

Agenda



County of Inyo Board of Supervisors

Board of Supervisors Room
County Administrative Center
224 North Edwards
Independence, California

All members of the public are encouraged to participate in the discussion of any items on the Agenda. Anyone wishing to speak, please obtain a card from the Board Clerk and indicate each item you would like to discuss. Return the completed card to the Board Clerk before the Board considers the item (s) upon which you wish to speak. You will be allowed to speak about each item before the Board takes action on it.

Any member of the public may also make comments during the scheduled "Public Comment" period on this agenda concerning any subject related to the Board of Supervisors or County Government. No card needs to be submitted in order to speak during the "Public Comment" period.

Public Notices: (1) In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (760) 878-0373. (28 CFR 35.102-35.104 ADA Title II). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify the Clerk of the Board 72 hours prior to the meeting to enable the County to make the agenda available in a reasonable alternative format. (Government Code Section 54954.2). (2) If a writing, that is a public record relating to an agenda item for an open session of a regular meeting of the Board of Supervisors, is distributed less than 72 hours prior to the meeting, the writing shall be available for public inspection at the Office of the Clerk of the Board of Supervisors, 224 N. Edwards, Independence, California and is available per Government Code § 54957.5(b)(1).

Note: Historically the Board does break for lunch; the timing of a lunch break is made at the discretion of the Chairperson and at the Board's convenience.

April 24, 2018

8:30 a.m. 1. PUBLIC COMMENT

CLOSED SESSION

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to paragraph (1) of subdivision (d) of Government Code §54956.9] – County of Inyo v. Los Angeles Department of Water and Power, Inyo County Superior Court Case No. SICVCV 18-61899.**
3. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 (one case).
4. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code §54956.9 (one case).
5. **CONFERENCE WITH LABOR NEGOTIATORS [Pursuant to Government Code §54957.6] –** Employee organizations: Deputy Sheriff's Association (DSA); Elected Officials Assistant Association (EOAA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. Agency designated representatives: County Administrative Officer Kevin Carunchio, Assistant County Administrator Rick Benson, Deputy Personnel Director Sue Dishion, County Counsel Marshall Rudolph, and Assistant County Counsel John Vallejo.

OPEN SESSION (With the exception of timed items, all open-session items may be considered at any time and in any order during the meeting in the Board's discretion.)

10:00 a.m. PLEDGE OF ALLEGIANCE

6. **REPORT ON CLOSED SESSION**
7. **PUBLIC COMMENT**
8. **COUNTY DEPARTMENT REPORTS** (Reports limited to two minutes)
9. **PRESENTATION –** Request Board receive an update and presentation from the County's Inyo-Mono Broadband Consortium Advisory Council (IMBC) representatives about the IMBC Advisory Council's efforts to address broadband challenges and needs in the region.

AGRICULTURAL COMMISSIONER

10. ***Owens Valley Mosquito Abatement Program*** – Request Board: A) award a bid in the amount of \$20,788.32 to ADAPCO, LLC of Sanford, FL for the purchase of mosquito control products; and B) authorize a purchase order to ADAPCO, LLC of Sanford, FL in an amount not to exceed \$20,788.32 for the purchase of two (2) 30-gallon drums of Pyronyl Oil Concentrate #525, one (1) case of Altosid 3-day Briquets, two (2) cases of Altosid XR Briquets, twenty (20) 40-pound bags of Altosid XR-G, and one (1) case of Mavrik Perimeter.

CORONER

11. Request Board approve Amendment No. 1 to the contract between the County and Central Valley Toxicology, Inc. for Toxicology services, amending the contract by increasing the not-to-exceed amount of the contract to \$26,500, contingent upon the adoption of future budgets, and authorize the Chairperson to sign.

COUNTY ADMINISTRATOR

12. ***Information Services*** – Request Board approve the second of three annual payments in the amount of \$26,390 for the three-year Microsoft Windows 10 enterprise licensing agreement approved by the Board on May 3, 2017.

HEALTH AND HUMAN SERVICES

13. ***Eastern Sierra Area Agency on Aging*** – Request Board: A) approve the Fiscal Year 2018-2019 Area Plan Update for Services for Planning and Services Area 16 (Inyo and Mono Counties); B) set the minimum percentages for the subcategory of Supportive Services as recommended by the Advisory Council (50% for transportation, 10% for legal services, and 3% for in-home services); and C) authorize the Chairperson to sign two copies of the required Transmittal Letter.

PLANNING/WATER DEPARTMENT

14. Request Board approve Amendment No. 1 to the contract between the County of Inyo and Daniel B. Stephens & Associates, Inc. for the provision of hydrology services to amend all sections relating to the Terms of the agreement to be April 25, 2017 to April 25, 2019, contingent upon adoption of future budgets, and authorize the Chairperson to sign.

DEPARTMENTAL (To be considered at the Board's convenience)

15. **BOARD OF SUPERVISORS – Supervisor Tillemans** – Request Board consider approval of a resolution titled, “A Resolution of the Board of Supervisors, County of Inyo, State of California, Waiving Solid Waste Disposal and Gate Fees for Trash and Litter Removal During the Big Pine Community Clean-up.”
16. **BOARD OF SUPERVISORS – Supervisor Kingsley** – Request Board consider approval of a resolution titled, “A Resolution of the Board of Supervisors, County of Inyo, State of California, Waiving Solid Waste Disposal and Gate Fees for Trash and Litter Removal During the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-up.”
17. **WATER DEPARTMENT** – Request Board review LADWP’s proposed Annual Operations Plan and provide direction as to the County’s comments on the proposed plan.
18. **SHERIFF** – Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Correctional Officer exists, as certified by the Sheriff and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates may meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Correctional Officer at Range 64 (\$3,886 - \$4,723).

19. **ENVIRONMENTAL HEALTH** – Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) permanent full-time Registered Environmental Health Specialist (REHS) I, II, III or Environmental Health Specialist (EHS) Trainee exists, as certified by the Environmental Health Director and concurred with by the County Administrator and Auditor-Controller; B) where due to the nature of the educational and experience requirements of the position it is unlikely that the vacancy could be filled by internal candidates meeting the qualifications for the positions, an open recruitment is appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) permanent full-time REHS Specialist I, II, III at Range 71 to 79 (\$4,583 - \$6,733) or EHS Trainee at Range 67 (\$4,170 - \$5,062), and if hired at the EH Trainee level, approve adjusting the department's Authorized Staffing accordingly.
20. **ENVIRONMENTAL HEALTH** – Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) permanent full-time Hazardous Materials Program Manager or Senior Hazardous Materials Program Manager exists, as certified by the Environmental Health Director and concurred with by the County Administrator and Auditor-Controller; B) where due to the nature of the educational and experience requirements of the position it is unlikely that the vacancy could be filled by internal candidates meeting the qualifications for the positions, an open recruitment is appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) permanent full-time Hazardous Materials Program Manager at Range 78 (\$5,410 - \$6,374) or Senior Hazardous Materials Program Manager at Range 84 (\$6,254 - \$7,601).
21. **HEALTH AND HUMAN SERVICES – Social Services** – Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Human Services Supervisor exists in a non-General Fund budget, as certified by the HHS Director and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but as a State Merit System position, an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Human Services Supervisor at Range 70 (\$4,479 - \$5,448).
22. **HEALTH AND HUMAN SERVICES – Fiscal** – Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for one (1) Office Tech I/II exists in a non-General Fund HHS budget, as certified by the HHS Director and concurred with by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but as a State Merit System position, an open recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one (1) Office Tech I at Range 55 (\$3,150 - \$3,830) or Office Tech II at Range 59 (\$3,457-\$4,201), dependent upon qualifications.
23. **HEALTH AND HUMAN SERVICES – Fiscal** – Request Board: A) approve payment of invoices for audit findings to the California Department of Public Health in an amount not to exceed \$23,686.74; and B) amend the Fiscal Year 2017-2018 Public Health Emergency Preparedness Budget (105103) and Hospital Preparedness Program Trust Budget (105102) as follows: increase appropriations in Prior Year Refund (Object Code 5499) by \$23,686.74; \$21,653.94 in PHEP and \$2,032.80 in HPP (*4/5ths vote required*).
24. **PUBLIC WORKS – Road Department** – Request Board: A) approve a resolution titled, "A Resolution of the Board of Supervisors, of the County of Inyo, State of California, Identifying Projects to be Funded by Road Maintenance and Rehabilitation Funds Pursuant to SB 1: The Road Repair and Accountability Act;" B) approve the recommended project list to satisfy the documentation requirements to receive SB: 1 Road Repair and Accountability Act of 2017 funding from the Road Maintenance and Rehabilitation Account (RMRA); C) authorize the Public Works Department to apply for and submit all required documentation to receive the Inyo County allotment of SB: 1 Road Repair and Accountability Act of 2017 funding; and D) authorize the Public Works Director, or his designee, to sign for the RMRA funding and all associated supporting documents.
25. **COUNTY ADMINISTRATOR – Information Services/COUNTY COUNSEL** – Request Board approve County entry into proposed Amendment No. 3 of Contract No. CA2012.004 ("Master Agreement") between Inyo County and Manatron, Inc. – a Thompson Reuters Business, and authorize the Chairperson to sign said Amendment No. 3, contingent upon all appropriate signatures being obtained.
26. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Here It Comes Emergency" that was proclaimed in anticipation of run-off conditions from near-record snowpack posing extreme peril to the safety of property and persons in Inyo County.

27. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff’s recommendation regarding continuation of the local emergency known as the “Rocky Road Emergency” that was proclaimed as the result of flooding, mud, and rock landslides and deep snow drifts over portions of Inyo County caused by an atmospheric river weather phenomena that began January 3, 2017 and continued throughout February.
28. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff’s recommendation to continue the local emergency known as the “Land of EVEN Less Water Emergency” that was proclaimed as a result of extreme drought conditions that existed until recently in the County, while considering how to address the ongoing hydrologic issues in West Bishop.
29. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff’s recommendation regarding continuation of the local emergency known as the “Gully Washer Emergency” that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013.
30. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff’s recommendation regarding continuation of the local emergency known as the “Death Valley Down But Not Out Emergency” that was proclaimed as a result of flooding in the central, south and southeastern portion of Inyo County during the month of October, 2015.

TIMED ITEMS (Items will not be considered before scheduled time but may be considered any time after the scheduled time)

- 11:45 a.m. 31. **PRESENTATION** – Ceremonial presentation of a donation check in the amount of \$275,000 from the Doris Link Trust, for the Animal Shelter Donation Trust. *(Note: the donation was already formally accepted by the Board at a previous meeting; no Board action is required to receive the check.)*

Note: The agenda items listed below may be considered by the Board at any time during the meeting in the Board’s discretion, including before scheduled timed items.

COMMENT (Portion of the Agenda when the Board takes comment from the public and County staff)

32. **PUBLIC COMMENT**

CORRESPONDENCE – INFORMATIONAL

33. **Inyo County Treasurer-Tax Collector** – Treasury Status Report for the Quarter Ending March 31, 2018.

BOARD MEMBER AND STAFF REPORTS



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER
10

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Agriculture – Owens Valley Mosquito Abatement Program

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Purchase of Mosquito Control Products by the Owens Valley Mosquito Abatement Program (OVMAP)

DEPARTMENTAL RECOMMENDATION:

Request Board A) award a bid in the amount of \$20,788.32 to ADAPCO, LLC of Sanford, FL for the purchase of Mosquito control products consisting of two (2) 30 gallon drums of Pyronyl Oil Concentrate #525, one (1) case of Altosid 30-Day Briquets, 2 cases of Altosid XR Briquets, twenty (20) 40 pound bags of Altosid XR-G, and one (1) case of Mavrik Perimeter and B) approve the purchase of these mosquito control products from ADAPCO by the OVMAP in an amount not to exceed \$20,788.32.

SUMMARY DISCUSSION:

Purchases of these products are made each year prior to the mosquito season to ensure sufficient quantity is available for use. Pyronyl Oil Concentrate #525 is used in adulticide fogging. Altosid products are extended release larvicide products which provide long term control in mosquito breeding sources.

Owens Valley Mosquito Abatement Program received the following bids:

1. ADAPCO, LLC of Sanford, FL: \$20,788.32
2. Clarke Mosquito Control Products, Inc. of Saint Charles, IL: \$22,060.11
3. Univar E.S. of Fresno, CA: \$20,814.93

ALTERNATIVES:

The Board could not approve this request. Doing so could limit the scope of mosquito abatement treatments with the potential of putting public health at risk and preventing the OVMAP from fulfilling contracts with State and local/other agencies.

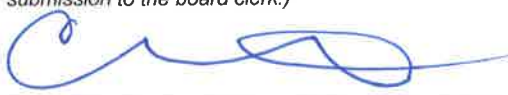
OTHER AGENCY INVOLVEMENT:

None

FINANCING:

The cost of this purchase is \$20,788.32. Sufficient funds for this purchase exist in the OVMAP budget unit 154101, expense object code 5311 (General Operating Expense). The OVMAP is a non-general fund program. There will be no fiscal impact to the Inyo County General Fund.

APPROVALS

BUDGET OFFICER:	BUDGET AMENDMENTS <i>(Must be reviewed and approved by Budget Officer prior to being approved by others, as needed, and prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i>  Approved: <u>yes</u> Date <u>4/4/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

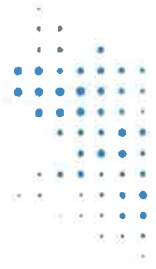


Date: 4-9-18

(The Original plus 14 copies of this document are required)



creating value,
growing together



April 2, 2018

Inyo County
Ms. Emma Bills
Purchasing Department
224 N Edwards St.
Independence, CA 93526

SUBJECT: TYPO ON TOTAL AMOUNT - BID# 2018-04 PESTICIDES

Dear Ms. Bills:

Upon review of ADAPCO's bid submission for Pesticides #2018-04 it was found that my total was typed incorrectly.

Please find attached ADAPCO's correction to the total amount.

My apologies for the typo!

If you have any questions, please let me know.

Respectfully

Kathy Russell
Contract Manager

Regards,

Vice President – Sales and Duly Authorized Signatory

COUNTY OF INYO BID TABULATION

Project Title & Bid No. 2018-04

Bid Opening Date: 03-28-18 Location: County Admin Center

	BIDDER NAME	Base Bid	Bid Additive A	Bid Additive B	Bid Additive C	Total Base Bid and Additives	Bond
1.	Adapco	\$120,788.32		20,788.30			
2.	Clarke Mosquito Control	\$22,060.11					
3.	Univar ES	\$20,814.93					
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note! #2 (one) Typo should be \$20,788.30
(see correction from vendor)

Opened By: Darcy Ellis

Present: _____



COUNTY OF INYO (760) 878-0293

MATERIAL OR SERVICES
TO BE DELIVERED TO:

OWENS VALLEY MOSQUITO ABATEMENT PROGRAM
(ROAD YARD)
701 SO. MAIN STREET
BISHOP, CA 93514

BILLING ADDRESS:

OWENS VALLEY MOSQUITO ABATEMENT PROGRAM
207 WEST SOUTH STREET, ROOM 6
BISHOP, CA 93514

RETURN BIDS TO:

INYO COUNTY BOARD CLERK
COUNTY ADMINISTRATIVE CENTER
224 N. EDWARDS STREET
P.O. BOX N
INDEPENDENCE, CA 93526

BID OPENING: **DATE:** Wednesday, March 28, 2018 **TIME:** 3:30 P.M. (PDT)

Prices quoted FOB DESTINATION UNLESS OTHERWISE STATED.
MAKE YOUR BID OR QUOTATIONS IN THE SPACE PROVIDED ON THE ATTACHED SHEETS.
IMPORTANT: Bid must be sealed with bid number as indicated above on the outside of the envelope.
Read the Instructions and Conditions before making your Bid or Quotation.

INSTRUCTIONS & CONDITIONS

1. All prices and notations must be typewritten or written in ink. No erasures permitted. Mistakes may be crossed out and corrections made adjacent and must be initialed in ink by person signing quotation.
2. State brand or make on each item. If quoting an article exactly as specified, the words "or equal" must be stricken out by the bidder. If quoting on other than make, model or brand specified, the manufacturer's name and the catalogue number must be given, or descriptive cut and information attached to the quotations.
3. Quote on each item separately. Prices should be stated in units specified herein.
4. Each quotation must be in a separate sealed envelope with bid number, on outside, and must be submitted to the Inyo County Board Clerk, not later than the hour and day specified hereon, at which time it will be publicly opened and read. A properly addressed and bid numbered envelope, without postage, is included for your convenience.
5. Time of delivery is a part of the consideration and must be stated in definite terms, and must be adhered to. If time varies on different items, the bidder shall so state in the column provided, opposite each item.
6. Terms of less than 10 days for cash discount will be considered as net.
7. All quotations must be signed with the Firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
8. No charge for packing, drayage, or for any other purpose will be allowed over and above the prices quoted on this sheet.
9. The right is reserved, unless otherwise stated, to accept or reject any or all quotations, or any part thereof, either separately or as a whole, or, to waive any informality in a bid.
10. Samples of items, when required, must be furnished free of expense to the County of Inyo and if not destroyed by tests, will upon request be returned at the bidders expense.
11. In case of default by the vendor, the County of Inyo may procure the articles or service from other sources.
12. Cost of transportation, handling, and/or inspection on deliveries or offers for delivery, which do not meet the specifications will be for the account of the vendor.

- 13. The vendor shall hold the County of Inyo, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of any copyrighted, or uncopied composition, secret process, patented or unpatented invention, article or appliance furnished or used under this quotation.
- 14. The vendor will not be held liable for failure or delay in fulfillment if hindered or prevented by fire, strikes, or Acts of God.
- 15. Quotations are subject to acceptance at any time within 30 days after opening same, unless otherwise stipulated.
- 16. Verify your quotations before submission as they cannot be withdrawn, or corrected, after being opened.
- 17. Return this sheet whether or not you quote a price. If you do not quote, state your reason, otherwise your name may be removed from the mailing list.
- 18. Amounts paid for transportation of property to the County of Inyo are exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as County of Inyo, as such papers may be accepted by the carrier as proof of the exempt character of the equipment.
- 19. There is a contracting preference of 5% for small business enterprises and 8% for local businesses available for this Request for Proposals (bids). To be eligible for the preferences, a small business enterprise must submit proof of state registration as a SBE with its bid and a local business must provide certification that it is a local business as defined by Inyo County Code §6.06.020 (b) with its bid.

THE FOLLOWING MUST BE FILLED IN BY THE BIDDER IN SUBMITTING HIS BID:

DATED AT Sanford, FL (CITY & STATE)

March 21, 20 18

CASH DISCOUNT TERMS None

To the County of Inyo: We (I) hereby agree to furnish the articles and/or services, at the prices and terms stated subject to the instructions and conditions set forth in this bid.

NAME OF COMPANY ADAPCO, LLC

NAME OF COMPANY REPRESENTATIVE (PRINTED) Jason Trumbetta

COMPANY REPRESENTATIVE SIGNATURE 

STREET ADDRESS 550 Aero Ln.

CITY AND STATE Sanford, FL 32771

PHONE NUMBER (407) 328-6519

FAX NUMBER (866) 330-9888



This Bid was received on March 23, 2018 at 10:54 a.m.

ATTEST: Kevin D. Carunchio
County Administrative Officer and Clerk of the Board
Inyo County, California

By 
Assistant

DESCRIPTION:

MOSQUITO CONTROL PRODUCTS MEETING THE FOLLOWING SPECIFICATIONS:

PRODUCT	MANUFACTURER	QUANTITY	DESCRIPTION
Pyronyl Oil Concentrate #525	Prentiss LLC	2	30 gallon drum
Altosid 30-Day Briquets (400 briquets/case)	Wellmark International	1	case
Altosid XR Briquets (220 briquets/case)	Wellmark International	2	cases
Altosid XR-G	Wellmark International	20	40 pound bags
Mavrik Perimeter (12 x 8 ounce bottles/case)	Wellmark International	1	case

BID TO BE LET TO ONE OR MORE VENDOR

NOTE SHIP TO ADDRESS INDICATED ON PAGE 1 OF INSTRUCTIONS AND CONDITIONS

NOTE: YOUR NAME & ADDRESS (NOT HANDWRITTEN) MUST APPEAR ON THE ENVELOPE WHEN RETURNING YOUR QUOTATION. ENVELOPES WITHOUT A RETURN ADDRESS WILL BE DISPOSED OF WITHOUT BEING OPENED

Subtotal	<u>\$19,293.08</u>
Sales Tax (7.75%)	<u>\$1,495.24</u>
Shipping Charge	<u>0</u>
Total	<u>\$120,788.32</u>

Item	Qty	Pkg Size	Unit Price
Pyronyl Oil #525	2	30 gl dr	\$4,989.60/dr
Altosid 30 Day	1	400/cs	\$464.00/cs
Altosid XR Briquets	2	220/cs	\$734.80/cs
Altosid XRG	20	40 lb bag	\$350.00/bg
Mavrik Perimeter	1	12x8ox cs	\$380.28/cs

Manufacturer Rebates may apply for sales of Altosid.
Please see the enclosed All Clear Rewards Brochure for details.

Indicate any exception to the bid:

Bid prices will remain valid and in effect through 03/27/2019

Delivery will be made in 1-3 days after receipt of order.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 11

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Jason Molinar, Inyo County Coroner

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Approval of Amendment #1 with Central Valley Toxicology, Inc.

DEPARTMENTAL RECOMMENDATION:

Request your Board approve Amendment #1 with Central Valley Toxicology, Inc. for Toxicology services, amending the contract by increasing the not to exceed amount of the contract to \$26,500, contingent upon the adoption of future budgets, and authorize the Chairperson to sign.

SUMMARY DISCUSSION:

This contract will not end until June 30, 2019. When the contract was originally initiated back in 2016, there were fewer autopsies being performed and the Coroner caseload was much lower in previous years. As has been discussed for the past year and a half, the cases that the Coroner's office is required to investigate has doubled and toxicology services are required for each autopsy. This increase will allow the Coroner to continue to get toxicology testing done through the end of the contract term.

This contract is an essential function for the Coroner's office. Central Valley Toxicology, Inc. has been providing Toxicology Services for this office for many years and it benefits this department to continue with this contract.

ALTERNATIVES:




Your Board could choose to not approve this amendment, which would impact the job of the Coroner, and not allow him to move forward appropriately and fulfill his duties as Coroner.

OTHER AGENCY INVOLVEMENT:

FINANCING:

This expense is budgeted in the Coroner's Budget each year in Professional Services.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>4/17/18</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>4/19/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  Approved: <u>✓</u> Date <u>4/18/18</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

Jason Molinar by [Signature]

Date: 4/19/18

AMENDMENT NUMBER 1 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
Central Valley Toxicology, Inc.
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES

WHEREAS, the County of Inyo (hereinafter referred to as "County") and
Central Valley Toxicology, Inc., of Clovis, CA
(hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Independent
Contractor Services dated May 3, 2016, on County of Inyo Standard
Contract No. 116, for the term from July 1, 2016 to June 30, 2019.

WHEREAS, County and Contractor do desire and consent to amend such Agreement as set forth
below;

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or
subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written
form, and executed with the same formalities as such Agreement, and attached to the original Agreement
to maintain continuity.

County and Contractor hereby amend such Agreement as follows:

The first sentence of Paragraph 3.D. Limit Upon Amount Payable Under This Agreement, of the Agreement is amended to read as
follows:

The total sum of all payments made by the County to Contractor for services and work performed under this agreement shall not
exceed \$26,500 (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or
reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

In Attachment B, Agreement Between County of Inyo and Central Valley Toxicology, Inc. for the provision of Toxicology Services
under the Schedule of Fees, is changed to total amount of contract not to exceed \$26,500.

The effective date of this Amendment to the Agreement is April 1, 2018.

All the other terms and conditions of the Agreement are unchanged and remain the same.

AMENDMENT NUMBER 1 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
Central Valley Toxicology, Inc.
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS
DAY OF _____, _____.

COUNTY OF INYO

By: _____

Dated: _____

CONTRACTOR

By:  _____

Signature

ROBERT TORRES, VP-GM

Type or Print


Dated: 4/9/18

APPROVED AS TO FORM AND LEGALITY:



County Counsel

APPROVED AS TO ACCOUNTING FORM:



County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:



Personnel Services

APPROVED AS TO RISK ASSESSMENT:



County Risk Manager



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

12

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Information Services

FOR THE BOARD MEETING: 04/24/2018

SUBJECT: Microsoft Windows 10 Enterprise Agreement, second of three annual payments of \$26,390.

DEPARTMENTAL RECOMMENDATION:

Request your Board approve the second of three annual payments in the amount of \$26,390 for the three-year Microsoft Windows 10 enterprise licensing agreement approved by your Board on May 3, 2017.

SUMMARY DISCUSSION:

Up-to-date computer operating systems offer improved security and support, and Windows 10 is Microsoft's most current base operating system for desktop and laptop computers. Maintaining this Enterprise Agreement allows the County to install and run Windows 10 on up to 500 computers, and to install security patches and updates as they are released.

Following the approval of the Windows 10 enterprise licensing agreement by your Board on May 3, 2017, Information Services began upgrading the desktop and laptop computer operating systems from Windows 7 to Windows 10 as part of the annual Tech Refresh project. Approximately 90% of the nearly 500 machines have been upgraded to Windows 10 or replaced with new machines running Windows 10 since May 2017. The remaining machines will be upgraded to Windows 10 in the coming Tech Refresh cycle.

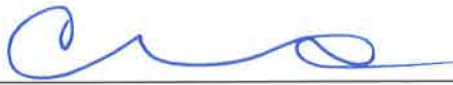
The licenses in the Windows 10 Enterprise Agreement were acquired from CDW-G through the State of California Software Cooperative Agreement (SCA-17-70-0025H) in compliance with section E.III.B.5 of the Inyo County Purchasing and Contracting Policy and Procedures Manual.

ALTERNATIVES: Your Board could choose to not approve the second of three payments for the Windows 10 Enterprise Agreement, in which case Information Services would need to reinstall Microsoft Windows 7 on the County's desktop and laptop computers in order to be in compliance with the Microsoft enterprise licensing agreement. We would attempt to resolve compatibility issues as they arise. This alternative is not recommended because of the time and effort needed to research and resolve software incompatibility issues, adversely affecting departmental productivity.

OTHER AGENCY INVOLVEMENT: All County departments presently use desktop and laptop computers with the Microsoft Windows operating system.

FINANCING: Funding for the licensing is available in the Board approved FY 2017-18 Computer Upgrade budget 011808, Object Code 5232 (Office and Other Equipment <\$5000).

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i>  Approved: _____ Date <u>4/19/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____
BUDGET OFFICER:	BUDGET RELATED ITEMS <i>(Must be reviewed and approved by the budget officer prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
(The Original plus 14 copies of this document are required)

 Date: Apr 18, 2018

QUOTE CONFIRMATION



DEAR SHEILA WARD,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



ACCOUNT MANAGER NOTES: Thank you.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JRNT935	4/3/2018	**BILL ONLY**	0388596	\$26,390.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MS MEA WIN ENT UPG/SA Mfg. Part#: KV3-00381-SLG COST FOR YEAR 2 Due one year after initial Microsoft EA agreement has been signed. (2018-2019 term) Electronic distribution - NO MEDIA Contract: California NVP Software (ADSP016-130652 7-16-70-37)	500	3812076	\$52.78	\$26,390.00

PURCHASER BILLING INFO	SUBTOTAL
Billing Address: INYO COUNTY PURCHASING DEPT. A/P PO BOX N INDEPENDENCE, CA 93526-0613 Phone: (760) 878-2411 Payment Terms: Net 30 Days-Govt State/Local	\$26,390.00
	SHIPPING \$0.00
	GRAND TOTAL \$26,390.00
DELIVER TO Shipping Address: INYO COUNTY PURCHASING DEPT. INFORMATION TECHNOLOGY 168 N EDWARDS STREET INDEPENDENCE, CA 93526 Phone: (760) 878-2411 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Jordan Hamu

(877) 881-6914

jordham@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 13

Consent Hearing Departmental Correspondence Action Public
 Scheduled Time for Closed Session Informational

FROM: HEALTH & HUMAN SERVICES – ESAAA

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Approval of the FY 2018-2019 Annual Plan Update of the ESAAA Four-Year Plan for Services in Inyo and Mono Counties.

DEPARTMENTAL RECOMMENDATION:

Recommend Board

- (1) approve the FY 2018-2019 Area Plan Update for Services for Planning and Services Area 16 (Inyo and Mono Counties);
- (2) set the minimum percentages for the subcategory of Supportive Services as recommended by the Advisory Council: 50% for transportation; 10% for legal services; and 3% for in-home services; and
- (3) authorize the Chairperson to sign two copies of the required Transmittal Letter.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Each year the local Area Agency on Aging is required to conduct an update of the Four-Year Plan previously submitted. As part of the process, a review of the minimum percentages set for the distribution of the Supportive Services funding is conducted. A public hearing was held during the April 4, 2018 meeting of the ESAAA Advisory Council to obtain input from the public regarding issues related to the minimum percentage setting, as well as aging services provided by the program in general. The public hearing was held at one of our local long-term care facilities in an effort to solicit additional input from the resident's perspective. ESAAA Advisory Council members reviewed the Plan, along with those members of the public in attendance, and provided the following comments:

- Maintain funding commitment to Transportation and Assisted Transportation, as concern was expressed regarding the aging population, the lack of specialty resources in the Inyo and Mono areas, and the potential for further capacity issues in the Southern area of the Planning Service Area (PSA) should Southern Inyo Hospital and attached clinic not be available. A request was made for ESAAA to provide a program report to the Mono County Local Transportation Commission (LTC) regarding transportation needs and available resources.
- Mono County expressed appreciation for the strong working relationship between the ESAAA staff and Mono County Senior Program staff and especially wanted to note the appreciation for the Mono County program's ability to purchase meals for delivery in the tri-valley area of Chalfant and Benton, as they have seen a 33% increase in utilization of services in this area.
- Request of information regarding what happens when the demand for legal services exceeds available funding. This information was provided and a review of the limited funding available from state and federal funding streams that is available and that prioritization does occur by the provider as to services.

Following the closing of the Public Hearing, the Advisory Council voted to recommend approval of the Area Plan Update for 2018-2019, including maintaining the minimum percentages at the same level set during the initial four-year planning process. Staff will coordinate attending a Mono County LTC meeting to provide a program report and will continue to monitor issues related to transportation and other supportive service needs.

Both the Department and the ESAAA Advisory Council respectfully recommend Board approval of this Plan for submittal to the California Department of Aging and authorize the Board Chair to sign two copies of the transmittal letter.

ALTERNATIVES:

Board could choose to delay approval of the plan, which would delay submission to CDA, and delay receipt of next year's funding.

