

**CONTRA COSTA COUNTY  
HAZARDOUS MATERIALS COMMISSION  
OPERATIONS COMMITTEE MEETING**

**Friday, January 12, 2017  
10:00 a.m. – 12:00 noon**

**North Richmond Center for Health  
1501 Fred Jackson Way  
Richmond CA 94801**

*The Contra Costa County Hazardous Materials Commission will provide reasonable accommodations for persons with disabilities planning to attend the Hazardous Materials Commission meetings who contact Michael Kent, Hazardous Materials Commission Executive Assistant, at least 24 hours before the meetings, at (925) 313-6587*

**AGENDA**

- 1. CALL TO ORDER, ANNOUNCEMENTS AND INTRODUCTIONS**
- 2. APPROVAL OF MINUTES: DECEMBER 8, 2017**
- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS:**
  - a) Update of Pharmaceutical Ordinance
- 5. NEW BUSINESS:**
  - a) Election of Committee chair and vice chair
  - b) Set priorities for 2018
- 6. REPORTS FROM COMMISSIONERS ON MATTERS OF COMMISSION INTEREST ..... Members**
- 7. PLAN NEXT AGENDA**
- 8. ADJOURNMENT**

*Attachments*

**Questions: Call Michael Kent (925) 313-6587**

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Contra Costa Health Services to a majority of members of the Hazardous Materials Commission less than 72 hours prior to that meeting are available for public inspection at 597 Center Avenue in Martinez*

**Contra Costa County Hazardous Materials Commission  
597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721**

## **Hazardous Materials Commission**

### **Draft Minutes Operations Committee**

December 8, 2017

#### **Members and Alternates**

**Present:** Rick Alcaraz, Steve Linsley, Ralph Sattler, Leslie Stewart, Aaron Winer (alternate), Rita Xavier (alternate)

**Absent** Lara Delaney, Fred Glueck (represented by alternate)

**Staff:** Michael Kent

**Members of the Public:** Lisa Park

- 1) **Call to order, announcements:** Commissioner Stewart called the meeting to order at 10:05 am.

Michael Kent announced:

- He is working on the annual report the Commission does for the Board of Supervisors and the triennial review that is required of all Boards and Commissions.

- 2) **Approval of Minutes:**

The minutes for the October 13, 2017 meeting were moved by Commissioner Linsley, seconded by Commissioner Alcaraz and approved 4-0-1 with Commissioner Winer abstaining.

- 3) **Public Comments:** None

- 4) **Old Business:** None

- 5) **New Business**

- a) Interview candidates for the expiring Environmental and Environmental Engineer Seat

The committee interviewed Lisa Parks for the expiring Environmental Alternate Seat.

Current Environmental Alternate Seat holder, Ed Morales, said he would not reapply if the commission found a suitable alternate.

Commissioner Linsley made a motion, seconded by Commissioner Winer to recommend Lisa Park for the expiring Environmental Seat. The motion was approved 5-0.

Commissioner Linsley made a motion, seconded by Commissioner Winer to recommend to re-nominate Ralph Sattler for his expiring Environmental seat. The motion was approved 5-0.

Commissioner Winer made a motion, seconded by Commissioner Linsely to recommend re-nomination of George Smith and Ron Chinn to their expiring Environmental Engineer seat and alternate seat respectively. The nomination was approved 5-0.

**6) Reports from Commissioners on Matters of Commission Interest:** None

**7) Adjournment:** The meeting was adjourned at 12:00

# **Attachment**

## **Item 1**

## **Hazardous Materials Commission Retreat**

**October 27, 2016, 3:00-7:00  
IBEW Local 302 Meeting Hall  
1875 Arnold Drive  
Martinez, CA 94553**

### **Retreat Objectives:**

- 1. Recap progress on activities identified at last retreat**
- 2. Determine priority issues for coming 3 years (continuing and new)**
- 3. Assign priorities or next steps to committees for action**

**Attendance:** Fred Glueck, Aaron Winer, Matt Buell, Jack Bean, Don Bristol, Lara DeLaney, Rich Kinney, George Smith, Ron Chinn, Ralph Sattler, Ed Morales, Steve Linsley, Peter Dragovich, Frank Gordon, Tim Bancroft, Rick Alcaraz, Tracy Scott, Leslie Stewart, Audrey Albrecht

