

Alamo Municipal Advisory Council



Office of Supervisor
Mary Nejedly Piepho
District III

Jennifer Quallick, Field Representative
309 Diablo Road, Danville, CA 94526
925-820-8683

*The Alamo Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Record of Actions

Meeting start time: 3:00PM

Wednesday, November 11, 2009

Members Present: David Bowlby, Janet Miller-Evans, Nancy Dommès, Steve Mick, David Barclay, Ed Best, Michael McDonald; others present: Supervisor Mary Piepho, Tomi Van de Brooke, Catherine Kutsaris, John Osborne, Jen Quallick, Mike Gibson, Andrea Olson, Diane Barley, Alicia Watson, Smitty Schmidt

1.) Meeting called to order by Supervisor Mary Piepho at 2:42PM

- a.) Veteran's Day tribute.
- b.) Noted that this initial Alamo MAC meeting was a planning and strategy meeting. The MAC is to be the voice of the Alamo community.

2.) Accept public comment on any issue not included on the agenda:

- a.) Comments received from Mike Gibson regarding his inquiry on the Kinder-Morgan Tree Permit and its pending status. He would like Alamo MAC to consider and place on the next agenda both items concerning Kinder-Morgan and the Iron Horse Trail Corridor.
 - 1.) In response, Catherine Kutsaris to check on the timing of CCTA and the Iron Horse Corridor updates.
- b.) Andrea Olson with Assemblywoman Joan Buchanan's office was in attendance and offered to assist the Alamo MAC members in any way their office was able.

3.) Agency Introduction/Reports:

- a.) **Introductions of newly Appointed Alamo MAC Members:** David Bowlby, Janet Miller-Evans, Nancy Dommès, Steve Mick, David Barclay, Ed Best, and Michael McDonald.
- a.) **Department of Conservation and Development:** Director Catherine Kutsaris and staff member, John Osborne provided binders for the Alamo MAC members with the current and pending Land Use Applications for the Alamo area. It was discussed how the materials would be received by Supervisor Piepho's office and distributed to the respective Alamo MAC members by staff member Jen Quallick
- b.) **Office of Supervisor Mary Nejedly Piepho:** Chief of Staff, Tomi Van de Brooke asked the Alamo MAC members about a swearing-in process and bringing in Mr. Steve Weir, Contra Costa County Clerk Recorder, could host the swearing-in

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procedures along with reviewing the official Form 700. It was discussed by the group and all 7 newly appointed members were interested in having the swearing-in process formalized.

6. Items for Action and/or Discussion

a.) Discussed the initial Alamo MAC survey results on areas of interest/sub-committees

- 1.) Parks and Recreation (4)
- 2.) Land-use Planning (3)
- 3.) Public Safety (4)
- 4.) Lighting and Landscape (2)
- 5.) Transportation (3)
- 6.) Code Enforcement (1)

b.) Identified Group ground-rules

- 1.) Agenda (set by Chair) with staff support
- 2.) Respectful treatment of members
- 3.) Clear line of public v. MAC deliberation
- 4.) Procedures and process for Staff
 - 1.) Questions to be directed first to Supervisors Staff, Jen Quallick and/or Appointed Chair (TBD) and then to other County staff (i.e. DCD, PW, etc.) as appropriate

c.) Discussed Chair and Vice- Chair Duties: Chair to serve for one year and Vice-Chair will rotate to Chair after said term.

d.) Discussed Appointed Chair's Role and Desired Characteristics:

- 1.) Chair is to facilitate meeting; no repetitiveness
- 2.) Chair is to be open-minded and keep meeting on track
- 3.) No pre-conceived agendas and /or items
- 4.) Fair structure to committee and to the public
- 5.) Chair to be a consensus builder
- 6.) Chair is not to rescind or make motions

e.) Discussions for Routine Agenda Items:

- 1.) Supervisors Report
- 2.) Sheriff's Report
- 3.) CHP Report
- 4.) Fire District Report
- 5.) Department of Conservation and Development (semi-regular or as needed)
- 6.) Public Works (semi-regular or as needed)

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7. Correspondence (R= Received S=Sent): Discussed process for Staff to get material to Alamo MAC members.

8. Future Agenda Items:

- a. Election of Chair and Vice-Chair via secret ballot; Staff to prepare
- b. Form 700 Discussion
- c. R-7A Report out
- d. Zone 36 Report out
- e. Development of Sub-committees
- f. Congestion Management Plan (CCTA)

9. Adjourned at 5:20PM to next meeting: December 15, 2009