and adopt 10 to 20 students a year, teaching the enjoyment of our great outdoors.

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

I'm long time resident and concerned with all aspects of our resources. My wife owns a business in Concord, and I understand the demands pulling all sides of the environmental question- business, conservation, preservation, diversity and access.

[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:

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

Olivia _____ Ortega _____
 First Name Middle Initial Last Name

Home Address _____ SUITE E _____
 Suite or Apt

PITTSBURG _____ CA _____ 94565 _____
 City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

City of Pittsburg _____ Harbor Master _____
 Employer Job Title

Length of Employment

2

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Federal D. Glover

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

25 yrs

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

At Large Alternate

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?

4

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

City College of San Francisco

Degree Type / Course of Study / Major

Transportation

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Skyline College

Degree Type / Course of Study / Major

Real Estate

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

Breining Institue

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.

Licensed Fish and Wildlife Sales Agent for the operation of Martinez Bait and Tackle Store. 16 years of planning and production of the Diamond Classic Catch and Release Sturgeon Derby

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

Resume attached. I have been employed as a Harbor Master for the last 16 years. Within this period, I have been involved with planning of Diamond Classic Catch and Release Derby. I have a strong desire for the conservation of sturgeon. I feel that it is our responsibility to teach the next generation the joy of fishing but also educate them of the conservation of the habitat of the Delta waters.

[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

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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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 - (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.

OLIVIA ORTEGA

Pittsburg, CA

Objective

Management position utilizing my proven management abilities and extensive experience.

Highlights of Qualifications

- Experienced in marina operations and management.
- Strong interpersonal skills with focus on quality customer experience.
- Knowledgeable in pleasure craft and maritime laws and related boating codes rules and regulations.
- Skilled in the use of multiple software applications.
- Strong oral and written communication skills.
- Public Relations

Work History

Harbor Master - Pittsburg Marina October, 2022 to Present

City of Pittsburg – 65 Civic Drive, Pittsburg, CA 94565

- Maintain compliance with all rules and regulations including tenant agreements and permits.
- Maintains knowledge of environmental regulation pertaining to Marina Operation such fueling operations, sanitary conditions, dredging and other types of environmental issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff and departments and the public; acts as a liaison with yacht clubs and other groups that use the Marina facilities.

Marina Manager – Harbor Master December 2015 to Present

Office Manager – Martinez Marina September 26, 2006 to December 2015

Martinez Marina, 7 North Court Street, Martinez, CA 94553 (925) 313-0942

- Office Managerial Duties includes:
 - o Accounts Payables
 - o Accounts Receivables
 - o Billing Collections
 - o DMV Lien Processing
 - o Budget
- Maintain compliance with all rules and regulations including tenant agreements and permits.
- Compliance and enforcement of Insurance requirements and collections.
- Adherence to City Municipal Codes and Labor Laws.
- Utilize independent judgment while ensuring high quality customer service.
- Proven leadership with optimum work efficiency;
- Managed a staff of 5 employees or more.
- Managed Marina Retail Store-Inventory, vendor relations and product knowledge.

- Responsible for all operating cost, budget, purchases and sales revenues.

Group Facilitator March 2007 – January 2015
Recovery Management Services, 2080 East Street, Concord CA 94520
(925) 682-5704

- Patient Client Safety and Supervision
- Group Facilitator – Fridays 1pm – 2:30pm / Communications Skills
- Group Facilitator – Wednesdays 7pm – 8:30 pm / Women's Issues
- Property Management - Inventory / Supplies / Repairs
- Weekly Client updates and meeting schedules
- Supervised Medication to clients
- CAARF Certified
- Breining Institute Inpatient program certified

Professional Limousine Driver September 2005 – September 2006
H & O Classic Limousine (Leslie Hargrove (License #TCP012711) (866) 676-6000

- Airport Service, Wedding Parties
- Private and Company Parties

Big O Tow – Business Owner
Private Towing Company – San Francisco

LEP Profit International
Import / Export

Worldwide Mortgage
Gilberta Ramos – Ron Norman
Underwriter Assistant

Century 21 – Golden City Realy
Broker – Ron Norman
21 Joost Street San Francisco CA
Office Manager

Contempo Casuals – Serramonte – Daly City
Store Manager

Education

California Department of Boating And Waterway – Student number 10579771
 Studied Substance abuse counseling - Breining Institute
 San Francisco City College, San Francisco, CA

- Automotive Technology
- Business Administration

College of San Mateo -Skyline College, San Bruno, CA

- Real Estate Fundamentals
- Human Resources

Jefferson High School, Daly City, CA - Graduate

References

Attached.

OLIVIA ORTEGA

Pittsburg, CA

REFERENCES

Professional

Greg Rodriguez – Police Lieutenant
City of Concord
(925) 917-0416

Garrett Evans – City Manager
(925) 252-4850 / gevans@pittsburgca.gov

Craig Paulsen
CHP – Harbor Master 2005 -2015
(510) 504-0771

Sara Bellafronte – Assistant to the City Manager
(925) 252-4850 – sbellafronte@pittsburgca.gov

Steve Talmadge
Flash Fishing Sportfishing
(925) 286-3509

Malissa Poppovich-Coffey
Recovery Management Services
Program Director
(925) 451-1085

Carol Allio
Recovery Management Services
Program Director
(925) 682-5704

OLIVIA ORTEGA

Pittsburg, CA

To the Hiring Panel;

My name is Olivia Ortega and I am incredibly motivated to have this job and serve you well! As you can see from my resume, I have been in the marina operations for 16 years.

I enjoy sailing, motor yachts, fishing and being a grandparent. I also thoroughly enjoy working in this field.

The following list are a few more details of the duties that I have successfully performed.

Enforces municipality's harbor ordinances, dock laws, and parking (moorings, speeding, pollution, R.V., parking and storage)

Marina capacity of 332 slips. Despite of the Marina condition and lack of depth. I have managed to maintain a 45 % occupancy rate. Managing a marina built in 1960 has posed its various challenges that I have had encountered. I have performed a great deal of Public relations and service.

Aids vessels in distress or difficulty in the harbor or vicinity.

Oversees and performs the maintenance and repair of floating docks and gangways. Purchased supplies and inventory through appropriate vendors with consideration of a very limited budget.

Administers launching ramp and fees.

Oversees and performs preventative maintenance throughout the marina facilities.

Throughout the 16 years I have worked at Martinez Marina I have gained a substantial knowledge and experience of methods and procedures in the operation of a marina.

- Navigation laws, local laws, maritime laws and ordinances pertaining to docks, harbors, and its shoreline.
- Methods, tools and materials used in marine work;
- Knowledge of tidal characteristics and how to handle shore front activities, vessel in distress and waterfront emergencies.
- Methods of hauling and launching various types of boats and safety precautions used in the operation
- CPR first aid; ability to deal effectively with the general public; integrity; thoroughness; good judgment; physical condition commensurate with the duties of the position.
- Customer Service is one of the important duties of this job. It is our job to provide safety and security to our members. Making a conscious effort to know each member by name is critical to providing them the sense that the marina has their best interest with their investment.