### **AGENDA**

**Facilitator: Mary Anne Morgan**

1. Review of agenda, goals, and role of facilitator  
Group (Name, position, how long) and MAM Introductions George
2. Public Comment - None
3. Reiterate Commission mission George
4. Review last three year activities/accomplishments
  - Pharmaceuticals- Ralph Sattler
  - ISO- George Smith
  - Pipeline Transport- Fred Glueck
  - Brownfields- Frank Gordon
  - Areas of limited activity
    - Community warning system
    - Environmental Justice Framework implementation
    - Rail transport-economy changed
    - Crude Oil Terminals- demand reduced Leslie
    - Refinery Modernization- no controversies to address
    - Air District Refinery Fenceline Monitoring- ARB working on rules, more role in future
    - Summarize and highlight those that should/could remain on HM working agenda as needed

5. Emerging Issues for consideration: Listing, Clarifying, Advocating pre-Vote Materials:

Michael

- Results of survey – Michael (post findings on flip)
- Recap of education done in some of these areas to date- (industrial cybersecurity; sea level rise; nanotechnology)
- Clarify which need education 1<sup>st</sup>, before action could be taken (write on flip chart next to issue)
- Ask if there are issues listed that they don't understand and explain them (or move to "education" needed)
- Ask people to describe and advocate for any issue they want to see prioritized
  - After dinner, we'll review the criteria for selecting among possible priorities, and then "vote by dot".

BREAK OR DINNER SPEAKER- Ignacio Dayrit, Director of Programs, Center for Creative Land Recycling

6. Review issues and confirm group understanding

MAM

**Below is the list discussed prior to voting, indicating which were combined:**

1. Pharmaceuticals disposal- continuing ACTION activity. Providing input into proposed ordinance, and considering education for community as needed. This was not voted on, as it is already ongoing.
2. Rail and Pipeline Transportation of crude oil/ petroleum products- EDUCATION ACTIVITY  
group added an interest in looking at tank car issues, and replacement; Supervisor Piepho supported this activity.
3. Brownfields Policy- POTENTIAL EDUCATION AND ACTION  
Waterfront Initiative was added to this topic, due to shared focus, site locations; the latter activity is supported by S. Glover
4. Concord Naval Weapons Station- EDUCATION ACTIVITY  
need for update and discussion of status of disposal of hazardous waste on the base site since it is not in the purview of the HMC, but they would like a presentation update.
5. Oil and Gas wells in CCC- EDUCATION ACTIVITY  
There are active, idle, capped and plugged wells, HMC would like a presentation on their locations and status. This might require several agencies to participate in presenting to HMC.
6. Air District and Refinery Issues- EDUCATION ACTIVITY  
Group combined the following issues under this category- 1. Refinery fence line monitoring; 2. BAAQMD air monitoring emissions; 3. Carbon/methane emissions and relevant legislative updates (Jack indicated he knew good speakers, including someone who gave a good overview legislative update at a meeting he attended recently)

7. Modernization Plans for Refineries for next 5 years  
This may not be a big topic in the next couple of years, but it could link to PSM at some point
8. Sea Level Rise  
Impact on industrial sites and contaminated areas; group added the Northern Waterfront Initiative to this topic, since it is one place where sea level rise will be very significant concern; topic should also consider other locations such as Richmond.
9. Pesticides and natural landscape for residential and commercial sites  
Pesticide issues are already handled by another agency
10. PSM Regulations Revisions  
Movement on this issue is likely in the next year; potentially could link to modernization plans, but group decide to keep these issues separate.
11. Chlorine Release Risks Update  
Leslie described an article she just read regarding this issue, that stated there may be changes in the information about the risk of exposure to chlorine releases at local stationary sites. It is likely the state and local agencies will release new recommendations, that could prompt review and education of the public (can share with the group). After group discussion, this issue was re-titled Toxic Release Risk Changes, to incorporate broader scope
12. EJ in CEQA  
Group was unclear what this issue was, and whoever submitted it wasn't present at the meeting to explain. Group hypothesized it might be about the new state law just passed, SB1000, that requires that General Plans must include some recognition of community impact, and potentially, EJ.
13. Infill and CEQA  
Consider how redevelopment for housing can also minimize impacts of commutes
14. Fracking- EMERGING ISSUE FOR HMC EDUCATION  
Water disposal, earthquakes issues, if fracking were to be used in CCC in future (it isn't now). HMC could get educated to be ready to respond if issue comes up locally
15. Cybersecurity ACTION  
Follow up on last year's presenter, who offered to help organize a workshop for businesses on cybersecurity; HMC could co-host.
16. Nanotechnology
17. Northern Waterfront Initiative- combined with Sea Level rise
18. Carbon/methane emissions- combined with Air District and Refinery Issues