OTHER AGENCY INVOLVEMENT:

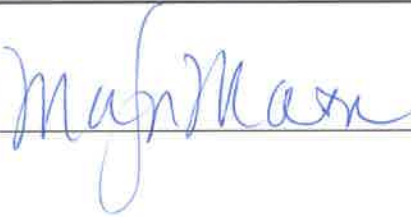
County of Mono, California Indian Legal Services, California Department of Aging

FINANCING:

There is no funding involved in this request.

APPROVALS

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 9/4/18

**EASTERN SIERRA AREA AGENCY ON AGING
(ESAAA)**

for

PLANNING & SERVICE AREA (PSA) 16

2018-2019 AREA PLAN UPDATE

*Submitted by
The Eastern Sierra Area Agency on Aging Program
of the
Inyo County Health and Human Services Department
163 May Street
Bishop, CA 93514
760 873-3305*

*Inyo County Board of Supervisors/ESAAA Governing Board Chairperson Dan Totheroh
ESAAA Advisory Council Chairperson Roger Rasche
ESAAA Director Marilyn Mann
mmann@inyocounty.us*

**EASTERN SIERRA AREA AGENCY ON AGING (ESAAA)
AREA PLAN UPDATE FOR 2018-2019**

AREA PLAN UPDATE (APU) CHECKLIST

PSA 16

Check one: FY 17-18 FY 18-19 FY 19-20

Use for APUs only

AP Guidance Section	APU Components (To be attached to the APU)	Check if Included	
	➤ <i>Update/Submit A) through I) ANNUALLY:</i>		
n/a	A) Transmittal Letter- (requires <u>hard copy</u> with original ink signatures or official signature stamp- no photocopies)	<input checked="" type="checkbox"/>	
n/a	B) APU- (submit entire APU electronically only)	<input checked="" type="checkbox"/>	
2, 3, or 4	C) Estimate- of the number of lower income minority older individuals in the PSA for the coming year	<input checked="" type="checkbox"/>	
7	D) Public Hearings- that will be conducted	<input checked="" type="checkbox"/>	
n/a	E) Annual Budget	<input type="checkbox"/>	
9	F) Title IIIB/VIIA Long-Term Care Ombudsman Objectives	<input checked="" type="checkbox"/>	
9	G) Title VIIA Elder Abuse Prevention Objectives	<input checked="" type="checkbox"/>	
10	H) Service Unit Plan (SUP) Objectives and LTC Ombudsman Program Outcomes	<input checked="" type="checkbox"/>	
18	I) Legal Assistance	<input checked="" type="checkbox"/>	
	➤ <i>Update/Submit the following only if there has been a CHANGE or the section was not included in the 2016-2020 Area Plan:</i>	Mark Changed/Not Changed (C or N/C)	
		C	N/C
5	Minimum Percentage/Adequate Proportion	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Needs Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	AP Narrative Objectives:		
9	• System-Building and Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIIB-Funded Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIIB-Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIIB-Funded Program Development/Coordination (PD or C)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIIC-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIIC-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title IIID	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	• Title IIIE-Family Caregiver Support Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• Title V-SCSEP Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	• HICAP Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Disaster Preparedness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Notice of Intent-to Provide Direct Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Request for Approval-to Provide Direct Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Governing Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Advisory Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Organizational Chart(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TRANSMITTAL LETTER

2016-2020 Four Year Area Plan/ Annual Update

Check one: FY 16-20 FY 17-18 FY 18-19 FY 19-20

AAA Name: Eastern Sierra Area Agency on Aging

PSA 16

This Area Plan is hereby submitted to the California Department of Aging for approval. The Governing Board and the Advisory Council have each had the opportunity to participate in the planning process and to review and comment on the Area Plan. The Governing Board, Advisory Council, and Area Agency Director actively support the planning and development of community-based systems of care and will ensure compliance with the assurances set forth in this Area Plan. The undersigned recognize the responsibility within each community to establish systems in order to address the care needs of older individuals and their family caregivers in this planning and service area.

1. Dan Totheroh
(Type Name)

Signature: Governing Board Chair¹

Date

2. Roger Rasche
(Type Name)

Signature: Advisory Council Chair

Date

3. Marilyn Mann
(Type Name)

Signature: Area Agency Director

Date

¹ Original signatures or official signature stamps are required.

SECTION 1. MISSION STATEMENT

At a minimum, the mission statement must include the following:

“To provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California’s interdependent society, and which protect the quality of life of older persons and persons with functional impairments; and to promote citizen involvement in the planning and delivery of services.”

The guiding mission of Health and Human Services is to promote healthy, self-reliant and productive communities.

SECTION 2. DESCRIPTION OF THE PLANNING AND SERVICE AREA (PSA)

The Counties of Inyo and Mono are located at the eastern edge of California, approximately midway between the northern and southern boundaries of the state. The two-county area is a long triangle of which Mono County forms the apex and Inyo County the base. The east side of the triangle comprises about 300 miles of the California-Nevada border. Kern, San Bernardino, Fresno, Tulare and Alpine Counties share borders on the north, south and west. Total area exceeds 13,000 square miles. The total year-round population is approximately 32,125 based upon 2016 estimates, but visitors and second homeowners double this at certain times of the year.

The area can be divided into essentially two geographic regions. The Western portion includes the Sierra Nevada Mountain range, which, with its forest, lakes, streams, and ski slopes, plays a major role in the resources and economy of the area, attracting outdoors enthusiasts for hiking, backpacking, hang gliding, snow skiing, snowboarding, fishing, camping and hunting. The Eastern two-thirds of the area is made up essentially of desert basins and mountain ranges, featuring the Death Valley National Park. Emphasizing the contrasting topography of the area is the fact that the western edge of Inyo County contains Mt. Whitney, the highest peak in the continental United States, while the eastern region includes Death Valley, in which is found the lowest point in the western hemisphere. Most of the population of the counties is located in the Owens Valley, along the base of the 14,000 foot peaks of the Sierra Nevada Mountains, and in mountain communities in Mono County along US Highway 395. Small pockets of population also are found along Highway 6 in Mono County and, in Inyo County, east of the Death Valley National Park boundary.

This expansive geographic region of over 13,000 square miles, spread out over desert and mountain terrain, coupled with the dispersed and diverse population pockets, also provides significant constraints and challenges in the delivery of services and in the development of overarching systems for services.

Area Plan Update – Estimate of the number of lower income older individuals

According to the US Census Bureau’s 2016 Population Estimates Program, there is an estimated 32,125 people living within the PSA. Based upon the CDA’s demographic projections for that period, approximately 9,171 are age 60 years or older, representing approximately 29% of the population.

Approximately 30% are age 75 or older; approximately 10% are identified as low income; and approximately 42% are geographically isolated. Applying the same percentage of those older individuals living in poverty within the PSA to the number of minorities, there are approximately 152 older minority adults living below the poverty line. Given the population growth trends, combined with the limited amount of geographic area available for private housing development, the agency does not anticipate any significant growth or change in the projected numbers for the update review period.

SECTION 3. DESCRIPTION OF THE AREA AGENCY ON AGING (AAA)

NA

SECTION 4. PLANNING PROCESS / ESTABLISHING PRIORITIES

NA

SECTION 5 - NEEDS ASSESSMENT

NA

SECTION 6. TARGETING

NA

DRAFT

SECTION 7. PUBLIC HEARINGS

At least one public hearing must be held each year of the four-year planning cycle. CCR Title 22, Article 3, Section 7302(a)(10) and Section 7308, OAA 2006 306(a)

Fiscal Year	Date	Location	Number of Attendees	Presented in languages other than English? ² Yes or No	Was hearing held at a Long-Term Care Facility? ³ Yes or No
2016-17	April 13, 2016	Sterling Heights, 369 E. Pine St., Bishop, CA 93514	17	no	yes
2017-18	April 26, 2017	Bishop Care Center 151 Pioneer Lane Bishop, CA 93514	16	no	yes
2018-19	April 4, 2018	Sterling Heights, 369 E. Pine St., Bishop, CA 93514	14	no	yes
2019-20					

The following must be discussed at each Public Hearing conducted during the planning cycle:

1. Summarize the outreach efforts used in seeking input into the Area Plan from institutionalized, homebound, and/or disabled older individuals.

Input was solicited for the Area Plan via insertion of a request for feedback in home-delivered meals for homebound individuals, distribution through print media and hosting a public hearing at a local long term care facility, to enhance our ability to facilitate input from institutionalized and/or disabled individuals. In addition, a Needs Assessment was administered in February through March 2017 in the three long-term care facilities located in the PSA. Public Hearings were held in April 2016, April 2017 and April 2018 in long term residential facilities to facilitate input.

2. Were proposed expenditures for Program Development (PD) or Coordination (C) discussed?

Yes. Go to question #3

Not applicable, PD and/or C funds are not used. Go to question #4

3. Summarize the comments received concerning proposed expenditures for PD and/or C

There are no proposed expenditures for Program Development or Program Coordination.

² A translator is not required unless the AAA determines a significant number of attendees require translation services.

³ AAAs are encouraged to include individuals in LTC facilities in the planning process, but hearings are not required to be held in LTC facilities.

4. Attendees were provided the opportunity to testify regarding setting minimum percentages of Title III B program funds to meet the adequate proportion of funding for Priority Services

Yes. Go to question #5

No, Explain:

5. Summarize the comments received concerning minimum percentages of Title IIIB funds to meet the adequate proportion of funding for priority services.

The minimum percentages set during the four year planning process and supported through subsequent area plan update hearings was reviewed at the public hearing held on April 4, 2018. Transportation continues to be a primary area of concern for the entire PSA, especially given the increasing number of aging persons living in the area and the lack of medical provider capacity to meet the specialty health care needs of our aging population. Discussion regarding the current percentages set for Transportation/Assisted Transportation, In-home Services and Legal services resulted in the Advisory Council acting to recommend maintaining the current minimum percentages as set during the Area Planning process.

6. List any other issues discussed or raised at the public hearing.

- Issues raised and discussed were connected primarily to the minimum percentage setting and included the potential of Southern Inyo Hospital closing should the hospital district not be successful in passing a local measure that would help address the hospital's outstanding debt. Should the facility close, residents would be transported at least an hour either way from the Lone Pine community for emergency services, as well as to access medical services; further impacting the need for transportation services. A request was made for ESAAA to provide a report to the Mono County Local Transportation Committee regarding transportation needs and the relation between the funding streams.
- Mono County expressed their appreciation of the working relationship between the Inyo County and Mono County staff, as it has allowed Mono County, through their contract, to ensure the tri-valley area of the county is better served with hot meals and wished for this to be noted.
- A question was raised as to meeting the need for legal services in the event that the demand outweighs the available resources. An overview of the legal services was provided and noted that the funding stream through ESAAA is typically just over \$100,000.00, which has to be spread over the full PSA and cover Information and Assistance, Access, In-Home and Legal Services.

7. Note any changes to the Area Plan which were a result of input by attendees.

No changes were made.

SECTION 8 - IDENTIFICATION OF PRIORITIES

There is no anticipated change in priorities or services identified.

DRAFT

Goal #1

Goal: Promote positive physical and mental health outcomes for the aging population and their caregivers.			
Rationale: Most of our aging population concur that remaining in their own home is of major importance. Ensuring that the physical and mental well-being needs of our senior population are being addressed help to facilitate this outcome. Issues related to meeting the basic nutritional needs of seniors, as well as addressing access to health care services were identified as high priorities during the ESAAA needs assessment.			
Objectives:	Projected Start and End Dates	Title III B Funded PD or C	Update Status
1.1 ESAAA staff will coordinate with area service providers to conduct regular quarterly meeting of providers of aging services including the LTC Ombudsman, law enforcement and the District Attorney, to ensure that identified at-risk seniors are connected to appropriate resources, as well as trends or gaps are identified and steps taken to adequately address these issues within the community.	July 2016 – June 2020 and Ongoing		No Change: Adult Multi-Disciplinary meetings occur on a quarterly basis with quarterly outreach to service providers.
1.2 ESAAA staff will coordinate with the LTC Ombudsman and the County-based Social Services programs to ensure that training is provided to individuals, professionals, paraprofessionals and volunteers who provide services to the aging and dependent adult populations on the identification, prevention and treatment of elder abuse, neglect and exploitation on an annual basis. The continuum of training will ensure earlier identification and intervention of abuse and neglect.	July 2016 – June 2020 and Ongoing		No Change: The Long Term Ombudsman, which is housed in ESAAA, works in coordination with other County-based social service programs to ensure training and education is provided on the identification and reporting of abuse/neglect. Entities receiving training in 2016-2017 included, but were not limited to CASA program, Bishop Tribal Elders, and local Long Term Care programs.
1.3 ESAAA staff will coordinate with the County-based Social Services programs, law enforcement, and other aging services providers to provide relevant training in regards to issues impacting the safety of	July 2016 – June 2020 and Ongoing		Change: The Long Term Ombudsman, which is housed in ESAAA, works in coordination with other County-based social service

seniors, including, but not limited to financial abuse, self-neglect, and effective interventions.			programs to ensure training needs are met. Training brought to the community or scheduled to occur within 2017-2018 include Working with Alzheimer's Patients and Their Families, Aging and Mental Health, Working with Addicted Families, Elder Law Defined, Self-Neglect – Limits and Responsibilities of Intervention, Compassion Fatigue – Secondary Trauma and Importance of Self Care.
1.4 ESAAA staff will coordinate with Behavioral Health Staff to provide training to aging services employees on issues related to recognizing mild to moderate depression, substance use or medication mismanagement in an effort to support early detection and intervention.	July 2016 – June 2020 and Ongoing		No Change: Training is provided on a quarterly basis.
1.5 ESAAA staff will coordinate with Behavioral Health Staff and nutrition program staff to issue a quarterly newsletter focused on the wellness. Aging issues related to nutrition education to overall emotional and physical wellbeing will be provided.	July 2016 – June 2020 and Ongoing		No Change: A quarterly newsletter that combines physical and emotional wellness information with nutrition education continues to provide valuable information to the senior population as well as the ESAAA site staff.
1.6 ESAAA staff will coordinate with County-based aging and social service programs to ensure that home-based services designed to support the aging population to stay safely in their own home are available.	July 2016 – June 2020 and Ongoing		No Change: ESAAA provides outreach and dissemination of information to social service and aging services staff throughout the PSA regarding the available resources such as telephone reassurance and respite homemaker/personal care services. Additionally, referral information is provided to residents regarding non-ESAAA programs that provide home-based services such as IHSS.
1.7 ESAAA staff will maintain congregate meal sites, providing basic nutrition services, as well as a resource for	July 2016 – June 2020 and Ongoing		Change: Congregate meal sites are maintained in 6 locations within

<p>socialization and information in an effort to support physical and emotional wellness.</p>		<p>the service area, ensuring five day a week access is maintained throughout the PSA.</p> <p>Proposed Service Units for Congregate Meals for FY 2018-2019 has been adjusted to 21,000 to reflect the change in utilization during FY 2016-2017 and the first two quarters of FY 2017-2018. Proposed change in service units will be maintained dependent upon available funding.</p>
<p>1.8 ESAAA staff will ensure home delivered nutrition services are available to the frail and isolated aging population.</p>	<p>July 2016 – June 2020 and Ongoing</p>	<p>Change: HDM services are maintained throughout the PSA. Proposed Service Units for Home Delivered Meals for FY 2018-2019 has been adjusted to 36,000 to reflect the change in utilization during FY 2016-2017 and the first two quarters of FY 2017-2018.</p>
<p>1.9 ESAAA staff will coordinate with Behavioral Health nursing staff to provide Healthy IDEAS, an evidence-based tool that meets the Administration of Community Living requirements, in an effort to identify persons with lower level depression symptoms and provide intervention services. Effective FY 2017-2018, ESAAA discontinued the provision of Healthy IDEAS and implemented the Wellness Initiative for Senior Education (WISE) curriculum.</p>	<p>July 2016 – 2017(Healthy IDEAS) June 2017 - 2020 and Ongoing (WISE)</p>	<p>Change: As a result of staffing turnover and difficulty in recruitment of nursing staff to provide the support needed to implement Healthy IDEAS, ESAAA identified an alternative evidence-based program for implementation within the PSA. Healthy IDEAS will continue to be administered in the northern area of the PSA through non ESAAA supported programming in Mono County, and Inyo County HHS staff, including ESAAA staff will be provided training on April 5 – 6, 2018, in the Wellness Initiative for Senior Education (WISE) curriculum. WISE, a curriculum listed on SAMHSA’s National Registry of Evidence-based Programs and Practices, is a wellness and</p>

			prevention program targeting older adults. The six-lesson curriculum helps celebrate healthy lifestyle choices by providing education on topics including medication misuse and management, stress management, depression and substance abuse. With the delay in securing a contract and scheduling training, ESAAA was not able to implement the WISE program beyond training staff to facilitate and it will unlikely have any units of service to report during the FY17/18. After training has been completed, ESAAA will develop a schedule for the provision of the program throughout the PSA.
1.10 ESAAA, in coordination with aging and social services programs, will ensure caregivers are connected to supportive services.	July 2016 – June 2020 and Ongoing		No Change: ESAAA continues to provide information and assistance to caregivers, ensuring they are connected to available resources as appropriate.
1.11 ESAAA’s LTC Ombudsman will actively monitor the ability of local long term care facilities, in context of affiliation with poorly funded rural hospitals, to remain viable in their ability to provide quality care to area residents.	July 2016 – June 2020 and Ongoing		No Change: The LTC Ombudsman, located within the ESAAA program, continues to monitor the LTC programs, including those associated with area hospitals.
1.12 ESAAA, in coordination with aging and social services programs, will identify isolated, home-bound aging persons who could benefit from regular and routine contact to ensure their general health and well-being needs are being met.	July 2016 – June 2020 and Ongoing		No Change: ESAAA continues to work in coordination with the contracted provider in Mono County, as well as the social service programs in both counties to ensure that isolated, home-bound aging persons in need of services are identified and connected to resources.

Goal #2

Goal: Maintain a minimum level of access to services, including health care services and local support services to the aging population throughout our communities.
Rationale: Communities throughout both Inyo and Mono counties are isolated from many support

services, including access to primary health care services, pharmacies and grocery vendors. Specialized care is often not locally available, requiring our older adults to travel to urban areas in southern California, as well as southern and northern Nevada. This issue continues to be identified as one of the highest priorities for our aging population across both counties.

Objectives:	Projected Start and End Dates	Title III B Funded PD or C	Update Status
<p>2.1 ESAAA staff will coordinate with County-Based social service programs, such as IHSS to address the caregiving and transportation needs of seniors in an effort to promote access to health care services, both locally and out of the area.</p>	<p>July 2016 – June 2020</p>		<p>Change: Coordination of caregiving and transportation needs occurs on a regular basis.</p> <p>Proposed Service Units for Assisted Transportation (Access) for FY 2018-2019 has been adjusted to 400 to reflect the change in utilization during FY 2016-2017 and the first two quarters of FY 2017-2018. In addition, Proposed Service Units for Transportation (Access) for FY 2018-2019 has been adjusted to 8000 to reflect the change in utilization during FY 2016-2017 and the first two quarters of FY 2017-2018. This adjustment will be maintained dependent upon available funding.</p>
<p>2.2 ESAAA will coordinate with county and city agencies, as well as community based agencies to identify additional resources to support access to medical and other support services.</p>	<p>July 2016 – June 2020 and Ongoing</p>		<p>No Change: ESAAA staff regularly participate in efforts to address access issues for seniors living in the service area, including participation in the Local Transit Commission.</p>
<p>2.3 ESAAA staff will coordinate with other service organizations to ensure that a continuum of services are available and will provide information and assistance services to ensure access to information is readily available to the aging population.</p>	<p>July 2016 – June 2020 and Ongoing</p>		<p>No Change: Updated information regarding resources is maintained in order to ensure seniors have access to appropriate service and resource information.</p>

<p>2.4 ESAAA staff will coordinate with and ensure appropriate referrals are made to HICAP in order to help seniors address their medical coverage issues and remove any barriers to health care services.</p>	<p>July 2016 – June 2020 and Ongoing</p>		<p>Change:</p> <p>Updated information regarding resources continues to be maintained in order to ensure seniors have access to appropriate service and resource information and referrals are made, as appropriate to the HICAP provider.</p> <p>ESAAA staff regularly coordinate with the Advisory Council and Governing Board to ensure that issues impacting underserved seniors are identified and addressed as appropriate.</p> <p>In July 2017, ESAAA staff was contacted by HICAP representatives, with a need for office space. ESAAA staff coordinated with the Bishop Senior Center Recreation Committee and currently, HICAP, which is administered by another PSA, offers office hours two days a month, at the Bishop Senior Center. ESAAA staff also coordinated with Inyo County Social Services Program and beginning May 2018, HICAP will have office space one day per month at the Bishop Social Services office and one day per month at the Lone Pine Social Services office.</p>
<p>2.5 ESAAA staff will coordinate with the Governing Board and the Advisory</p>	<p>July 2016 – June 2020 and</p>		<p>No Change: Updated information</p>

<p>Council to monitor the needs of our aging population throughout the planning area and assess the available opportunities to reach those who are underserved.</p>	<p>Ongoing</p>		<p>regarding resources is maintained in order to ensure seniors have access to appropriate service and resource information.</p> <p>Referrals are made as appropriate to the HICAP provider.</p> <p>ESAAA staff regularly coordinate with the Advisory Council and Governing Board to ensure that issues impacting underserved seniors are identified and addressed as appropriate.</p>
<p>2.6 ESAAA staff will monitor changing state and federal policies and will coordinate with the Governing Board and Advisory Council to ensure issues related to adequate access to health care and support services remain a focus of policymakers.</p>	<p>July 2016 – June 2020 and Ongoing</p>		<p>No Change: ESAAA staff monitor policies at all levels and keep the Advisory Council and Governing Board apprised of those issues that may impact the senior population and will conduct direct advocacy with policymakers as directed by the Governing Board.</p>

Goal #3

<p>Goal: Strengthen the service delivery system to proactively address unmet needs.</p>			
<p>Rationale: Both Inyo and Mono Counties have aging populations living in areas that are isolated from the primary service delivery systems. In general, the aging population throughout the entire region has limited access to the wide range of medical and support services found in larger communities. Ensuring adequate information and referral services are available to all community members and actively identifying methods to fill gaps in services continues to be identified as an area of focus throughout the planning area.</p>			
<p>Objectives:</p>	<p>Projected Start and End Dates</p>	<p>Title III B Funded PD or C</p>	<p>Update Status</p>
<p>3.1 ESAAA staff will identify resources to meet identified needs in both the private and public sectors, ensuring that the resources are updated at least annually.</p>	<p>July 2016 – June 2020 and Ongoing</p>		<p>No Change: Efforts to identify both public and private resources continue.</p>

		<p>ESAAA staff utilize local media resources and direct distribution methods to educate seniors, caregivers and community members about available resources.</p> <p>ESAAA continues to maintain resource information and utilize multiple distribution modes.</p>
<p>3.2 ESAAA staff will utilize public information mechanisms to ensure that the aging population, their caregivers and service providers are aware of the resources available to meet identified needs.</p>	<p>July 2016 – June 2020 and Ongoing</p>	<p>No Change: Efforts to identify both public and private resources continue.</p> <p>ESAAA staff utilize local media resources and direct distribution methods to educate seniors, caregivers and community members about available resources.</p> <p>ESAAA continues to maintain resource information and utilize multiple distribution modes.</p>
<p>3.3 ESAAA staff will maintain resource information and disseminate information through multiple distribution modes, including web-based access.</p>	<p>July 2016 – June 2020 and Ongoing</p>	<p>No Change: Efforts to identify both public and private resources continue.</p> <p>ESAAA staff utilize local media resources and direct distribution methods to educate seniors, caregivers and community members about available resources.</p> <p>ESAAA continues to maintain resource information and utilize multiple distribution modes.</p>

**TITLE III/VIA SERVICE UNIT PLAN OBJECTIVES
CCR Article 3, Section 7300(d)**

1. Personal Care (In-Home)

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

2. Homemaker (In-Home)

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

3. Chore (In-Home)

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

4. Home-Delivered Meal

Unit of Service = 1 meal

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	40,000	1	
2017-2018	Same	Same	

2018-2019	36,000	Same	
2019-2020	36,000	Same	

5. Adult Day/ Health Care (In-Home)

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

6. Case Management (Access)

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

7. Assisted Transportation (Access)

Unit of Service = 1 one-way trip

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	200	1,2	
2017-2018	Same	Same	
2018-2019	400	Same	
2019-2020	400	Same	

8. Congregate Meals

Unit of Service = 1 meal

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	18,000	1,2	
2017-2018	Same	Same	

2018-2019	21,000	Same	
2019-2020	21,000	Same	

9. Nutrition Counseling

Unit of Service = 1 session per participant

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	10	1	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	

10. Transportation (Access)

Unit of Service = 1 one-way trip

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	3,000	1,2	
2017-2018	Same	Same	
2018-2019	8,000	Same	
2019-2020	8,000	Same	

11. Legal Assistance

Unit of Service = 1 hour

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	100	1,2	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	

12. Nutrition Education

Unit of Service = 1 session per participant

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	2,400	1	
2017-2018	Same	Same	
2018-2019	Same	Same	

2019-2020	Same	Same	
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13. Information and Assistance (Access)

Unit of Service = 1 contact

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	800	1,2,3	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	

14. Outreach (Access)

Unit of Service = 1 contact

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (if applicable)
2016-2017	-0-	-0-	
2017-2018	-0-	-0-	
2018-2019	-0-	-0-	
2019-2020	-0-	-0-	

15. NAPIS Service Category – “Other” Title III Services

Other Supportive Service Category Telephone Reassurance (InHome)

Unit of Service 1 contact

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers
2016-2017	120	1	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	

16. Title IID/ Disease Prevention and Health Promotion

Unit of Service = 1 Contact (Healthy IDEAS) 1 session per participant (WISE)

Service Activities: __Healthy IDEAS (2016-2017) Wellness Initiative for Senior Education (WISE) (2017-2020)__

- **Title IID/ Disease Prevention and Health Promotion:** Enter required program goal and objective numbers in the Title III D Service Plan Objective Table below:

Fiscal Year	Proposed Units of Service	Goal Numbers	Objective Numbers (Required)
2016-2017	25	1	1.9
2017-2018	30	Same	Same
2018-2019	30	Same	Same
2019-2020	Same	Same	Same

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TITLE IIIB and Title VIIA:
LONG-TERM CARE (LTC) OMBUDSMAN PROGRAM
OUTCOMES

2016–2020 Four-Year Planning Cycle

Outcome 1. The problems and concerns of long-term care residents are solved through complaint resolution and other services of the Ombudsman Program. [OAA Section 712(a)(3),(5)]

Measures and Targets:

A. Complaint Resolution Rate (AoA Report, Part I.E, Actions on Complaints)

The average California complaint resolution rate for FY 2013-2014 was 73%.

1. FY 2014-2015 Baseline Resolution Rate:

Number of complaints resolved 70 + Number of partially resolved complaints 1 divided by the Total Number of Complaints Received 86 = Baseline Resolution Rate 83%

FY 2016-17 Target Resolution Rate 90%

2. FY 2015-2016 Baseline Resolution Rate:

Number of complaints resolved 69 + Number of partially resolved complaints 11 divided by the Total Number of Complaints Received 104 = Baseline Resolution Rate 77%

FY 2017-18 Target Resolution Rate 90%

3. FY 2016-2017 Baseline Resolution Rate:

Number of complaints resolved 90 + Number of partially resolved complaints 0 divided by the Total Number of Complaints Received 113 = Baseline Resolution Rate 80%

FY 2018-19 Target Resolution Rate 90%

4. FY 2017-2018 Baseline Resolution Rate:

Number of complaints resolved _____ + Number of partially resolved complaints _____ divided by the Total Number of Complaints Received _____ = Baseline Resolution Rate _____%

FY 2019-20 Target Resolution Rate _____%

Program Goals and Objective Numbers: 1

B. Work with Resident Councils (AoA Report, Part III.D.8)

1. FY 2014-2015 Baseline: number of Resident Council meetings attended <u>17</u> FY 2016-2017 Target: <u>15</u>
2. FY 2015-2016 Baseline: number of Resident Council meetings attended <u>15</u> FY 2017-2018 Target: <u>15</u>
3. FY 2016-2017 Baseline: number of Resident Council meetings attended <u>23</u> FY 2018-2019 Target: <u>15</u>
4. FY 2017-2018 Baseline: number of Resident Council meetings attended _____ FY 2019-2020 Target: _____
Program Goals and Objective Numbers: <u>1</u>

C. Work with Family Councils (AoA Report, Part III.D.9)

1. FY 2014-2015 Baseline number of Family Council meetings attended <u>-0-</u> FY 2016-2017 Target: <u>2</u>
2. FY 2015-2016 Baseline number of Family Council meetings attended <u>-0-</u> FY 2017-2018 Target: <u>1</u>
3. FY 2016-2017 Baseline number of Family Council meetings attended <u>0</u> FY 2018-2019 Target: <u>1</u>
4. FY 2017-2018 Baseline number of Family Council meetings attended _____ FY 2019-2020 Target: _____
Program Goals and Objective Numbers: <u>1</u>

D. Consultation to Facilities (AoA Report, Part III.D.4) Count of instances of ombudsman representatives' interactions with facility staff for the purpose of providing general information and assistance unrelated to a complaint. Consultation may be accomplished by telephone, letter, email, fax, or in person.

1. FY 2014-2015 Baseline: number of consultations <u>33</u> FY 2016-2017 Target: <u>30</u>
2. FY 2015-2016 Baseline: number of consultations <u>63</u> FY 2017-2018 Target: <u>30</u>
3. FY 2016-2017 Baseline: number of consultations <u>52</u> FY 2018-2019 Target: <u>30</u>
4. FY 2017-2018 Baseline: number of consultations _____ FY 2019-2020 Target: _____
Program Goals and Objective Numbers: <u>1</u>

E. Information and Consultation to Individuals (AoA Report, Part III.D.5) Count of instances of ombudsman representatives' interactions with residents, family members, friends, and others in the community for the purpose of providing general information and assistance unrelated to a complaint. Consultation may be accomplished by: telephone, letter, email, fax, or in person.