Thank you for your consideration,

Olivia Ortega

Marina Manager - Martinez Marina

Application Form

Profile

Jeffry _____ N _____ Tibbetts _____
First Name Middle Initial Last Name

Home Address _____ Suite or Apt _____
 Richmond _____ CA _____ 94805 _____
City State Postal Code

Primary Phone _____

Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

District 1

retired _____
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?

20 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Fish & Wildlife Committee: Submitted

Seat Name

District I

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 Santa Barbara

Degree Type / Course of Study / Major

History

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 am a life-long Californian with extensive experience in environmental issues. I wish to take active participation in my community and this board would provide me with an intellectually-engaging situation to work for the betterment of this area.

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

I am resident of Contra Costa County with an interest in the interaction between the human and animal inhabitants of the community. I have the time, the focus, and the desire to enter this process, learn its workings, and apply my efforts to collaborative successful outcomes.

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.

Oakland Enhanced Enterprise Community Advisory Board 1996-1998, served as Head of Loan Review Committee 1984-1987 Cub Scouts Adult volunteer 1988 - 1992 Boy Scouts Adult volunteer

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.

JEFFRY TIBBETTS
Richmond, CA 94805

Resume

SKILLS

- Publication management
- Purchasing and planning
- Vendor relationships
- Financial management
- Project management
- Staff development
- Team oversight
- Marketing
- Editing
- Graphics, illustration, and layout

PROFESSIONAL EXPERIENCE

Publisher, Pacific Rim Publishing Company.

- Founded and ran board game and gaming magazine publishing enterprise.
- Assembled and led a team to seek out, develop, produce, and market board games and game-focused periodicals.
- Negotiated for publishing rights to a consumer magazine focused on a major science fiction game line.
- Evaluated and developed graphics, development, and production resources.
- Set-up and maintained website and databases.
- Conducted consumer, retail, and distribution marketing outreach in US and foreign markets via print and electronic media.
- Transitioned from domestic to off-shore publication.

Publisher, The Grenadier Magazine

- Acquired failing periodical in military history and military simulation theory.
- Brought about 100% growth annually for 3 years.
- Performed article solicitation, editing, illustration, and layout.
- Coordinated outside production and distribution.
- Managed advertising and subscription solicitation and billing.

General Manager, American Game Distributors

- Ramped operation from local to regional prominence.
- Achieved sustained 200+% annual growth for 4 years.
- Supervised 10 employees in job functions including
purchasing
customer service

- clerical
- warehousing
- Assisted ownership in executing profitable exit strategy.

INDUSTRY AND COMMUNITY SERVICE

Founding Member, Game Manufacturer's Association, 1979 - 1987. A national trade association formed in 1979 to promote and develop business professionalism. Founding Chair, GAMA Committee on Credit Information, 1983. Chair, Membership Committee, 1981, 1982.

Oakland Enhanced Enterprise Community Advisory Board 1996-1998, served as Head of Loan Review Committee for federal economic development program

Adult Leader. Cub Scouts / Boy Scouts of America, 1984 - 1992.

EDUCATION

B.A., University of California, Santa Barbara

- Regents Scholar.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3903

Agenda Date: 11/14/2024

Agenda #: 7.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee

Submitted For: Daniel Pellegrini, Chair, Fish and Wildlife Committee via DCD

Department: Conservation and Development (DCD)

Referral No: IOC 24/5

Referral Name: Allocation of Fish and Wildlife Propagation Funds

Presenter: Maureen Parkes, Conservation and Development Department

Contact: maureen.parkes@dcd.cccounty.us

Referral History:

Fish and Wildlife Propagation Fund

The Fish and Wildlife Propagation Fund (Fund) was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. A portion of the fines are deposited into the Fund. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally portions of larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration, illegal take of a special status species, and pollution of waters are deposited into the Fund. In 2022, due to the settlement of *The People of the State of California vs. LP, SFPP*, regarding a Kinder Morgan ruptured oil pipeline that leaked a large amount of gasoline into a drainage canal that occurred in November 2020, a deposit of \$497,500 was made into the Fund. As of November 7, 2024, the Fund had an available balance of \$543,039.69.

FWC Grant Program

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

Public Outreach to Advertise the Grant Program

On May 23, 2024, the application packet was sent to the Fish and Wildlife Committee mailing list, the Contra Costa Watershed Forum mailing list, all Contra Costa County school districts, Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, and St. Mary’s College. The CCC Office of Communications and Media

distributed a press release to local and regional media outlets regarding the availability of the grant application packet. CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. Supervisors also included the announcement in their email newsletters. It was posted as a newsflash on the Department of Conservation and Development's website and displayed on its social media accounts: Facebook, Instagram and X. It was also made available on the Committee's website and to anyone who requested a copy.

Referral Update:

FWC Review Process for 2025 Grant Awards

12 applications requesting a total of \$112,065.26 were reviewed.

The Fish and Wildlife Committee members considered the funding of the applications at their September and October meetings. Several applicants attended the meetings to make themselves available to answer questions regarding their applications.

The Contra Costa County Fish and Wildlife Committee (FWC) completed its review of the 2025 grant requests for funding from the Fish and Wildlife Propagation Fund (Fund) and is forwarding its grant award recommendations to the Internal Operations Committee (IO). The FWC reviewed 12 grant applications and recommends that all of them receive full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

Recommendation(s)/Next Step(s):

At its October 16, 2024 meeting, the FWC recommended full or partial funding for all of the proposed projects. Projects recommended for funding total \$80,910.50 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and vote are listed on Pages 2 through 4 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Susan Heckly (District II), Roni Gehlke (At-large), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), and Jamin Pursell (District I).

The following recommendations are for full funding of the project as proposed unless noted otherwise.

FWC Recommendations:

1. Allocate \$6,444.00 to Golden Gate Bird Alliance for their "San Francisco Bay Osprey Camera" project. This project will support a valuable educational resource that fosters public understanding of osprey conservation and environmental stewardship by providing continued access to live streaming and real-time footage, which educators use to illustrate osprey behavior and highlight the success of conservation efforts in the Bay Area. Funds will be used to cover the monthly costs of webcam streaming, hosting services, and the website, including the live chat feature for one year.
2. Allocate \$3,745.00 to Golden Gate Bird Alliance for their "Bringing Back the Natives Events" project. This project will support educational events that inspire Contra Costa residents to transform their

gardens into habitats for native wildlife, fostering ecological diversity and contributing to the protection of declining species. Partial funding is recommended and may only be used for facility rental, Zoom fees, t-shirts, and metal holders for keystone species signs, with the 2024 Fall Conference facility rental to be reimbursed retroactively.

