



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Phillips 66 Community Benefit Agreement Review Panel

Wednesday, February 11, 2026

3:30 PM

1025 Escobar St., Martinez, CA 94553

<https://cccouny-us.zoom.us/j/84549069938>

SPECIAL MEETING

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

1. Roll Call and Introductions

Daniel Davis called the meeting to order at 3:09 PM.

Board Members Present: Michael Kirker
Jena Goodman
Deborah Brandon
Tara Shai
Josephine Orozco
Jaqueline Dodd
Heather Farmer

Staff Present: Armando Carrasco
Edgar Cruz
Daniel Davis

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

Boardmember Goodman included two concerned citizens (Sonia Rivas and Alisa Maria) expressed their gratitude about the funds being invested in the Crockett area.

Remaining agenda items are instructions on how the committee will operate.

3. Purpose/Goals of the Phillips 66 Community Benefits Agreement

The meeting served as an orientation for newly appointed committee members who will review and make funding recommendations for Community Benefits Agreement (CBA) grant funds serving the Crockett, Rodeo, and nearby communities.

4. Application Overview
- 4a. Application platform and solicitation process (including timeline)
- * Bidders' Conference
- * Guiding Principles/Community Priorities
- * Applicant Eligibility Criteria
5. Committee Role/Responsibilities
6. Evaluation Rubric and Scoring
7. Ethics and Conflict of Interests
8. Program Oversight
9. Community Feedback (year-to-year improvements)
10. Next Steps (Future Meetings)
11. The next meeting is currently scheduled for TBD.
12. Adjourn

Edgar Cruz ADJOURNED meeting at 4:29 PM.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., Martinez, CA 94565, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Armando Carrasco at (925) 608-4200 or Armando.Carrasco@bos.cccounty.us