## 7. Review selection criteria

MAM

## 8. Dot voting Activity - Everyone

9. Review and summarize results

**TOPIC PRIORITIES FOR ACTION FIRST**

- #1 *Sea Level Rise* (11 votes)  
**Decision/Action:** Full Commission discussion at December meeting on a more active role for HMC
- #2 *Brownfields/ Northern Waterfront Initiative* (10 votes)  
**Action:** Two committees will consider next steps: Planning and Policy Committee will look at policy issues, and Operations Committee will consider outreach strategy, which might include engaging in education through brownfield redevelopment program.
- #3 *Air and Refinery Issues* (11 votes)  
**Decision/Action:** Full Commission will discuss speaker series option, identify topics and speakers (Jack a resource); depending on outcome of discussion, issue will be assigned to appropriate committee, and update will be given to BOS.
- #4 *Rail and Pipeline* (9 votes)  
**Decision/Action:** Planning and Policy Committee will review and vet current pipeline safety trust recommendations and discuss tank car update as an educational session for Commission; Operations Committee will consider possible brochure for emergency preparedness around R&P incidents
- #5 *Cybersecurity* (9 votes)  
**Decision/Action:** Operations Committee will explore co-sponsoring a workshop for businesses

**ADDED FROM REPORT ON CURRENT ACTIVITIES FROM ISO WORK**

***ISO Oversight Committee Participation:*** A recommendation is going to the BOS soon, about establishing an oversight committee for annual reviews of ISO, in response to critique from Chemical Safety Board. HMC needs to decide if it is interested in serving on this Committee.

**Decision/Action:** HCM will discuss at December meeting whether it's interested in offering to serve on an Oversight Committee, of one is established.

**2<sup>ND</sup> LEVEL PRIORITY: AS TIME PERMITS AND OPPORTUNITIES ARISE**

**Decision/Action:** HMC and staff will look at possible educational sessions/presentations to Commission on these over the next year or two:



- #6 Oil and gas wells- monitor status (8 votes)  
 #7 PSM Regulations (7 votes)  
 #8 Concord Naval Weapons Station- disposal of hazardous wastes from site (7 votes)  
 #9 Toxic Release Risk Hazards Update (5 votes)  
 #10 Nanotechnology (5 votes)  
 #11 Fracking- emerging/potential issue- need education on risks in case of future issue (4 votes)

#12 EJ in CEQA (4 votes)

**Decision/Action:** Operations Committee will consider the status of new legislation (SB1000) and update Commission

- #13 **Infill and CEQA-** infill development for housing/minimize commutes (1 vote)  
**Decision:** No action now

**NO votes:**

- Modernization Plans for Refineries
- Pesticides and Natural Landscaping

## 12. Meeting evaluation

### MEETING EVALUATION

Positives	Things to change
Great food!	Traffic to retreat site was bad- easier location
Everyone participated	Identify for each issue in advance- and summarize at the meeting- whether it is an education item, or an action item
Different presenters were good, more interesting	Could add question above to the survey, and ask Commissioners to indicate how they want the HMC to act on the topic
Facilitator kept it moving	Have small groups at the meeting determine the topics for discussion and voting