3. Allocate \$7,200.00 to Things that Creep for their “Pocket Guide to the 30 Native Reptile Species in the San Francisco Bay Area” project. This project will provide Contra Costa County students, schools, and libraries with a valuable educational resource that enhances understanding of local reptiles, including threatened or endangered species, while promoting safe and respectful human-wildlife interactions and supporting conservation efforts. Partial funding is recommended and may only be used for printing 3,000 4-panel laminated pocket field guides.

*** The FWC recommends approval of the applicant’s request for an exception for non-profit organizations that can demonstrate financial hardship that would allow for a partial disbursement of funds (up to ½ of the grant award) after the grant is awarded.*

4. Allocate \$7,030.00 to the John Muir Chapter of Trout Unlimited for their “Wildcat Creek Water Quality and Fish Habitat Monitoring Study” project. This project will enable JMTU to gather essential data on Wildcat Creek’s hydrology and water quality, improving understanding of spawning and rearing conditions for anadromous fish and guiding interventions to enhance fish passage and habitat quality, while also training and involving citizen monitors in efforts to improve water quality in Contra Costa County, ultimately providing suitable habitat for coldwater fish populations. Funds will be used to purchase YSI Pro 20 DO/T Sensors, Cap and Membrane Kits, Oakton PCTS Testr30, replacement for Onset Hobo Unit (U26-001), Onset DO Sensor Caps (U26-RDOB-1), Onset DO Sensor Batteries, and waders.

***The FWC recommends approval of the applicant’s request for an exception for non-profit organizations that can demonstrate financial hardship that would allow for a partial disbursement of funds (up to ½ of the grant award) after the grant is awarded.*

5. Allocate \$1,030.00 to Worth a Dam for their “Beaver dams build neighborhoods: Playing with a full deck” project. This project will support a fun, hands-on activity at the Beaver Festival where children can explore the ecosystems of beaver ponds, collect trading cards, and discover artwork beneath their feet as they walk around, deepening their understanding of how beaver ponds shape local ecosystems while fostering a personal connection to the creatures and habitats of their watershed. Funds will be used to purchase trading cards, credit card sleeves, exhibit location maps, trading card flags, chalk pastels, and printing of signs and post tests.
6. Allocate \$926.60 to Lindsay Wildlife Experience for their “Mammal pen construction for wildlife rehabilitation” project. Due to the Committee's preference for supporting material costs over labor-driven expenses, they recommend partial funding for the purchase of a supply shed only, which will enhance operational efficiency and ensure that rehabilitation supplies are readily available.
7. Allocate \$19,449.66 to International Bird Rescue for their “Ethically and Effectively Resolving Human/Wildlife Interaction Issues in Contra Costa County Through Temporary Emergency Treatment and Care of Injured and Orphaned Wildlife” project. This project will support the replacement of outdated equipment and materials, ensuring effective rehabilitation for injured and orphaned aquatic birds from Contra Costa County, and enhance biodiversity by facilitating their return to natural habitats. Funds will be used to purchase a Tuff shed, pet dryers, pool filter sand 50 lb. bags, and above ground pool pumps.

8. Allocate \$10,690.00 to The Watershed Project for their “Contra Costa Water Quality Monitoring and Water Quality Apprenticeship Training Program” project. TWP’s Water Quality Monitoring Program trains, educates, and engages community members and scientists in activities that analyze and discuss the County’s water quality in order to enhance water quality to support healthy habitats for fish and wildlife. Additionally, TWP offers a youth education program through the Water Quality Apprenticeship Training Program. Partial funding is recommended for purchasing equipment replacement parts, calibration standards, existing equipment repair fees, supplemental safety items to protect the monitoring crews, sending Benthic Macroinvertebrate and bioswale stormwater, soil, wood piece samples to a scientific lab for processing, and educational materials; and may not be used for the Water Quality Monitoring Annual event venue fee, catering, and outreach materials as listed in TWP's grant application.
9. Allocate \$582.00 to SPAWNERS for their “Water Quality Monitoring Equipment for Students” project. The project will provide materials to teach students in grades 4-12 about watershed ecology, the effects of human activity on watersheds, and the scientific principles of fish and wildlife conservation. Funds will be used to purchase water monitoring kits, refill tablets for nitrate, phosphate, DO, BOD, pH, and coliform, a plastic tote bin, and a ream of paper.
10. 10) Allocate \$1,463.00 to Marine Science Institute for their “2025 Delta Discovery Voyage Program” project. The project provides public education that is aligned with CA Common Core and NGSS for public schools, focusing on scientific principles of fish and wildlife conservation by using supervised formal instruction conducted with a planned curriculum and aids to education. Partial funding is recommended to purchase expendable supplies: buckets, fish keys, posters, nets, vials and slides as listed in their grant application; and may not be used for vessel fuel and harbor fees. The Committee recommends that if the final approval of this grant takes place in 2025, MSI may be reimbursed retroactively to allow them to purchase supplies in December, before the voyages begin in January.
11. Allocate \$5,680.24 to Save Mount Diablo for their “Expanding the Kestrel Population on Mount Diablo” project. This project will provide equipment to monitor and assist kestrel population expansion on Mount Diablo. Partial funding is recommended for research intern payments, WIFI bluetooth trail cameras, lithium batteries, SD cards, and materials for nest boxes; and may not be used for land stewardship manager payment.
12. Allocate \$16,670.00 to Lindsay Wildlife Experience for their “The Bear Den” project. The exhibit will support local and global conservation efforts by providing an engaging, interactive space that educates visitors about Grizzly, Black, and Polar Bears, and will focus on the importance of dwindling habitats, regional extinction, and the impact of climate change. Partial funding is recommended for all exhibit signage, graphics, exhibit titles, and 3D interactives and displays; and may not be used for graphic design related to signage, graphics, and exhibit layout as outlined in the grant application.
13. Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.

Vote 7-0 (Ayes: Balbas, Gehlke, Heckly, Jennings, Morris, Pellegrini and Pursell; Noes: None; Abstain: None; Absent: Rogers)

Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Fiscal Impact (if any):

As of November 7, 2024, the Fund had an available balance of \$543,039.69. Requested funds totaled \$112,065.26. Recommended allocations total and would reduce the fund by \$80,910.50.

Please contact Maureen Parkes at 925-655-2909 or Abigail Fateman at 925-655-2908 with any questions.