1. FY 2014-2015 Baseline: number of consultations <u>49</u> FY 2016-2017 Target: <u>50</u>

2. FY 2015-2016 Baseline: number of consultations 194 FY 2017-2018 Target: 50
3. FY 2016-2017 Baseline: number of consultations 118 FY 2018-2019 Target: 50
4. FY 2017-2018 Baseline: number of consultations _____ FY 2019-2020 Target: _____
Program Goals and Objective Numbers: 1

F. Community Education (AoA Report, Part III.D.10)

1. FY 2014-2015 Baseline: number of sessions 1 FY 2016-2017 Target: 2
2. FY 2015-2016 Baseline: number of sessions 3 FY 2017-2018 Target: 2
3. FY 2016-2017 Baseline: number of sessions 8 FY 2018-2019 Target: 2
4. FY 2016-2017 Baseline: number of sessions _____ FY 2018-2019 Target: _____
Program Goals and Objective Numbers: 1

G. Systems Advocacy

Systemic Advocacy Effort(s) for the current fiscal year: 2017-2018
 By developing partnerships with community stakeholders including local law enforcement, Health and Human Services Adult Protective Services Program, banking institutions, and Senior Legal Assistance, will conduct community presentations to educate older adults about fraud and scams. Will present at residential care facility and senior centers. Will also coordinate Resident Rights training at skilled nursing facilities to improve the quality of life for all residents.

Outcome 2. Residents have regular access to an Ombudsman. [(OAA Section 712(a)(3)(D), (S)(B)(ii)]

Measures and Targets:

A. Facility Coverage (other than in response to a complaint), (AoA Report, Part III.D.6)

1. FY 2014-2015 Baseline: Number of Nursing Facilities visited at least once a quarter not in response to a complaint 2 divided by the total number of Nursing Facilities 2 = Baseline 100% FY 2016-2017 Target: 100%
2. FY 2015-2016 Baseline: Number of Nursing Facilities visited at least once a quarter not in response to a complaint 2 divided by the total number of Nursing Facilities 2 = Baseline 100% FY 2017-2018 Target: 100%
3. FY 2016-2017 Baseline: Number of Nursing Facilities visited at least once a quarter not in response to a complaint 2 divided by the total number of Nursing Facilities 2 = Baseline 100%

FY 2018-2019 Target: <u>100%</u>
4. FY 2017-2018 Baseline: Number of Nursing Facilities visited at least once a quarter not in response to a complaint _____ divided by the total number of Nursing Facilities _____ = Baseline _____ % FY 2019-2020 Target: _____ %
Program Goals and Objective Numbers: <u>1</u>

B. Facility Coverage (other than in response to a complaint) (AoA Report, Part III.D.6)

1. FY 2014-2015 Baseline: Number of RCFEs visited at least once a quarter not in response to a complaint <u>1</u> divided by the total number of RCFEs <u>1</u> = Baseline <u>100%</u> FY 2016-2017 Target: <u>100%</u>
2. FY 2015-2016 Baseline: Number of RCFEs visited at least once a quarter not in response to a complaint <u>1</u> divided by the total number of RCFEs <u>1</u> = Baseline <u>100%</u> FY 2017-2018 Target: <u>100%</u>
3. FY 2016-2017 Baseline: Number of RCFEs visited at least once a quarter not in response to a complaint <u>1</u> divided by the total number of RCFEs <u>1</u> = Baseline <u>100%</u> FY 2018-2019 Target: <u>100%</u>
4. FY 2017-2018 Baseline: Number of RCFEs visited at least once a quarter not in response to a complaint _____ divided by the total number of RCFEs _____ = Baseline _____ % FY 2019-2020 Target: _____ %
Program Goals and Objective Numbers: _____

C. Number of Full-Time Equivalent (FTE) Staff (AoA Report Part III. B.2. - Staff and Volunteers)

1. FY 2014-2015 Baseline: <u>1.37</u> FTEs FY 2016-2017 Target: <u>1.37</u> FTEs
2. FY 2015-2016 Baseline: <u>.77</u> FTEs FY 2017-2018 Target: <u>.77</u> FTEs
3. FY 2016-2017 Baseline: <u>.82</u> FTEs FY 2018-2019 Target: <u>.82</u> FTEs
4. FY 2017-2018 Baseline: _____ FTEs FY 2019-2020 Target: _____ FTEs
Program Goals and Objective Numbers: <u>1</u>

D. Number of Certified LTC Ombudsman Volunteers (AoA Report Part III. B.2. – Staff and Volunteers)

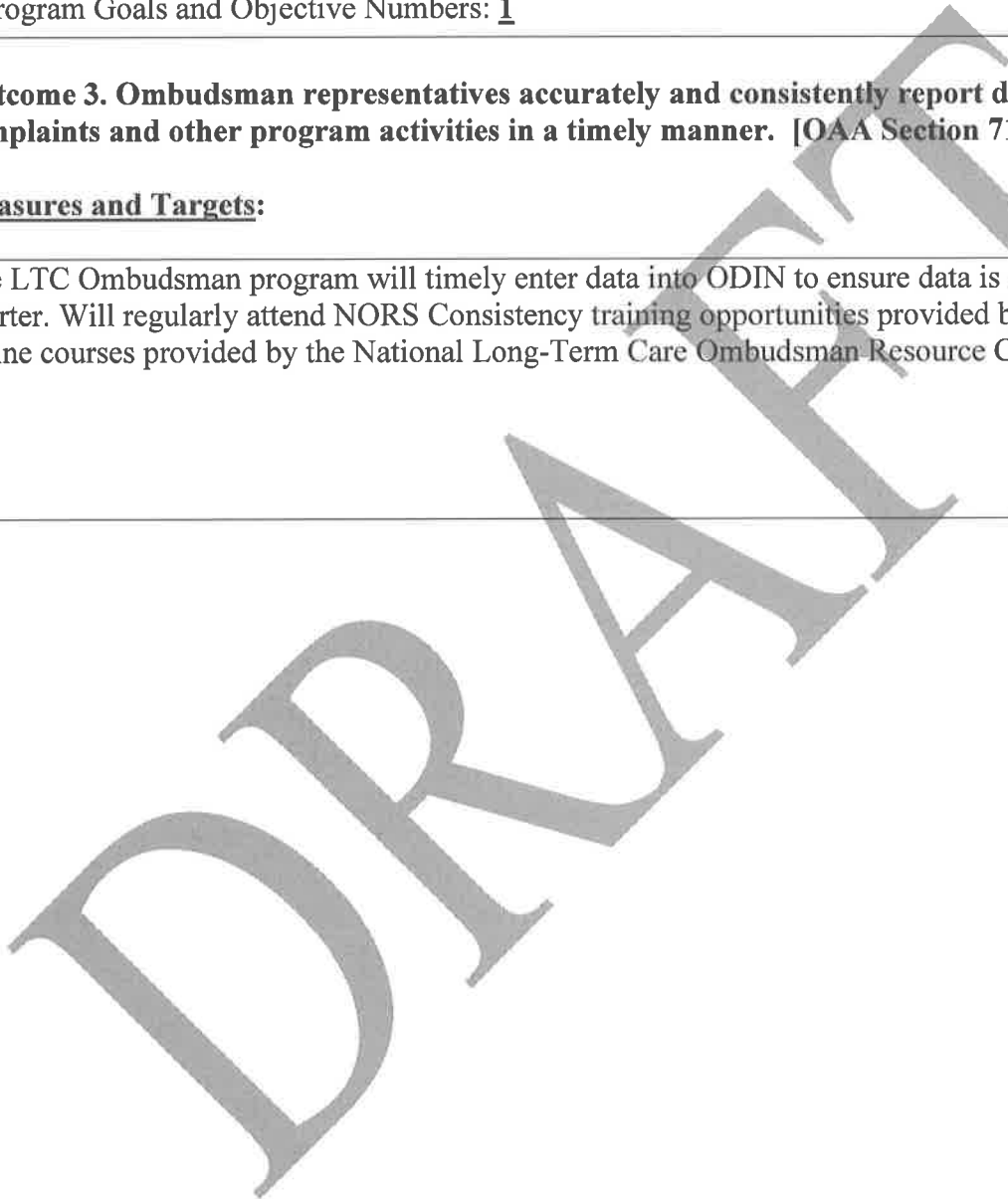
1. FY 2014-2015 Baseline: Number of certified LTC Ombudsman volunteers <u>3</u> FY 2016-2017 Projected Number of certified LTC Ombudsman volunteers <u>5</u>

2. FY 2015-2016 Baseline: Number of certified LTC Ombudsman volunteers <u>4</u> FY 2017-2018 Projected Number of certified LTC Ombudsman volunteers <u>5</u>
3. FY 2016-2017 Baseline: Number of certified LTC Ombudsman volunteers <u>2</u> FY 2018-2019 Projected Number of certified LTC Ombudsman volunteers <u>5</u>
4. FY 2017-2018 Baseline: Number of certified LTC Ombudsman volunteers _____ FY 2019-2020 Projected Number of certified LTC Ombudsman volunteers _____
Program Goals and Objective Numbers: <u>1</u>

Outcome 3. Ombudsman representatives accurately and consistently report data about their complaints and other program activities in a timely manner. [OAA Section 712(e)]

Measures and Targets:

The LTC Ombudsman program will timely enter data into ODIN to ensure data is complete for each quarter. Will regularly attend NORS Consistency training opportunities provided by OSLTCO and online courses provided by the National Long-Term Care Ombudsman Resource Center (NORC).



TITLE VIIA ELDER ABUSE PREVENTION
SERVICE UNIT PLAN OBJECTIVES

Units of Service: AAA must complete at least one category from the Units of Service below.

TITLE VIIA ELDER ABUSE PREVENTION SERVICE UNIT PLAN
OBJECTIVES

The agency receiving Title VIIA Elder Abuse Prevention funding is: Inyo County Health and Human Services - ESAAA

Fiscal Year	Total # of Public Education Sessions
2016-2017	-0-
2017-2018	-0-
2018-2019	-0-
2019-2020	-0-

Fiscal Year	Total # of Training Sessions for Professionals
2016-2017	-0-
2017-2018	-0-
2018-2019	-0-
2019-2020	-0-

Fiscal Year	Total # of Training Sessions for Caregivers served by Title III E
2016-2017	-0-
2017-2018	-0-
2018-2019	-0-
2019-2020	-0-

Fiscal Year	Total # of Hours Spent Developing a Coordinated System
2016-2017	-0-
2017-2018	-0-
2018-2019	-0-
2019-2020	-0-

Fiscal Year	Total # of Copies of Educational Materials to be Distributed	Description of Educational Materials
2016-2017	5,000	Annual Newspaper Publication of "Everyone can do Something to Prevent Elder Abuse" advertisement
2017-2018	Same	Same
2018-2019	Same	Same
2019-2020	Same	Same

Fiscal Year	Total Number of Individuals Served
2016-2017	5000
2017-2018	Same
2018-2019	Same
2019-2020	Same

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TITLE IIIE SERVICE UNIT PLAN OBJECTIVES

CCR Article 3, Section 7300(d)

2012–2016 Four-Year Planning Period

This Service Unit Plan (SUP) uses the five broad federally-mandated service categories defined in PM 11-11. Refer to the CDA Service Categories and Data Dictionary Revisions Effective July 1, 2011 for eligible activities and service unit measures. Specify proposed audience size or units of service for ALL budgeted funds.

Direct and/or Contracted IIIE Services

CATEGORIES	1	2	3
Family Caregiver Services Caring for Elderly	<i>Proposed Units of Service</i>	<i>Required Goal #(s)</i>	<i>Optional Objective #(s)</i>
Information Services	# of activities and Total est. audience for above		
2016-2017	# of activities: -0- Total est. audience for above:		
2017-2018	# of activities: -0- Total est. audience for above:		
2018-2019	# of activities: -0- Total est. audience for above:		
2019-2020	# of activities: -0- Total est. audience for above:		
Access Assistance	Total contacts		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		

2019-2020	-0-		
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Access Assistance	Total contacts		
Support Services	Total hours		
2016-2017	15	1	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	
Respite Care	Total hours		
2016-2017	100	1	
2017-2018	Same	Same	
2018-2019	Same	Same	
2019-2020	Same	Same	
Supplemental Services	Total occurrences		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		
2019-2020	-0-		

Direct and/or Contracted IIIE Services

Grandparent Services Caring for Children	<i>Proposed</i> Units of Service	<i>Required</i> Goal #(s)	<i>Optional</i> Objective #(s)
Information Services	# of activities and Total est. audience for above		
2016-2017	# of activities: -0- Total est. audience for above:		
2017-2018	# of activities: -0- Total est. audience for above:		
2018-2019	# of activities: -0- Total est. audience for above:		
2019-2020	# of activities: -0- Total est. audience for above:		

Grandparent Services Caring for Children	<i>Proposed</i> Units of Service	<i>Required</i> Goal #(s)	<i>Optional</i> Objective #(s)
Access Assistance	Total contacts		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		
2019-2020	-0-		
Support Services	Total hours		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		
2019-2020	-0-		
Respite Care	Total hours		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		
2019-2020	-0-		
Supplemental Services	Total occurrences		
2016-2017	-0-		
2017-2018	-0-		
2018-2019	-0-		
2019-2020	-0-		

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

PSA 16 Not Providing

**HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP)
SERVICE UNIT PLAN**

**HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP)
SERVICE UNIT PLAN
CCR Article 3, Section 7300(d)**

HICAP Legal Services Units of Service (if applicable) ⁴

Fiscal Year (FY)	3.1 Estimated Number of Clients Represented Per FY (Unit of Service)	Goal Numbers
2016-2017	-0-	
2017-2018	-0-	
2018-2019	-0-	
2019-2020	-0-	
Fiscal Year (FY)	3.2 Estimated Number of Legal Representation Hours Per FY (Unit of Service)	Goal Numbers
2016-2017	-0-	
2017-2018	-0-	
2018-2019	-0-	
2019-2020	-0-	
Fiscal Year (FY)	3.3 Estimated Number of Program Consultation Hours Per FY (Unit of Service)	Goal Numbers
2016-2017	-0-	
2017-2018	-0-	
2018-2019	-0-	
2019-2020	-0-	

⁴ Requires a contract for using HICAP funds to pay for HICAP Legal Services.

**ADVISORY COUNCIL MEMBERSHIP
2016-2020 Four-Year Planning Cycle**

OAA 2006 306(a)(6)(D)
45 CFR, Section 1321.57
CCR Article 3, Section 7302(a)(12)

Total Council Membership (include vacancies) 9

Number of Council Members over age 60 8

Race/Ethnic Composition	<u>% of PSA's 60+Population</u>	<u>% on Advisory Council</u>
White	64.35%	89%
Hispanic	24.55%	0
Black	.9%	0
Asian/Pacific Islander	2.2%	0
Native American/Alaskan Native	8%	11%
Other (2 or more)	2.95%	0

Name and Title of Officers:

Office Term Expires:

Roger Rasche, Chairperson	December 2018
Margaret Erbeck, Vice-Chairperson	December 2019
Harriet Davis-Stines	December 2018
Rachel Lober	December 2018
Phyllis Mikalowsky	December 2018
Dan Totheroh	January 2019
Karen Hoodman	December 2019
Cheryl Isbell	December 2019
JoAnn Poncho	December 2019

Name and Title of other members:

Office Term Expires:

(no other members)	

Indicate which member(s) represent each of the "Other Representation" categories listed below.

	Yes	No	
Low Income Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roger Rasche, Phyllis Mikalowsky, Karen Hoodman, Margaret Erbeck
Disabled Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roger Rasche, Phyllis Mikalowsky
Supportive Services Provider Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cheryl Isbell
Health Care Provider Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Family Caregiver Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phyllis Mikalowsky
Local Elected Officials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dan Tothoroh
Individuals with Leadership Experience in Private and Voluntary Sectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harriet Davis, Rachel Lober, Cheryl Isbell, JoAnn Poncho

Explain any "No" answer(s): In most recent recruitments, targeted efforts were made to recruit a representative of unfilled categories. Certain categories were successfully filled, but health care provider category received no applicants.

Briefly describe the local governing board's process to appoint Advisory Council members:

Vacant positions will be advertised in local media, and will include targeted outreach to fill unfilled categories of representation, while also working to ensure appropriate geographical representation. Upon the closing of the recruitment, the appointment of Advisory Council members will be placed on the agenda for a public meeting of the Governing Board, at which time the Governing Board will appoint Advisory Council members for designated terms of office. All such meetings at publicly noticed in accordance with Brown Act requirements.

2016-2020 Four-Year Area Planning Cycle

This section must be completed and submitted with the Four-Year Area Plan.

Any changes to this Section must be documented on this form and remitted with Area Plan Updates.⁵

1. The mission of ESAAA’s Legal Assistance services is to ensure justice, dignity, health, security, maximum autonomy and independence to older residents by protecting and enforcing the legal rights of individuals and by promoting social change through broad elder rights advocacy. The purpose of Legal Assistance is to deliver high quality, cost-effective services designed to address the unmet legal needs of vulnerable older people throughout the PSA, with the following considerations:
 - Recognition of targeted populations: those in greatest social and economic need, disadvantaged or vulnerable older adults.
 - Recognition that Legal Assistance is part of a continuum of care that must be coordinated with other ESAAA services to economize costs and develop systems for greatest impact.
 - Address all Older Americans Act legal services (caregiver, hotline, IIIB).
 - Empowerment of older persons to secure their own rights.
 - Protection against threat/loss of basic and essential civil rights (e.g., shelter, health care, income, personal and economic security).
 - Consideration of outcomes and target resources to achieve outcomes that make a difference in the lives and well-being of disadvantaged or vulnerable older adults.
 - Balance coordination with local needs and situations.
2. The local Community Needs Assessment respondents ranked their need for legal assistance 4th in prioritization of their needs, behind issues related to access and information. The minimum percentage of Title III B funding thus was set at 10% although the actual funding was set at approximately 20% to approach an adequate proportion of the very limited funding available to serve an area exceeding 13,000 square miles. The minimum percentage and funding range was reviewed at the public hearing held on April 4, 2018 and confirmed.
3. Specific to legal services, there have been minimal significant changes noted in local needs, although there has been a shift of focus from identifying legal guidance on wills and trusts as a priority to a focus on legal information and guidance on money management, credit card debt and taxes.
4. ESAAA contracts legal services in compliance with CDA requirements and ensures that the contractual agreement includes the expectation that the contractor will use California Statewide Guidelines in the provision of legal services.

⁵ For Information related to Legal Services, contact Chisorom Okwuosa at 916 419-7500 or chisorom.okwuosa@aging.ca.gov

5. The PSA 16 service area has limited legal assistance programs outside of the legal services provided privately by local California State Bar members. Information provided by the one legal assistance program, which also has historically been the primary contractor for legal services, has indicated that priority legal issues identified in the ESAAA needs assessment are consistent with the types of requests received by their program.
6. ESAAA identifies the target population in coordination with service providers and consistent with the requirements of CDA and the provisions of the OAA.
7. Specific to legal services, our targeted senior population is low-income and disabled seniors. We will reach seniors through in-person outreach at Senior Centers. Occasionally some Centers will be linked in via videoconferencing to other Centers. Written educational and outreach literature will also be used at congregate meal settings and through home-delivered meals.
8. Legal assistance service providers within PSA 16. The current contracted provider of service is California Indian Legal Services – Senior Legal Service Program.

Fiscal Year	# of Legal Assistance Services Providers
2016-2017	1
2017-2018	1
2018-2019	1
2019-2020	

9. PSA 16 does not have a hotline for legal services.
10. Outreach methods will include a combination of written materials provided at congregate meal sites and through home-delivered meals, mailings to family caregivers, and in-person and/or videoconferenced presentations at Senior Centers throughout the PSA.

11. Geographic regions covered by each provider:

Fiscal Year	Name of Provider	Geographic Region covered
2016-2017	California Indian Legal Services – Senior Legal Services	Inyo and Mono counties
2017-2018	California Indian Legal Services- Senior Legal Services	Inyo and Mono counties
2018-2019	California Indian Legal Services- Senior Legal Services	Inyo and Mono counties
2019-2020		

12. Older adults will access Legal Assistance Services through local telephone contact to the local Legal Assistance office, and through ESAAA sites and staff.
13. During the last four year planning process, stakeholder Needs Assessment discussions and surveys identified wills and trusts, as well as management of adult children around those same issues as priorities. However, during this four year planning process, a focus on money management, credit card debt and taxes were identified as priority areas and contracted services will be adjusted as needed.
14. As indicated above, the contracted legal service provider has also identified a shift from wills and trusts, although remaining an area of requested guidance, to more fiscal-related issues.
15. Barriers to access for legal assistance within the PSA result from the expansive 13,000+ square miles in the PSA, coupled with the sparse population. These two factors combine to make it difficult for private sector for-profit businesses or health care providers to sustain in the PSA. Therefore much of the specialty care and shopping requires extensive assistance with transportation out of the PSA, and even within the PSA. The prioritization of assistance with access to services left smaller amounts of III B funding available for legal assistance. Therefore, ESAAA will continue to coordinate with legal assistance services to provide videoconferencing capability where possible, in an effort to extend access to legal assistance.
16. The one legal service provider will be coordinating services with other ESAAA programs, the Ombudsman Coordinator, and with the local bar to ensure a continuum of legal information/services throughout the PSA.

DRAFT

SECTION 21 – ORGANIZATIONAL CHARTS

California Department of Aging

Inyo County Board of Supervisors/
Eastern Sierra Area Agency on Aging
Governing Board

County of Inyo Health & Human Services

Eastern Sierra Area Agency on Aging Programs

Director
Marilyn Mann
0.05 FTE (0.05 APA)

Assistant Director
Vacant

Eastern Sierra Area Agency on
Aging Advisory Council

Senior Mgmt Analyst
Melissa Best-Baker
0.10 FTE (0.10 APA)

Office Tech III
0.10 FTE (0.10 APA)

Office Tech I/II
0.19 FTE (0.19 APA)

**Deputy Director,
Aging and Social Services**
Keri Oney
0.15 FTE (0.125 APA, 0.025 IIIIE)

**Bishop
Senior Center & Kitchen**

**Big Pine
Senior Center
Walker
Senior Center**

**Independence
Senior Center**

**Tecopa
Senior Center**

**Lone Pine
Senior Center & Kitchen**

Assistant to HHS Director
Alyson Beaumont
0.05 FTE (0.05 APA)

HHS Specialist
0.20 FTE (0.20 IIIB)

Ombudsman
0.82 FTE (0.22 IIIB, 0.28
VII, 0.22 SNF, 0.065 PL&C,
.035 SHF)

**Registered
Dietitian**
0.05 FTE (0.125 Admin,
0.0125 IIIC1, 0.025
IIIC2)

Program Services Assistants – 3.64 FTE
Meal Prep/Delivery, Assisted Transportation,
Transportation, Senior Centers
(1.02 IIIB, 1.27 IIIC1, 1.31 IIIC2, 0.04 IIIE)

**Senior Center
Supervisors – .97 FTE**
(0.26 IIIB, 0.27 IIIC1, 0.38 IIIC2,
.06 IIIE)
All AAA programs coordinated thru
senior centers

Cooks
1.80 FTE
(0.86 IIIC1, 0.94 IIIC2)

FY 17/18 Administrative (APA) FTE's is 0.64 = \$75,423 in Salaries and Benefits + \$44,158 in other costs (A-87, rent, etc.) for a total of \$119,581, which is covered by the CDA Administrative Allocation of \$61,385 and the required match amount of \$35,196 cash and 23,000 cash and in-kind

DRAFT



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

14

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time Closed Session Informational

FROM: Planning and Water Departments

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Amendment No. One to the contract between the County of Inyo and Daniel B. Stephens & Associates, Inc. for provision of hydrological services in relation to the Hydrological Mitigation Monitoring Plan for Conditional Use Permit No. 2007-03 (Coso Operating Company, LLC).

DEPARTMENTAL RECOMMENDATION: Request the Board approve Amendment No. One to the contract between the County of Inyo and Daniel B. Stephens & Associates, Inc. for the provision of hydrological services to amend all Sections relating to the Term of the agreement to be April 25, 2017 to April 25, 2019 and authorize the Chairperson to sign, contingent upon adoption of future budgets and on obtaining appropriate signatures.

SUMMARY DISCUSSION: On March 11, 2009 the Planning Commission approved Conditional Use Permit (CUP) No. 2007-03 (Coso Operating Company, LLC) and certified an associated Environmental Impact Report (EIR), which permitted the Coso Operating Company (Coso) to extract groundwater from two existing wells on its Hay Ranch property in the Rose Valley and transport it via pipeline to Coso's geothermal plant at China Lake Naval Air Weapons Station nine miles east. Conditions of approval include a Hydrologic Mitigation Monitoring Plan (HMMP), which works to monitor groundwater levels in the Rose Valley and to regulate Coso's groundwater pumping to ensure less than significant impacts.

Inyo County is continuing to monitor Coso's groundwater pumping pursuant to the HMMP. Additional monitoring is necessary based on Coso's modified pumping levels. Daniel B Stephens & Associates (DBSA) had been providing hydrological consulting services for the project previously and currently under the contract to be amended. DBSA's contract term is set to expire on April 25, 2018, but the County still has need for hydrologic consulting relating to the ongoing pumping and the HMMP, necessitating the need to extend the contract. Other elements of the contract, including the amount and the scope, do not need to be amended at this time.




ALTERNATIVES: The Board could not approve the amendment. This is not recommended as Daniel B. Stephens Associate, Inc.'s history and expertise are valuable assets for the County to utilize as hydrological consultants for the ongoing monitoring required by the HMMP.

OTHER AGENCY INVOLVEMENT: None directly. Other agencies may be involved in implementation.

FINANCING: Adequate resources in the Planning Department budget (023800) for Fiscal Year 2017-18 in Professional and Special Service Expenses (Revenue Code 5265) and Services and Fees Revenues (Object Code 4819) are available to reflect these revenues and costs. Financing will continue to be provided by deposit from Coso (Coso Monitoring & Mitigation Fund Balance, 503823). Work on tasks in accordance with this contract may carry forward into future budgets and will be evaluated accordingly during the budget process.

FINANCING: Adequate resources in the Planning Department budget (023800) for Fiscal Year 2017-18 in Professional and Special Service Expenses (Revenue Code 5265) and Services and Fees Revenues (Object Code 4819) are available to reflect these revenues and costs. Financing will continue to be provided by deposit from Coso (Coso Monitoring & Mitigation Fund Balance, 503823). Work on tasks in accordance with this contract may carry forward into future budgets and will be evaluated accordingly during the budget process.

APPROVALS

COUNTY COUNSEL: 	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <u>yes</u> Date <u>4/3/18</u>
AUDITOR/ CONTROLLER: 	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: <u>[Signature]</u> Date <u>4/9/2018</u>
PERSONNEL DIRECTOR: 	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: <u>[Signature]</u> Date <u>4/9/18</u>

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

[Signature] Date: 4/7/18

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

[Signature] Date: 4/9/18

Attachments: Proposed Amendment; and Original Contract

**AMENDMENT NO. ONE TO THE AGREEMENT
BETWEEN THE COUNTY OF INYO AND
DANIEL B. STEPHENS & ASSOCIATES, INC. FOR THE
PROVISION OF PROFESSIONAL SERVICES**

WHEREAS, the County of Inyo (hereinafter referred to as “County”) and Daniel B. Stephens & Associates, Inc. (hereinafter referred to as Contractor) have entered into an Agreement for the provision of professional services dated May 2, 2017 on County of Inyo Standard Contract No. 156 for the term from April 25, 2017 to April 25, 2018.

WHEREAS, County and Contractor do desire to consent to amend such Agreement as set forth below.

WHEREAS, such Agreement provides that it may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties thereto, if such amendment or change is in written form, and executed with the same formalities as such Agreement, and attached to the original Agreement to maintain continuity.

WHEREAS, County and Contractor do desire to consent to amend such Agreement as set forth below.

County and Contractor hereby amend such Agreement as follows:

- Amend Section 2 - TERM to April 25, 2017 to April 25, 2019

AMENDMENT NO. ONE TO THE AGREEMENT BETWEEN THE COUNTY OF
INYO AND
DANIEL B. STEPHENS & ASSOCIATES, INC.
FOR THE PROVISION OF PROFESSIONAL SERVICES

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS
AND SEALS THIS ____ DAY OF _____, _____.

COUNTY

CONTRACTOR

By: _____

By:  _____

Dated: _____

Dated: 3/29/18 _____

APPROVED AS TO FORM AND LEGALITY:



County Counsel

APPROVED AS TO ACCOUNTING FORM:



County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:



Director of Personnel Services

APPROVED AS TO RISK ASSESSMENT:



County Risk Manager

AGREEMENT BETWEEN COUNTY OF INYO
AND Daniel B. Stephens & Associates, Inc.
FOR THE PROVISION OF Hydrologic Analysis SERVICES

INTRODUCTION

WHEREAS, the County of Inyo (hereinafter referred to as "County") has the need for the hydrological analysis services of Daniel B. Stephens & Associates, Inc. (hereinafter referred to as "Consultant"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK.

The Consultant shall furnish to the County, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the County to the Consultant to perform under this Agreement will be made by the Water Department Director. Requests to the Consultant for work or services to be performed under this Agreement will be based upon the County's need for such services. The County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Consultant by the County under this Agreement. County by this Agreement incurs no obligation or requirement to request from Consultant the performance of any services or work at all, even if County should have some need for such services or work during the term of this Agreement.

Services and work provided by the Consultant at the County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and County laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement and, as applicable, as set forth, in Attachment E, attached hereto and incorporated herein.

2. TERM.

The term of this Agreement shall be from April 25, 2017 to April 25, 2018 unless sooner terminated as provided below. In addition, County shall have two options to extend the Agreement for additional one-year periods as follows:

A. From _____ through _____

B. From _____ through _____

County shall exercise such options by giving written notice to Contractor at least thirty (30) days before the expiration of the Agreement, or an extension thereof.

The notice shall specify the period of the options being exercised. The option to extend shall be upon the same terms and conditions stated in this Agreement.

3. CONSIDERATION.

A. Compensation. County shall pay Consultant in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A which are performed by Consultant at the County's request.

B. Travel and per diem. County shall reimburse Consultant for the travel expenses and per diem which Consultant incurs in providing services and work requested by County under this Agreement. Consultant shall request approval by the County prior to incurring any travel or per diem expenses. Requests by Consultant for approval to incur travel and per diem expenses shall be submitted to the Water Department Director. Travel and per diem expenses will be reimbursed in accordance with the rates set forth in the Schedule of Travel and Per Diem Payment (Attachment C). County reserves the right to deny reimbursement to Consultant for travel or per diem expenses which are either in excess of the amounts that may be paid under the rates set forth in Attachment C, or which are incurred by the Consultant without the prior approval of the County.

C. No additional consideration. Except as expressly provided in this Agreement, Consultant shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Consultant shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed \$40,000 (initial term) \$0 (option 1) and \$0 (option 2) for a total of \$40,000 Dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

E. Billing and payment. Consultant shall submit to the County, once a month, an itemized statement of all hours spent by Consultant in performing services and work described in Attachment A, which were done at the County's request. This statement will be submitted to the County not later than the fifth (5th) day of the month. The statement to be submitted will cover the period from the first (1st) day of the preceding month through and including the last day of the preceding month. This statement will identify the date on which the hours were worked and describe the nature of the work which was performed on each day. Consultant's statement to the County will also include an itemization of any travel or per diem expenses, which have been approved in advance by County, incurred by Consultant during that period. The itemized statement for travel expenses and per diem will include receipts for lodging, meals, and other incidental expenses in accordance with the County's accounting procedures and rules. Upon timely receipt of the statement by the fifth (5th) day of the month, County shall make payment to Consultant on the last day of the month.

