



## Meeting Minutes

### CONTRA COSTA COUNTY 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

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**Monday, March 11, 2024**                      **11:00 AM** 309 Diablo Rd, Danville | 3361 Walnut Blvd,  
Suite 140, Brentwood |  
<https://cccounty-us.zoom.us/j/85280600959> |  
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**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.

#### Introductions

*Chair Burgis called the meeting to order at 11:03 a.m. The following staff and members of the public were in attendance: David Sondergeld; Sandra Bewley; District 3 - Brentwood; Kristy Lovejoy; Ricky Williams, Fleet Services; Joanne Bohren; Joe Yee; John Cunningham; Robert Sarmiento; Jill Ray, Office of Supervisor Candace Andersen; Kristin Sherk; Lara DeLaney, Sr. Deputy County Administrator; Lia Bristol, Office of Supervisor Carlson; Craig; Sani Momoh; Rick Stein / Arts Orange County; and Alicia Nuchols.*

**Present:** Diane Burgis and Candace Andersen

1. 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 public comment period.*

2. RECEIVE and CONSIDER approving the record of action for the February 2, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

**Attachments:**                      [DRAFT IOC Record of Action 2-2-24](#)

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

**Result:** Passed

3. INTERVIEW candidates for the County Representative to the Contra Costa Transportation Authority Citizens Advisory Committee, and DETERMINE recommendation for Board of Supervisors consideration. (Robert Sarmiento, Conservation and Development Department)

**Attachments:**                      [Exhibits A and B](#)

*Robert Sarmiento presented the staff report. The IOC interviewed three well-qualified candidates: David Sondergeld, Kristy Lovejoy, and Craig McDonnell, and decided to recommend Kristy Lovejoy for appointment in consideration of Ms. Lovejoy's interest in addressing the "first mile and last mile" challenge and the need for West County representation on the CAC.*

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

**Result:** Passed

4. CONSIDER recommending to the Board of Supervisors the appointment of Roland Fernandez to the City (central subregion) Representative seat to a new three-year term ending on June 30, 2026; and INTERVIEW applicants for the Unincorporated (central sub-region) Representative seat (term ending on June 30, 2025), on the Affordable Housing Finance Committee and DETERMINE recommendations for Board of Supervisors consideration. (Kristin Sherk, Conservation and Development Department)

**Attachments:** [Attachments to AHFC Appointments](#)

*Kristin Sherk presented the staff report. One applicant attended but is not a resident of the regions represented by the current vacant seats, and so was not eligible to be considered. Neither of the qualifying applicants attended to be interviewed. The committee evaluated the two qualifying applicants based on information in their applications and supports their appointment in concept but directed Ms. Sherk to reach out to the applicants to confirm their availability and commitment to the Commission, and to report back to IOC staff. If the applicants are unresponsive or not able or willing to serve, the IOC directed AHFC staff to open a new recruitment for the vacant seats.*

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

**Result:** Passed

5. RECEIVE the 2022/23 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet. (Ricky Williams, Public Works Department)

**Attachments:** [22/23 Fleet ISF Report](#)

*Ricky Williams presented the report highlights, and concluded that the County is trending in the right direction in terms of growing the electric vehicle fleet. Vice Chair Andersen commented on the PG&E expense of charging the electric vehicles and wondered to what extent, if any, the County has solar-powered chargers near facilities with solar rooftops.*

*Joe Yee reported that many County facilities have solar rooftops and Public Works is in the process of purchasing four stand-alone solar-powered charging stations, each having four ports, which can be moved to different areas on a temporary basis until more permanent installations can be made. Public Works expects to receive delivery of these solar charging stations within a couple of months and is on pace to have several chargers installed to support the rollout of newly purchased electric vehicles. Joe reported that the new electric vehicles have a 260 mile per charge range as compared to the earlier versions that had only a 90 mile per charge range. The improved range coupled with greater charger infrastructure have reduced "range anxiety" among*

*County drivers.*

*Chair Burgis asked about vehicle break-ins and if there was any information about hydrogen fuel vehicles. Joe Yee reported that security fencing has been added around the 4545 Delta Fair Antioch fleet lot to deter break-ins and thefts of gasoline. He mentioned a problem in one West County location where somebody keeps cutting the cord for the charger. He said that hydrogen fuel vehicles had not been explored simply because the infrastructure is not yet there to support it.*

*There was no public comment on the item. The IOC had no further questions, accepted the report, and directed that it be forwarded to the Board of Supervisors for its information.*

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

**Result:** Passed

6. CONSIDER accepting report on the Auditor-Controller's audit activities for 2023 and approving the proposed schedule of financial audits for 2024. (Sandra Bewley, Auditor-Controller's Office)