Attachments:

- *Grant application packet for Fish and Wildlife Propagation Funds*
- *Chart summarizing the applications and recommendations*

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	Golden Gate Bird Alliance	non-profit	San Francisco Bay Osprey Camera	(a) public education	West County	\$6,444.00	\$6,444.00	<p>This is a request for funds to cover monthly web streaming and hosting costs for one year for GGAA's San Francisco Bay Osprey camera, an educational tool that connects people with ospreys and teaches them about their conservation success in the Bay Area.</p> <p><u>Proposed Schedule:</u> January 2025 - December 2025</p>	<p>This project meets the requirements of Section 13103 (a) public education. The SF Bay Osprey Camera project serves as a valuable educational resource about ospreys. Educators utilize video clips and live footage from the Osprey Camera to illustrate osprey behavior in their natural habitat and to showcase the success of conservation efforts, thereby reinforcing lessons on environmental stewardship and the impact of human actions. Full funding is recommended for one year to cover the monthly costs of webcam streaming, hosting services, and the website, including the live chat feature.</p>
B	Golden Gate Bird Alliance	non-profit	Bringing Back the Natives Events	(a) public education (e) habitat improvement	Countywide	\$5,245.00	\$3,745.00	<p>This is a request for funds to support a Fall 2024 conference which will inspire and educate about native plants; the virtual Bringing Back the Natives Garden Tour, which takes place in April of 2025, and materials for twenty Contra Costa gardens on the in-person May, 2025 Bringing Back the Natives Garden Tour. Funds would be used for facility rental, Zoom fees, t-shirts, metal holders and labor.</p> <p><u>Proposed Schedule:</u> Bringing Back the Natives Virtual and In-person Events: April and May 2025 Conference: Fall 2024</p>	<p>This project meets the requirements of Section 13103 (a) public education. The Fall 2024 conference, the April 2025 virtual garden tour, and the in-person garden tour in May 2025 will improve habitat by educating Contra Costa County residents on the significance of native plants for wildlife. These events will encourage residents to transform their gardens into habitats and provide resources to help protect declining species by creating ecologically diverse gardens. Partial funding is recommended and may only be used for facility rental, Zoom fees, t-shirts, and metal holders for keystone species signs, with the 2024 Fall Conference facility rental to be reimbursed retroactively.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	Things that Creep	non-profit	Pocket Guide to the 30 Native Reptile Species in the San Francisco Bay Area	(a) public education	Countywide	\$16,000.00	\$7,200.00	<p>This is a request for funds to develop a pocket guide featuring each of the 30 common and uncommon native reptile species in the San Francisco Bay Area for free distribution to public elementary students, schools and public libraries in Contra Costa County. Grant funds would be used to hire a photographer, a graphic designer, and a biologist; staff salaries, and printing laminated field guides.</p> <p><u>Proposed Schedule:</u> January 2025 - December 2025</p> <p>The applicant requests an exception to the grant funding cost reimbursement requirement due to financial hardship. Please refer to the grant application for the applicant's statement of financial hardship.</p>	<p>This project meets the requirements of Section 13103 (a) public education. The educational content of the pocket guide will enhance the understanding of local reptiles, including threatened or endangered species, encouraging support for conservation efforts. The guide will tackle human-wildlife interaction issues by offering information on safe and respectful ways to engage with reptiles, helping to reduce conflicts and promote coexistence. Partial funding is recommended and may only be used for printing 3,000 4-panel laminated pocket field guides.</p> <p>The Committee recommends approving Things that Creep's request for an exception to the grant funding cost reimbursement requirement.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
D	John Muir Chapter of Trout Unlimited (JMTU)	non-profit	Wildcat Creek Water Quality and Fish Habitat Monitoring Study	(e) habitat improvement	West County	\$7,030.00	\$7,030.00	<p>This is a request for funds to continue work on a previous grant awarded to JMTU. The purpose of this study is to obtain current data on the cyclical nature of Wildcat Creek hydrology and water quality throughout the watershed. JMTU would apply the study findings to better understand the habitat conditions (with respect to the spawning and rearing seasons) that native and anadromous fish would experience in this era of climate change. Funds would be used to purchase additional monitoring equipment and supplies: YSI Pro 20 DO/T Sensors, Cap and Membrane Kits, Oakton PCTS Testr30, replacement for Onset Hobo Unit (U26-001), Onset DO Sensor Caps (U26-RDOB-1), Onset DO Sensor Batteries, and waders.</p> <p><u>Proposed Schedule:</u> This is an ongoing project that began in the Fall of 2023. JMTU will provide a final report May 2025.</p> <p>The applicant requests an exception to the grant funding cost reimbursement requirement due to financial hardship. Please refer to the grant application for the applicant's statement of financial hardship.</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. The project will directly benefit anadromous fish species in Wildcat Creek by enhancing understanding of the spawning and rearing conditions within the creek, as well as identifying the necessary interventions to support fish passage improvements. Additionally, the creek monitoring program will train and involve citizen monitors in efforts to improve water quality in Contra Costa County, in order to provide suitable habitat for cold-water fish populations. Full funding is recommended for YSI Pro 20 DO/T Sensors, Cap and Membrane Kits, Oakton PCTS Testr30, replacement for Onset Hobo Unit (U26-001), Onset DO Sensor Caps (U26-RDOB-1), Onset DO Sensor Batteries, and waders.</p> <p>The Committee recommends approving Trout Unlimited's request for an exception to the grant funding cost reimbursement requirement.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	Worth a Dam	non-profit	Beaver dams build neighborhoods: 'Playing with a full deck'	(a) public education	Central County	\$1,030.00	\$1,030.00	<p>This is a request for funds for a children's educational activity at the 16th Annual Beaver Festival in Martinez. The project is a fun, free family activity that will allow children to learn about the different forms of life that exist in the riparian zone and how they are affected when beavers build and maintain ponds. Grant funds would be used to purchase trading cards, credit card sleeves, exhibit location maps, trading card flags, chalk pastels, and printing of signs and post tests.</p> <p><u>Proposed Schedule:</u> The event will be held on June 28, 2025.</p>	<p>This project meets the requirements of Section 13103 (a) public education. This project offers a tailored curriculum of supervised learning in a unique community environment where children can engage alongside their parents and siblings. Through collecting trading cards, children will gain insights into the diverse ecosystems of beaver ponds. As they piece together this puzzle, artwork revealed 'under their feet' will create a personal connection to the story of the watershed and its inhabitants. Full funding is recommended to purchase trading cards, credit card sleeves, exhibit location maps, trading card flags, chalk pastels, and printing of signs and post tests.</p>
F	Lindsay Wildlife Experience	non-profit	Mammal pen construction for wildlife rehabilitation	(b) temporary emergency treatment and care of injured or orphaned wildlife.	Countywide	\$11,586.60	\$926.60	<p>This is a request for funds to expand wildlife rehabilitation capacity in compliance with CDFW regulations. Grant funds would be used to:</p> <ol style="list-style-type: none"> 1) Install a two inch drain line under the asphalt and connected to the existing sewer line approximately 45 feet, backfill and cold patch the asphalt. 2) Build aviary & screen aviary. 3) Purchase a supply shed for aviary supplies. <p><u>Proposed Schedule:</u> The project can begin upon receipt of funding notice and be completed within 30 days of order placement.</p>	<p>This project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife. However, the expenses for installing the drain and constructing the mammal pen were primarily driven by labor costs. The Committee prefers to recommend funding for materials; therefore, it recommends partial funding specifically for the purchase of a supply storage shed, which will enhance operational efficiency and ensure that necessary rehabilitation supplies are readily available.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