# **Attachment**

## **Item 2**

## **2017 ANNUAL REPORT**

**Advisory Body Name:** Hazardous Materials Commission

**Advisory Body Meeting Time/Location:** Fourth Thursday of every month, 4-6 pm, 2477 Arnold Industrial Way, Concord

**Chair:** George Smith, Environmental Engineer Seat

**Staff:** Michael Kent, Contra Costa Health Services

**Reporting Period:** January-December, 2017

### **ACTIVITIES**

- Reviewed the findings of BCDC's Adapting to Rising Tides Study
- Received a presentation of the Annual Industrial Safety Ordinance Performance review
- Reviewed the role of Brownfield redevelopment in the Northern Waterfront Economic Development Initiative
- Reviewed the Department of Education's School Citing Criteria
- Received a presentation on Asbestos regulations from the Air District
- Provided input on a Pipeline Emergency Preparedness Brochure for sensitive receptors
- Provided input on the development of a workshop on cybersecurity
- Reviewed recent research concerning chlorine dispersion modeling
- Received a presentation on the health impacts of nanotechnology
- Reviewed the County's Legislative platform
- Monitored the progress of implementation of the County's Pharmaceutical disposal ordinance
- Participated in the review of the Industrial Safety Ordinance
- Received a presentation from the Air Resources Board on new air quality legislation
- Conducted 5 annual meetings with County Supervisors

### **ACCOMPLISHMENTS**

- The Commission continued its work on proper pharmaceutical disposal by monitoring the development of the County's Pharmaceutical ordinance and participating in the Contra Costa Prescription Drug Abuse Prevention Coalition.
- The Commission continued to develop a brochure on emergency planning for congregant facilities near pipelines.
- The Commission provided input to the County's review of the Industrial Safety Ordinance and agreed to take on a role in providing public involvement in the review of the safety culture assessments

- The Commission provided recommendations to the Board of Supervisors concerning implementation of the Adapting to Rising Tides study
- The Commission provided recommendations to the Board of Supervisors concerning brownfield remediation as part of the Northern Waterfront Economic Development Initiative
- The Commission put on a workshop on cybersecurity for businesses
- The Commission recommend changes and additions to the County's Legislative Platform

### **ATTENDANCE/REPRESENTATION**

The 13-member Commission has members from organized labor, environmental groups, industry, cities, environmental engineering firms, and the public at large. The Commission has membership from all regions of the County. All seats on the Commission were occupied this year. The Commission held 9 meetings this year. The Operations committee met 9 times this year and the Planning & Policy committee met 7 times this year. The Commission meetings averaged of 9 of the 13 members or their alternates being present.

### **TRAINING/CERTIFICATION**

No training or certification was provided or conducted.

### **PROPOSED WORK PLAN/OBJECTIVES FOR THIS YEAR**

The Commission held a planning retreat in December, 2016 and decided that their priorities for 2017 - 2019 would be:

- Continue to monitor the implementation of the Pharmaceutical Disposal Ordinance.
- Conduct formal annual reviews of the Industrial Safety Ordinance.
- Consider policies to redevelop brownfields within the Northern Waterfront Economic Development Initiative.
- Complete development of pipeline emergency preparedness brochure.
- Monitor pipeline safety issues.
- Consider the hazardous materials issues in the Adapting to Rising Tides Study and address policy issues as they arise.
- Sponsor a workshop on cybersecurity.
- Monitor rail transport of crude oil safety issues including tank car design.
- Monitor implementation of refinery air quality and safety regulations.

In addition, the Commission has added to their scope or work this year continued monitoring of potential changes to chlorine dispersion modeling factors and review of State school siting guidelines. The Commission will also co-sponsor 3 workshops on pipeline with the Alamo Improvement Association and the Pipeline Safety Trust this year.

# **Attachment**

## **Item 3**

# Contra Costa County Board of Supervisors

2017-2019 Triennial Sunset Review of Appointed Boards,  
Committees & Commissions



## INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various advisory boards, committees, or commissions, comprised of citizens who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues (such as service delivery problems or community needs). County committees are created as a result of State and Federal legislation, contractual agreements with other public agencies, or in response to specific community needs. These citizens' advisory bodies serve as direct links between the Board of Supervisors and our community, expand communication between the public and County government, and enhance the quality of life for our residents.

## SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a "triennial sunset review process" for most County boards, committees and commissions whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board will schedule one-third of these committees for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the [Advisory Body Handbook](#).