F. Federal and State taxes.

- (1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Consultant under the terms and conditions of this Agreement.
- (2) County will withhold California State income taxes from payments made under this Agreement to non-California resident independent Consultant's when it is anticipated that total annual payments to Consultant under this Agreement will exceed one thousand four hundred ninety nine dollars (\$1,499.00).
- (3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Consultant under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Consultant. County has no responsibility or liability for payment of Consultant's taxes or assessments.

- (4) The total amounts paid by County to Consultant, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Consultant shall complete and submit to the County an Internal Revenue Service (IRS) Form W-9 upon executing this Agreement.

4. WORK SCHEDULE.

Consultant's obligation is to perform, in a timely manner, those services and work identified in Attachment A which are requested by the County. It is understood by Consultant that the performance of these services and work will require a varied schedule. Consultant will arrange his/her own schedule, but will coordinate with County to insure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.

A. Any licenses, certificates, or permits required by the federal, state, county, or municipal governments for Consultant to provide the services and work described in attachment A must be procured by Consultant and be valid at the time Consultant enters into this Agreement or as otherwise may be required. Further, during the term of this Agreement, Consultant must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Consultant at no expense to the County. Consultant will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which are required to perform the services identified in Attachment A. Where there is a dispute between Consultant and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

B. Consultant warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Consultant also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.

Consultant shall provide such office space, supplies, equipment, vehicles, reference materials, and telephone service as is necessary for Consultant to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Consultant, for any expense or cost incurred by Consultant in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Consultant in providing and maintaining such items is the sole responsibility and obligation of Consultant.

7. COUNTY PROPERTY.

A. Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, etc. provided to Consultant by County pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of County. Consultant will use reasonable care to protect, safeguard and maintain such items while they are in Consultant's possession. Consultant will be financially responsible for any loss or damage to such items, partial or total, which is the result of Consultant's negligence.

B. Products of Consultant's Work and Services. Any and all compositions, publications, plans, s, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer

programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Consultant's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. At the termination of the Agreement, Consultant will convey possession and title to all such properties to County.

8. INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES.

For the duration of this Agreement Consultant shall procure and maintain insurance of the scope and amount specified in Attachment D and with the provisions specified in that attachment.

9. STATUS OF CONSULTANT.

All acts of Consultant, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as independent Consultant's, and not as agents, officers, or employees of County. Consultant, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of County. Except as expressly provided in Attachment A, Consultant has no authority or responsibility to exercise any rights or power vested in the County. No agent, officer, or employee of the Consultant is to be considered an employee of County. It is understood by both Consultant and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent Consultant:

A. Consultant shall determine the method, details, and means of performing the work and services to be provided by Consultant under this Agreement.

B. Consultant shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Consultant in fulfillment of this Agreement.

C. Consultant, its agents, officers, and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent Consultant's, and not as employees of County.

10. DEFENSE AND INDEMNIFICATION.

For professional services rendered under this Contract, Consultant agrees to indemnify, including the cost to defend County and its officers, officials, employees, and volunteers from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant and its employees or agents in the performance of professional services under this contract, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of the County.

Contractor shall hold harmless, defend, and indemnify County and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Consultant, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the **active negligence**, sole negligence, or willful misconduct of the County.

Consultant's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Consultant to procure and maintain a policy of insurance. If the Consultant maintains higher limits than the minimum required on the Insurance attachment to this Agreement, the County requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

To the extent permitted by law, County shall defend, indemnify, and hold harmless Consultant, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, or resulting from, the active negligence, or wrongful acts of County, its officers, or employees.

11. RECORDS AND AUDIT.

A. Records. Consultant shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, and municipal law, ordinances, regulations, and directions. Consultant shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Consultant may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Consultant, which County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Consultant. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

12. NONDISCRIMINATION.

During the performance of this Agreement, Consultant, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. Consultant and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Consultant shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

13. CANCELLATION.

This Agreement may be canceled by County without cause, and at will, for any reason by giving to Consultant thirty (30) days written notice of such intent to cancel. Consultant may cancel this Agreement without cause, and at will, for any reason whatsoever by giving thirty (30) days written notice of such intent to cancel to County.

14. ASSIGNMENT.

This is an agreement for the services of Consultant. County has relied upon the skills, knowledge, experience, and training of Consultant as an inducement to enter into this Agreement. Consultant shall not assign or subcontract this Agreement, or any part of it, without the express written consent of County. Further, Consultant shall not assign any monies due or to become due under this Agreement without the prior written consent of County.

15. DEFAULT.

If the Consultant abandons the work, or fails to proceed with the work and services requested by County in a timely manner, or fails in any way as required to conduct the work and services as required by County, County may declare the Consultant in default and terminate this Agreement upon five (5) days written notice to Consultant. Upon such termination by default, County will pay to Consultant all amounts owing to Consultant for services and work satisfactorily performed to the date of termination.

16. WAIVER OF DEFAULT.

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-two (22) below.

17. CONFIDENTIALITY.

Consultant further agrees to comply with the various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Consultant in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Consultant agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Consultant only with the express written consent of the County. Any disclosure of confidential information by Consultant without the County's written consent is solely and exclusively the legal responsibility of Consultant in all respects.

Notwithstanding anything in the Agreement to the contrary, names of persons receiving public social services are confidential and are to be protected from unauthorized disclosure in accordance with Title 45, Code of Federal Regulations Section 205.50, the Health Insurance Portability and Accountability Act of 1996, and Sections 10850 and 14100.2 of the Welfare and Institutions Code, and regulations adopted pursuant thereto. For the purpose of this Agreement, all information, records, and data elements pertaining to beneficiaries shall be protected by the provider from unauthorized disclosure.

18. CONFLICTS.

Consultant agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement.

19. POST AGREEMENT COVENANT.

Consultant agrees not to use any confidential, protected, or privileged information which is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Consultant agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any County, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Consultant by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

20. SEVERABILITY.

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

21. FUNDING LIMITATION.

The ability of County to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to cancel, reduce, or modify this Agreement, or any of its terms within ten (10) days of its notifying Consultant of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph twenty-two (22) (Amendment).

22. AMENDMENT.

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

23. NOTICE.

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the terms of this Agreement, which Consultant or County shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first class mail to, the respective parties as follows:

County of Inyo:

Water Department, Attn.: Bob Harrington	Department
PO Box 337	Address
Independence, CA 93526	City and State

Consultant:

Daniel B. Stephens & Associates, Inc.	Name
6020 Academy Road NE, Ste. 100	Address
Albuquerque, NM 87109	City and State

24. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

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AGREEMENT BETWEEN COUNTY OF INYO
AND Daniel B. Stephens & Associates, Inc.
FOR THE PROVISION OF Hydrological Analysis SERVICES

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS
2nd DAY OF May, 2017.

COUNTY OF INYO

By: 

Dated: 5/2/17

CONSULTANT

By: 

Signature
James A. Kelsey
Print of Type Name

Dated: 4/18/17

APPROVED AS TO FORM AND LEGALITY:


County Council

APPROVED AS TO ACCOUNTING FORM


County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:


Personnel Services

APPROVED AS TO INSURANCE REQUIREMENTS:


County Risk Manager



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 15

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Board of Supervisors – Supervisor Tillemans

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Consideration of waiver of fees for the Big Pine Community Clean-Up Event.

DEPARTMENTAL RECOMMENDATION: Request the Board consider approval of a Resolution that waives solid waste disposal and gate fees up to \$100 for trash and litter removed at the Big Pine Community Clean-Up event Saturday, April 21, 2018.

SUMMARY DISCUSSION: In recognition of Earth Day weekend, the Big Pine Civic Club in conjunction with other organizations scheduled a Clean-Up of the town of Big Pine on Saturday, April 20, 2018, as a community service.

The organizers have requested a waiver of solid waste disposal and gate fees for waste collected at the event. The participants were to separate items that can be recycled to help Inyo County meet our recycling goals. Only trash collected from the Big Pine Clean-Up and brought to the Big Pine Transfer Station or the Bishop-Sunland Landfill is eligible for the waiver. Waste attributable to the clean-up brought to either facility Saturday or Sunday was tracked by the Gate Attendant.

The Board has waived the fees for similar events in the past and the lost revenue was minimal.

The attached resolution waives the fees as requested.

ALTERNATIVES: The Board could choose to not waive these fees. The cost will then be borne by the event's organizers.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: There is a minimal amount of revenue to the Waste Management Enterprise Fund that may be lost as a result of the waiver of these fees.

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received) Mark Tillemans Date: 04-17-18
 (The Original plus 14 copies of this document are required)

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF SUPERVISOR, COUNTY OF INYO, STATE OF CALIFORNIA, WAIVING SOLID WASTE DISPOSAL AND GATE FEES FOR TRASH AND LITTER REMOVAL DURING THE BIG PINE COMMUNITY CLEAN UP

WHEREAS, on April 21, 2018, the Big Pine Civic Club conducted a community clean-up in Big Pine, and

WHEREAS, the sponsors have requested a waiver of solid waste disposal and gate fees for the trash collected at the event, and

WHEREAS, Inyo County recognizes the benefit of community clean-up events and desires to assist the Civic Club in keeping Big Pine clean and beautiful; and

WHEREAS, all recyclable materials collected at the event were separated and disposed of properly at the County Landfill or other recycling center; and

WHEREAS, Inyo County tracked the volume and associated landfill fees attributable to the event; and

WHEREAS, all trash and litter coming from the Big Pine Community Clean-Up was transported to the Big Pine Transfer Station or Bishop Sunland Landfill; and

WHEREAS, trash or litter coming from any other source was not represented as having been collected at the community clean up.

NOW, THEREFORE, BE IT RESOLVED that the Inyo County Board of Supervisors, pursuant to Section 7.10.080 of the Inyo County Code, hereby waives gate and waste disposal fees for the disposal of litter and trash resulting from the Big Pine Community Clean-Up for a total up to \$100.

BE IT FURTHER RESOLVED that this fee waiver shall cover disposal fees for the disposal of material from April 21, 2018 and April 22, 2018.

PASSED AND ADOPTED on this 24th day of April, 2018, by the Inyo County Board of Supervisors, County of Inyo, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dan Totheroh, Chairperson
Inyo County Board of Supervisors

ATTEST:

KEVIN CARUNCHIO
Clerk of the Board

By: _____
Darcy Ellis, Assistant



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 16

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Board of Supervisors – Supervisor Kingsley

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Consideration of waiver of fees for the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-Up Event.

DEPARTMENTAL RECOMMENDATION: Request the Board consider approval of a Resolution that waives solid waste disposal and gate fees up to \$100 for trash and litter removed at the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-Up event Saturday, April 21, 2018.

SUMMARY DISCUSSION: In recognition of Earth Day weekend, the Lone Pine Paiute-Shoshone Reservation scheduled a clean-up of reservation roads surrounding the reservation boundaries.

The organizers have requested a waiver of solid waste disposal and gate fees for waste collected at the event. Reservation staff submitted the attached letter making the request which reached the Waste Management Department last Tuesday. The participants were to separate items that can be recycled to help Inyo County meet our recycling goals. Only trash collected from the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-Up and brought to the Lone Pine Landfill is eligible for the waiver. Waste attributable to the clean-up brought to the facility Saturday or Monday was tracked by the gate attendant.

The Board has waived the fees for similar events in the past and the lost revenue was minimal.

The attached resolution waives the fees as requested.

ALTERNATIVES: The Board could choose to not waive these fees. The cost will then be borne by the event's organizers.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: There is a minimal amount of revenue to the Waste Management Enterprise Fund that may be lost as a result of the waiver of these fees.

<u>APPROVALS</u>	
COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the Assistant Clerk of the Board.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE: _____ Date: 04-17-18
 (Not to be signed until all approvals are received)
 (The Original plus 14 copies of this document are required)

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF SUPERVISOR, COUNTY OF INYO, STATE OF CALIFORNIA, WAIVING SOLID WASTE DISPOSAL AND GATE FEES FOR TRASH AND LITTER REMOVAL DURING THE LONE PINE PAIUTE-SHOSHONE RESERVATION EARTH DAY CLEAN UP

WHEREAS, on April 21, 2018, the Lone Pine Paiute-Shoshone Reservation conducted a community clean-up of roads surrounding the reservation, and

WHEREAS, the sponsors have requested a waiver of solid waste disposal and gate fees for the trash collected at the event, and

WHEREAS, Inyo County recognizes the benefit of community clean-up events and desires to assist the tribe in keeping Lone Pine clean and beautiful; and

WHEREAS, all recyclable materials collected at the event were separated and disposed of properly at the County Landfill or other recycling center; and

WHEREAS, Inyo County tracked the volume and associated landfill fees attributable to the event; and

WHEREAS, all trash and litter coming from the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-Up was transported to the Lone Pine Landfill; and

WHEREAS, trash or litter coming from any other source was not represented as having been collected at the community clean up.

NOW, THEREFORE, BE IT RESOLVED that the Inyo County Board of Supervisors, pursuant to Section 7.10.080 of the Inyo County Code, hereby waives gate and waste disposal fees for the disposal of litter and trash resulting from the Lone Pine Paiute-Shoshone Reservation Earth Day Clean-Up for a total up to \$100.

BE IT FURTHER RESOLVED that this fee waiver shall cover disposal fees for the disposal of material from April 21, 2018 and April 23, 2018.

PASSED AND ADOPTED on this 24th day of April, 2018, by the Inyo County Board of Supervisors, County of Inyo, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dan Totheroh, Chairperson
Inyo County Board of Supervisors

ATTEST:

KEVIN CARUNCHIO
Clerk of the Board

By: _____
Darcy Ellis, Assistant



**Lone Pine Paiute-Shoshone Reservation
Environmental & Air Quality Department**

PO Box 747/1101 E-Sha Lane
Lone Pine, CA 93545
PH 760-876-4690 Fax 760-876-4682

March 1, 2018

Inyo County Waste Management
163 May Street
Bishop, CA 93514
Attention: Scott Eagan

Dear Scott:

The Lone Pine Paiute-Shoshone Reservation Environmental & Air Quality Department would like to request a gate fee waiver for the upcoming Earth Day event. Each year the participants clean the reservation roads surrounding the reservation boundaries collecting several bags of trash.

It is my understanding that permission to wave the gate fee is granted by the Board of Supervisors. Given that this request is being submitted in ample time, LPPSR hopes to receive a favorable response. This year's event will take place on Saturday, April 21, 2018.

I welcome any questions you may have about the day's event. I can be reached by phone at 760-876-4690 or by email at mel.joseph@lppsr.org.

Thank you.

Sincerely,

Mel O. Joseph, Environmental Director
Lone Pine Paiute-Shoshone Reservation



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 17

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Water Department

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Inyo County comments on LADWP proposed Annual Operations Plan

DEPARTMENTAL RECOMMENDATION:

Water Department requests that your Board review LADWP's proposed Annual Operations Plan and provide direction as to the County's comments on the proposed plan.

SUMMARY DISCUSSION:

Regarding LADWP's Annual Operations Plan, the Inyo/Los Angeles Long-Term Water Agreement (LTWA) provides that:

By April 20th of each year, the Department shall prepare and submit to the Inyo County Technical Group a proposed operations plan and pumping program for the twelve (12) month period beginning on April 1st. ... The County through its Technical Group representatives shall review the Department's proposed plan of operations and provide comments to the Department within ten (10) days of receipt of the plan.

As of the time of the preparation of this agenda request (Tuesday, April 17), we have not received the proposed Annual Operations Plan from LADWP. The Water Department will distribute the proposed Annual Operations Plan to the Board, Water Commission, and public when we receive it.

Each year at the beginning of April, in preparation for evaluating the Plan, Water Department staff measures water levels in a number of shallow monitoring wells that we use as "indicator wells" to assess how water table levels have changed in each wellfield over the past year and where the water table is with respect to 1985-1987 baseline levels. These data, shown in Table 1, give an overall view of how the water table has changed over the past year throughout the valley. Summarizing Table 1, water levels rose throughout the valley last year due to the abundant water available for groundwater recharge. LADWP estimates that it spread 230,000 acre-feet in Owens Valley last year. Most indicator wells in Laws, northern Big Pine, Taboose-Aberdeen, Thibaut-Sawmill, and Bairs-Georges wellfields are above baseline water levels; indicator wells in southern Big Pine, Independence-Oak, and Symmes-Shepherd are below baseline. Water table elevations in some wells were higher than they have been for many decades. Note that we do not track indicator wells in Bishop, because pumping in Bishop is constrained by the Hillside Decree, nor in Lone Pine, because of the absence of discretionary pumping in that wellfield. Table 2 gives the planned and actual pumping for 2017-2018. The valley-wide total of 47,609 acre-feet for 2017-2018 is the lowest runoff-year pumping since 1983.

The April 1 runoff forecast for 2018-2019 for the Owens Valley is 78% of normal. Given the low runoff and high water table conditions, it is likely that LADWP will propose to pump for export this year. Already, since April 1, according to LADWP daily aqueduct reports, several aqueduct supply wells have been turned on

including W218 and W219 in Big Pine; W118 and W370 in Taboose-Aberdeen; W382 in Thibaut-Sawmill; and W343, W348, and W403 in Bairs-Georges.

Table 1. Depth to water (DTW) from well reference point (RP) at indicator wells, April, 2018. Baseline is the average of 1985, 1986, and 1987 April DTW. Negative change from April 2017 indicates a declining water table; negative deviation from baseline indicates the water table is below baseline.

Well ID, monitoring site	April 2018 Depth to Water (ft)	Change From April 2017 (ft)	Deviation from Baseline in 2018 (ft)
Laws			
107T	23.5	NA	0.8
434T	6.1	2.2	0.7
436T	6.2	5.8	1.9
438T	8.0	4.9	1.6
490T	10.2	7.4	2.9
492T	23.7	11.6	9.2
795T, LW1	8.2	6.3	NA
V001G, LW2	14.1	NA	3.3
574T, LW3	10.2	5.8	3.1
Big Pine			
425T	17.2	4.6	-2.3
426T	13.8	3.1	-2.2
469T	21.8	4.2	-0.1
572T	8.6	2.0	3.3
798T, BP1	11.9	2.8	4.2
799T, BP2	14.3	6.6	4.1
567T, BP3	15.0	4.3	-1.1
800T, BP4	16.0	3.7	-2.5
Taboose-Aberdeen			
417T	23.2	4.8	3.8
418T	8.2	1.2	0.1
419T	4.7	4.7	2.0
421T	33.3	6.8	1.1
502T	9.1	3.4	-1.6
504T	8.4	4.8	2.4
505T	15.0	4.9	3.6
586T, TA4	7.1	2.9	1.2
801T, TA5	14.8	-0.1	0.8
803T, TA6	4.9	4.7	3.6
Thibaut-Sawmill			
415T	9.5	2.8	9.0
507T	4.7	-1.3	0.0
806T, TS2	9.6	1.8	2.8
Independence-Oak Creek			
406T	5.4	0.2	-3.9
407T	13.1	-0.8	-5.8
408T	5.1	0.8	-2.0
409T	7.7	9.2	-6.1
546T	4.5	7.2	-1.1
809T, IO1	10.6	6.1	-4.6
Symmes-Shepherd			
402T	1.4	9.1	6.7
403T	8.2	1.4	-2.9
404T	6.5	-0.7	-2.9
447T	10.1	39.4	11.7
510T	7.2	-0.9	-2.2
511T	8.1	-1.0	-3.4
V009G, SS1	22.4	7.5	-16.4
646T, SS2	Dry	NA	NA
Bairs-George			
398T	3.6	2.3	2.8
400T	5.4	0.3	0.9
812T, BG2	10.2	8.6	NA

Table 2. Planned and actual pumping for the recently ended 2017-2018 runoff year, by wellfield, in acre-feet. Planned pumping is as given in LADWP's final Annual Operations Plan for 2017-2018.

Wellfield	2017-2018 pumping (AF)		Wellfield	2017-2018 pumping (AF)	
	Planned	Actual		Planned	Actual
Bishop	6,120	4,061	Independence-Oak	5880-8,880	5,939
Laws	4,380-5,520	2,284	Symmes-Shepherd	960-2,400	1,059
Big Pine	20,400-21,160	21,705	Bairs-George	0-250	404
Taboose-Aberdeen	840-3,270	3,190	Lone Pine	870	981
Thibaut-Sawmill	8,000-8,466	7,986	TOTAL	47,450-56,936	47,609

ALTERNATIVES:

OTHER AGENCY INVOLVEMENT: LADWP

FINANCING:

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date: _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date: _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date: _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 4/18/18

**2018 EASTERN SIERRA
RUNOFF FORECAST
April 1, 2018**

APRIL THROUGH SEPTEMBER RUNOFF

	MOST PROBABLE VALUE <small>(Acre-feet) (% of Avg.)</small>	REASONABLE MAXIMUM <small>(% of Avg.)</small>	REASONABLE MINIMUM <small>(% of Avg.)</small>	LONG-TERM MEAN (1966 - 2015) <small>(Acre-feet)</small>
MONO BASIN:	82,700 82%	95%	70%	100,782
OWENS RIVER BASIN:	219,000 73%	87%	60%	298,151

APRIL THROUGH MARCH RUNOFF

	MOST PROBABLE VALUE <small>(Acre-feet) (% of Avg.)</small>	REASONABLE MAXIMUM <small>(% of Avg.)</small>	REASONABLE MINIMUM <small>(% of Avg.)</small>	LONG-TERM MEAN (1966 - 2015) <small>(Acre-feet)</small>
MONO BASIN:	100,700 85%	98%	71%	119,103
OWENS RIVER BASIN:	317,500 78%	91%	66%	405,696

NOTE - Owens River Basin includes Long, Round and Owens Valleys (not incl Laws Area)

MOST PROBABLE - That runoff which is expected if median precipitation occurs after the forecast date.

REASONABLE MAXIMUM - That runoff which is expected to occur if precipitation subsequent to the forecast is equal to the amount which is exceeded on the average once in 10 years.

REASONABLE MINIMUM - That runoff which is expected to occur if precipitation subsequent to the forecast is equal to the amount which is exceeded on the average 9 out of 10 years.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only

AGENDA NUMBER

18

Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: **April 24, 2018**

SUBJECT: Request to fill (1) one Correctional Officer position

DEPARTMENTAL RECOMMENDATION:

Request Board find that consistent with the adopted Authorized Position Review Policy:

- A. The availability of funding for the requested position comes from the General Fund, as certified by the Sheriff, and concurred by the County Administrator and the Auditor-Controller; and
- B. Where internal candidates may meet the qualifications for the position and the position could possibly be filled by an internal recruitment, but an open recruitment is more appropriate to ensure the position is filled with the most qualified applicant; and
- C. Approve the hiring for (1) Correctional Officer at Range 64 (\$3,886-\$4,723)

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Due to a separation effective May 4th, the Sheriff's Office will have (1) one Correctional Officer position unfilled. The Sheriff's Office is currently recruiting to fill this vacancy. The hiring of this Correctional Officer position falls within the Sheriff's current authorized strength.

ALTERNATIVES:


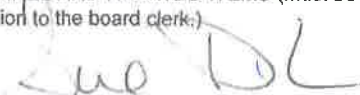
The Board could choose not to fill this vacancy. This would result in reduced security in the Jail for existing staff and inmates. It would also result in increased overtime costs and shift coverage deficits, negatively impacting existing staff.

OTHER AGENCY INVOLVEMENT:

Personnel Department
Auditor's office

FINANCING:

The Correctional Officer position is currently budgeted in the Board approved 2017-2018 Jail General budget (022900).

APPROVALS	
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved:  Date: 4/10/2018
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved:  Date: 4/10/18

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 4/10/18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

19

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Kathe Barton, Environmental Health

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Request to hire one permanent full time Registered Environmental Health Specialist (REHS) I, II, III or Environmental Health Specialist (EHS) Trainee.

DEPARTMENTAL RECOMMENDATION:

Request the Board find consistent with the adopted authorized position review policy:

- (1) the availability of funding for the requested position exists for FY 17/18 budget 045400, as certified by and concurred with the County Administrator and Auditor-Controller,
- (2) where due to the nature of the educational and experience requirements of the position it is unlikely that the position could be filled by internal candidates meeting the qualifications for the position, an open recruitment is appropriate to ensure qualified applicants apply, and
- (3) approve the hiring of one permanent full time Registered Environmental Health Specialist I, II, or III at range 71 to 79 (\$4,583 to \$6,733 per month), or one EHS Trainee at range 67 (\$4,170 to \$5,062 per month), and if hired at the EH Trainee level, approve adjusting the department's Authorized Staffing accordingly.

CAO RECOMMENDATION:

County Code Section 2.08.040(E) sets forth a policy whereby no new positions are to be created or filled in any fiscal year after adoption of the County Budget, unless made necessary by unforeseen or unanticipated emergencies and recommended by the County Administrator. Consistent with County Code, and for the reasons set-forth below, I am in support of recommendation to change the department's Authorized Staffing – by deleting an REHS position and adding a second REHS Trainee position – if the recruitment results in filling the current REHS vacancy at the Trainee level.

SUMMARY DISCUSSION:

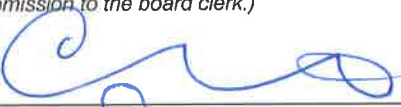
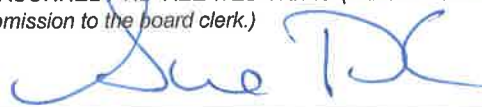
A full time permanent Registered Environmental Health Specialist position became vacant after a recent promotion in our department. This left a vacancy in the Small Drinking Water Program Local Primacy Agency (LPA). This position is a key element in our Environmental Health program and should be filled as soon as possible. The LPA Program is currently under a directive from the State Waterboard to maintain adequate staff time, currently at 1 FTE, per our approved work plan for FY 17/18. The LPA Program has been understaffed for several years and has a backlog of work to be completed. We have been recruiting for this position since last November but have received very few applications. We would like to expand our recruitment possibilities by also accepting EHS Trainee applications for this position. If an EHS Trainee is hired for this position the Director would continue to manage the LPA program until staff have been trained to manage the program independently.

ALTERNATIVES: Your Board could decide not to approve the personnel action outlined in the above Departmental Recommendation. This is not advised as it would most likely revert the management and regulation of the Small Drinking Water Program back to the State Waterboard Division of Drinking Water. This action would cause a loss of annual operating permit fee revenues in our EH budget.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: Funding for this position is included in the Environmental Health Budget 045400 FY 17/18.

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>4/19/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  Approved: <u>↓</u> Date <u>4/19/18</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Kathe Barton

Date: 4/19/18

(The Original plus 14 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 20

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kathe Barton, Environmental Health

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Request to hire one permanent full time Hazardous Materials Program Manager or a Senior Hazardous Materials Program Manager.

DEPARTMENTAL RECOMMENDATION:

Request the Board find consistent with the adopted authorized position review policy:

- (1) the availability of funding for the requested position exists for FY 17/18 budget 045400, as certified by and concurred with the County Administrator and Auditor-Controller,
- (2) where due to the nature of the educational and experience requirements of the position it is unlikely that the position could be filled by internal candidates meeting the qualifications for the position, an open recruitment is appropriate to ensure qualified applicants apply, and
- (3) approve the hiring of one permanent full time Hazardous Materials Program Manager at range 78 (\$5,410 to \$6,374 per month) or a Senior Hazardous Materials Program Manager at range 84 (\$6,254 to \$7,601 per month).

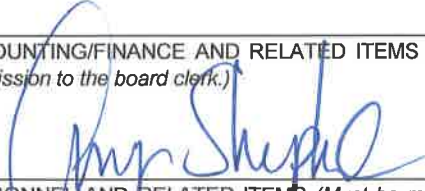

SUMMARY DISCUSSION:

A full time permanent Senior Hazardous Materials Program Manager position became vacant after a recent separation of staff. This left a vacancy in our Certified Unified Program Agency (CUPA). This position is a critical element in our Environmental Health program and should be filled as soon as possible to prevent further backlog of the program workload. Currently there is no permanent staff certified in our Department to perform the required CUPA inspection and review activities.

ALTERNATIVES: Your Board could decide not to approve the personnel action outlined in the above Departmental Recommendation. This is not advised as it would most likely revert the management and regulation of the CUPA program back to the State. This would also create a loss of the annual CUPA Grant revenue in our EH budget.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: Funding for this position is included in the Environmental Health Budget 045400 FY 17/18.

APPROVALS	
COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <input checked="" type="checkbox"/> Date 4/11/18
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  Approved: <input checked="" type="checkbox"/> Date 4/11/18

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received) Kathie Barton Date: 4/12/18

(The Original plus 14 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 21

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: HEALTH & HUMAN SERVICES – Social Services

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Request to hire one full time Human Services Supervisors in the HHS Social Services Employment and Eligibility division.

DEPARTMENTAL RECOMMENDATION:

Request your Board find that, consistent with the adopted Authorized Position Review Policy:

- A) the availability of funding for the requested position exists in a non-General Fund budget, as certified by the Health and Human Services Director and concurred with by the County Administrator, and Auditor-Controller; and
- B) Where internal candidates meet the qualifications for these positions, the vacancies could possibly be filled through an internal recruitment, but as State Merit System positions, an external recruitment would be more appropriate to ensure qualified applicants apply; and
- C) Approve the hiring of one Human Services Supervisors at Range 70 (\$4,479 - \$5,448).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

A Health and Human Services (HHS) Supervisor in the Employment and Eligibility Program of Social Services recently accepted a promotional position within the HHS Department, resulting in a vacancy. This position will provide technical and performance oversight to the one (1) Integrated Case Workers (ICW's) in the Lone Pine office, supervisory support to the ten (10) ICW's in the Bishop office, as well as supervisory support to the front office staff at the Lone Pine site. This supervisor will work closely with the two Human Services Supervisor located in Bishop, who provides daily supervisory oversight to the Bishop based staff.

This position is responsible for reviewing and approving eligibility status for clients for the MediCal, CalWORKs, and Foster Care programs and insuring accuracy in benefits issued to clients. They also insure that each worker is trained in all of these programs and provide continued training when regulation changes occur. The supervisor provides supervision to insure completion of tasks, is available for client questions, and monitors work flow to insure clients' needs are taken care of quickly and within mandated timeframes. Human Services Supervisors also complete the multiple monthly, quarterly and annual State reports accurately and timely. Additionally, State Fair Hearings are handled by this position, along with the initial and ongoing monthly trainings of all of the ICWs. This position may also organize, direct and supervise the work of staff engaged in providing employment services, managing an integrated caseload, authorizing program and ancillary services/benefits, providing services to support family stability and functioning; provide employment services in coordination with assigned case managers, develop workforce training goals in order to increase employment opportunities in a rural county; build effective professional relationships with local agencies and employers; provide integrated case work services as needed.