G	International Bird Rescue	non-profit	Ethically and Effectively Resolving Human/Wildlife Interaction Issues in Contra Costa County Through Temporary Emergency Treatment and Care of Injured and Orphaned Wildlife	(a) public education (b) temporary emergency treatment and care of injured or orphaned wildlife (c) Temporary treatment and care of wildlife confiscated by the department as evidence.* (i) scientific research* *CDFW has previously confirmed that IBR is eligible to receive funds under FGC Sections 13103 (c) and (i)	Countywide	\$19,449.66	\$19,449.66	<p>This a request for funds to: a) address the persistent-and-now-permanent HPAI (Highly Pathogenic Avian Influenza) crisis; and b) replace obsolete and inoperable equipment and materials that have been fully depreciated and are necessary to rehabilitate injured and orphaned Contra Costa wildlife. Grant funds would be used for a Tuff shed, pet dryers, pool filter sand 50 lb bags, and above ground pool pumps.</p> <p><u>Proposed Schedule:</u> The project can begin within 30 days of grant funding approval and would be completed within six months.</p>	<p>This project meets the requirements of Section 13103 (a) public education, (b) temporary emergency treatment and care of injured or orphaned wildlife, and (c) temporary treatment and care of wildlife confiscated by the department as evidence, and (i) scientific research. This project will enhance the welfare of injured and orphaned aquatic birds in Contra Costa County by providing rehabilitation for them and will promote biodiversity by returning rehabilitated birds to their natural habitats. Full funding is recommended for a Tuff shed, pet dryers, pool filter sand 50 lb bags, and above ground pool pumps.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
H	The Watershed Project	non-profit	Contra Costa Water Quality Monitoring and Water Quality Apprenticeship Training Program	(a) public education (e) habitat improvement	Countywide	\$11,840.00	\$10,690.00	<p>This is a request for funds for continued water quality monitoring with multiple partner groups and executing a water quality apprenticeship training program. Funds would be used toward purchasing equipment replacement parts, calibration standards, existing equipment repair fees, supplemental safety items to protect the monitoring crews, sending Benthic Macroinvertebrate and bioswale stormwater, soil, wood piece samples to a scientific lab for processing, educational materials, Water Quality Monitoring Annual event venue fee, catering, and outreach materials.</p> <p><u>Proposed Schedule:</u> February 2025 - January 2026</p>	<p>This project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. TWP's Water Quality Monitoring Program trains, educates, and engages community members and scientists in activities that analyze and discuss the County's water quality in order to enhance water quality to support healthy habitats for fish and wildlife. Additionally, TWP offers a youth education program through the Water Quality Apprenticeship Training Program. The Committee recommends partial funding for purchasing equipment replacement parts, calibration standards, existing equipment repair fees, supplemental safety items to protect the monitoring crews, sending Benthic Macroinvertebrate and bioswale stormwater, soil, wood piece samples to a scientific lab for processing, and educational materials; and may not be used for the Water Quality Monitoring Annual event venue fee, catering, and outreach materials as listed in TWP's grant application.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
I	SPAWNERS (San Pablo Watershed Neighbors Education & Restoration Society)	non-profit	Water Quality Monitoring Equipment for Students	(a) public education	West County	\$582.00	\$582.00	<p>This is a request for funds to purchase student friendly water quality monitoring equipment to enhance SPAWNERS educational offerings with local schools at their Wilkie Creek Outdoor Classroom in Richmond. Funds are requested for water monitoring kits, refill tablets for nitrate, phosphate, DO, BOD, pH, and coliform, a plastic tote bin, and a ream of paper.</p> <p><u>Project Schedule:</u> SPAWNERS intends to complete the project within one year from the date of funding notification.</p>	<p>This project meets the requirements of Section 13103 (a) public education. The project will provide SPAWNERS with materials to teach students in grades 4-12 about watershed ecology, the effects of human activity on watersheds, and the scientific principles of fish and wildlife conservation. Full funding is recommended for water monitoring kits, refill tablets for nitrate, phosphate, DO, BOD, pH, and coliform, a plastic tote bin, and a ream of paper.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
J	Marine Science Institute	non-profit	2025 Delta Discovery Voyage Program	(a) public education	Central County 48% East County 52%	\$5,096.00	\$1,463.00	<p>This is a request for funds for MSI's Delta wildlife and water education programs for 5th grade Contra Costa County students. Funding is requested for expendable supplies: buckets, fish keys, trawl nets, hand/plankton nets, vessel fuel and harbor fees.</p> <p><u>Project Schedule:</u> January 6, 2025 - December 31, 2025</p>	<p>This project meets the requirements of Section 13103 (a) public education. The project provides public education that is aligned with CA Common Core and NGSS for public schools, focusing on scientific principles of fish and wildlife conservation by using supervised formal instruction conducted with a planned curriculum and aids to education. The Committee recommends partial funding for expendable supplies: buckets, fish keys, posters, nets, vials and slides as listed in their grant application; and may not be used for vessel fuel and harbor fees.</p> <p>The Committee recommends that if the final approval of this grant takes place in 2025, MSI may be reimbursed retroactively to allow them to purchase supplies in December, before the voyages begin in January.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
K	Save Mount Diablo	non-profit	Expanding the Kestrel Population on Mount Diablo	(e) habitat improvement (i) scientific research* (m) other expenditures, approved by the department * * CDFW has confirmed this project is eligible to receive funds under FGC Sections 13103 (e), (i) and (m)	Countywide	\$7,762.00	\$5,680.24	<p>This is a request for funds to purchase equipment to monitor and assist kestrel population expansion on Mount Diablo. Funds are requested for land stewardship manager payment, research intern payments, WIFI bluetooth trail cameras, lithium batteries, SD cards, and materials for nest boxes.</p> <p><u>Project Schedule:</u> This is an ongoing project that began in the Spring of 2020. A final report will be provided in July of 2025, with findings from that season's nesting populations that have been monitored, compared to previous years data. The study is planned to continue till 2030.</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement, (i) scientific research, and (m) other expenditures, approved by the department. This project will contribute to kestrel population expansion on Mount Diablo. By constructing and installing 12 new kestrel nest boxes, along with the necessary cameras and equipment, SMD will significantly enhance data collection. They will analyze thousands of images captured by the cameras, with interns parsing this data to track population success, food variety, seasonal changes like the late fledging in May 2024, chick growth, nesting materials, and more. Partial funding is recommended for research intern payments, WIFI bluetooth trail cameras, lithium batteries, SD cards, and materials for nest boxes; and may not be used for land stewardship manager payment.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2025

