



---

# MEMORANDUM

---

Date: December 14, 2023

To: Melissa Manriquez  
Clerk of the Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Agenda Item Request for the January 23, 2024 Board of Supervisors Meeting**

Please place an item on the January 23, 2024 Board of Supervisors meeting Agenda entitled:

- Acknowledgement of Suzanne Shields, Project Manager, Regional Flood Control District – 30 Years of Service

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Eric Shepp, Director, Regional Flood Control District  
Suzanne Shields, Project Manager, Regional Flood Control District