## SUBMISSION INSTRUCTIONS

Completed surveys are due to the Clerk of the Board by Friday, December 1, 2017. You can submit your completed questionnaire by any one of the following three methods:

- **Electronic survey (note: any attachments will need to be submitted by email)**
  - Visit: <https://goo.gl/bQcYU5>
- **Email**      **Please direct questions and completed surveys to:**  
Emlyn Struthers, Management Analyst for the Clerk of the Board  
[Emlyn.Struthers@cob.cccounty.us](mailto:Emlyn.Struthers@cob.cccounty.us)
- **Mail**  
Clerk of the Board of Supervisors  
Attn: Advisory Body Sunset Review  
651 Pine Street, Rm. 106  
Martinez, CA 94553



**Contra Costa County Board of Supervisors  
Advisory Body  
Triennial Review**

<b>Contact Information</b>
----------------------------

**Name of Advisory Body (i.e. Committee, Commission, Council, or Board)**  
**Hazardous Materials Commission**

**Name of Person Completing the Triennial Review Survey**  
**Michael Kent**

**Chairperson Name**  
**George Smith**

**Staff Name**  
**Michael Kent**

**Staff Agency/Department**  
**Contra Costa Health Services**

**Staff Telephone Number**  
**(925) 313-6587**

**Staff Email**  
**Michael.kent@hsd.cccounty.us**

**Advisory Body Website Address (write "n/a" if the advisory body does not have a website)**  
**<http://cchealth.org/hazmat/hmc/>**

<b>Membership</b>
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**How many advisory body members were appointed during the last 36 months?**  
**20 (10 members and 10 alternates), because their terms expired**

**How many advisory body members resigned during the last 36 months?**  
**1 – One of the representatives from the Mayor's Conference resigned because he was not re-elected to his City Council seat.**

**Has the advisory body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty with recruitment and retention)?**  
**Yes**

**If "Yes", please describe the membership challenges experienced.**

**The Alternate for Labor Seat # 2, which is nominated by the Central Labor Council, has been vacant during this period due to the fact that they have not nominated anyone for this seat.**

**Are there special qualifications, requirements or prerequisites for members to serve on the advisory body?**

**Yes**

**If “Yes”, explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.**

**Candidates for the 3 Environmental Seats, the Environmental Engineer Seat and the General Public Seat are required to live or work in Contra Costa County and have a demonstrated knowledge of hazardous materials issues. These requirements are important because this Commission is focused specifically on hazardous materials issues affecting Contra Costa County, and without meeting these requirements, a person would not make a good candidate.**

**Does the advisory body have a sufficient number of members to achieve its mission?**

**Yes**

**If “No”, Do you recommend an adjustment to the number of advisory body seats (an increase, decrease, or other restructuring)?**

**No**

**If “Yes”, please indicate which seats you would modify, and why.**

**[Click here to enter text.](#)**

## **Meetings**

**How many advisory body meetings were scheduled during the last 36 months?**

**33**

**During the last 36 months, how many advisory body meetings were held?**

**26**

**How many advisory body meetings were cancelled during the last 36 months?**

**7**

**How many advisory body meetings were cancelled during the last 36 months *specifically due to lack of quorum*?**

**3**

## **Community Information, Outreach, and Meeting Notices**

**How does the advisory body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?**

Members are expected to promote the Commission to their constituencies. Also, the Commission has a list of interested parties it sends agenda packets to as well as posting them on their web site. Finally, the Commission has co-sponsored public events concerning pipeline safety and cybersecurity that engage stakeholders and the general public.

How are stakeholder and public input incorporated into the advisory body's mission and objectives?

The commission holds a retreat every three years where they develop their workplan based on members' input.

What outreach efforts are undertaken to encourage public participation in advisory body meetings and sponsored activities?

The Commission posts its agendas on its website and distributes it to an interested parties list and the media. The workshops the Commission co-sponsored were advertised widely through announcements, flyers, social media and the print media.

How far in advance of the meeting date does the advisory body post its meeting notice?

At least 72 hours but usually 6 days.

Where are meeting notices posted (please note all locations, both physical and electronic)?

The meeting notices are physically posted at 597 Center Ave. in Martinez and sent to the Clerk of the Board. They are electronically posted on our Website and the County's website and sent to the media.