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
L	Lindsay Wildlife Experience	non-profit	The Bear Den	(a) public education	Countywide	\$20,000.00	\$16,670.00	<p>This is a request for funds to create an intentionally designed habitat and conservation interactive exhibit around three bear specimens. Funds are requested for:</p> <ul style="list-style-type: none"> - graphic design for all signage, graphics, and exhibit layout; -all exhibit signage, graphics, and exhibit title -3D interactives and displays <p><u>Project Schedule:</u> The project would begin upon receipt of funding notice and be completed by December 2025.</p>	<p>This project meets the requirements of Section 13103 (a) public education. The Bear Den exhibit will support local and global conservation efforts by providing an engaging, interactive space that educates visitors about Grizzly, Black, and Polar Bears, and will focus on the importance of dwindling habitats, regional extinction, and the impact of climate change. Partial funding is recommended for all exhibit signage, graphics, exhibit titles, and 3D interactives and displays; and may not be used for graphic design related to signage, graphics, and exhibit layout as outlined in the grant application.</p>
					Total	\$112,065.26	\$80,910.50		
			Total Available Funds as of August 14, 2024			\$544,359.80			
					Remainder	\$432,294.54	\$463,449.30		

Grant Applications and Fish and Wildlife Committee Recommendations 2025

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$2,649.92	2.36%	\$760.76	0.94%
West	\$14,056.00	12.54%	\$14,056.00	17.37%
Central	\$3,476.08	3.10%	\$1,732.24	2.14%
Countywide	\$91,883.26	81.99%	\$64,361.50	79.55%
TOTAL	\$112,065.26	100.00%	\$80,910.50	100.00%

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Deidra Dingman
Deputy Director

Ruben Hernandez
Deputy Director

Gabriel Lemus
Assistant Deputy Director

May 22, 2024

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. **Proposals must be received by 5:00 p.m. on Thursday, August 1, 2024 (a postmark of August 1, 2024, does not satisfy the submission deadline).** Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-655-2909 prior to the deadline. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). **If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by June 28, 2024. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details.** All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits, or utilities. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials). Organizations, schools, and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2024 grant cycle a total of \$74,522 was awarded to 11 projects. The awards ranged from \$910 to \$16,807. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by January 2025. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Grant awardees may request a budget modification to address any proposed changes to the project costs. This request must be made in writing prior to incurring the unapproved expenses. Unapproved expenses will not be reimbursable. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (January 2026), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-655-2909 or maureen.parkes@dcd.cccounty.us.

Sincerely,

Maureen Parkes
Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page – See attached.
(PDFs and e-signatures are acceptable)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by **June 28, 2024**. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the August 1, 2024 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

- Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material.

Grant recipients may use the following standard language in making attributions for funding by the FWC:

- Attribution for full Grant funding: "This (research, publication, project, web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
- Attribution for partial Grant funding: "This (research, publication, project, web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."

- 3) Project schedule - The project must be completed within a year from the date you receive notification of funding (by January 2026).
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Electronic submittals are preferred. Please use 11 point font or larger and ½ inch margins or larger on your pages. If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.
- If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by **June 28, 2024.** (See exception for Section 13103 (i) on Page 1.)
- Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Thursday, August 1, 2024 (Pacific Daylight Time)** to be considered for funding. (Please note: A postmark of August 1, 2024 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).*

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us

or

Mailed or Hand Delivered: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-655-2909.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 655-2909.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2025 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3904

Agenda Date: 11/14/2024

Agenda #: 8.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: November 14, 2024

Subject: Update on ARTSCCC's Implementation of the Arts Council Contract

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Jenny Balisle, ARTSCCC Executive Director

Contact: Jenny Balisle, info@artsgcc.com

Referral History:

In 2022, after dissolving the County's Arts & Culture Commission (AC5), the Board of Supervisors directed staff to work towards the development of a public-private partnership and the identification of a non-profit organization to provide arts council services to the County.

The Board established an ad-hoc Steering Committee to guide this process, comprised of representatives of each supervisorial district and representatives of non-profit arts & culture funders. A public planning and engagement effort was then undertaken, led by Arts Orange County-a leading organization in this field, which culminated in the Board's adoption of an Arts & Culture Master Plan for the County, in June 2023.

When the arts council planning and procurement process concluded in December 2023, the Board awarded a 5-year contract in the amount of \$1,781,661 to the non-profit organization Independent Arts & Media. The contract is funded by Measure X dollars allocated to arts & culture. (Through Oct. 2024, the County has expended \$471,694 of the contract.)

Independent Arts & Media is the fiscal sponsor of [ARTSCCC <https://www.artsgcc.com/>](https://www.artsgcc.com/), who are providing the County's arts council services for the period January 1, 2024 through December 31, 2028. Through the Board's recognition in February 2024, ARTSCCC is now the County's State-Local partner with the California Arts Council, which awarded ARTSCCC \$85,500 to date.

Referral Update:

The attached presentation provides a status report on ARTSCCC's implementation of the arts council contract, as they continue working toward their goal of "building strong creative communities, and promoting compassion, respect, and resiliency through the Arts in Contra Costa County."

Recommendation(s)/Next Step(s):

RECEIVE presentation by ARTSCCC on the status of its implementation of the arts council contract to promote, countywide, compassion, respect, and resiliency through the arts.

Fiscal Impact (if any):

No fiscal impact. This is an information report only.

ARTS CCC

Internal Operations Committee
November 14, 2024 Meeting

ARTSCCC

ARTSCCC (Arts Contra Costa County)

We are a grassroots service and advocacy arts organization:

- Manage signature programs and services
- Research and write grants
- Highlight artists, art organizations, and public artworks on social media
- Connect partners for collaborations
- Fiscal sponsor is the nonprofit Independent Arts & Media with over 20 years experience

INDEPENDENT
ARTS & MEDIA

Dorrie Langley (President) and Nathaniel Holben (Vice President) of the Martinez Arts Association at Main Street Arts Gallery. Established in 1968, the Martinez Arts Association facilitates *SWAN Day* (Support Women Artists Now), *Día de Los Muertos*, artist services, community donations, and more (ARTSCCC photo).





ARTSCCC

- Our goal is to build strong creative communities
- Promote compassion, respect, and resiliency through the Arts
- We've received grants from:



ARTSCCC



Nava Mizrahi
Advisor



BK Williams
Advisor



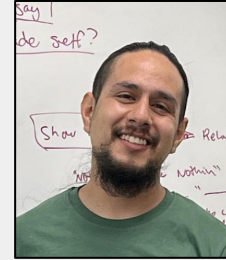
Tony Tamayo
Marketing & Videographer



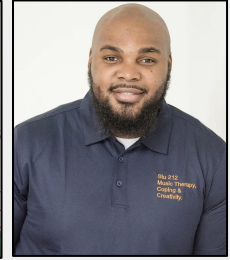
Silvia Ledezma
Community Outreach
& Photographer



Donté Clark
Poetry Series Program
Lead Artist and Workshop Facilitator



Jose Cordon
Poetry Series Program
Workshop Artist



Jeremy Phillips
Poetry Out Loud Coach



Ben Miyaji
Advisor



Chris Holmes
Advisor



Lisa Burger
IAM Executive Director



Jenny Balisle
ARTSCCC Executive Director



Esther Rojas Soto
ARTSCCC Program, Marketing &
Community Outreach Manager



Brennan DeFrisco
Poetry Out Loud
Coordinator

Top image source left to right: Nava Mizrahi (personal photo), BK Williams (ARTSCCC photo), Tony Tamayo (personal photo), Silvia Ledezma (personal photo), Donté Clark (ARTSCCC photo), Jose Cordon (ARTSCCC photo), and Jeremy Phillips (personal photo).
Bottom image source left to right: Ben Miyaji (personal photo), Chris Holmes (personal photo), Lisa Burger (independent Arts & Media photo), Jenny Balisle (ARTSCCC photo), Esther Rojas Soto (personal photo), and Brennan DeFrisco (personal photo).