**Attachments:** [Auditor's Report on Financial Audits](#)

*Sandra Bewley presented the report highlights. The Auditor's general findings were a lack of compliance with administrative bulletins, lack of accurate, reliable inventory activities, and lack of adherence to the procurement card manual. Approximately 50% of the conditions from 2023 were repeat recommendations from prior years and related to lack of segregation of duties, timeliness of inventory count, lack of safeguarding of assets, lack of reconciliation of subsidiary ledgers to the general ledger, lack of adequate procurement card supporting documentation, and unauthorized charges on the procurement card. Common procurement card compliance issues are unauthorized transactions such as services, memberships, printing services, meal payments, fines, gifts, fuel and personal items.*

*The Auditor's Office does six-month follow-ups of all examinations to see if the departments have developed corrective action plans to implement the auditor's recommendations.*

*32 examinations are planned for 2024, which is a significant increase from the last couple of years but expected to be manageable because the Auditor's Office has been able to hire staff.*

*There was no public comment on the item. The IOC had no further questions, accepted the report, and directed that it be forwarded to the Board of Supervisors for its information.*

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

**Result:** Passed

7. REVIEW proposed elements and scope for a County public art policy and PROVIDE direction to staff on the scope, process, timeline, and additional resources suggested for development of such a policy. (Lara DeLaney, County Administrator's Office)

**Attachments:** [Public Art Policy Development: Proposed Scope of Work](#)

*Lara DeLaney presented the staff report and noted that the referral was initiated by*

*former Public Works Director Brian Balbas who, before his retirement, had reached out on several occasions to say that his department receives requests from time to time for the use of either the right-of-way or County buildings for the purpose of public art projects. His department is not best situated to respond to these requests and to handle them in a holistic way, so he requested that the County Administrator's office examine and take the lead on developing a policy and procedures for responding not only to requests initiated by artists, but also for the commissioning of art for public County-owned buildings and land.*

*Lara outlined a proposed scope of work, timeline, and potential costs for such policy and procedure development and requested further direction from the IOC. She suggested potentially the development of a task force or steering committee to provide additional input on the development of the policies and procedures in addition to reviewing what other local jurisdictions have already developed, and providing an opportunity for public input. She said the goal would be to have a draft policy developed for the IOC's review in September, followed by Board of Supervisors consideration in November.*

*She identified the need for a consultant who has, experience specifically in public art policies to assist us with this and noted that Rick Stein, the County's former Arts Consultant was in attendance and has expressed interest in providing these services should the County decide to issue an RFP. Lara mentioned that the Arts Council was invited to serve a consultant to the County on development of this policy but declined due to lack of current capacity for such a project.*

*Lara identified some potential County Departments, whose staff input on such a policy/procedures would be valuable, including Public Works, Conservation and Development, County Library, Employment and Human Services, and Health Services, and County Counsel.*

*Vice Chair Andersen asked about memorial benches and other dedications, observing that there would likely be some overlap of policy issues. Staff responded that memorial benches and dedications would be taken up separately as they relate more closely to the County's existing policy and procedures for Naming of County Buildings. Vice Chair Andersen asked that staff look to other agencies' art policies as a starting point.*

*Chair Burgis wants to engage the unincorporated county communities to discover art ideas that reflect the unique history, character, and pride of each community. She mentioned, for example, an existing wall mural in Byron that illustrates the history of Byron. Possibly, such engagement could be included in the scope for work for incorporating public art in new County property or building development.*

*In lieu of the proposed steering committee for policy development, Vice Chair Andersen preferred that staff input be sought via survey or 1:1 discussion, and seeking County Supervisor input for high-level guidance. However, if a committee would be more efficient for staff, the IOC preferred that it be kept small and internal. The committee also prefers to spend County funds on actual art projects than on a consultant to develop a policy.*

*Rick Stein commented that his organization has experience in guiding the policy development process and agreed with the Committee that a robust community engagement process to develop a policy is not really required. He noted that community engagement was not part of art policy development projects he worked on for other jurisdictions leading up to the development of a draft policy, after which, there is the opportunity for community input.*

*He said there is a significant amount of communication throughout the process of developing such policies with the staff of the municipalities or county because of the various concerns that different departments would have in ensuring that best practices of their respective areas are observed and that no unintended consequences are likely to ensue. Still, he hoped the County would issue an RFQ. There were no other comments on the item.*

**Aye:** Chair Burgis and Vice Chair Andersen  
**Result:** Passed

The next meeting is currently scheduled for April 8, 2024.

*Meeting date confirmed.*

Adjourn

*Chair Burgis adjourned the meeting at 12:06 p.m.*

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](http://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.