What information is regularly presented to the advisory body members to keep them informed of the body's performance?

The minutes of the previous meeting are attached to each agenda. The Commission develops a workplan every three years at a retreat and the workplan is reviewed and updated periodically, but at least once a year.

#### Mission and Purpose

What is the original purpose and responsibility of the advisory body?

To advise the Board of Supervisors and the Cities on hazardous materials and hazardous waste issues.

Have there been major changes to the advisory body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

No

If "Yes", please describe these changes.

[Click here to enter text.](#)

What target population or priority communities are served by the advisory body?

The Commission generally prioritizes communities in the industrial belt of the County (mainly along the waterfront from Richmond to Antioch) because this is where the vast majority of hazardous materials are used and hazardous waste generated. However, some

issues are pertinent to the other parts of the County such as Household Hazardous Waste management issues, and pipeline and transportation safety issues.

**List activities, services, programs, and/or special projects the advisory body delivers to achieve its current mission.**

In 2015 the Commission undertook the following activities: •Requested information on the implementation of the County's Environmental Justice Policy from the Health Services, Public Works, Agriculture, and Conservation and Development Departments. •Provided input to the Department of Conservation and Development on the Northern Waterfront Economic Development Initiative. •Received presentation on Brownfield remediation funding options •Received presentation on Health in All Policies approach from Public Health Director •Tracked the development of Crude by Rail issues in California •Participated in the County's review of the Industrial Safety Ordinance •Received presentation on Chevron Modernization Project •Provided recommendations to Board of Supervisors on implementation of the County's Environmental Justice Policy •Co-sponsored two Public Workshops on pipeline safety •Reviewed recommendations on pipeline safety by the Pipeline Safety Trust •Tracked implementation on Pharmaceutical Disposal Ordinances in California •Received presentation on Cybersecurity for Industrial Facilities •Conducted annual meetings with County Supervisors. In 2016 the Commission undertook the following activities: •Reviewed recommendations on pipeline safety by the Pipeline Safety Trust. •Received a presentation from the Bay Area Air Quality Management District concerning their proposed regulation for oil refinery emissions. •Received a presentation on the Adapting to Rising Tides study of sea-level rise for Contra Costa County from the Bay Conservation and Development Commission. •Participated in the Northern Waterfront Economic Development Quality of Life committee. •Provided input on a consumer survey about pharmaceutical disposal. •Reviewed the recommendations of the Adapting to Rising Tides study that pertained to hazardous materials. •Received a presentation on Industrial Cybersecurity from the Department of Homeland Security. •Participated in the review of the County's Industrial Safety Ordinance. •Reviewed proposed changes to the Industrial Safety Ordinance and supported the recommendation that Commission review of the Ordinance become a formal part of the review process. •Received a presentation from the Bay Area Air Quality Management District on their proposed Toxic Air Contaminants rule. •Began development of a brochure on emergency planning for congregate facilities near pipelines. •Held triannual Commission planning retreat. •Conducted 2 annual meetings with County Supervisors. In 2017 the Commission undertook the following activities: •Reviewed the findings of BCDC's Adapting to Rising Tides study •Received a presentation of the Annual Industrial Safety Ordinance performance review •Reviewed the role of Brownfield redevelopment in the Northern Waterfront Economic Development Initiative •Reviewed the Department of Education's School Siting Criteria •Received a presentation on Asbestos regulations from the Air District •Provided input on a Pipeline Emergency Preparedness brochure for sensitive receptors •Provided input on the development of a workshop on cybersecurity •Reviewed recent research concerning chlorine dispersion modeling •Received a presentation on the health impacts of nanotechnology •Reviewed the County's Legislative platform •Monitored the progress of implementation of the County's Pharmaceutical disposal ordinance •Participated in the review of the Industrial Safety Ordinance •Received a presentation from the Air Resources Board on new air quality legislation •Conducted 5 annual meetings with County Supervisors

**Are the advisory body bylaws reflective of the body's current mission, purpose, and focus?**  
**Yes**

**If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.**

[Click here to enter text.](#)

**Do you recommend changes to the advisory body's mission, purpose, or focus?**  
**No**

**If "Yes", explain the changes you would suggest.**

[Click here to enter text.](#)

**Budget (if applicable)**

**Does the advisory body have an annual operating budget or partner directly with a County department or private organization that provides, holds, and/or disburses funds on behalf of the advisory body?**

No

➡ If “No”, please proceed to the next section, “Challenges.”