Cultural Corridor Project

- Project connecting communities inspired by a shared cultural experience of Contra Costa County
- Two public artworks created by Jesse Hernandez and Richard Muro Salazar
- Part of Contra Costa Crisis Center in Walnut Creek permanent collection



Image: *Cultural Corridor Project* art installation at the Contra Costa Crisis Center (ARTSCCC photo).



Danza de los Diablos

de Santiago Juxtlahuaca, Oaxaca

The *Danza de los Diablos de Santiago Juxtlahuaca, Oaxaca* (Dance of the Devils of Santiago Juxtlahuaca, Oaxaca) project is a dance, performance, and band that celebrates indigenous Mexican traditions with performers that live throughout Contra Costa County

They performed in the 2023 & 2024 4th of July parade in Martinez thanks to the following funders:



Image: *Danza de los Diablos de Santiago Juxtlahuaca, Oaxaca* (Dance of the Devils of Santiago Juxtlahuaca, Oaxaca) July 4th parade performance in downtown Martinez (Tony Tamayo photo and logo).



Danza Azteca Teokalli

- Traditional and indigenous *Danza Azteca Teokalli* (Teokalli Aztec Dance) group
- Bay Area-based professional Aztec dance troupe led by Alvaro Kepokamaztli Tellez and Jefa Irma Pineda
- Over 40 group members live and work throughout Alameda and Contra Costa Counties



Images: Richmond Art Center flyer and Danza Azteca Teokalli image (Tony Tamayo photo).

ARTSCCC

Poetry Series Program

- We facilitate a *Poetry Series Program* at John A. Davis Juvenile Hall in Martinez to serve youth
- An artist team leads workshops to build educational and professional skills
- Partners: Incarceration to College and Author's Inside
- Book creation to highlight youth writings
- Program fills gap programming for Contra Costa County and serves youth from all Districts

Image: Lead Artist and Workshop Facilitator Donté Clark, Workshop Artist Jose Cordon, and ARTSCCC Marketing & Videographer Tony Tamayo (ARTSCCC photo). Logo designed by Tony Tamayo.



ARTSCCC

Poetry Series Program

- California Arts Council
 - *Creative Youth Development* grant
- Expanding program to include mentorship and young women
- Led by Richmond-raised artist and poet CieraJevae. She is the founder and Executive Director of Serving Melanin Collective.



Image: CieraJevae (Artist photo)



Per Contra Costa County contract:

- County Arts Portal
- Art Databases
- Convenings
- Workshops
- Newsletter
- County Administration Building Exhibitions
- *Poetry Out Loud* program
(pending California Arts Council grant)
- Grantmaking
- Reporting
- And more!

Image: *Art Passages* exhibition at the County Administration Building featuring Contra Costa County art organizations and artists (ARTSCCC photo).



Organization Development

Timeline Development and Revision
Roles, Staffing and Support
Project Review & Financial Alignment
Reporting Schedule Development

Service Development

Cultural Inventory Database
Website & Portal to Database
Arts Consumer Database
Roundtable Convenings
Training, Workshops & Webinars
Technical Assistance

Added Funding

Grant Identification & Writing
Newly Funded Grant Programs

Communication

Newsletter
Social Media Outreach/Engagement
Marketing Services for Added Funds
Advocacy (not Lobbying)
Community Engagement and Organizational Responsiveness

Direct Programs

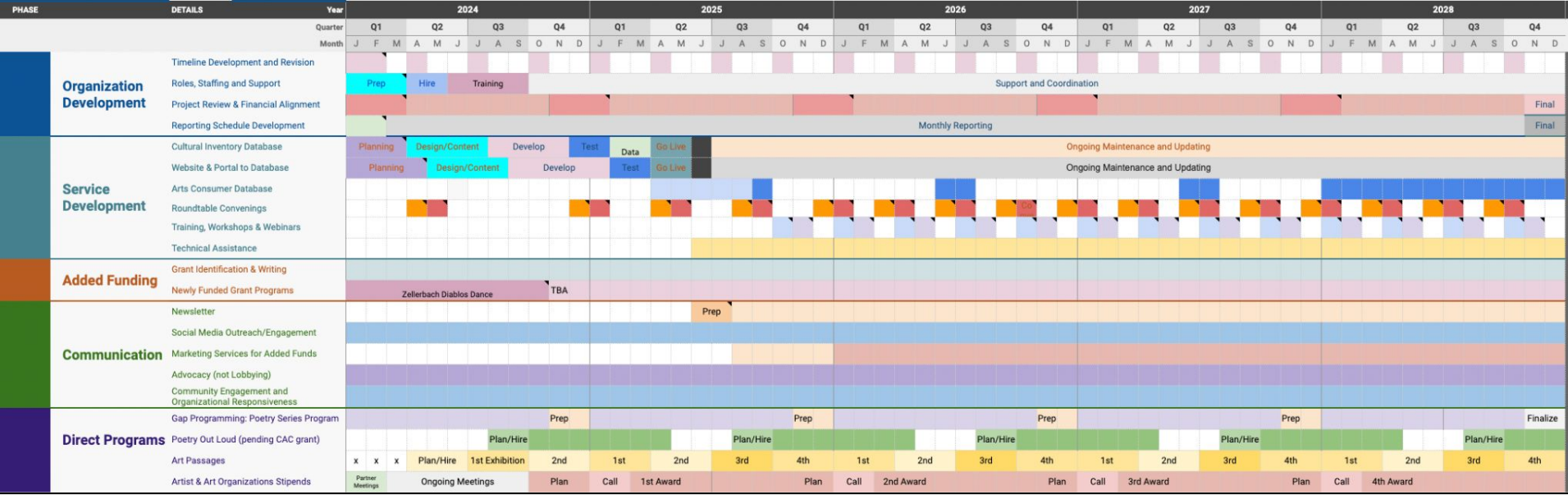
Gap Programming: Poetry Series Program
Poetry Out Loud (pending CAC grant)
Art Passages
Artist & Art Organizations Stipends

Contra Costa Contract: 5-Year Plan



Image: Danza de los Diablos de Santiago Juxtlahuaca, Oaxaca (Dance of the Devils of Santiago Juxtlahuaca, Oaxaca) July 4th parade performance in downtown Martinez (Tony Tamayo photo).