The Department is respectfully requesting authorization to hire one Human Services Supervisor in the HHS Social Services Employment and Eligibility division.

ALTERNATIVES:



The Board could choose to not allow HHS to fill this vacancy, which would likely impact consumer service, caseload quality assurance, and timely response to the multiple daily tasks that are required of these positions.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

Federal, State and Social Services Realignment. This position is budgeted 100% in Social Services (055800) in the Salaries and Benefits object codes. No County General funds.

<u>APPROVALS</u>	
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: <u>yes</u> Date: <u>4/5/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)  Approved: <u>✓</u> Date: <u>4/5/18</u>

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 4/6/18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

22

- Consent Departmental Correspondence Action
 Public Hearing Scheduled Time for Closed Session Informational

FROM: HEALTH & HUMAN SERVICES – Fiscal

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Request for authorization to hire a full time Office Tech I/II in the HHS Fiscal division.

DEPARTMENTAL RECOMMENDATION:

Request your Board find that, consistent with the adopted Authorized Position Review Policy:

- A) the availability of funding for the requested position exists in a non-General Fund HHS budget and no County General Fund, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
- B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but as a State Merit System position, an external recruitment would be more appropriate to ensure qualified applicants apply; and
- C) approve the hiring of one Office Tech I at Range 55 (\$3,150 - \$3,830) or Office Tech II at Range 59 (\$3,457-\$4,201) dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

We are requesting to fill a budgeted full time Office Tech I/II position in the HHS Fiscal Division, which recently became vacant when an employee accepted a position into another department. This position is responsible for receiving and processing payables for all HHS divisions, depositing and tracking payments as well as State and Federal revenue, assisting the Administrative Analysts in maintaining more complex tracking for revenues/expenditures, compiling monthly program Account Director Reports, processing daily and monthly assistance payments, entering data into various tracking workbooks, processing employee travel reimbursements and reviewing multiple systems for EBT card and benefit tracking and monitoring. This position also cross-trains within HHS Fiscal to insure that there is coverage across multiple budgets in case of vacancies. The Department is respectfully requesting permission to hire an Office Tech I/II to fill the vacant position.

ALTERNATIVES:

Your Board could choose not to approve the filling of this position which could negatively impact the timeliness of claims being submitted and could cause delays in payments to vendors due to the shortage of staff in the fiscal division.

OTHER AGENCY INVOLVEMENT:

County Auditor's Office, multiple State Departments

FINANCING:

State, Federal, and Social Services Realignment funds. This position is budgeted 100% in Social Services (055800) in the Salaries and Benefits object codes.

APPROVALS

AUDITOR/CONTROLLER:

ACCOUNTING/FINANCE AND RELATED ITEMS *(Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)*

Approved:  Date: 4/5/2018

PERSONNEL DIRECTOR:

PERSONNEL AND RELATED ITEMS *(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)*

Approved:  Date: 4/5/18

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 4/6/18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

23

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: HEALTH & HUMAN SERVICES – Fiscal

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Approve payment to California Department of Public Health (CDPH) for audit findings and amend the PHEP and HPP budgets.

DEPARTMENTAL RECOMMENDATION: Request Board

- A) approve payment of invoices for audit findings in an amount not to exceed \$23,686.74 to CDPH and
- B) amend the Fiscal Year 2017-2018 PHEP Budget (105103) and HPP Trust Budget (105102) as follows: increase appropriations in Prior Year Refund (Object Code 5499) by \$23,686.74 (\$21,653.94 in PHEP and \$2,032.80 in HPP). *(4/5ths vote required).*

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Health and Human Services/Public Health division has been receiving funding from CDPH/Emergency Preparedness Office (EPO) for disaster preparedness and response activities since FY 2003/04. In April 2017, we participated in the first-ever audit of these funds in Inyo County, covering the 2014/15 fiscal year. The State of California Office of Compliance requested program and fiscal documents to complete a desk audit for our Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants. We received a draft audit report from the Office of Compliance in June 2017 and were informed that the report would be submitted to EPO to determine if the findings would need to be paid back.

We did not hear back from EPO until January 2018 when they reviewed the Corrective Action Plan and requested clarifications. We then received the invoices for the disallowances in February 2018.

The findings in the PHEP grant were:

1. *The county provided time study reports for personnel hours which were based on actual hours worked by staff on the PHEP grant program. In the process of verifying the time study percentages, auditor found that percentages derived from the time study were not used for the actual allocation of salary that was billed to EPO. Sub-recipient instead charged budgeted percentages for personnel allocation. As a result employees who work on multiple projects within the county have not been recording actual hours worked on the grant program. Therefore sub-recipient did not comply with OMB requirements to report actual activity of each employee.*
2. *Auditor observed that sub-recipient was not using the California Department of Human Resources (CalHR) Travel Rate Policy as mandated on [sic] their contract. Auditor determined that the sub-recipient was not aware that reimbursements for meals were not unallowed [sic] when provided by the hotels or the conferences. Auditor determined that Inyo County did not reimburse travel and*

training expenses in compliance with polices on the Grant Contract agreement. Therefore, the per diem reimbursements were over the approved rates, for a total amount of \$88.33.

Together these two findings resulted in a payback of \$21,653.94.

The findings in the HPP grant were:

- 1. Auditor observed sub-recipient paid Big Pine Volunteer Fire Department for equipment expenditures that were from SFY 13/14. Sub-recipient could not provide support documentation from EPO for approval of the expenditures. Sub-recipient claimed they used SFY 13/14 carry forward funds; however auditor was unable to verify the prior year expenditures were authorized by EPO.*
- 2. Auditor observed that sub-recipient was not using the California Department of Human Resources (CalHR) Travel Rate Policy as mandated on their contract. Auditor determined that the sub-recipient was not aware that reimbursements for meals were not unallowed [sic] when provided by the hotels or the conferences. Auditor determined that Inyo County did not reimburse travel and training expenses in compliance with polices on the Grant Contract agreement. Therefore, the per diem reimbursements were over the approved rates, for a total amount of \$132.00*

Together these two findings resulted in a payback of \$ 2,032.80

During the FY 14/15, the Public Health and Fiscal divisions were going through significant turnovers. There were also fewer reporting requirements by CDPH when invoicing for these programs at that time. During this review period, HHS staff time studied once per quarter, rather than on a daily basis. There are time periods for each of those divisions when working on the PHEP and HPP grant are really busy and others where there is less work to do. When time studying once a quarter, those periods of increased work in one or another program reduced our ability to capture the actual hours by program and the Department used a percentage calculation for billing.

HHS has since implemented perpetual time studies so that we can capture the times when grant work is really busy, which was not always during the period selected during a quarter when using the quarterly time study process. This allows for capturing actual time by program. We have also developed a system to use the time study hours when claiming for the expenses. We are looking more closely at the travel costs we claim and EPO staff have developed a new travel reimbursement worksheet to ensure that all the CalHR rules are followed; While HHS was aware of the CalHR reimbursement rules, they were not aware of the unallowed meal reimbursement.

HHS has the monies to pay these audit findings in the PHEP and HPP trusts. We are requesting to amend our PHEP and HPP budgets and authorize the payment to CDPH for the disallowed amount.

ALTERNATIVES:

Your Board could choose not to approve payment for this invoice. This could jeopardize future PHEP and HPP funding.



OTHER AGENCY INVOLVEMENT:

None

FINANCING:

PHEP and HPP Trust Funds. The monies will be paid directly out of the two different trust accounts. No County General Funds.

APPROVALS

AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: <u>Yes</u> Date: <u>3/30/18</u>
BUDGET OFFICER:	BUDGET AND RELATED ITEMS (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.)  Approved: <u>✓</u> <u>4-5-18</u> Date

DEPARTMENT HEAD SIGNATURE:  Date: 4/9/18



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 ACCOUNTING SECTION, 73.230 MS 1601
 P.O. BOX 997376
 SACRAMENTO, CA 95899-7376
 (916)650-6810



INYO COUNTY TREASURER
 P.O. DRAWER H
 INDEPENDENCE, CA 93526

INVOICE NO: PH016832
 DATE: FEBRUARY 8, 2018
 DUE: UPON RECEIPT

ATTN: MELISSA BEST-BAKER

FOR: 93074L-14; PHEP GRANT
 FY 2014/2015
 CONTRACT NUMBER: 14-10507
 BILLING FOR AUDIT RECOVERY.

CC: EPO - EMERGENCY PREPAREDNESS
 1615 CAPITOL AVE, MS 7002
 SACRAMENTO, CA 95814

ATTN: AMY ZHANG (916) 319-9724

TOTAL DUE: \$21,653.94

(PLEASE DETACH AND MAIL WITH PAYMENT)

MAKE CHECK PAYABLE TO:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 ACCOUNTING SECTION, 73.230 MS 1601
 PO BOX 997376
 SACRAMENTO, CA. 95899-7376

TOTAL DUE: \$21,653.94

FROM: INYO COUNTY TREASURER
 INVOICE NO: PH016832

SUBSID	FY	TC IND	VENDOR NAME	TOTAL DUE	INV NO	INDEX	OBJ	AO	AR	SOURCE	AS	PCA
1590	2014	221	INYO COUNTY	2165394	PH016832	5200	702	04	A	580990	01	50213

15902014221INYO COUNTY0002165394PH016832520070204A5809900150213A000 0



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 ACCOUNTING SECTION, 73.230 MS 1601
 P.O. BOX 997376
 SACRAMENTO, CA 95899-7376
 (916)650-6810



INYO COUNTY TREASURER
 P.O. DRAWER H
 INDEPENDENCE, CA 93526

INVOICE NO: PH016833
 DATE: FEBRUARY 8, 2018
 DUE: UPON RECEIPT

ATTN: MELISSA BEST-BAKER

FOR: 93174L-14
 FY 2014/2015
 HPP GRANT
 CONTRACT NUMBER: 14-10507
 BILLING FOR AUDIT RECOVERY.

CC: EPO - EMERGENCY PREPAREDNESS
 1615 CAPITOL AVE, MS 7002
 SACRAMENTO, CA 95814

ATTN: AMY ZHANG (916) 319-9724

TOTAL DUE: \$2,032.80

(PLEASE DETACH AND MAIL WITH PAYMENT)

MAKE CHECK PAYABLE TO:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 ACCOUNTING SECTION, 73.230 MS 1601
 PO BOX 997376
 SACRAMENTO, CA. 95899-7376

TOTAL DUE: \$2,032.80

FROM: INYO COUNTY TREASURER
 INVOICE NO: PH016833

SUBSID	FY	TC IND	VENDOR NAME	TOTAL DUE	INV NO	INDEX	OBJ	AO	AR	SOURCE	AS	PCA
1590	2014	221	INYO COUNTY	203280	PH016833	5200	702	05	A	580990	01	50132

15902014221INYO COUNTY0000203280PH016833520070205A5809900150132A000 0



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

July 12, 2017

Inyo County Health and Human Services
Attn: Anna Scott, Emergency Preparedness Coordinator
207 A West South Street
Bishop, CA 93514

**SUBJECT: INYO COUNTY – FINAL AUDIT REPORT
PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) AND HOSPITAL
PREPAREDNESS PROGRAM (HPP) GRANT PROGRAM**

Enclosed are the California Department of Public Health (CDPH) Office of Compliance's Grant Compliance Unit final audit reports on the Inyo County Health & Human Services Agency state fiscal year 2014-2015 PHEP and HPP Grants. This engagement was performed to satisfy federal and state mandated subrecipient monitoring of the administration of these grants.

This program may be audited after three years in accordance with California Health and Safety Code section 101317 that requires an audit every three years.

The finding sections of these reports provide instances of the county grant program's non-compliance with applicable contract requirements, federal and state laws and regulations. The findings pertain to control deficiencies and fiscal non-compliance.

We appreciate the assistance and cooperation of your office and staff during the audit. If you have any questions regarding this report, please contact the lead auditor, Tim Baumgardner at 916-449-5290 or Tim.Baumgardner@cdph.ca.gov.

Sincerely,

MONICA VAZQUEZ
Chief, Office of Compliance
CDPH

Enclosures

cc: Emergency Preparedness Office, CDPH



**REPORT ON THE
LIMITED SCOPE AUDIT
COUNTY OF INYO
BISHOP, CALIFORNIA**

HOSPITAL PREPAREDNESS PROGRAM (HPP)

**GRANT AGREEMENT NO. 14-10507
FEDERAL DOMESTIC ASSISTANCE NUMBER 93.889**

**FISCAL PERIOD:
JULY 1, 2014 TO JUNE 30, 2015**

**California Department of Public Health
Office of Compliance - Grant Compliance Unit**

Monica Vazquez
Chief, Office of Compliance

Date: July 12, 2017

Audit Staff:
Tim Baumgardner, Audit Manager
Corinne Owyong, Auditor
Connie Terrado, Auditor

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
OFFICE OF COMPLIANCE – GRANT COMPLIANCE UNIT
Hospital Preparedness Program (HPP)
Grant Program Audit Report**

Inyo County Emergency Preparedness Program

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Fiscal and Compliance Items Reviewed by Auditors*	
Audit Requirement	✓ Single Audit Report for Inyo County completed by independent CPA.
	✓ Verified audit report was completed and no relevant findings.
Expenditure Testing	✓ Expenditure reporting to CDPH sampled and matched up to county documents.
	✓ Verified accounting system documentation matched expenditures.
Internal Controls	✓ Internal Controls related to PHEP and HPP grant program were adequate.
	✓ Reviewed fiscal control processes were in place and appropriate.
Grant Compliance	✓ Compliance with the Grant Contract requirements.
	✓ Verified county is adhering to Emergency Preparedness Office (EPO) guidance and Grant Contract.
Local Grant Guidance	✓ EPO Program monitoring of the county was adequate.
	✓ Obtained program documents required of the sub-recipient for funding.
Personnel Expenditure Testing	✓ Employee salary and benefit expenses were paid in accordance with grant agreement.
	✓ Confirmed salary being paid by grant funds were for positions properly allocated to the HPP and PHEP grant program
Travel Expenditure Testing	✓ Travel Expenses were allowable with adequate back up documentation.
	✓ Verified expenditures were within CA State Travel Policy requirements.
Supply Expenditure Testing	✓ Supplies reported to EPO matched county documentation.
	✓ Verified accounting ledgers and systems matched invoices submitted.
Equipment Expenditure Testing	✓ Equipment purchased was applicable to the grant agreement.
	✓ Verified equipment was allowable and appropriate to respective grant and Office of Management and Budgets (OMB) Guidance.
Other Expenditure Testing	✓ Other expenses are allowable and applicable to PHEP and HPP.
	✓ Verified other expenses in budget were allowable under OMB A-87 cost principles and matched EPO approved budget items.
Indirect Expenditure Testing	✓ Indirect Expenses were appropriately allocated.
	✓ Verified Indirect Cost Rate (ICR) allocation method and expenditure documentation was reviewed to confirm percentage amount of ICR was accurate.

*The list above is solely to describe the scope of possible testing for fiscal and compliance matters as they relate to the Federal Grant. It does not indicate compliance or non-compliance for any items listed. If areas of non-compliance are discovered they are listed in the findings section of the report. A report without findings indicates there were no issues of non-compliance observed by auditors during the audit period.

EXECUTIVE SUMMARY

The Office of Compliance of the California Department of Public Health (CDPH) is presenting its grant compliance audit as required by Federal sub-recipient monitoring guidance. This audit focused on Inyo County (herein referred to as county or sub-recipient) HPP grant program expenditures and processes during the State Fiscal Year (SFY) July 1, 2014 through June 30, 2015.

This audit report includes the following audit findings, which address concerns in the following areas:

- Finding # 1 – Inventory management inadequate
- Finding # 2 – Indirect cost justification documents were missing
- Finding # 3 – Personnel hours non-compliant to OMB standards
- Finding # 4 – Improper activity allocation
- Finding # 5 – Expenditures completed outside of approved SFY budget
- Finding # 6 – Unallowable travel reimbursement

INTRODUCTION

The CDPH Office of Compliance's Grant Compliance Unit (GCU) conducts fiscal and compliance audits of the local health department (LHD) agencies that receive Public Health Emergency Preparedness (PHEP) and HPP Grants from CDPH, as the pass-through entity for Federal dollars. These audits are required as part of CDPH sub-recipient monitoring responsibilities because the LHD receives federal and state funds. The expenditures from these funds are submitted to the CDPH Emergency Preparedness Office (EPO) for review and payment. The GCU conducts a limited scope evaluation of the expenditures and LHD grant program processes to determine compliance with the grant agreement and applicable laws and regulations.

BACKGROUND

The HPP is funded by the U.S. Department of Health and Human Services (HHS) under the authority of Section 2802(b) of the Public Health Services (PHS) Act, as amended by the Pandemic and All-Hazards Preparedness Act (P.L. 109-417). The purpose of this program is to enable award recipients to improve surge capacity and enhance community and hospital preparedness for public health emergencies. Funds from HPP are used to build medical surge capability through planning, personnel, equipment, and training and exercise capabilities at the State and local levels. These efforts are intended to support the National Preparedness Goal established by the Department of Homeland Security in 2005 and the goals outlined in Section 319C-2 of the PHS Act.

To advance all-hazards preparedness and national health security, promote responsible stewardship of federal funds, and reduce awardee administrative burden, the U.S. Department of Health and Human Services' (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) and Centers for Disease Control and Prevention

(CDC) aligned the administrative and programmatic aspects of the ASPR HPP and the CDC Public PHEP cooperative agreements.

An aligned grant cycle was implemented, as well as aligned reporting requirements. The annual HPP-PHEP grant cycle begins July 1 and ends June 30. The HPP-PHEP is under a 3 year contract between CDPH and the LHD starting July 1, 2014 through June 30, 2017. Annually, each SFY has its own separate EPO approved budget allocations.

Since the PHEP and HPP funds retain their separate identity, budgets and funding requirements, the audit for PHEP was reviewed and included under a separate audit report.

Inyo County was allocated the following Federal HPP grant funding to implement the HPP healthcare capabilities:

HPP Allocation (7/1/14 – 6/30/15)	\$114,846.10
HPP Carry-forward (7/1/13 – 6/30/14)	24,061.00
Total HPP Funding (7/1/14 – 6/30/15)	<u>\$138,907.10</u>

The county claimed and was paid a total of \$114,855.14 for SFY 14/15 HPP expenditures. (See Schedule 1)

SCOPE AND METHODOLOGY

The audit consisted of a review of financial records to ensure the existence of proper documentation and accuracy of invoices submitted to the State for reimbursement. Such review included substantive testing:

- To determine that recorded and reported program funds awarded are expended in accordance with terms of the grant agreement with the CDPH;
- To determine that payments are for actual costs and reflect amounts billed to the State;
- To determine that payments are for services rendered;
- To determine that grant funds did not supplant existing levels of State and local funding for this program.

The scope of our audit was limited to determining whether SFY 14/15 expenditures reported and grant program processes complied with applicable laws, rules and regulations and best practices. The criteria used for this audit includes: *Title 2 Code of Federal Regulations OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), California Health and Safety Code, Sections 101315 to 101320, EPO policies and procedures outlined in LHD guidance, instructions, grant agreements and Generally Accepted Government Auditing Standards (GAGAS).*

The audit was conducted in accordance with GAGAS, except the GCU has not obtained an external peer review in the last three years. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable

basis for our findings and conclusions based on our audit objectives. This audit includes examining, on a test basis, evidence supporting the amounts included on the expenditure reports and invoices submitted to EPO. This audit also includes assessing the accounting principles used and significant estimates made by management.

Due to the limited scope, our audit does not constitute a financial statement audit conducted in accordance with *Government Auditing Standards*; therefore, we do not express an opinion on the financial statements. Had we performed additional procedures, or conducted a complete audit of the financial statements, other matters might have come to our attention that may have been reported.

AUDIT AUTHORITY

California Health and Safety Code, Sections 101317 requires CDPH to conduct an audit every three years on all LHD grant recipients. The Grant Contract between CDPH and the LHD allows for audits of their respective grant program.

GRANT COMPLIANCE FINDINGS AND RECOMMENDATIONS

Finding # 1 – Inventory management inadequate

Condition

Auditor observed that equipment and supplies paid for by grant funds of the HPP program was not inventoried and monitored as required in the Grant Contract. The sub-recipient was unable to provide documentation to show that an annual inventory was completed. This leads to the sub-recipient not being cognizant if the HPP grant program and healthcare partners were fully equipped had an emergency occurred.

Criteria

1. Inyo County Grant Contract Special Terms and Conditions Exhibit D (F):
 4. Equipment Ownership / Inventory / Disposition
 - a. *Wherever the terms equipment and/or property are used in Provision 4, the definitions in Provision 3, Paragraph a, shall apply.*
 - (1) *CDPH requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by CDPH or purchased/reimbursed with funds provided through this Agreement.*
 - (2) *If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the CDPH Program Contract Manager using a form or format designated by CDPH's Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of CDPH-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager. Contractor shall:*
 - (a) *Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).*

(b) Submit the inventory report to CDPH according to the instructions appearing on the inventory form or issued by the CDPH Program Contract Manager.

Inyo HPP Work Plan FY 14-15. Objective 3 (Function 3)

Complete an Operational Area resource directory and inspect and inventory HPP grant purchased assets annually.

a. The existing "MHOAC Resource Directory" will be maintained and kept current.

b. A separate inventory of HPP grant purchased assets will be created.

c. The created inventory will be inspected annually, with documentation of status of all assets (e.g., ready-to-use, expiration dates, repair needs, etc.)

Recommendation

Audits recommend that items purchased under the Grant Contract be checked, reviewed and recorded in the sub-recipients' yearly inventory per Grant Contract. Annual physical inventory should be done in a timely manner to ensure items are available for emergencies as intended by the Grant Contract.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 2 – Indirect cost justification documents were missing

Condition

The auditor reviewed all indirect cost documentation provided by sub-recipient, however they were not able to provide a traceable allocation for this category. This HPP grant funding for indirect costs in the amount of \$8,966.51 is intended for operating and overhead expenditures. However, the auditor could not determine if the grant funds reimbursed from EPO were used for allowable indirect costs.

Criteria

CDPH Local Grant Application Guidance – Appendix B Budget Instructions:

Indirect Costs

CDPH does not require LHDs to submit supporting documentation for Indirect Costs. However, LHDs must maintain sufficient documentation on-site to demonstrate expenditures equal to the Indirect Costs claimed for audit purposes.

Inyo County Grant Contract Exhibit D (F)

7. Audit and Record Retention

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.

Recommendation

Audits recommend establishing procedures to allocate expenditures to confirm grant money is traceable to total indirect costs and used for approved purposes. Audits determined this issue to be a compliance issue in FY 14/15, but may become a monetary finding in future periods if county does not implement procedures to trace indirect costs.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 3 – Personnel hours non-compliant to OMB standards

Condition

Auditor observed Inyo County does not have adequate internal control processes for tracking employee activities. Sub-recipient stated some employees were using a time study method while others were not. Therefore, the county did not comply with required personnel documentation of allowable costs involving Federal grant funds.

Criteria

OMB Circular A-87 Allowable Costs: Compensation for Personal Services
SUBJECT: Cost Principles for State, Local, and Indian Tribal Governments
Attachment B

8. *Compensation for Personal Services*

- h. *Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.*

- (4) *Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will*

- be required where employees work on:*
- (a) More than one Federal award,*
- (5) Personnel activity reports or equivalent documentation must meet the following standards:*
- (a) They must reflect an after the fact distribution of the actual activity of each employee,*
 - (b) They must account for the total activity for which each employee is compensated,*

Recommendation

Audits recommend county incorporate an internal process to track actual activity of each employee within the HPP grants.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 4 – Improper activity allocation

Condition

The county provided time study reports for personnel hours which were based on actual hours worked by staff on the HPP grant program. In the process of verifying the time study percentages, auditor found that percentages derived from the time study were not for the actual allocation of salary that were billed to EPO. Sub-recipient instead charged budgeted percentages for personnel allocation. As a result, employees who work on multiple projects within the county have not been recording actual hours worked on the grant program. Therefore, sub-recipient did not comply with OMB requirements to report actual activity of each employee.

Auditor's calculation show allocations were charged at a lesser percentage according to activity reports, however sub-recipient was reimbursed the maximum allowable for that budget category. Therefore, no additional reimbursement was allowable for those expenditures.

Criteria

OMB Circular A-87 Allowable Costs: Compensation for Personal Services
SUBJECT: Cost Principles for State, Local, and Indian Tribal Governments
Attachment B

8. Compensation for Personal Services

h. Support of salaries and wages. These standards regarding time distribution are in

addition to the standards for payroll documentation.

(4) *Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:*

(a) More than one Federal award,

(5) *Personnel activity reports or equivalent documentation must meet the following standards:*

(a) They must reflect an after the fact distribution of the actual activity of each employee,

(b) They must account for the total activity for which each employee is compensated,

(e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

(i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;

(ii) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent; and

(iii) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

Recommendation

Audits recommend county incorporate an internal process to apply actual activity/time study percentages of each employee within the HPP grant. Auditor determined that Inyo County did not comply with allocating actual activity in the time study reports to personnel costs.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

LINE ITEM BUDGET EXPENDITURE FINDING AND RECOMMENDATION

Finding # 5 – Expenditures completed outside of approved SFY budget

Condition

Auditor observed sub-recipient paid Big Pine Volunteer Fire Department for equipment expenditures that were from SFY 13/14. Sub-recipient could not provide support documentation from EPO for approval of the expenditures. Sub-recipient claimed they used SFY 13/14 carry forward funds; however auditor was unable to verify the prior year expenditures were authorized by EPO. Therefore, the following expenditures were unallowable since they were from the prior SFY 13/14 and not from the SFY 14/15.

Payee Name	Invoice	Invoice	Warrant	Date	Reported	Questioned
	Number	Date	Number	Paid	Amount	Costs
Big Pine Fire Protection - LN CURTIS	1315122-01	6/13/14	JE 24078	4/1/15	\$ 1,775.52	\$ 1,775.52
Big Pine Fire Protection - LN CURTIS	1315122-02	6/24/14	JE 24078	4/1/15	\$ 62.64	\$ 62.64
Big Pine Fire Protection - LN CURTIS	1315122-03	6/25/14	JE 24078	4/1/15	\$ 62.64	\$ 62.64
Total Unallowable Expenditures					\$ 1,900.80	

Criteria

CDPH Local Grant Application Guidance – Payments

All expenses must occur within the FY 14-15 grant period (July 1, 2014 to June 30, 2015).

Inyo County Grant Contract Exhibit B - Budget Detail and Payment Provisions

1. Invoicing and Payment

C. HPP Invoices shall:

4) Itemize costs for the billing period in the same or greater level of detail as indicated in this agreement. Subject to the terms of this agreement, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable in this agreement and approved by CDPH.

6. Expense Allowability / Fiscal Documentation

D. Invoices, received from the Contractor and accepted for payment by the State, shall not be deemed evidence of allowable agreement costs.

E. Contractor shall maintain for review and audit, and supply to CDPH upon request adequate documentation of all expenses claimed pursuant to this agreement to permit a determination of expense allowability.

F. If the allowability of an expense cannot be determined by the State because invoice detail, fiscal records, or backup documentation is nonexistent, or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed, and payment may be withheld by the State. Upon receipt of adequate

documentation supporting a disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.

Recommendation

Audit recommends that sub-recipient follow the Local Grant Guidance and submit invoices only in the current fiscal year. Additionally, reimbursement in the amount of \$1,900.80 for unallowable expenditures is due to EPO.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 6 Unallowable travel reimbursement (See Schedule 1)

Condition

Auditor observed that sub-recipient was not using the California Department of Human Resources (CalHR) Travel Rate Policy as mandated on their contract. Auditor determined that the sub-recipient was not aware that reimbursements for meals were unallowed when provided by the hotels or the conferences. Auditor determined that Inyo County did not reimburse travel and training expenses in compliance with policies on their Grant Contract. Therefore, the per diem reimbursements were over the approved rates, for a total amount of \$132.

Criteria

Inyo County Grant Contract: Exhibit B – Budget Detail and Payment Provisions:

- G. Contractor shall be reimbursed for travel and per diem expenses using the same rates provided to non-represented state employees. Contractor must pay for travel in excess of these rates. Travel expenses not listed cannot be reimbursed. Contractor may obtain current rates at the following web site:*
<http://www.Calhr.ca.gov>

Inyo County Grant Contract: Special Terms and Conditions Exhibit D (F):

- 2. Travel and Per Diem Reimbursement
(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)
Reimbursement for travel and per diem expenses from CDPH under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA), for nonrepresented state employees as stipulated in*

CDPH's Travel Reimbursement Information Exhibit. If the DPA rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to DPA rates may be approved by CDPH upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

CDPH Local Grant Guidance – HPP Budget Attachment 8, Travel Rates Tab:

Contractor may not claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Recommendation

Audits recommend that sub-recipient use the CalHR approved travel policy as mandated in the Grant Contract for travel related to the HPP Grant Program. Audits recommend reimbursement of the full amount of \$132 to EPO.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

CONCLUSION

Auditors reviewed the sub-recipient's response regarding the finding related to expenditures completed outside of approved SFY budget. The EPO guidance requires expenses to occur during the grant period from July 1, 2014 to June 30, 2015 and the invoice in question was outside that time frame. There was no additional information provided to support that this payment was allowed during the SFY 14/15. Even though carry over funds were used for this expenditure, that does not allow for expenses to occur outside the current grant year. Therefore, the finding remained in the report.

Our audit revealed opportunities to strengthen the administration of the HPP Grant specific to program expenditures and processes.