If “Yes”, please complete the questions below.

**Is the advisory body affiliated with a non-profit agency or organization?**

Choose an item.

**If “Yes”, what is the name of the affiliated non-profit agency or organization (examples may include a Friends Committee, Booster Club, or other similar organization)?**

Click here to enter text.

**Are there written documents that outline the relationship between the advisory board and the fundraising entity?**

Choose an item.

**If “Yes”, please link or attach any governing documents that describe the relationship between the entities and how they are governed.**

Click here to enter text.

**Please provide the advisory body’s sources of revenue (if any) for the past 36 months. Rounded figures can be used. Please use additional sheets or documents if necessary.**

**Revenue Sources**

Source	Amount (\$)
Total	

**Provide a summary of the committee's actual or estimated expenditures for the past 36 months. Please use additional sheets or documents if necessary.**

**Expenditures by Category**

Category	Amount (\$)
Total	

## Challenges

**Are there any additional challenges or problems that the advisory body wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the advisory body has been unable to resolve?**

Choose an item.

**Provide a description of the challenge or concern.**

**This year the Hazardous Materials Commission will be educating itself about the issue of nanotechnology use within the County, its risks and potential health impacts. The Commission will bring policy recommendations to the Board if warranted.**

**Who is affected by this challenge or problem?**

**Potentially everyone in the County**

**What changes or other recommendations has the committee considered in response?**

**The Commission is just beginning its investigation**

## Accomplishments and Impact

**Describe the specific impact the work of the advisory body has made in achieving its mission.**

**We provided critical information to participants in our cybersecurity and pipeline safety workshops; we helped update the county's Industrial Safety Ordinance to keep it the best in the Country; we developed an emergency preparedness brochure that could have a significant positive impact on the outcome for a sensitive receptor such as a school or a hospital if they have a pipeline rupture or explode near their facility; and we provided specific recommendation to the Board of Supervisors on implementing the County's Environmental Justice policy, responding to the Pipeline Safety Trust's report on pipeline safety in Contra Costa County, implementing the Northern Waterfront Economic Development Initiative, responding to the recommendations of the Adapting to Rising Tides Study; and on adding planks to the County's legislative platform.**

**Describe any effects the advisory body has had on the target population or community. It is impossible to quantify the preventative impact of making regulations and emergency preparedness plans better, but we believe the Commission's activities have reduced the potential for hazardous materials release or impacts on County residents. In addition, by educating residents through the pipeline safety workshops the Commission co-sponsored, we have created a more informed and prepared populace, and one that is more able to participate in governmental decision-making about pipeline safety issues.**

**Additional comments on the accomplishments and impact of the advisory body (optional)**

**You may use this space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related achievements.**

[Click here to enter text.](#)





### Required Materials (Attach or Provide Links)

- Agendas from the last 12 meetings
  - ☒ Attached; *or*
  - ☐ Link to Agendas from last 12 meetings:
- Minutes (or records of action) from the last 12 meetings
  - ☒ Attached; *or*
  - ☐ Link to Minutes from last 12 meetings:
- Bylaws currently in effect
  - ☒ Attached; *or*
  - ☐ Link to current bylaws:
- Annual Report (submitted to the Board of Supervisors)
  - ☒ Attached; *or*
  - ☐ Link to most recent Annual Report:

### Required signatures

#### (1) Chairperson of your advisory body:

x \_\_\_\_\_

(please print name): \_\_\_\_\_

#### (2) County Staff or Liaison who coordinated survey:

x \_\_\_\_\_

(please print name): \_\_\_\_\_

**Please direct completed forms and any questions to:**

Emlyn Struthers  
Management Analyst for the Clerk of the Board  
[Emlyn.Struthers@cob.cccounty.us](mailto:Emlyn.Struthers@cob.cccounty.us)  
Phone: (925) 335-1919

**Thank you for your cooperation!**