ARTSCCC 5-YEAR PROJECT TIMELINE



5-YEAR PROJECT TIMELINE **Current Status**

PHASE	DETAILS	Year	2024													
			Quarter	Q1			Q2			Q3			Q4			
			Month	J	F	M	A	M	J	J	A	S	O	N	D	
Organization Development	Timeline Development and Revision	Complete														
	Roles, Staffing and Support	Prep				Hiring Process			Training							
	Project Review & Financial Alignment	Initial	Delayed		Revised											
	Reporting Schedule Development															
Service Development	Cultural Inventory Database	Vendor Id				Contract Signed			Design/Content/Develop							
	Website & Portal to Database	Planning				Design/Content			Develop							
	Arts Consumer Database	Ongoing research														
	Roundtable Convenings	1:	Art Organizations													
	Training, Workshops & Webinars	Ongoing research														
	Technical Assistance															
Added Funding	Grant Identification & Writing	3 CAC grants & 3 CERF proposals														
	Newly Funded Grant Programs					Diablos Dance			Azteca Dance							
Communication	Newsletter	Job & Advocacy							1st	2nd	3rd	4th	5th			
	Social Media Outreach/Engagement															
	Marketing Services for Added Funds	As planned														
	Advocacy (not Lobbying)	Sacramento (2)														
	Community Engagement and Organizational Responsiveness															
Direct Programs	Gap Programming: Poetry Series Program															Prep
	Poetry Out Loud (pending CAC grant)	As planned				Early Hire			Original Planning							
	Art Passages	Early Plan				Hire			1st			2nd			3rd	
	Artist & Art Organizations Stipends	TBD Funding														

Original Plan

	2024															
	Quarter	Q1			Q2			Q3			Q4					
	Month	J	F	M	A	M	J	J	A	S	O	N	D			
	Prep															
				Hire			Training									
	Planning				Design/Content			Develop								
	Planning				Design/Content			Develop								
	x	x	x	Plan/Hire			1st Exhibition			2nd						
Partner Meetings				Ongoing Meetings								Plan				

Poetry Out Loud

- High School poetry recitation contest
- Requirement of California Arts Council:
 - *State Local Partner* grant
- *Memorandum of Understanding (MOU)* with Contra Costa County Office of Education (CCCOE)
- **Jan. 10, 2025:** School Registration Deadline
- **Feb. 8, 2025:** County Competition

Image: Poetry Out Loud 2025 flyer



Alt text: A student with curly hair and a striped button-up shirt stands in front of a microphone.



www.poetryoutloud.org

2025 Poetry Out Loud

School Registration Deadline
January 10, 2025

School Competition Deadline
January 31, 2025

Contra Costa Competition
February 8, 2025

Questions:

Brennan DeFrisco, POL Coordinator
bdeppoetry@gmail.com
(925) 984-4031



bit.ly/CCCPOL2025

SCAN TO REGISTER



Art Passages

- **County Administration Building quarterly exhibitions**
- **1st exhibit:**
 - District 1: Visual Artists of Richmond
 - District 2: Alamo Danville Artists' Society
 - District 3: Art Guild of the Delta
 - District 4: Concord Art Association
 - District 5: Martinez Arts Association
- **2nd exhibit:**
 - District 1: NIAD
 - District 2: Lamorinda Arts Council
 - District 3: Village Community Resource Center
 - District 4: Las Juntas ~ East Bay Artists Guild
 - District 5: Epperson Gallery
- **Current exhibit:**
 - Los Medanos College and Center for Community Arts
 - **Reception December 6th 2-4pm**



Image: *Art Passages* exhibition highlighting Los Medanos College and Center for Community Arts (ARTSCCC photo).

Let's Connect!

Instagram: @_artsccc

Threads: @_artsccc

Facebook: Arts Contra Costa County - artsccc

Twitter: @_artsccc

Monthly Newsletter:



Image: Newsletter QR Code and October ARTSCCC Newsletter

ARTSCCC

Welcome October with ARTSCCC!

Celebrate Dia de Los Muertos at the Richmond Art Center with [Danza Azteca Teokalli](#) on **October 19th**, come see a new [Art Passages](#) exhibit at the County Administration Building, look forward to our [Happy Hour Event](#) on **November 21st**, meet the [Concord Art Association](#), participate in [Poetry Out Loud](#), learn about [Arts & Economic Prosperity 6 \(AEP6\)](#), and see our [curated list of opportunities](#) below!

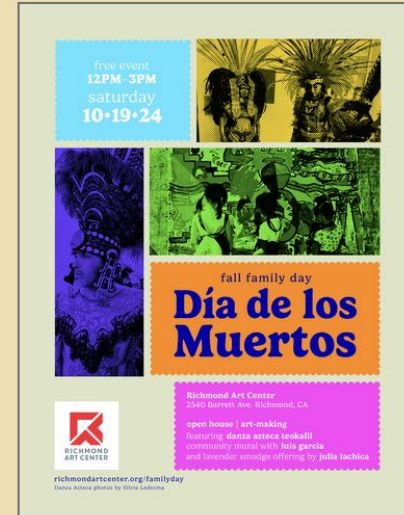


Image: Richmond Art Center flyer, graphic design by Gladys Vasquez, and photos by Silvia Ledezma

**Danza Azteca Teokalli at the
Richmond Art Center Fall Family Day**

2025 District Arts Partner Grant

Art organizations that provide vital services:

- **Visual Artists of Richmond:**
 - Artist organization with an artist directory and opportunities.
- **Alamo Danville Artists' Society:**
 - Since 1977, provides art services such as a gallery space and exhibitions.
- **Lamorinda Arts Council:**
 - Established in 1950, services include exhibitions, education, and art opportunities.
- **Art Guild of the Delta:**
 - Sole organization providing art services in East County.
- **Concord Art Association:**
 - Founded in 1963, the oldest art association in Contra Costa County.
- **Las Juntas~East Bay Artist Guild:**
 - Art organization with exhibition opportunities and services.
- **Martinez Art Association:**
 - Founded in 1968, they provide vital art opportunities and support a gallery space.
- **Epperson Gallery:**
 - Founded in 1996, the gallery showcases exhibits and artist studios.



SAVE THE DATE

- **November 21st 4-6pm**
- *Happy Hour* Lesher & Zellerbach event introducing ARTSCCC
- Bedford Gallery in Walnut Creek
- We'll have a special arts performance!
 - Donté Clark
 - Jose Cordon

ARTSCCC HAPPY HOUR

Nov 21st 4-6pm | Bedford Gallery
1601 Civic Drive
Walnut Creek

A gathering of the Contra Costa County arts community to introduce ARTSCCC (Arts Contra Costa County). Sponsored by Dean & Margaret Lesher Foundation and Zellerbach Family Foundation.

Program

4:30 pm Introductions and Performance

ARTSCCC



Zellerbach
FAMILY FOUNDATION

WWW.ARTSCCC.COM

Instagram: @_artsc

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Facebook: Arts Contra Costa County - artsc

Twitter: @_artsc

Images from top to bottom: Cultural Corridor Project, Poetry Series Program, and Danza de los Diablos de Santiago Juxtlahuaca, Oaxaca (Dance of the Devils of Santiago Juxtlahuaca, Oaxaca)



ARTSCCC

Thank You!