Schedule 1

SUMMARY OF AUDITED PROGRAM EXPENDITURES

Budget Category		Audit Finding No.	SFY 14/15 Expenditures		
			As Reported	Audit Adjustments	As Audited
A.	Personnel		\$59,776.73		\$59,776.73
B.	Operating Expense		\$5,396.72		\$5,396.72
C.	Equipment & Supplies	5	\$34,803.04	\$1,900.80	\$32,902.24
D.	Travel and Training	6	\$5,912.14	\$132.00	\$5,780.14
E.	Sub-Contracts				
F.	Other Costs				
Total Direct			\$105,888.63	\$2,032.80	\$103,855.83
G.	Indirect Costs (15% x Personnel)		\$8,966.51		\$8,966.51
Grand Total			\$114,855.14	\$2,032.80	\$112,822.34

Schedule 1A

SUMMARY OF PROGRAM EXPENDITURES

Budget Category		Original Budget	Revised Budget*	Reported SFY 14/15 Expenditures	Total Unexpended Funds
A.	Personnel	\$69,098.14	\$70,701.00	\$59,776.73	\$10,924.27
B.	Equipment & Supplies	\$36,023.41	\$36,023.41	\$34,803.04	\$1,220.37
C.	Travel and Training	-\$12,461.32	\$6,247.40	\$5,912.14	\$335.26
D.	Sub-Contracts				
E.	Other Costs (includes operating expenses)	\$11,580.72	\$15,330.14	\$5,396.72	\$9,933.42
	Total Direct	\$104,240.95	\$128,301.95	\$105,888.63	\$22,413.32
F.	Indirect costs (15% x Personnel)	\$10,605.15	\$10,605.15	\$8,966.51	\$1,638.64
	GRAND TOTAL	\$114,846.10	\$138,907.10	\$114,855.14	\$24,051.96

*HPP Grant budget revision approved by EPO for unexpended HPP carry-forward funds totaling \$24,061 from 7/1/13 - 6/30/14 were added to the 7/1/14 - 6/30/15 HPP Grant allocation.

ATTACHMENT A - Sub-recipient's response to audit findings.

Our responses to the audit report that we are asking to be incorporated are as follows:

HPP Finding #1: Inyo County Health and Human Services has a county purchasing policy and has always used that for guidance in regards to equipment. Because items that we reimbursed other agencies were under \$5,000 individually, we did not consider any of it "equipment". We will address moving forward (effective 7/1/17).

HPP Finding #2: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

HPP Finding #3: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

HPP Finding #4: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

HPP Finding #5: These were purchases where we used carryover monies to reimburse the volunteer Fire Department. This was also a time when between county Board of Supervisor approval and State approval items were slow to get processed and there was a lot of fiscal year crossing. Due to the misunderstanding, that we couldn't use these funds for purchases that were done in the time that the carryover monies were brought into 14/15 and missing the date of actual purchase, this reimbursement was authorized by HHS fiscal staff, County Auditor staff and State CDPH EPO staff.

HPP Finding #6: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

**REPORT ON THE
LIMITED SCOPE AUDIT
COUNTY OF INYO
BISHOP, CALIFORNIA**

PUBLIC HEALTH EMERGENCY PREPAREDNESS PROGRAM (PHEP)

**GRANT AGREEMENT NO. 14-10507
FEDERAL DOMESTIC ASSISTANCE NUMBER 93.069**

**FISCAL PERIOD:
JULY 1, 2014 TO JUNE 30, 2015**

**California Department of Public Health
Office of Compliance - Grant Compliance Unit**

Monica Vazquez
Chief, Office of Compliance

Date: July 12, 2017

Audit Staff:
Tim Baumgardner, Audit Manager
Corinne Owyong, Auditor
Connie Terrado, Auditor

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
OFFICE OF COMPLIANCE – GRANT COMPLIANCE UNIT
Public Health Emergency Preparedness (PHEP)
Grant Program Audit Report**

Inyo County Emergency Preparedness Program

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Fiscal and Compliance Items Reviewed by Auditors*	
Audit Requirement	✓ Single Audit Report for Inyo County completed by independent CPA.
	✓ Verified audit report was completed and no relevant findings.
Expenditure Testing	✓ Expenditure reporting to CDPH sampled and matched up to county documents.
	✓ Verified accounting system documentation matched expenditures.
Internal Controls	✓ Internal Controls related to PHEP and HPP Grant program were adequate.
	✓ Reviewed fiscal control processes were in place and appropriate.
Grant Compliance	✓ Compliance with the Grant Contract requirements.
	✓ Verified county is adhering to Emergency Preparedness Office (EPO) guidance and Grant Contract.
Local Grant Guidance	✓ EPO Program monitoring of the county was adequate.
	✓ Obtained program documents required of the sub-recipient for funding.
Personnel Expenditure Testing	✓ Employee salary and benefit expenses were paid in accordance with Grant Contract.
	✓ Confirmed salary being paid by grant funds were for positions properly allocated to the HPP and PHEP grant program
Travel Expenditure Testing	✓ Travel Expenses were allowable with adequate back up documentation.
	✓ Verified expenditures were within CA State Travel Policy requirements.
Supply Expenditure Testing	✓ Supplies reported to EPO matched county documentation.
	✓ Verified accounting ledgers and systems matched invoices submitted.
Equipment Expenditure Testing	✓ Equipment purchased was applicable to the Grant Contract.
	✓ Verified equipment was allowable and appropriate to respective grant and Office of Management and Budgets (OMB) Guidance.
Other Expenditure Testing	✓ Other expenses are allowable and applicable to PHEP and HPP.
	✓ Verified other expenses in budget were allowable under OMB A-87 cost principles and matched EPO approved budget items.
Indirect Expenditure Testing	✓ Indirect Expenses were appropriately allocated.
	✓ Verified Indirect Cost Rate (ICR) allocation method and expenditure documentation was reviewed to confirm percentage amount of ICR was accurate.

*The list above is solely to describe the scope of possible testing for fiscal and compliance matters as they relate to the Federal Grant. It does not indicate compliance or non-compliance for any items listed. If areas of non-compliance are discovered they are listed in the findings section of the report. A report without findings indicates there were no issues of non-compliance observed by auditors during the audit period.

EXECUTIVE SUMMARY

The Office of Compliance of the California Department of Public Health (CDPH) is presenting its grant compliance audit as required by Federal sub-recipient monitoring guidance. This audit focused on Inyo County (herein referred to as county or sub-recipient) PHEP Grant program expenditures and processes during the State Fiscal Year (SFY) July 1, 2014 through June 30, 2015.

This audit report includes the following audit findings, which address concerns in the following areas:

- Finding # 1 – Inventory management inadequate
- Finding # 2 – Indirect cost justification documents were missing
- Finding # 3 – Personnel hours non-compliant to OMB standards
- Finding # 4 – Improper activity allocation
- Finding # 5 – Unallowable travel reimbursement

INTRODUCTION

The CDPH Office of Compliance's Grant Compliance Unit (GCU), conducts fiscal and compliance audits of the local health department (LHD) agencies that receive Hospital Preparedness Program (HPP) and PHEP Grants from CDPH, as the pass-through entity for Federal dollars. These audits are required as part of CDPH sub-recipient monitoring responsibilities because the LHD receives federal and state funds. The expenditures from these funds are submitted to the CDPH Emergency Preparedness Office (EPO) for review and payment. The GCU conducts a limited scope evaluation of the expenditures and LHD grant program processes to determine compliance with the Grant Contract and applicable laws and regulations.

BACKGROUND

The PHEP is funded by the Federal Center for Disease Control and Prevention (CDC) under the authority of 42 U.S.C. 247d-3. The purpose of this program is to upgrade and integrate State and local public health jurisdictions' preparedness for and response to bioterrorism and other public health emergencies with Federal, State, local and tribal governments, the private sector, and Non-Governmental Organizations. These emergency preparedness and response efforts are intended to support the National Response Plan and the National Incident Management System.

To advance all-hazards preparedness and national health security, promote responsible stewardship of federal funds, and reduce awardee administrative burden, the U.S. Department of Health and Human Services' (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) and CDC aligned the administrative and programmatic aspects of the ASPR HPP and the CDC Public PHEP cooperative agreements.

An aligned grant cycle was implemented, as well as aligned reporting requirements. The annual HPP-PHEP grant cycle begins July 1 and ends June 30. The HPP-PHEP is

under a 3 year contract between CDPH and the LHD starting July 1, 2014 through June 30, 2017. Annually, each SFY has its own separate EPO approved budget allocations.

Since the PHEP and HPP funds retain their separate identity, budgets and funding requirements, the audit for HPP was reviewed and included under a separate audit report. Within the PHEP Grant, Cities Readiness Initiative (CRI) and Laboratory Response Network- Biological Laboratories (LABs) are two additional awards which LHDs may utilize. Seventeen of the LHD are within (CRI) jurisdictions and 33 LHD's have Labs.

Inyo County was allocated the following Federal PHEP grant funding to implement the PHEP healthcare capabilities:

PHEP Allocation (7/1/14 – 6/30/15)	\$ 110,321.00
PHEP Carry Forward 7/1/13 – 6/30/14)	<u>12,475.00</u>
Total PHEP Base Funding (7/1/14 – 6/30/15)	<u>\$ 122,796.00</u>

The County claimed and was paid a total of \$85,628.15 for SFY 14/15 PHEP expenditures.

SCOPE AND METHODOLOGY

The audit consisted of a review of financial records to ensure the existence of proper documentation and accuracy of invoices submitted to the State for reimbursement. Such review included substantive testing:

- To determine that recorded and reported program funds awarded are expended in accordance with terms of the Grant Contract with the CDPH;
- To determine that payments are for actual costs and reflect amounts billed to the State;
- To determine that payments are for services rendered;
- To determine that grant funds did not supplant existing levels of State and local funding for this program.

The scope of our audit was limited to determining whether SFY 14/15 expenditures reported and grant program processes complied with applicable laws, rules and regulations, and best practices. The criteria used for this audit includes: *Title 2 Code of Federal Regulations OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)*, *California Health and Safety Code, Sections 101315 to 101320*, EPO policies and procedures outlined in LHD guidance, instructions, Grant Contract and Generally Accepted Government Auditing Standards (GAGAS).

The audit was conducted in accordance with GAGAS, except the GCU has not obtained an external peer review in the last three years. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. This audit includes examining, on a test basis, evidence supporting the amounts included on the expenditure reports and invoices submitted to EPO. An audit also includes assessing

the accounting principles used and significant estimates made by management.

Due to the limited scope, our audit does not constitute a financial statement audit conducted in accordance with *Government Auditing Standards*; therefore, we do not express an opinion on the financial statements. Had we performed additional procedures, or conducted a complete audit of the financial statements, other matters might have come to our attention that may have been reported.

AUDIT AUTHORITY

California Health and Safety Code, Sections 101317 requires CDPH to conduct an audit every three years on all LHD grant recipients. The Grant Contract between CDPH and the LHD allows for audits of their respective grant program.

GRANT COMPLIANCE FINDING AND RECOMMENDATION

Finding # 1 – Inventory management inadequate

Condition

Auditor observed that equipment and supplies paid for by grant funds of the PHEP program was not inventoried and monitored as required in the Grant Contract. The sub-recipient was unable to provide any documentation to show that an annual inventory was completed. This leads to the sub-recipient not being cognizant if the PHEP grant program and healthcare partners were fully equipped had an emergency occurred.

Criteria

1. Inyo County Grant Contract Special Terms and Conditions Exhibit D (F):
 4. Equipment Ownership / Inventory / Disposition
 - a. *Wherever the terms equipment and/or property are used in Provision 4, the definitions in Provision 3, Paragraph a, shall apply.*
 - (1) *CDPH requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by CDPH or purchased/reimbursed with funds provided through this Agreement.*
 - (2) *If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the CDPH Program Contract Manager using a form or format designated by CDPH's Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of CDPH-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the CDPH Program Contract Manager. Contractor shall:*
 - (a) *Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).*
 - (b) *Submit the inventory report to CDPH according to the instructions appearing on the inventory form or issued by the CDPH Program Contract Manager.*

Recommendation

Audits recommend that items purchased under the Grant Contract be checked, reviewed and recorded in the sub-recipients' yearly inventory per Grant Contract. Annual physical inventory should be done in a timely manner to ensure items are available for emergencies as intended by the Grant Contract.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 2 – Indirect cost justification documents were missing

Condition

The auditor reviewed all indirect cost documentation provided by sub-recipient, however they were not able to provide a traceable allocation for this category. The PHEP grant funding for indirect costs in the amount of \$7,720.88 is intended for operating and overhead expenditures. However, the auditor could not determine if the grant funds reimbursed from EPO were used for allowable indirect costs.

Criteria

CDPH Local Grant Application Guidance – Appendix B Budget Instructions:

Indirect Costs

CDPH does not require LHDs to submit supporting documentation for Indirect Costs. However, LHDs must maintain sufficient documentation on-site to demonstrate expenditures equal to the Indirect Costs claimed for audit purposes.

Inyo County Grant Contract Exhibit D (F)

7. Audit and Record Retention

a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.

Recommendation

Audits recommend establishing procedures to allocate expenditures to confirm grant money is traceable to total indirect costs and used for approved purposes. Audits

determined this issue to be a compliance issue in FY 14/15, but may become a monetary finding in future periods if county does not implement procedures to trace indirect costs.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 3 – Personnel hours non-compliant to OMB standards

Condition

Auditor observed Inyo County does not have adequate internal control processes for tracking employee activities. Sub-recipient stated some employees were using a time study method while others were not. Therefore, the county did not comply with required personnel documentation of allowable costs involving Federal grant funds.

Criteria

OMB Circular A-87 Allowable Costs: Compensation for Personal Services
SUBJECT: Cost Principles for State, Local, and Indian Tribal Governments
Attachment B

8. Compensation for Personal Services

h. Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

(4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:

(a) More than one Federal award,

(5) Personnel activity reports or equivalent documentation must meet the following standards:

(a) They must reflect an after the fact distribution of the actual activity of each employee,

(b) They must account for the total activity for which each employee is compensated,

Recommendation

Audits recommend county incorporate an internal process to track actual activity of

each employee within the PHEP grants.

Sub-recipient’s Response to Audit Finding

See Attachment A.

Program’s Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

LINE ITEM BUDGET EXPENDITURE FINDING AND RECOMMENDATION

Finding # 4 – Improper activity allocation

Condition

The county provided time study reports for personnel hours which were based on actual hours worked by staff on the PHEP grant program. In the process of verifying the time study percentages, auditor found that percentages derived from the time study were not used for the actual allocation of salary that was billed to EPO. Sub-recipient instead charged budgeted percentages for personnel allocation. As a result employees who work on multiple projects within the county have not been recording actual hours worked on the grant program. Therefore, sub-recipient did not comply with OMB requirements to report actual activity of each employee.

In comparison of budgeted and actual hours, auditor calculated the following unallowable personnel expenditures, which include fringe benefits:

Salary: \$18,752.70
 Indirect Costs 15%: \$2,812.91
 Total: \$21,565.61

The amounts listed above are based on employees who have a time study. The charts below include the breakdown of the calculations.

PHEP Q1 & Q2								
A	B	C	D	E	F	G	H	I
Employee	Salary	EPO Budgeted %	Aug 2014 Time study	Nov 2014 Time Study	Average D & E	Amount Charged to EPO	Time Study Amount (Actual Hours for reimbursement)	Difference owed to EPO
Baker	12,914.62	8%	5%	N/A	5%	1,033.17	645.73	387.44
Mann	24,181.28	15%	N/A	N/A	N/A	3,627.19	-	
Ellis	43,313.03	5%	N/A	N/A	N/A	2,165.65	-	
R. Johnson	63,451.82	23%	13%	14%	14%	14,593.92	8,566.00	6,027.92
Stine	30,598.05	9%	N/A	N/A	N/A	2,753.82	-	
Tanksley	37,204.89	5%	7%	4%	6%	1,860.24	2,046.27	(186.02)
S. Johnson	28,261.02	30%	14%	23%	19%	8,478.31	5,228.29	3,250.02
Sub-total	239,924.71					34,512.31	16,486.28	9,479.35
							Indirect costs 15%	1,421.90
							Total	10,901.26

PHEP Q3 & Q4								
	A	B	C	D	E	F	G	H
Employee	Salary	EPO Budgeted %	Feb 2015 Time study	May 2015 Time Study	Average D & E	Amount Charged to EPO	Time Study Amount (Actual Hours for reimbursement)	Difference owed to EPO
Scott	40,212.47	15%	N/A	8%	8%	6,031.87	3,131.81	2,900.06
R. Johnson	73,598.41	23%	13%	N/A	13%	16,927.63	9,199.80	7,727.83
Tanksley	23,985.60	5%	13%	8%	11%	1,199.28	2,553.82	(1,354.54)
Gina Ellis/ Ashlee Alex	7,623.85	5%	N/A	N/A	N/A	381.19	-	
Stine	21,035.46	9%	N/A	N/A	N/A	1,893.19	-	
S. Johnson/Sharon Wilson	10,006.52	30%	N/A	N/A	N/A	3,001.96	-	
Sub-total	176,462.31					29,435.12	14,885.44	9,273.35
							Indirect costs 15%	1,391.00
							Total	10,664.35
							Grand Total	21,565.61

Criteria

OMB Circular A-87 Allowable Costs: Compensation for Personal Services SUBJECT: Cost Principles for State, Local, and Indian Tribal Governments Attachment B

8. Compensation for Personal Services

h. Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

(4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:

(a) More than one Federal award,

(5) Personnel activity reports or equivalent documentation must meet the following standards:

(a) They must reflect an after the fact distribution of the actual activity of each employee,

(b) They must account for the total activity for which each employee is compensated,

(e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

(i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;

(ii) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent; and

(iii) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

Recommendation

Audits recommend county incorporate an internal process to allocate actual activity/time study percentages of each employee within the PHEP grant. Audits is also recommending sub-recipient reimburse \$21,565.61 to EPO for the overpayment of personnel costs.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

Finding # 5 Unallowable travel reimbursement (See Schedule 1)

Condition

Auditor observed that sub-recipient was not using the California Department of Human Resources (CalHR) Travel Rate Policy as mandated on their contract. Auditor determined that the sub-recipient was not aware that reimbursements for meals were not unallowed when provided by the hotels or the conferences. Auditor determined that Inyo County did not reimburse travel and training expenses in compliance with policies on their Grant Contract agreement. Therefore, the per diem reimbursements were over the approved rates, for a total amount of \$88.33.

Criteria

Inyo County Grant Contract: Exhibit B – Budget Detail and Payment Provisions:

*G. Contractor shall be reimbursed for travel and per diem expenses using the same rates provided to non-represented state employees. Contractor must pay for travel in excess of these rates. Travel expenses not listed cannot be reimbursed. Contractor may obtain current rates at the following web site:
<http://www.Calhr.ca.gov>*

Inyo County Grant Contract: Special Terms and Conditions Exhibit D (F):

2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from CDPH under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Personnel Administration (DPA), for nonrepresented state employees as stipulated in CDPH's Travel Reimbursement Information Exhibit. If the DPA rates change

during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to DPA rates may be approved by CDPH upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

CDPH Local Grant Guidance – PHEP Budget Attachment 8, Travel Rates Tab:

Contractor may not claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Recommendation

Audits recommend that sub-recipient use the CalHR approved travel policy as mandated in the Grant Contract for travel related to the PHEP Grant Program. Audits recommend reimbursement of the full amount of \$88.33 to EPO.

Sub-recipient's Response to Audit Finding

See Attachment A.

Program's Response to Audit Findings

EPO provided no additional comments or response to the audit finding.

CONCLUSION

Our audit revealed opportunities to strengthen the administration of the PHEP Grant specific to program expenditures and processes.

Schedule 1

SUMMARY OF AUDITED PHEP PROGRAM EXPENDITURES

Budget Category		Audit Finding No.	SFY 14/15 Expenditures		
			As Reported	Audit Adjustments	As Audited
A.	Personnel	4	\$51,202.51	\$21,565.61	\$29,636.90
B.	Operating Expense		\$1,581.93		\$1,581.93
C.	Equipment & Supplies		\$18,063.80		\$18,063.80
D.	Travel and Training	5	\$1,220.43	\$88.33	\$1,132.10
E.	Sub-Contracts				
F.	Other Costs		\$5,879.10		\$5,879.10
Total Direct			\$77,947.77	\$21,653.94	\$56,293.83
G.	Indirect Costs (15% x Personnel)		\$7,680.38		\$7,680.38
Grand Total			\$85,628.15	\$21,653.94	\$63,974.21

Schedule 1A

SUMMARY OF PHEP PROGRAM BUDGET AND EXPENDITURES

Budget Category		Original Budget	Revised Budget	Reported SFY 14/15 Expenditures	Total Unexpended Funds
A.	Personnel	\$ 73,658.00	\$ 81,321.06	\$ 51,202.51	\$ 30,118.55
B.	Equipment & Supplies	\$ 17,940.52	\$ 18,063.89	\$ 18,063.80	\$ 0.09
C.	Travel and Training	\$ 1,570.25	\$ 2,115.53	\$ 1,220.43	\$ 895.10
D.	Sub-Contracts				\$ -
E.	Other Costs (includes operating expenses)	\$ 10,717.40	\$ 10,724.56	\$ 7,461.03	\$ 3,263.53
	Total Direct	\$ 103,886.17	\$ 112,225.04	\$ 77,947.77	\$ 25,938.40
F.	Indirect costs (15% x Personnel)	\$ 6,434.83	\$ 10,570.96	\$ 7,680.38	\$ 2,890.58
	GRAND TOTAL	\$ 110,321.00	\$ 122,796.00	\$ 85,628.15	\$ 28,828.98
<p>*PHEP budget revision approved by EPO for unexpended PHEP Carry Forward funds totaling \$12,475 from 7/1/13 - 6/30/14 were added to the 7/1/14 - 6/30/15 PHEP Grant allocation.</p>					

ATTACHMENT A - Sub-recipient's response to audit finding.

Our responses to the audit report that we are asking to be incorporated are as follows:

PHEP Finding #1: Inyo County Health and Human Services has a county purchasing policy and has always used that for guidance in regards to equipment. Because items that we reimbursed other agencies were under \$5,000 individually, we did not consider any of it "equipment". We will address moving forward (effective 7/1/17).

PHEP Finding #2: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

PHEP Finding #3: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

PHEP Finding #4: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.

PHEP Finding #5: In 2014/15, the Inyo County Health and Human Services fiscal office went through a major supervisor and staffing changes. Forty-five percent of the workforce left to other county departments or retired. After several months a new supervisor was hired but the historical knowledge was gone and there was a huge learning curve to address 23 different budgets. Staff reviewed the State contracts and used past practices to keep up-to-date with invoicing and reporting. Only recently have we begun to become aware of the additional requirements in the OMB circular and the different State travel reimbursement rates. We are addressing this moving forward (effective 7/1/17) and seeking additional training on Federal regulations.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use
Only:

AGENDA NUMBER

24

- Consent Departmental Correspondence Action
- Public Hearing Schedule time for Closed Session Informational

FROM: Public Works / Road Department

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Resolution adopting projects for the FY 18/19 Road Repair and Accountability Act of 2017 (SB 1); Inyo County allocation from the Road Maintenance and Rehabilitation Account (RMRA)

DEPARTMENTAL RECOMMENDATIONS:

Request your Board:

1. Approve a resolution entitled, "A RESOLUTION OF THE BOARD OF SUPERVISORS, OF THE COUNTY OF INYO, STATE OF CALIFORNIA, IDENTIFYING PROJECTS TO BE FUNDED BY ROAD MAINTENANCE AND REHABILITATION FUNDS PURSUANT TO SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT; and
2. Approve the recommended project lists attached to satisfy the documentation requirements to receive SB1, Road Repair and Accountability Act of 2017 funding from the Road Maintenance and Rehabilitation Account (RMRA); and
3. Approve the Public Works department to apply for and submit all required documentation to receive the Inyo County allotment of SB 1, Road Repair and Accountability Act of 2017 funding; and
4. Authorize the Public Works Department Head, or His designee, to sign for the RMRA funding and all associated supporting documents.

CAO RECOMMENDATIONS:

SUMMARY DISCUSSION:

On April 28, 2017, the Governor signed Senate Bill (SB) 1, to address basic road maintenance, rehabilitation and critical safety needs on both the State highway and local streets and roads. An overview and details of the Senate Bill were outlined at the Board meeting of May 9, 2017. To recap, SB 1, or The Road Repair and Accountability Act of 2017, will increase the per gallon fuel excise taxes; increase the diesel fuel sales tax; increase vehicle registration fees; and provides inflationary adjustments to tax rates in future years. The collected revenue is to be placed in the State Road Maintenance and Rehabilitation Account (RMRA) for allocation.

State law requires counties and cities to establish eligibility for SB 1 Road Maintenance and Rehabilitation Account (RMRA) funding on an annual basis by submitting a list of proposed projects to the California Transportation Commission (CTC). Project lists do not have to be adopted within a county or city budget for FY 2018-19 and into the future, but project lists do have to be adopted by resolution at a regular public meeting. Projects that are proposed do not need to be completed in that fiscal year, and can be amended or continued in subsequent project proposals.

On October 3, 2017 Public Works brought a resolution to your Board for approval to be eligible for funding from the Road Maintenance and Rehabilitation Account (RMRA), Resolution #2017-48. This resolution identified four projects; #1) Rubberized Crack fill, various Countywide locations identified; #2) Road Striping and Pavement Markings, various Countywide locations identified; #3) Cold Mix Overlay, Laws Poleta Road #2045; #4) Cold Mix Overlay, Dolomite loop. Of the four projects identified, #1) Rubberized Crack fill and #2) Road Striping and Pavement Markings are currently in progress. We have included Phase Two of these projects in the requested projects for 2018-19. Funding and reporting uncertainties have delayed the start of projects #3 and #4, the Cold Mix overlays. These are being resubmitted for FY 2018-19. There is the addition of project #5) South Lake Road (#2022) reconstruction matching funds for the Federal Lands Access Grant.


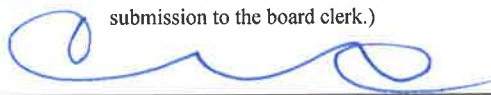
ALTERNATIVES:

Your Board could choose to not approve the resolution and project lists; however, this is not recommended as the County would not be entitled to the SB1 funding. The addition of this funding will allow for continuing improvements to the County's road infrastructure and provide safer roads for the traveling public.

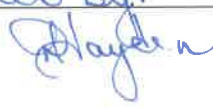
OTHER AGENCY INVOLVEMENT:

FINANCING:

This funding and estimated project costs for salaries and materials will be included in the FY 2018-19 Road Budget, pending Board approval of Road Projects.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.) Approved:  Date <u>03/10/18</u>
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)  Approved: <u>4/11/2018</u> Date <u>yes</u>
PERSONNEL DIRECTOR	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received) Clint Quitten by:  Date: 4-12-18

Estimated County Highway User Tax Account Revenues - FY 2018-19							SB 1 Revenues		
COUNTY	HUTA 2103	HUTA 2104	HUTA 2105	HUTA 2106	Loan Repayment	RMRA	TOTAL		
ALAMEDA	\$7,808,049	\$13,768,972	\$6,236,913	\$388,487	\$1,157,800	\$16,912,401	\$46,272,622		
ALPINE	\$147,711	\$287,958	\$136,819	\$22,613	\$21,903	\$319,946	\$936,949		
AMADOR	\$719,813	\$660,960	\$497,545	\$186,941	\$106,736	\$1,559,131	\$3,731,126		
BUTTE	\$2,546,087	\$2,490,130	\$1,759,892	\$413,120	\$377,541	\$5,514,880	\$13,101,651		
CALAVERAS	\$1,094,237	\$910,917	\$756,352	\$308,879	\$162,257	\$2,370,141	\$5,602,783		
COLUSA	\$858,443	\$609,857	\$593,368	\$108,434	\$127,292	\$1,859,406	\$4,156,801		
CONTRA COSTA	\$6,519,728	\$11,049,345	\$5,257,649	\$885,238	\$966,764	\$14,121,872	\$38,800,597		
DEL NORTE	\$443,048	\$309,849	\$306,241	\$105,482	\$65,696	\$959,651	\$2,189,967		
EL DORADO	\$2,309,822	\$3,435,878	\$1,863,781	\$794,804	\$342,507	\$5,003,124	\$13,749,917		
FRESNO	\$7,879,523	\$8,691,235	\$5,446,440	\$77,944	\$1,168,398	\$17,067,216	\$40,330,756		
GLENN	\$1,043,388	\$735,001	\$721,205	\$130,208	\$154,717	\$2,260,000	\$5,044,518		
HUMBOLDT	\$2,024,233	\$1,683,348	\$1,399,179	\$396,592	\$300,159	\$4,384,532	\$10,188,043		
IMPERIAL	\$3,577,389	\$2,323,635	\$2,472,743	\$376,712	\$530,466	\$7,748,702	\$17,029,647		
INYO	\$1,257,629	\$968,242	\$869,291	\$115,308	\$186,485	\$2,724,050	\$6,121,005		
KERN	\$7,366,720	\$7,952,657	\$5,091,983	\$1,800,103	\$1,092,359	\$15,956,474	\$39,260,295		
KINGS	\$1,551,140	\$1,214,691	\$1,072,170	\$197,844	\$230,007	\$3,359,802	\$7,625,654		
LAKE	\$1,086,975	\$943,775	\$751,333	\$312,882	\$161,180	\$2,354,411	\$5,610,556		
LASSEN	\$1,058,867	\$943,734	\$731,904	\$122,023	\$157,012	\$2,293,529	\$5,307,069		
LOS ANGELES	\$47,347,021	\$83,020,010	\$37,655,912	\$2,456,898	\$7,020,753	\$102,554,664	\$280,055,257		
MADERA	\$2,248,619	\$1,510,480	\$1,554,278	\$439,753	\$333,432	\$4,870,557	\$10,957,119		
MARIN	\$1,766,511	\$2,581,387	\$1,266,696	\$293,944	\$261,943	\$3,826,301	\$9,996,781		
MARIPOSA	\$700,129	\$593,188	\$483,939	\$129,196	\$103,817	\$1,516,495	\$3,526,765		
MENDOCINO	\$1,627,530	\$1,278,007	\$1,124,972	\$387,397	\$241,335	\$3,525,266	\$8,184,507		
MERCED	\$2,973,546	\$2,406,095	\$2,055,358	\$528,058	\$440,926	\$6,440,765	\$14,844,747		
MODOC	\$1,028,732	\$866,909	\$711,075	\$60,047	\$152,543	\$2,228,256	\$5,047,562		
MONO	\$761,337	\$794,300	\$526,247	\$30,099	\$112,893	\$1,649,073	\$3,873,949		
MONTEREY	\$3,363,462	\$4,088,568	\$2,324,873	\$823,358	\$498,744	\$7,285,331	\$18,384,336		
NAPA	\$1,244,557	\$1,548,491	\$860,255	\$314,953	\$184,546	\$2,695,737	\$6,848,540		
NEVADA	\$1,269,971	\$1,649,212	\$877,822	\$306,411	\$188,315	\$2,750,785	\$7,042,516		
ORANGE	\$16,095,208	\$29,503,766	\$13,271,115	\$620,955	\$2,386,644	\$34,862,566	\$96,740,255		
PLACER	\$3,365,278	\$5,591,117	\$2,803,818	\$773,400	\$499,013	\$7,289,265	\$20,321,891		
PLUMAS	\$842,842	\$1,081,734	\$582,585	\$145,594	\$124,979	\$1,825,615	\$4,603,349		
RIVERSIDE	\$13,164,467	\$20,729,288	\$9,687,256	\$1,260,266	\$1,952,065	\$28,514,518	\$75,307,861		

