

San Francisco Bay Conservation and Development Commission

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December 10, 2025

TO: Enforcement Committee Members

FROM: Isabel Chamberlain, Enforcement and Compliance Manager (415-352-3605;
isabel.chamberlain@bcdc.ca.gov)

SUBJECT: Draft Minutes of December 10, 2025, Enforcement Committee Meeting

1. Call to Order. The hybrid meeting was called to order by Chair Gilmore at 9:32 a.m. The meeting was held with a primary physical location of 375 Beale Street, San Francisco, California, and online via Zoom and Teleconference.

Chair Gilmore gave instructions to all attendees on procedures for participating in the meeting.

2. Roll Call. Ms. Chamberlain called the roll. Chair Gilmore and Commissioners Hasz and Zepeda were present. A quorum was achieved.

Staff in attendance included Enforcement Attorney Amanda Boyd, Enforcement and Compliance Manager Isabel Chamberlain, Enforcement Analyst Erich Miller, Legal Secretary Margie Malan, Commissioner Liaison and Admin Manager Sierra Peterson, Senior Enforcement Analyst Anne Usher, and Enforcement Attorney Sean Wagner-McGough.

Deputy Attorney General Shari Posner was also in attendance.

Chair Gilmore stated a quorum was present and the Committee was duly constituted to conduct business.

3. Public Comment Period. Chair Gilmore invited the general public to comment on items not on the day's Agenda.

Chair Gilmore gave instructions for members of the public to offer public comment.

Chair Gilmore stated no written general comment had been received prior to the meeting.

No members of the public addressed the Committee.

4. Approval of Draft Minutes from November 12, 2025, Enforcement Committee Meeting.

MOTION: Commissioner Hasz moved approval of the November 12, 2025, Meeting Minutes; Commissioner Zepeda seconded the motion.

VOTE: The motion carried with a vote of 3-0-0 with Commissioners Hasz, Zepeda and Chair Gilmore voting, "YES", no "NO" votes, and no "ABSTAIN" votes.

5. Enforcement Report. Chair Gilmore called on Enforcement and Compliance Manager Isabel Chamberlain to provide the Enforcement Report.

ENFORCEMENT COMMITTEE MEETING MINUTES
December 10, 2025

Ms. Chamberlain announced new hires for the Enforcement team:

- Erich Miller has joined as an Enforcement Analyst.
- Alyssa Purslow will be joining BCDC December 15 as an Enforcement Analyst.
- With Alyssa's arrival the Enforcement team will be fully staffed.

Ms. Chamberlain stated there have been challenges filling the Compliance Officer position. The position has been reposted, and she is optimistic strong candidates will be attracted this round.

Ms. Chamberlain stated she shared a detailed update on the caseload and status of the Enforcement and Compliance Programs a few meetings ago, so the next full update will be presented at the January Enforcement Committee meeting.

6. Public Hearing and Vote on Recommended Enforcement Decision to Resolve Enforcement Cases ER2019.038.00, ER2025.001.00, ER2025.002.00, ER2025.003.00, and ER2025.004.00. Chair Gilmore called for Item 6.

Staff Attorney Amanda Boyd presented a recap of the violations and the proposed penalties. She discussed the proposed settlements with some Respondents and the penalties for those who have not complied. Ms. Boyd then presented the staff recommendation that the Enforcement Committee:

Approve the proposed Cease and Desist and Civil Penalty Order requiring Thad Woodin and Bill Woodin to:

1. Cease and desist from violating the McAteer-Petris Act and Suisun Marsh Preservation Act;
2. Thad Woodin must:
 - By May 15, 2026, remove the smaller boat identified in Violation One, and resolve Violations Two, Three, Four, and Six.
 - Provide immediate written confirmation to BCDC staff upon learning whether Solano County received funding to remove the 68- x 33-foot barge at the bottom of the Montezuma Slough described in Violation One.
 - If by March 31, 2026, Solano County has secured funding to remove the 68- x 33-foot barge, use best efforts to cooperate with Solano County to remove the barge.
 - If by March 31, 2026, Solano County has not secured funding to remove the 68- x 33-foot barge, then by June 30, 2026, use best efforts to apply for and obtain funding for the removal of the barge.
 - By September 30, 2026, remove the 68- x 33-foot barge to a legal disposal site or location outside of BCDC's jurisdiction, irrespective of the results of any funding applications or efforts.
3. Thad Woodin and Bill Woodin must:
 - By May 15, 2026, resolve Violation Five.
4. Pay \$123,000 in administrative civil liability within thirty (30) days of Order issuance.

5. Approve the proposed Stipulated Civil Penalty Orders:

- Steve and Lesley Belcher: \$3,500 (Violation Three)
- Allen Kanady: \$8,000 (Violation Four)
- Kittrell Estate: \$500 (Violation Six)

Chair Gilmore opened the floor for public comment. No members of the public addressed the Committee.

MOTION: Commissioner Hasz moved to close the public hearing, seconded by Commissioner Zepeda. The motion carried by acclamation.

MOTION: Commissioner Hasz moved to approve the staff recommendation, seconded by Commissioner Zepeda.

VOTE: The motion carried with a vote of 3-0-0 with Commissioners, Hasz, Zepeda and Chair Gilmore voting, “YES”, no “NO” votes, and no “ABSTAIN” votes.

(A verbatim transcript is available for this Agenda Item.)

7. Public Hearing and Vote on Recommended Enforcement Decision to Resolve Enforcement Case ER2023.058.00. Chair Gilmore called for Item 7.

Enforcement Attorney Sean Wagner-McGough presented details of the case. He mentioned the Respondent’s agreement to comply, adding she had already voluntarily paid the fully administrative penalty and agreed to the terms of the Stipulated Cease and Desist Order.

The staff recommendation was that:

Pursuant to Cal. Gov. Code § 66638, Shannon Clemence (“Respondent”) is hereby ordered to:

1. Cease and desist from violating the McAteer-Petris Act;
2. Obtain an after-the-fact permit from the San Francisco Bay Conservation and Development Commission (“BCDC”) for any unpermitted fill within BCDC’s jurisdiction by May 1, 2026; and
3. Remove any fill that is not authorized by BCDC within 120 days of the date of the after-the-fact permit’s issuance.

Chair Gilmore opened the floor for public comment. No members of the public addressed the Committee.

MOTION: Commissioner Hasz moved to close the public hearing, seconded by Commissioner Zepeda. The motion carried by acclamation.

MOTION: Commissioner Hasz moved to approve the staff recommendation, seconded by Commissioner Zepeda.

VOTE: The motion carried with a vote of 3-0-0 with Commissioners, Hasz, Zepeda and Chair Gilmore voting, “YES”, no “NO” votes, and no “ABSTAIN” votes.

(A verbatim transcript is available for this Agenda Item.)

8. Adjournment. Upon motion by Commissioner Zepeda, seconded by Commissioner Hasz, the Enforcement Committee meeting was adjourned at 10:19 a.m.