Estimated County Highway User Tax Account Revenues - FY 2018-19						SB 1 Revenues			
COUNTY	HUTA 2103	HUTA 2104	HUTA 2105	HUTA 2106	Loan Repayment	RMRA	TOTAL		
SACRAMENTO	\$9,579,548	\$13,937,277	\$7,048,270	\$2,061,920	\$1,420,483	\$20,749,508	\$54,797,007		
SAN BENITO	\$799,615	\$698,194	\$552,705	\$151,035	\$118,569	\$1,731,983	\$4,052,102		
SAN BERNARDINO	\$12,666,370	\$20,030,739	\$9,352,991	\$1,200,052	\$1,878,206	\$27,435,630	\$72,563,988		
SAN DIEGO	\$18,187,874	\$30,563,970	\$14,235,747	\$1,750,415	\$2,696,950	\$39,395,326	\$106,830,282		
SAN FRANCISCO	\$3,669,856	\$5,199,563	\$2,536,657	\$9,600	\$544,177	\$7,948,988	\$19,908,841		
SF (City Portion)*	\$6,702,368	\$0	\$5,033,170	\$2,102,163	\$993,846	\$14,517,473	\$29,349,020		
SAN JOAQUIN	\$5,272,012	\$6,884,541	\$3,644,090	\$795,174	\$781,749	\$11,419,291	\$28,796,857		
SAN LUIS OBISPO	\$2,997,104	\$3,231,074	\$2,071,641	\$622,871	\$444,419	\$6,491,792	\$15,858,902		
SAN MATEO	\$4,459,733	\$7,780,219	\$3,568,695	\$320,529	\$661,302	\$9,659,877	\$26,450,355		
SANTA BARBARA	\$3,027,229	\$4,217,839	\$2,210,340	\$799,515	\$448,886	\$6,557,043	\$17,260,852		
SANTA CLARA	\$9,836,060	\$17,264,284	\$7,727,798	\$277,405	\$1,458,519	\$21,305,116	\$57,869,182		
SANTA CRUZ	\$2,024,565	\$2,784,943	\$1,510,009	\$642,696	\$300,208	\$4,385,251	\$11,647,672		
SHASTA	\$2,342,110	\$2,409,343	\$1,618,900	\$387,311	\$347,295	\$5,073,060	\$12,178,018		
SIERRA	\$410,937	\$413,996	\$284,046	\$32,874	\$60,935	\$890,098	\$2,092,886		
SISKIYOU	\$1,687,619	\$1,488,144	\$1,166,506	\$196,113	\$250,245	\$3,655,419	\$8,444,046		
SOLANO	\$2,870,161	\$4,340,276	\$1,994,432	\$186,978	\$425,596	\$6,216,830	\$16,034,273		
SONOMA	\$4,255,915	\$5,529,246	\$3,122,920	\$1,559,616	\$631,079	\$9,218,403	\$24,317,179		
STANISLAUS	\$4,216,036	\$5,167,430	\$2,914,185	\$655,553	\$625,166	\$9,132,025	\$22,710,396		
SUTTER	\$1,298,807	\$1,095,849	\$897,754	\$186,726	\$192,591	\$2,813,245	\$6,484,973		
TEHAMA	\$1,467,652	\$996,412	\$1,014,462	\$244,642	\$217,628	\$3,178,967	\$7,119,763		
TRINITY	\$784,095	\$697,588	\$541,978	\$96,067	\$116,268	\$1,698,366	\$3,934,362		
TULARE	\$5,118,120	\$4,164,728	\$3,537,718	\$642,831	\$758,930	\$11,085,957	\$25,308,283		
TUOLUMNE	\$1,025,138	\$1,046,720	\$708,590	\$311,209	\$152,010	\$2,220,470	\$5,464,137		
VENTURA	\$4,960,226	\$8,357,186	\$3,933,719	\$572,146	\$735,517	\$10,743,955	\$29,302,748		
YOLO	\$1,817,079	\$2,045,943	\$1,255,991	\$162,771	\$269,442	\$3,935,832	\$9,487,057		
YUBA	\$1,029,125	\$789,763	\$711,346	\$259,235	\$152,602	\$2,229,108	\$5,171,179		
TOTALS	\$259,597,368	\$367,358,000	\$194,945,670	\$31,541,394	\$38,493,846	\$562,293,473	\$1,454,229,751		

* Add'l City Revenue	HUTA 2107	HUTA 2107.5
San Francisco City	\$6,244,671	\$20,000

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS, OF THE COUNTY OF INYO, STATE OF CALIFORNIA,
IDENTIFYING PROJECTS TO BE FUNDED BY ROAD MAINTENANCE AND REHABILITATION FUNDS
PURSUANT TO SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our County of Inyo are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the County of Inyo must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the County of Inyo, will receive an estimated \$2,910,535 in RMRA funding in Fiscal Year 2018-19 from SB 1; and

WHEREAS, these funds have been identified and will be included in the Fiscal Year 2018-19 Road Department Budget (Budget Unit #034600)

WHEREAS, the County of Inyo used a Pavement Management System, field reviews and historical maintenance information to inform development of the SB 1 project list; and

WHEREAS, the funding from SB 1 will help the County of Inyo maintain and rehabilitate streets and roads throughout the County this year and similar projects into the future; and

WHEREAS, without revenue from SB 1, the County of Inyo, would have otherwise been canceling projects throughout the community and/or laying county staff; and

WHEREAS, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Board of Supervisors of the County of Inyo, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues are as follows:

[See attachment]

PASSED AND ADOPTED by the Board of Supervisors of the County of Inyo, State of California this _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Dan Totheroh, Chairperson
Inyo County Board of Supervisors**

ATTEST:

**Kevin Carunchio
Clerk of the Board**

By: _____
Darcy Ellis, Assistant

Project # 1 , Phase II

TR#

Description; Rubberized Crack Fill to seal asphalt pavement to prevent water intrusion to the subgrade, protecting the subgrade from erosion and causing pavement failure.

Location/s; Various locations throughout Inyo County, not every road in each route will warrant the application, but the areas identified are mostly residential and will have some treatment. Town and Routs are as follows;

- Bishop Area; Routes #1003, #1004, and #1005
- Big Bine Area; Routes #2001, #2002, and #2004
- Independence Area; Routes #3003 and #3004
- Lone Pine Area; Routes #4001, 4002, and 4003
- Tecopa/Shoshone Area; Routes #5003, 5005, and #5006

Estimated useful life; 2-5 years, Rubberized crack sealing has the benefit of moving with the asphalt as it expands and contracts with the seasons, extending its service life. Eventually the movement will exceed the adhesion of the product and will fail, requiring another treatment.

Anticipated construction date; Winter/Spring 2018, Depending on weather conditions, application can occur as long as the road surface is dry. The preferred application time is in the colder months, when the cracks can accept more material.

Costs for this project are estimated to be;

Material cost for the rubberized crack sealing is	\$200,000
Labor Costs	\$230,000
Equipment rental costs	<u>\$40,000</u>
	T/ \$ 470,000

Project # 2 , Phase II

TR#

Description; Road striping/Pavement markings, application of Center line, Fog line and Bike Lane striping as well as pavement markings such as 'Stop'(s), Crosswalks, Speed Limit (s) and School/Bus zones.

Location/s; County wide application, the focus will be on the residential areas, and progressing to the outlying areas as time and materials permit. The route system will be used for the residential streets and the individual roads identified for application as allows. Marking application will follow the rubberized crack seal operation on the same routes;

- Bishop Area; Routes #1003, #1004, and #1005
- Big Bine Area; Routes #2001, #2002, and #2004
- Independence Area; Routes #3003 and #3004
- Lone Pine Area; Routes #4001, 4002, and 4003
- Tecopa/Shoshone Area; Routes #5003, 5005, and #5006

Estimated useful life; 1 – 2 Years, Striping and painting operations are generally refreshed annually, as time and conditions allow.

Anticipated construction date; Spring/Summer 2018

Costs for this project are estimated to be;

Materials, (White/Yellow paint and safety spheres) \$60,000

Labor Cost \$160,000

T/ \$220,000

Project #3

TR#

Description; Cold Mix overlay, 3.03 Miles x 22 feet wide from Poleta Rd. (#2045) to Silver Canyon Road (#1044), with the thickness (1"-2") varying due to placement by a motor grader.

At the North end of Poleta Road, the first mile is approximately 24' wide, this section will be overlaid. The remaining two miles of Poleta road is approximately 16' wide. This project will increase the road width of those two miles by 6', from 16 feet to 22', then placing a 2" overlay over the entire section of pavement.

Location; Laws Poleta Road, #1045, approximately 5 miles East of Bishop, California.

Estimated useful life; 20 years

Anticipated construction date; 03/01/2018 – 05/31/2018

Costs for this project are estimated to be;

Material Costs ;

Road widening (1,200T)	\$107,000
Road Overlay (3,300T)	\$ 300,000
Labor	<u>\$125,000</u>
	T/ \$532,000

Project #4

TR#

Description; Cold Mix overlay, 2.0 miles x 22 feet x 1" -2" (with the thickness varying due to placement by a motor grader). Dolomite Loop road, various sections of failing asphalt, between US 136 and US 136. Dolomite Loop road was a major haul road for many operations on the Owens Dry Lake, the impact of heavy truck traffic has created numerous failed sections and potholes.

Location; Dolomite Loop Road (# 4010) between US 136 and US 136, approximately 10 miles South East of Lone Pine, California.

Estimated useful life; 10 years, assuming no change in the continued use for the Owens Lake operations.

Anticipated construction date; Summer 2018

Costs for this project are estimated to be;

Material Costs	\$220,000
Labor	<u>\$175,000</u>
	T/ \$395,000

(Increased trucking costs/labor due to distance from the asphalt plant)

Project# 5

TR#

Description; On South Lake Road, the project will pulverize and reclaim the existing pavement and portion of the existing subgrade for use as a new base course and overlay with a new asphalt concrete pavement section on 6.9 miles of South Lake Road, as well as minor widening along the first 2.1 miles. The project includes grading, pulverize existing pavement, minor drainage structures, major drainage structures, slope stabilization, rock scaling, placement of crushed aggregate base and asphalt pavement, signing, striping, and other safety-related features necessary to meet current design practice.

In December 2014, Inyo County submitted a Federal Lands Access Program grant application for the South Lake Road project. The competitive grant application proposed a 12% match. The Federal Highway Administration implements the project. The environmental and design components of the project have been completed. This project will leverage about \$10 million in federal funding. The County proposed to fund the match for the project through the 2018 State Transportation Improvement Program (STIP). The California Transportation Commission programmed the project, but moved it back two years because of over-programming in the early years of the STIP. The County will attempt to still deliver the project on time through the STIP. If those funds are not available in a timely fashion, the County will use SB 1 funds to deliver the project.

Location; South Lake Road (#2022) between US 168 and the South Lake trailhead parking area, approximately 12 miles Southwest of Bishop, California.

Estimated useful life; 20 Years.

Anticipated construction date; 04/01/2019-10/31/2019

Costs for this project are estimated to be:

Construction Match

\$1,369,000



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
25

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: County Administrator – Information Services

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Amendment #3 to Contract #CA2012.04 with Manatron, Inc.

DEPARTMENTAL RECOMMENDATION: Request your Board approve County entry into proposed Amendment #3 of Contract #CA2012.004 ("Master Agreement") between Inyo County and Manatron, Inc. – a Thomson Reuters Business, and authorize the Board Chair to sign said Amendment #3, contingent on obtaining all appropriate signatures.

SUMMARY DISCUSSION: The current Amendment #2 to the County's Master Agreement with Thomson Reuters provides that the software deliverable will "Go Live" no later than April 30, 2018, and the County has seen no progress toward implementing the Thomson Reuter's Aumentum Property Tax Management System (PTMS) since the your Board entered into Amendment #2 on January 17, 2017. The Amendment further provides that the parties may agree to an extension in writing prior to April 30, 2018; otherwise, the County can invoke its right to have the contract terminate as of April 30, 2018. Thomson Reuters has asked that we remain their customer while they complete the Riverside County implementation and work toward a conventional off-the-shelf (COTS) version of Aumentum for smaller counties. On behalf of the Assessor, Auditor and Tax Collector, I am requesting that we enter into Amendment #3 with Thomson-Reuters with the expectation of Go Live in September 2019.

The Assessor, Auditor, Tax Collector, IS Director, County Counsel and CAO met several times between August 2017 and April 2018 to plan for the decision that we would need to make when our current Amendment #2 expires April 30, 2018. We also attended functional demos of gTerra's gPS, a system with a fairly complete Assessor module but no Auditor or Tax Collector modules, of Megabyte's MPTS, a complete, California-only system with all three modules, and of the current iteration of Thomson Reuters' Aumentum, a complete system with all three modules that is running but not fully tested at Riverside County. Additionally, gTerra had no current customers, Megabyte has 31 California Counties as customers, and Thomson-Reuters has 2 California Counties as customers using release 9 and waiting to upgrade, 1 county implemented and testing, and 6 other California Counties under contract, waiting for implementation.

With as much information as possible regarding potential solutions, expected value, costs, functionality and support, the Assessor, Auditor and Tax Collector all agreed that the County would be best served by entering into Amendment #3 with the understanding that our County would be a Pilot County, implementing the first version of the COTS version of Thomson Reuters's Aumentum product.

ALTERNATIVES: In addition to the recommended action there are alternatives:

- 1) Terminate the existing contract under the existing terms. This is not recommended as the County will be left with the decision of either continuing to use the legacy application or negotiate a contract to implement either an incomplete system that is still in development, or implement an expensive solution with no guarantees of functional flexibility or known future costs.
- 2) Disregard the negotiated Amendment and pursue legal remedies against Thomson Reuters seeking full restitution of monies paid and additional liquidated damages. Based on the previous PTMS working group evaluation of alternatives to the present project and consideration of risks, this alternative is not recommended for several reasons:
 - a. Legal proceedings could take a long time to resolve and, provide no assurances that the County would absolutely prevail;
 - b. Unless and until the County prevailed in the legal proceedings, it would need to identify additional funding to move forward with an alternative property tax management system solution.


c. Alternative property tax management systems are scarce. The only other potential solutions are either incomplete or functionally inflexible for our purposes. The full costs of any needed 3rd party solutions to provide the functionality that we have already seen in the Aumentum demonstrations are currently difficult to quantify.


3) Disregard the negotiated Amendment and attempt to negotiate additional conditions with Thomson Reuters. This is not recommended, as Thomson Reuters will not have legal incentive to negotiate further.

4) Disregard the negotiated Amendment and continue the project under the existing contract status quo. This is not recommended because there are no assurances under the existing contract and no monetary credits from the Thomson Reuters for County cost overruns.

OTHER AGENCY INVOLVEMENT: In addition to the County of Inyo, the County property tax system impacts Special Districts, the City of Bishop, Inyo County Schools and the Inyo County Office of Education.

FINANCING: The cost of the project is in the Fiscal year 2017-2018 Property Tax Upgrade budget [011804-5265].

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> <div style="text-align: right; margin-right: 50px;">  Approved: <u>yes</u> Date <u>4/19/18</u> </div>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved: _____ Date _____ </div>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved: _____ Date _____ </div>
BUDGET OFFICER:	BUDGET RELATED ITEMS <i>(Must be reviewed and approved by the budget officer prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved: _____ Date _____ </div>

DEPARTMENT HEAD SIGNATURE:  Date 4/19/18
 (Not to be signed until all approvals are received)
 (The Original plus 14 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

26

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Continuation of declaration of existence of local emergency

DEPARTMENTAL RECOMMENDATION:

Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Here It Comes Emergency" that was proclaimed in anticipation of run-off conditions from near-record snowpack posing extreme peril to the safety of property and persons in Inyo County.

SUMMARY DISCUSSION:

During your March 28, 2017 Board of Supervisors meeting your Board took action to approve Resolution 2017-15 proclaiming the existence of a local emergency, which has been named the Here It Comes Emergency, in anticipation of run-off conditions from near-record snowpack posing extreme peril to the safety of property and persons in Inyo County and which are likely beyond the control of the services, personnel, equipment and facilities of the County of Inyo. During your June 27, 2017 meeting, your Board took action to amend Resolution 2017-15 to recognize that the County has moved from the Preparedness stage to the Response stage, and to include new damages and impacts that have occurred in the operational area.

In light of the massive amount of runoff that is occurring due to the unprecedented snowpack, the recommendation is that the emergency be continued on a biweekly basis and that Resolution 2017-15 be updated as necessary, until further evaluation of conditions are completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

Date: 04-13-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 27

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION:

Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Rocky Road Emergency" that was proclaimed as the result of flooding, mud, and rock landslides and deep snow drifts over portions of Inyo County caused by an atmospheric river weather phenomena that began January 3, 2017 and continued throughout February.

SUMMARY DISCUSSION:

During your February 7, 2017 Board of Supervisors meeting your Board took action to approve Resolution 2017-04 declaring a local emergency, which has been named The Rocky Road Emergency, and was the result of an atmospheric river weather phenomena that began January 3, 2017 and caused flooding, mud, and rock landslides and deep snow drifts over portions of Inyo County. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a biweekly basis. On March 7, 2017, your Board amended Resolution 2017-04 to further extend the continuation of the emergency and also add language to include additional damages that occurred in the latter half of January and into February.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received)

Date: 04-13-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 28

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator
By: Kelley Williams, Assistant to the CAO

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Discussion on Discontinuation or Modification of Land of EVEN Less Water Local Emergency Proclamation

DEPARTMENTAL RECOMMENDATION:

Request Board discuss and consider staff's recommendation to continue the local emergency known as the "Land of EVEN Less Water Emergency," that was proclaimed as a result of extreme drought conditions that existed until recently in the County, while considering how to address the ongoing hydrologic issues in West Bishop.

SUMMARY DISCUSSION:

On January 17, 2014, Governor Brown proclaimed a State of Emergency and directed state officials to take all necessary actions to prepare for the forthcoming water shortfalls and drought conditions, due to the driest year in recorded state history. During your January 28, 2014 meeting your Board took action to concurrently approve Resolution 2014-09 proclaiming a local emergency, named the "Land of EVEN Less Water Emergency," a result of the severe and extreme drought conditions that existed in Inyo County. On June 28, 2016, your Board amended Resolution 2014-09 to include language to address the high groundwater saturation problems that were occurring in the West Bishop area due to the fluctuation in hydrologic conditions.

On April 7, 2017, due to the unprecedented water conservation and plentiful winter rain and snow, Governor Brown ended the drought state of emergency in most of California, while maintaining water reporting requirements and prohibitions on wasteful practices. Executive Order B-40-17 lifts the drought emergency except in areas where emergency drinking water projects will continue to help address diminished groundwater supplies. Executive Order B-40-17 also builds on actions taken in Executive Order B-37-16, which remains in effect, to continue to make water conservation a way of life in California.

As discussed at your Board meeting of April 18, 2017, due to the changed circumstances and conditions relating to this state and local emergency, it is recommended that the local emergency known as "The Land of Even Less Water" be modified – rather than discontinued outright – so that considerations can still be in place to address the ongoing hydrologic issues in West Bishop. At that meeting, your Board voted to continue the emergency for the time being, until staff can present a modified version to take into account the West Bishop situation. Staff is recommending the Board take the same action today.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
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PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received)


 Date: 04-13-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 29

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: April 24, 2018

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION:

Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, known as the "Gully Washer Emergency," that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013.

SUMMARY DISCUSSION:

During your August 6, 2013 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Gully Washer Emergency, which was a result of flooding in the central, southern and southeastern portion of Inyo County during the month of July. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a biweekly basis. The recommendation is that the emergency be continued until the further evaluation of the damage is completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received)

Date: 04-13-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 30

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Continuation of proclamation of local emergency

DEPARTMENTAL RECOMMENDATION:

Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, known as the "Death Valley Down But Not Out Emergency," that was proclaimed as a result flooding in the central, south and southeastern portion of Inyo County during the month of October, 2015.

SUMMARY DISCUSSION:

During your October 27, 2015 Board of Supervisors meeting your Board took action to proclaim a local emergency, which has been named the Death Valley Down But Not Out Emergency that is a result of flooding in the central, south and southeastern portion of Inyo County. Since the circumstances and conditions relating to this emergency persist, the recommendation is that the emergency be continued on a biweekly basis, until the further evaluation of the damage is completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received)

Date: 04-13-18

For Clerk's Use Only:
AGENDA NUMBER

31



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

- Consent Departmental Correspondence Action Public Hearing
- Scheduled Time for Closed Session Informational

FROM: County Counsel

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Presentation of a donation check for the Inyo County Animal Shelter Donation Trust

DEPARTMENTAL RECOMMENDATION: Ceremonial presentation of a donation check in the amount of \$275,000 from the Doris Link Trust, for the Animal Shelter Donation Trust. (Note: the donation was already formally accepted by the Board at a previous meeting; no Board action is required to receive the check.)

SUMMARY DISCUSSION: The County has an "Animal Shelter Donation Trust," which can receive cash donations benefitting the County's animal shelter. Doris M. Link, deceased, named the County's "animal control trust fund" as a beneficiary of a living trust she created before she passed away. On January 16, 2018, your Board took action to formally accept, on behalf of the County, anticipated donations/distributions from the Doris Link Trust to the Inyo County Animal Shelter Donation Trust before the Court approved it as part of the trust settlement. At that time, it was noted that if the Board did accept the anticipated distributions/donations, then a ceremonial presentation of the initial donation check would be agendized as a regular item at a future meeting.

The Doris Link Trust has now informed the County that it has a distribution check for \$275,000 and would like to present the check to your Board.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) <div style="text-align: right; margin-top: 10px;"> Approved: <u>yes</u> Date <u>4/18/18</u> </div>
AUDITOR/CONTROLLER: N/A	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) <div style="text-align: right; margin-top: 10px;"> Approved: _____ Date _____ </div>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Date: 4/18/18



AGENDA REQUEST FORM
 BOARD OF SUPERVISORS
 COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 33

- Consent Departmental Correspondence Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Alisha McMurtrie, Treasurer-Tax Collector

FOR THE BOARD MEETING OF: April 24, 2018

SUBJECT: Treasury Status Report for the Quarter Ending March 31, 2018

DEPARTMENTAL RECOMMENDATION: Review Report and direct questions to the County Treasurer.

CAO RECOMMENDATION:

SUMMARY DISCUSSION: The Report is provided pursuant to the provisions of Section 53646(b) of the Government Code. The primary purposes of the Report are to disclose the following: the investments and deposits of the treasury; the cost basis and market values of investments; compliance to the County Treasury Investment Policy; The weighted average maturity of the investments; and, the projected ability of the Treasury to meet the expected expenditure requirements of the Treasury's pooled participants for the next six months.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: Pursuant to Section 53646(g), copies of this report, while no longer mandated, will continue to be provided to the members of the Treasury Oversight Committee.

FINANCING: N/A

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> N/A Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> N/A Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> N/A Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:  Date: April 9, 2018
 Alisha McMurtrie, Treasurer-Tax Collector

COUNTY OF INYO
TREASURER-TAX COLLECTOR
168 NORTH EDWARDS STREET
POST OFFICE DRAWER O
INDEPENDENCE, CA 93526-0614
(760) 878-0312 • (760) 878-0311 FAX



ALISHA McMURTRIE
TREASURER-TAX COLLECTOR

TO: Honorable Members of the Inyo County Board of Supervisors
FROM: Alisha McMurtrie, Treasurer-Tax Collector
SUBJECT: Report of the Status of the Inyo County Treasury as of: March 31, 2018
DATE: April 9, 2018

The following status report of the County Treasury as of March 31, 2018 is provided pursuant to the provisions of Section 53646(b) of the Government Code.

The attached copy of the "Treasurer's Daily Reconciliation" provides a breakdown of the dollar amount of the Treasury assets by depository for monetary assets and by issuer for securities.

The attached copy of the custody statement from Union Bank reflects, among other things, the following information regarding each security held: issuer, maturity date; CUSIP number; face amount; cost basis; and market value (calculated by Merrill Lynch).

The weighted average maturity of the investments of the Treasury was 500 days.

The latest PARS/OPEB investment statement is attached for reference.

It is anticipated that the County Treasury will be able to meet the liquidity requirements of its pooled participants for the next six months.

The investment portfolio is in compliance with the Inyo County Treasury Investment Policy.

NOTES: Regarding Inyo County's monetary assets held outside the County Treasury:

- Various Inyo County Departments and treasury pool participants maintain and administer bank checking accounts outside the County Treasury.
- Inyo County's PARS relationship for our OPEB investment began in June 2010. To date: the PARS balance as of: 1/31/18 was \$6,668,345.23 (Principal: \$4,050,000.00 + Interest = \$2,710,078.85 less Fees: \$-91,733.62)

C: Members of the Inyo County Treasury Oversight Committee

TREASURER'S DAILY RECONCILIATION

For the Business Day of:
3/31/2018

AUDITOR BALANCES:

Beginning "Claim on Cash in Treasury"	\$	129,119,354.07	
Deposit Authorizations	\$	284,344.70	
Checks Paid on:	\$	(320,874.54)	
Outgoing Debits:	\$	(23,554.05)	ACH-SPECIAL DIST P/R
	\$	(301.00)	ACH-NACHA
	\$	(1,843,452.68)	ACH-ICOE P/R
	\$	(736,769.94)	ACH-County P/R
	\$	(246,513.80)	FED Tax-County
	\$	(42,114.25)	EDD Tax-County
	\$	(9,458.33)	ACH-Vendor Payment
	\$	(35,500.00)	ACH-Vendor Payment
	\$	(1,373.51)	EDD Tax-The Ed Corp
	\$	(1,587.33)	EDD Tax-College Bridge Academy
	\$	(4,338.38)	EDD Tax-The Ed Corp
	\$	(4,567.28)	EDD Tax-College Bridge Academy
	\$	(61,010.58)	EDD Tax-ICOE
	\$	(15,865.58)	EDD Tax-Ythbl Charter Schools
	\$	(4,420.79)	EDD Tax-Ythbl Charter Schools
	\$	(77,084.55)	FED Tax-Ythbl Charter Schools
	\$	(314,855.69)	FED Tax-ICOE
	\$	(49,217.66)	FED Tax-LA ED Corp
	\$	(145.96)	ACH-CASDU
	\$	(276.00)	ACH-CASDU
	\$	(263.82)	Wire-ICMA Agent 401
	\$	(2,046.36)	Wire-Hartford Def Comp
	\$	(2,051.00)	Wire-VALIC
	\$	(6,547.04)	Wire-ICMA Agent 457
	\$	(7,681.00)	Wire-FTJ Fund Choice
	\$	(7,444.07)	ACH-PERS/SIP 457
	\$	(32,691.91)	ACH-PERS/CLSC 21-Safety
	\$	(42,296.57)	ACH-PERS/PEPRA-Safety
	\$	(4,403.43)	ACH-PERS/PEPRA-Misc
	\$	(90,728.02)	ACH-PERS/CLSC 20-Misc
Ending "Claim on Cash in Treasury"	\$	125,414,263.65	

TREASURER BALANCES:

CASH ON HAND:

Drawer	\$	276.32
Vault	\$	5,590.00
Tax 1	\$	-

REMOTE DEPOSIT ON HAND:

Date:	3/29/2018	\$	32,083.75
Date:			

BANK ACCOUNTS:

Union Bank - General Account.	\$	6,819,992.88
El Dorado #2107 - Directs Account		\$10,000.00
El Dorado #9703 - Cash Account	\$	134,233.17

INVESTMENTS:

		<i>Agency</i>	<i>Limit</i>
Local Agency Investment Fund	\$ 10,500,000.00	21.00%	50,000,000
UBS Money Market	\$ 2,500,000.00	1.99%	of 10.00%
Local Agencies	\$ 1,412,841.56	1.13%	of 100.00%
Federal Agencies	\$ 63,964,664.00	51.00%	of 100.00%
Federal Agencies-Treasury Notes/Bonds	\$ 1,964,687.50	1.57%	of 100.00%
Commercial Paper	\$ 12,366,611.94	9.86%	of 15.00%
Corporate Obligation	\$ 3,642,126.53	2.90%	of 30.00%
CDs	\$ 22,237,000.00	17.73%	of 30.00%

NOTES

Maturities > 1 Year	\$	78,053,369.59	62.24%	of 60.00%
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GRAND TOTAL TREASURY BALANCE: \$ 125,590,107.65

Treasury Over/Short: \$ 175,844.00

Explanation:	\$	(7,444.07)	3/29/18 PERS SIP
	\$	(32,691.91)	3/29/2018 PERS CLSC 21 SAFETY
	\$	(4,403.43)	3/29/18 PERS PEPRA MIS
	\$	(90,728.02)	3/29/18 PERS CLSC 21 MIS
	\$	(42,296.57)	3/29/18 PERS PEPRA SAFETY
	\$	1,720.00	3/29/18 ERR Cks Pd

\$ (175,844.00)

Holdings - Reporting as of Settlement Date
Account: 6756305280 - COUNTY OF INYO



As of: 31-Mar-2018

Asset Type	Asset Short Name	Maturity Date	CU/Sip	Shares/Units	Cost Basis	Market Value	S&P Rating	Net Unrealized Gain/Loss	Annual Yield	Estimated Annual Income
Cash & Cash Equivalents	JP MORGAN SECS DCP 4/13/18	13-Apr-2018	466400DD0	2,500,000,000	\$2,472,437.50 USD	\$2,498,600.00 USD		\$26,162.50 USD		
Corporate Obligations	THOMASVILLE NATL C/D 0.300% 4/19/18	19-Apr-2018	884693BP6	248,000,000	\$248,000,000 USD	\$247,913.20 USD	N/A	(\$66.80) USD		
Corporate Obligations	ALLY BK MIDVALE C/D 1.100% 4/23/18	23-Apr-2018	020006LQJ5	250,000,000	\$250,000,000 USD	\$249,975.00 USD	N/A	(\$25.00) USD		
Corporate Obligations	COMENITY CAP BK C/D 1.000% 4/27/18	27-Apr-2018	20033AKC9	250,000,000	\$250,000,000 USD	\$249,915.00 USD	N/A	(\$65.00) USD		
Corporate Obligations	INVESTORS BK C/D 1.100% 4/30/18	30-Apr-2018	46178PEA9	250,000,000	\$250,000,000 USD	\$249,990.00 USD	N/A	(\$10.00) USD		
Corporate Obligations	LANDMARK CMNTY BK C/D 1.000% 5/04/18	04-May-2018	51607LAU8	250,000,000	\$250,000,000 USD	\$249,962.50 USD	N/A	(\$37.50) USD		
Corporate Obligations	WORLDS FOREMOST C/D 1.300% 5/14/18	14-May-2018	981571BE1	200,000,000	\$200,000,000 USD	\$199,940.00 USD	N/A	(\$60.00) USD		
Cash & Cash Equivalents	BANK OF TOKYO MITS DCP 5/25/18	25-May-2018	06538CER8	3,000,000,000	\$2,968,090.00 USD	\$2,990,760.00 USD		\$22,660.00 USD		
Corporate Obligations	BK NORTH CAROLINA CI 1.100% 5/30/18	30-May-2018	06414QXG9	248,000,000	\$248,000,000 USD	\$247,970.24 USD	N/A	(\$29.76) USD		
Government Obligations	FHLB BDS 1.250% 6/27/18	27-Jun-2018	313383JQ5	3,000,000,000	\$3,000,000,000 USD	\$2,995,950.00 USD		(\$4,050.00) USD		
Corporate Obligations	AMERN EXP SVGS BK C/D 1.650% 7/09/18	09-Jul-2018	02587CDK3	248,000,000	\$248,000,000 USD	\$247,865.92 USD	N/A	(\$114.08) USD		
Corporate Obligations	CONNECTONE BK C/D 1.350% 7/09/18	09-Jul-2018	20786ABE4	248,000,000	\$248,000,000 USD	\$247,818.96 USD	N/A	(\$181.04) USD		
Corporate Obligations	EAGLEBANK BETHESDA 0.900% 7/20/18	20-Jul-2018	27002YCX2	245,000,000	\$245,000,000 USD	\$244,436.95 USD	N/A	(\$561.05) USD		
Cash & Cash Equivalents	BANK OF TOKYO MITS DCP 7/25/18	25-Jul-2018	06538CGR6	2,000,000,000	\$1,982,622.22 USD	\$1,985,500.00 USD		\$2,877.78 USD		
Cash & Cash Equivalents	JP MORGAN SECS DCP 7/27/18	27-Jul-2018	466400GT2	5,000,000,000	\$4,943,472.22 USD	\$4,963,100.00 USD		\$19,627.78 USD		
Corporate Obligations	DOLLAR BK FED C/D 1.450% 7/30/18	30-Jul-2018	25665OAS4	248,000,000	\$248,000,000 USD	\$247,851.20 USD	N/A	(\$148.80) USD		
Corporate Obligations	WEX BK C/D 1.000% 7/30/18	30-Jul-2018	92937CDY1	248,000,000	\$248,000,000 USD	\$247,474.24 USD	N/A	(\$525.76) USD		
Corporate Obligations	WASHINGTONFIRST BK C/D 1.200% 8/23/18	23-Aug-2018	940727AJ9	248,000,000	\$248,000,000 USD	\$247,471.76 USD	N/A	(\$528.24) USD		
Corporate Obligations	MEDALLION BK UT C/D 1.400% 8/31/18	31-Aug-2018	58403BZ41	248,000,000	\$248,000,000 USD	\$247,960.32 USD	N/A	(\$39.68) USD		
Corporate Obligations	MARLIN BUSINESS BK 0.900% 10/18/18	18-Oct-2018	57116AMF2	245,000,000	\$245,000,000 USD	\$243,941.60 USD	N/A	(\$1,058.40) USD		
Government Obligations	FNMA NTS 1.625% 11/27/18	27-Nov-2018	31356GYT4	3,000,000,000	\$2,989,950.00 USD	\$2,992,230.00 USD	AA+	\$2,280.00 USD		
Corporate Obligations	MERRICK BK SO J C/D 1.350% 11/30/18	30-Nov-2018	59013JLT4	248,000,000	\$248,000,000 USD	\$247,605.68 USD	N/A	(\$394.32) USD		
Corporate Obligations	LIVE OAK BKG CO C/D 1.250% 12/10/18	10-Dec-2018	538036CG6	248,000,000	\$248,000,000 USD	\$247,543.68 USD	N/A	(\$456.32) USD		
Corporate Obligations	POST OAK BK C/D 1.150% 12/21/18	21-Dec-2018	73749AS7	248,000,000	\$248,000,000 USD	\$247,422.16 USD	N/A	(\$577.84) USD		
Corporate Obligations	ENERBANK USA UT C/D 1.500% 12/24/18	24-Dec-2018	29268NW78	245,000,000	\$245,000,000 USD	\$244,252.75 USD	N/A	(\$747.25) USD		
Corporate Obligations	CITIZENS PROGRESSI C/D 1.250% 2/12/19	12-Feb-2019	17654AA2	248,000,000	\$248,000,000 USD	\$247,208.88 USD	N/A	(\$791.12) USD		
Corporate Obligations	INFINITY FED CR C/D 1.900% 2/12/19	12-Feb-2019	45673KA09	248,000,000	\$248,000,000 USD	\$247,791.88 USD	N/A	(\$208.32) USD		
Corporate Obligations	BTC BK BETHANY C/D 1.200% 2/19/19	19-Feb-2019	05577FA01	248,000,000	\$248,000,000 USD	\$246,229.28 USD	N/A	(\$1,770.72) USD		
Corporate Obligations	FARM BUR BK FSB C/D 1.000% 2/19/19	19-Feb-2019	307680KJ8	248,000,000	\$248,000,000 USD	\$245,857.28 USD	N/A	(\$2,142.72) USD		
Corporate Obligations	HANNA BK LA CA C/D 1.350% 2/19/19	19-Feb-2019	410493BZ2	248,000,000	\$248,000,000 USD	\$246,559.12 USD	N/A	(\$1,440.88) USD		
Corporate Obligations	INVESTORS BK C/D 1.800% 2/25/19	25-Feb-2019	46178PEK7	248,000,000	\$248,000,000 USD	\$247,712.32 USD	N/A	(\$287.68) USD		
Corporate Obligations	LAKESIDE BK C/D 1.500% 2/28/19	28-Feb-2019	51210SKU0	248,000,000	\$248,000,000 USD	\$247,699.92 USD	N/A	(\$300.08) USD		
Corporate Obligations	MERCANTILE TR BK C/D	28-Feb-2019	587550EL4	248,000,000	\$248,000,000 USD	\$247,699.92 USD	N/A	(\$300.08) USD		

Holdings - Reporting as of Settlement Date
Account: 6736305280 - COUNTY OF INYO



As of: 31-Mar-2018

Asset Type	Asset Short Name	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	S&P Rating	Net Unrealized Gain/Loss	Annual Yield	Estimated Annual Income
Corporate Obligations	1.500% 2/28/19 FIRST BK CHARLESTIN CD1 500% 3/29/19	29-Mar-2019	31909PAX9	248,000.0000	\$248,000.00 USD	\$246,598.80 USD	N/A	(\$1,401.20) USD		
Corporate Obligations	1.300% 3/29/19 LUANA SVGS BK C/D 1.300% 3/29/19	29-Mar-2019	549103SU4	245,000.0000	\$245,000.00 USD	\$243,138.00 USD	N/A	(\$1,862.00) USD		
Corporate Obligations	1.100% 4/29/19 MARLIN BUSINESS C/D 1.100% 4/29/19	29-Apr-2019	57116ALN6	248,000.0000	\$248,000.00 USD	\$246,055.68 USD	N/A	(\$1,944.32) USD		
Corporate Obligations	1.100% 5/06/19 PRIVATEBANK & TC C/D 1.100% 5/06/19	06-May-2019	74267GVC8	248,000.0000	\$248,000.00 USD	\$246,001.12 USD	N/A	(\$1,998.88) USD		
Corporate Obligations	2.250% 5/06/19 UNION BK CALIF MTN 2.250% 5/06/19	06-May-2019	90520EAF8	1,600,000.0000	\$1,610,880.00 USD	\$1,588,544.00 USD	A	(\$22,336.00) USD		
Government Obligations	1.150% FNMA BDS 5/24/19	24-May-2019	3136GZYF8	2,000,000.0000	\$2,000,000.00 USD	\$1,976,660.00 USD	AA+	(\$23,340.00) USD		
Corporate Obligations	1.450% 5/28/19 FIRST BUS BK C/D 1.450% 5/28/19	28-May-2019	31938QL69	248,000.0000	\$248,000.00 USD	\$246,016.00 USD	N/A	(\$1,984.00) USD		
Corporate Obligations	1.400% 6/03/19 MB FINL BK NA C/D 1.400% 6/03/19	03-Jun-2019	55266CPU4	248,000.0000	\$248,000.00 USD	\$247,087.36 USD	N/A	(\$912.64) USD		
Corporate Obligations	1.400% 6/04/19 WASHINGTON TR CO C/D 1.400% 6/04/19	04-Jun-2019	940637HJ3	248,000.0000	\$248,000.00 USD	\$247,079.92 USD	N/A	(\$920.08) USD		
Corporate Obligations	1.400% 6/24/19 CAROLINA ALLIANCE C/D1 200% 6/24/19	24-Jun-2019	14376B6T4	248,000.0000	\$248,000.00 USD	\$245,024.00 USD	N/A	(\$2,976.00) USD		
Government Obligations	0.950% FCB BDS 7/01/19	01-Jul-2019	3133EGJCO	3,000,000.0000	\$3,000,000.00 USD	\$2,954,550.00 USD	AA+	(\$45,450.00) USD		
Corporate Obligations	2.050% 8/07/19 IMPQVA BANK C/D 2.050% 8/07/19	07-Aug-2019	90421MBM4	248,000.0000	\$248,000.00 USD	\$247,370.08 USD	N/A	(\$629.92) USD		
Corporate Obligations	2.100% 8/19/19 STATE BK INDIA C/D 2.100% 8/19/19	19-Aug-2019	85283ZAZ7	248,000.0000	\$248,000.00 USD	\$247,437.04 USD	N/A	(\$562.96) USD		
Corporate Obligations	1.050% 8/19/19 WELCH ST BK OK C/D 1.050% 8/19/19	19-Aug-2019	949095AY9	248,000.0000	\$248,000.00 USD	\$244,044.40 USD	N/A	(\$3,955.60) USD		
Corporate Obligations	1.700% 8/23/19 EAST BOSTON SVGS C/D 1.700% 8/23/19	23-Aug-2019	27113PAK7	248,000.0000	\$248,000.00 USD	\$246,080.48 USD	N/A	(\$1,919.52) USD		
Government Obligations	1.250% FNMA NT 10/28/19	28-Oct-2019	3135G0Q71	2,000,000.0000	\$2,000,000.00 USD	\$1,968,500.00 USD	AA+	(\$31,500.00) USD		
Government Obligations	1.300% FCB BDS 11/25/19	25-Nov-2019	3133EGBK0	2,000,000.0000	\$1,997,000.00 USD	\$1,967,360.00 USD	AA+	(\$29,640.00) USD		
Corporate Obligations	1.650% 11/25/19 LCA BK CORP PK C/D 1.650% 11/25/19	25-Nov-2019	501798HN5	248,000.0000	\$248,000.00 USD	\$246,422.72 USD	N/A	(\$1,577.28) USD		
Government Obligations	1.350% FLMNC NTS 11/26/18	26-Nov-2019	3134G9KW6	1,000,000.0000	\$1,000,000.00 USD	\$985,060.00 USD	AA+	(\$14,940.00) USD		
Government Obligations	1.400% FNMA NT 11/26/19	26-Nov-2019	3136GZYA9	2,000,000.0000	\$2,000,000.00 USD	\$1,971,780.00 USD	AA+	(\$28,220.00) USD		
Corporate Obligations	2.000% 12/09/19 SALLIE MAE BK C/D 2.000% 12/09/19	09-Dec-2019	795450XF7	245,000.0000	\$245,000.00 USD	\$243,294.80 USD	N/A	(\$1,705.20) USD		
Corporate Obligations	1.600% 1/21/20 FIRST BUSINESS BK C/ 1.600% 1/21/20	21-Jan-2020	3193QR30	245,000.0000	\$245,000.00 USD	\$241,295.60 USD	N/A	(\$3,704.40) USD		
Corporate Obligations	1.100% 1/29/20 CONTINENTAL BK C/D 1.100% 1/29/20	29-Jan-2020	211169FQ8	248,000.0000	\$248,000.00 USD	\$241,938.88 USD	N/A	(\$6,061.12) USD		
Corporate Obligations	1.550% 2/05/20 AMERICAN ST BK C/D 1.550% 2/05/20	05-Feb-2020	029728AT9	245,000.0000	\$245,000.00 USD	\$240,457.70 USD	N/A	(\$4,542.30) USD		
Corporate Obligations	1.600% 2/26/20 STEARNS BK NA ST C/D 1.600% 2/26/20	26-Feb-2020	85789AT7	248,000.0000	\$248,000.00 USD	\$243,831.12 USD	N/A	(\$4,168.88) USD		
Corporate Obligations	1.800% 2/26/20 FIRST SOURCE BK C/D 1.800% 2/26/20	28-Feb-2020	33646CFN9	248,000.0000	\$248,000.00 USD	\$246,628.56 USD	N/A	(\$1,371.44) USD		
Corporate Obligations	1.650% 3/30/20 WEBBANK SALT LAKE C/D1 650% 3/30/20	30-Mar-2020	947547JN6	248,000.0000	\$248,000.00 USD	\$244,642.08 USD	N/A	(\$3,357.92) USD		
Government Obligations	1.600% FHLB BDS 4/13/20	13-Apr-2020	3130AB3F1	1,000,000.0000	\$1,000,000.00 USD	\$984,830.00 USD	AA+	(\$15,170.00) USD		
Government Obligations	1.000% 4/24/20 FHLM MTN S/U 1.000% 4/24/20	24-Apr-2020	3134GBGD8	2,000,000.0000	\$1,998,000.00 USD	\$1,979,480.00 USD	AA+	(\$18,520.00) USD		
Corporate Obligations	1.900% 4/24/20 SYNCHRONY BK C/D 1.900% 4/24/20	24-Apr-2020	87165FGF5	248,000.0000	\$248,000.00 USD	\$245,259.80 USD	N/A	(\$2,740.40) USD		
Corporate Obligations	1.250% 4/27/20 BENEFICIAL MUT C/D 1.250% 4/27/20	27-Apr-2020	08173QBP0	248,000.0000	\$248,000.00 USD	\$243,010.24 USD	N/A	(\$4,989.76) USD		
Corporate Obligations	1.250% 4/30/20 WELLS FARGO BK C/D 1.250% 4/30/20	30-Apr-2020	94986TTT4	250,000.0000	\$250,000.00 USD	\$249,675.00 USD	N/A	(\$325.00) USD		

Holdings - Reporting as of Settlement Date
Account: 6735305280 - COUNTY OF INYO



As of: 31-Mar-2018

Asset Type	Asset Short Name	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	S&P Rating	Net Unrealized Gain/Loss	Annual Yield	Estimated Annual Income
Corporate Obligations	GOLDMAN SACHS BK C/D 1.900% 5/06/20	06-May-2020	38146LSU6	248,000,000	\$248,000,00 USD	\$244,686.64 USD	N/A	(\$3,303.36) USD		
Corporate Obligations	AMEX CENTRN C/D 1.950% 5/07/20	07-May-2020	02587DXT0	245,000,000	\$245,000,00 USD	\$241,236.80 USD	N/A	(\$3,763.20) USD		
Government Obligations	FFCB BDS 5/18/20 1.420%	18-May-2020	3133EGAX3	1,000,000,000	\$999,490,00 USD	\$977,300.00 USD	AA+	(\$22,190.00) USD		
Corporate Obligations	COMMERCIAL BK C/D 1.750% 5/29/20	29-May-2020	201282HB9	245,000,000	\$245,000,00 USD	\$240,820.30 USD	N/A	(\$4,179.70) USD		
Corporate Obligations	EVERGREEN BK GROUP CD1 6.00% 6/30/20	29-May-2020	300185PM2	248,000,000	\$248,000,00 USD	\$242,980.48 USD	N/A	(\$5,019.52) USD		
Corporate Obligations	CIT BANK SLC UT C/D 2.300% 6/30/20	30-Jun-2020	17284DDN9	248,000,000	\$248,000,00 USD	\$246,536.60 USD	N/A	(\$1,463.20) USD		
Corporate Obligations	GUARANTY ST BK & TR 1.600% 6/30/20	30-Jun-2020	401228AW1	245,000,000	\$245,000,00 USD	\$242,361.35 USD	N/A	(\$2,638.65) USD		
Corporate Obligations	CAPITAL ONE BK C/D 2.250% 7/01/20	01-Jul-2020	140420SX9	248,000,000	\$248,000,00 USD	\$245,455.52 USD	N/A	(\$2,544.48) USD		
Government Obligations	FFCB BDS 7/13/20 1.190%	13-Jul-2020	3133EGLB9	2,000,000,000	\$1,999,000,00 USD	\$1,945,520.00 USD	AA+	(\$53,480.00) USD		
Corporate Obligations	CAPITAL ONE C/D 2.300% 7/15/20	15-Jul-2020	14042E4P2	248,000,000	\$248,000,00 USD	\$245,936.64 USD	N/A	(\$2,063.36) USD		
Government Obligations	US TREAS NTS 1.500% 7/15/20	15-Jul-2020	9128282J8	2,000,000,000	\$1,964,687.50 USD	\$1,962,740.00 USD	N/A	(\$1,947.50) USD		
Corporate Obligations	PNC FINL SERV 2.600% 7/21/20	21-Jul-2020	69353RES3	1,000,000,000	\$1,027,646.53 USD	\$991,890.00 USD	A	(\$35,756.53) USD		
Corporate Obligations	IOWA ST BK C/D 1.550% 7/29/20	29-Jul-2020	46258YAH2	245,000,000	\$245,000,00 USD	\$242,665.15 USD	N/A	(\$2,334.85) USD		
Corporate Obligations	LUBBOCK NATL BK C/D 1.550% 7/29/20	29-Jul-2020	549152CM6	245,000,000	\$245,000,00 USD	\$242,104.10 USD	N/A	(\$2,895.90) USD		
Corporate Obligations	CARROLL CNTY ST C/D 1.200% 8/12/20	12-Aug-2020	145087AH5	248,000,000	\$248,000,00 USD	\$240,453.36 USD	N/A	(\$7,546.64) USD		
Corporate Obligations	ILLINOIS FED SVGS C/ 1.800% 8/12/20	12-Aug-2020	46355P8V9	248,000,000	\$248,000,00 USD	\$242,402.64 USD	N/A	(\$5,597.36) USD		
Corporate Obligations	BRIDGEWATER BK C/D 1.500% 8/17/20	17-Aug-2020	108622ET4	248,000,000	\$248,000,00 USD	\$241,782.64 USD	N/A	(\$6,217.36) USD		
Corporate Obligations	KS STATE BANK C/D 1.550% 8/18/20	19-Aug-2020	50116CAJ8	248,000,000	\$248,000,00 USD	\$244,736.32 USD	N/A	(\$3,263.68) USD		
Corporate Obligations	EVERBK JACKSONVILL CD2 0.50% 8/28/20	28-Aug-2020	29876DA59	248,000,000	\$248,000,00 USD	\$244,887.60 USD	N/A	(\$3,112.40) USD		
Corporate Obligations	ORRISTOWN BK C/D 2.000% 8/28/20	28-Aug-2020	687377DS7	248,000,000	\$248,000,00 USD	\$244,590.00 USD	N/A	(\$3,410.00) USD		
Corporate Obligations	BARCLAYS BK C/D 2.200% 9/16/20	16-Sep-2020	06748KJK4	248,000,000	\$248,000,00 USD	\$245,968.88 USD	N/A	(\$2,031.12) USD		
Corporate Obligations	FIRST SVC BK GREEN CD1 5.00% 11/12/20	12-Nov-2020	33640VBG2	248,000,000	\$248,000,00 USD	\$241,026.24 USD	N/A	(\$6,973.76) USD		
Corporate Obligations	MAPLE CITY SVGS C/D 1.500% 12/07/20	07-Dec-2020	56511PAC2	248,000,000	\$248,000,00 USD	\$240,800.56 USD	N/A	(\$7,199.44) USD		
Corporate Obligations	HSBC BANK USA C/D S/ 1.625% 12/09/20	09-Dec-2020	40434AE62	248,000,000	\$248,000,00 USD	\$246,923.88 USD	N/A	(\$1,076.32) USD		
Corporate Obligations	BMW BK N.A. S/L C/D 2.250% 12/18/20	18-Dec-2020	05568ADM3	245,000,000	\$245,000,00 USD	\$242,300.10 USD	N/A	(\$2,699.90) USD		
Government Obligations	FHLMC MTN 12/22/20 1.700%	22-Dec-2020	3134GBSA1	2,000,000,000	\$2,000,000,00 USD	\$1,956,740.00 USD	AA+	(\$43,260.00) USD		
Corporate Obligations	BANK HAPOALIM C/D 2.050% 1/15/21	15-Jan-2021	06251AL40	245,000,000	\$245,000,00 USD	\$241,185.35 USD	N/A	(\$3,814.65) USD		
Government Obligations	FHLB BDS 1/29/21 2.200%	29-Jan-2021	3130ADC26	2,000,000,000	\$2,000,000,00 USD	\$1,986,880.00 USD	AA+	(\$13,120.00) USD		
Corporate Obligations	COMMUNITY FINL C/D 1.800% 2/17/21	17-Feb-2021	20364ABA2	248,000,000	\$248,000,00 USD	\$240,842.72 USD	N/A	(\$7,157.28) USD		
Corporate Obligations	IBM SR GLBL NT 2.250% 2/19/21	19-Feb-2021	459200JF9	1,000,000,000	\$1,003,600.00 USD	\$984,160.00 USD	A+	(\$19,440.00) USD		
Corporate Obligations	INVESTORS CMNTY BK 1.800% 2/26/21	26-Feb-2021	46147USN1	248,000,000	\$248,000,00 USD	\$242,147.20 USD	N/A	(\$5,852.80) USD		
Corporate Obligations	UNION ST BK CLAY C/D 1.900% 3/24/21	24-Mar-2021	908414BK0	248,000,000	\$248,000,00 USD	\$242,665.52 USD	N/A	(\$5,334.48) USD		
Government Obligations	FNMA NTS 1.250%	06-May-2021	3135GDK69	2,000,000,000	\$1,983,500,00 USD	\$1,927,800.00 USD	AA+	(\$56,700.00) USD		

Holdings - Reporting as of Settlement Date
Account: 6736305280 - COUNTY OF INYO



As of: 31-Mar-2018

Asset Type	Asset Short Name	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	S&P Rating	Net Unrealized Gain/Loss	Annual Yield	Estimated Annual Income
Government Obligations	FNMA NT 1.500% 5/26/21	26-May-2021	3136C3PR0	2,000,000.0000	\$2,000,000.00 USD	\$1,942,280.00 USD	AA+	(\$57,720.00) USD		
Corporate Obligations	PRIVATERBANK & TC C/D 1.500% 5/26/21	26-May-2021	74267GVG9	248,000.0000	\$248,000.00 USD	\$240,031.76 USD	N/A	(\$7,968.24) USD		
Corporate Obligations	UBS BK USA SALT C/D 1.650% 6/07/21	07-Jun-2021	90348UAR1	248,000.0000	\$248,000.00 USD	\$239,920.16 USD	N/A	(\$8,079.84) USD		
Corporate Obligations	MERCANTIL COMMERCE C/D 1.650% 6/24/21	24-Jun-2021	58733ACY3	248,000.0000	\$248,000.00 USD	\$239,811.04 USD	N/A	(\$8,188.96) USD		
Government Obligations	FNMA NTS 1.550% 7/27/21	27-Jul-2021	3136G3H24	6,000,000.0000	\$6,000,000.00 USD	\$5,796,120.00 USD	AA+	(\$203,880.00) USD		
Government Obligations	FHLB BDS SU 1.350% 9/30/21	30-Sep-2021	3130A9DH1	3,000,000.0000	\$3,000,000.00 USD	\$2,927,400.00 USD	AA+	(\$72,600.00) USD		
Corporate Obligations	APEX BK CAMDEN TN C/D 1.500% 10/12/21	12-Oct-2021	03753XAAQ3	248,000.0000	\$248,000.00 USD	\$238,015.52 USD	N/A	(\$9,984.48) USD		
Government Obligations	FHLMC MTN 2.000% 10/27/21	27-Oct-2021	3134GBWK4	3,000,000.0000	\$3,000,000.00 USD	\$2,932,020.00 USD	AA+	(\$67,980.00) USD		
Corporate Obligations	DISCOVER BK C/D 1.750% 11/02/21	02-Nov-2021	254672M39	245,000.0000	\$245,000.00 USD	\$234,645.30 USD	N/A	(\$10,353.70) USD		
Corporate Obligations	JPMORGAN CHASE C/D 1.800% 11/18/21	18-Nov-2021	48126XLB9	248,000.0000	\$248,000.00 USD	\$237,606.32 USD	N/A	(\$10,393.68) USD		
Corporate Obligations	JEFFERSON FINL C/D 2.200% 11/22/21	22-Nov-2021	474067AL4	248,000.0000	\$248,000.00 USD	\$243,669.76 USD	N/A	(\$4,310.24) USD		
Government Obligations	FHLMC MTN 2.020% 11/24/21	24-Nov-2021	3134GBMX7	1,020,000.0000	\$1,020,000.00 USD	\$991,225.80 USD	AA+	(\$28,774.20) USD		
Government Obligations	FHLB COUS BD 1.875% 11/29/21	29-Nov-2021	3130AABG2	2,000,000.0000	\$1,977,324.00 USD	\$1,955,500.00 USD	AA+	(\$21,824.00) USD		
Corporate Obligations	TEXAS EXCHANGE BK C/D 1.700% 11/30/21	30-Nov-2021	88241TAV2	248,000.0000	\$248,000.00 USD	\$239,310.08 USD	N/A	(\$8,689.92) USD		
Government Obligations	FICB BDS 2.730% 2/14/22	14-Feb-2022	3133EJCG2	2,000,000.0000	\$2,000,000.00 USD	\$1,998,060.00 USD	AA+	(\$1,940.00) USD		
Corporate Obligations	STATE BK INDIA YC/D 2.350% 2/24/22	24-Feb-2022	856284GJ8	248,000.0000	\$248,000.00 USD	\$244,587.52 USD	N/A	(\$3,412.48) USD		
Corporate Obligations	JPMORGAN CHASE BK CD 2.350% 2/28/22	28-Feb-2022	4812BXNY9	248,000.0000	\$248,000.00 USD	\$244,560.24 USD	N/A	(\$3,439.76) USD		
Corporate Obligations	UNITED CMNTY BKS C/D 2.050% 3/01/22	01-Mar-2022	90384PSA9	248,000.0000	\$248,000.00 USD	\$241,802.48 USD	N/A	(\$6,197.52) USD		
Corporate Obligations	BELMONT SVGS BK C/D 2.150% 3/21/22	21-Mar-2022	080515BV0	248,000.0000	\$248,000.00 USD	\$242,613.44 USD	N/A	(\$5,386.56) USD		
Corporate Obligations	AMERICAN EXP CEN C/D 2.450% 4/05/22	05-Apr-2022	02567DN38	248,000.0000	\$248,000.00 USD	\$243,074.72 USD	N/A	(\$4,925.28) USD		
Government Obligations	FHLMC MTN SU 1.500% 6/15/22	15-Jun-2022	3134G6BRV6	1,000,000.0000	\$1,000,000.00 USD	\$991,180.00 USD	AA+	(\$8,820.00) USD		
Government Obligations	FFCB BDS 2.150% 7/12/22	12-Jul-2022	3133EHQZ9	2,000,000.0000	\$2,000,000.00 USD	\$1,941,580.00 USD	AA+	(\$58,420.00) USD		
Government Obligations	FFCB BDS 2.000% 9/12/22	12-Sep-2022	3133EHXZ1	3,000,000.0000	\$3,000,000.00 USD	\$2,930,460.00 USD	AA+	(\$69,540.00) USD		
Government Obligations	FFCB BDS 2.150% 9/28/22	28-Sep-2022	3133EHA78	3,000,000.0000	\$3,000,000.00 USD	\$2,915,070.00 USD	AA+	(\$84,930.00) USD		
Corporate Obligations	MOUNTAIN AMER FED C/D 2.40% 11/30/22	30-Nov-2022	62384RAD8	248,000.0000	\$248,000.00 USD	\$243,464.08 USD	N/A	(\$4,535.92) USD		
Corporate Obligations	MORGAN STANLEY BK CD 2.650% 2/09/23	08-Feb-2023	61747MJ77	248,000.0000	\$248,000.00 USD	\$245,830.00 USD	N/A	(\$2,170.00) USD		
Government Obligations	FHLMC NTS 2.850% 2/23/23	23-Feb-2023	3134GSDH5	2,000,000.0000	\$2,000,000.00 USD	\$1,997,060.00 USD	AA+	(\$2,940.00) USD		
Government Obligations	FHLB BDS SU 2.500% 2/27/23	27-Feb-2023	3130ADNL2	2,000,000.0000	\$2,000,000.00 USD	\$1,999,580.00 USD	AA+	(\$440.00) USD		
Government Obligations	FHLMC NTS 3.000% 3/15/23	15-Mar-2023	3134GSEC4	2,000,000.0000	\$2,000,000.00 USD	\$2,000,280.00 USD	AA+	\$280.00 USD		
Subtotals										
Cash & Cash Equivalents					\$12,366,611.94 USD	\$12,437,960.00 USD		\$71,348.06 USD		\$0.00 USD
Government Obligations					\$65,929,351.50 USD	\$64,851,175.80 USD		(\$1,078,175.70) USD		\$0.00 USD

Holdings - Reporting as of Settlement Date
 Account: 6736365280 - COUNTY OF INYO



As of: 31-Mar-2018

Asset Type	Asset Short Name	Maturity Date	CUSIP	Shares/Units	Cost Basis	Market Value	S&P Rating	Net Unrealized Gain/Loss	Annual Yield	Estimated Annual Income
Corporate Obligations					\$25,879,126.53 USD	\$25,533,544.75 USD		(\$345,581.78) USD		\$9.00 USD
Total					\$104,175,989.97 USD	\$102,822,680.55 USD		(\$1,352,409.42) USD		\$9.00 USD

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PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

COUNTY OF INYO
PARS OPEB Trust Program

Account Report for the Period
1/1/2018 to 1/31/2018

Kevin Carunchio
County Administrative Officer
County of Inyo
P.O. Drawer N
Independence, CA 93526

Account Summary

Source	Beginning Balance as of 1/1/2018	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 1/31/2018
OPEB	\$6,521,880.15	\$0.00	\$148,181.38	\$1,716.30	\$0.00	\$0.00	\$6,668,345.23
Totals	\$6,521,880.15	\$0.00	\$148,181.38	\$1,716.30	\$0.00	\$0.00	\$6,668,345.23

Investment Selection
Moderate HighMark PLUS

Investment Objective

The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
			3-Years	5-Years	10-Years	
2.27%	4.33%	14.34%	7.31%	7.55%	-	6/16/2010

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value
 Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
 Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
 Account balances are inclusive of Trust Administration, Trustee and Investment Management fees