

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.

November 13, 2012

9:00 a.m. **INVOCATION** by Supervisor Richard Cervantes

PLEDGE OF ALLEGIANCE

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

1. **PUBLIC COMMENT**
2. **COUNTY DEPARTMENT REPORTS** (Reports limited to two minutes)
3. **INTRODUCTIONS** – The following new Health and Human Services staff members will be introduced to the Board: Ms. Wendy Stine, Account Tech, Ms. Cindy Dixon, RN, and Ms. Debra Parker HHS Specialist.

CONSENT AGENDA (Approval recommended by the County Administrator)

COUNTY ADMINISTRATOR

4. **Emergency Services** – Request Board continue the local emergency as a result of the Inyo Complex Oak Creek Mud Flows.
5. **Information Services – Sheriff** - Request Board approve a proclamation declaring November 14, 2012 as National GIS Day.
6. **Information Services** – Request Board declare Nielsen's Equipment a sole-source provider of mobile mast antennas and authorize the purchase of one mobile mast antenna from Nielsen's Equipment in an amount not to exceed \$24,100.
7. **Information Services** – Request approval to purchase 60 narrow band hand-held radios with chargers and high gain antennas from Nielsen's Equipment (a previously declared sole-source provider of radios for this fiscal year) in an amount not to exceed \$44,060.
8. **Advertising County Resources** - Request Board authorize payment to California Travel Media for two separate ads in an amount not to exceed \$15,517.60 (a one third page ad for \$11,022.80 and a sixth page ad for \$4,494.80) in the 2013 California visitors Guide to take advantage of discounts totaling \$9,902.40.

9. **Library Services** – Request Board authorize the closure of library branches on Saturday, November 24, 2012, because of the Thanksgiving holiday.

ASSESSOR

10. Request approval of the Contract between the California Assessor's Association, Harold W. Berthoff, Inc. and the Assessor's of eighteen California counties for the provision of a Petroleum and Geothermal Property Sales study for the period of November 1, 2012 through October 31, 2014, in an amount not to exceed \$4,620, contingent upon the Board's adoption of future budgets; and authorize the Assessor to sign, contingent upon the appropriate signatures being obtained.

COUNTY COUNSEL

11. Request Board receive and approve A) the 2012 Conflict of Interest Code Biennial Reports from Local Agencies as recommended; and B) the Conflict of Interest Code for Local Agencies as recommended.

HEALTH AND HUMAN SERVICES

12. **Behavioral Health Services** – Request approval to pay Rebekah Children's Services \$1,889.45 for mental health services rendered in FY 11/12.
13. **Behavioral Health Services** – Request approval to pay Casa Pacifica \$4,048.30 for mental health services rendered in FY 11/12.
14. **Health Services** – Request approval of Amendment No. 2 to the Agreement and MOUs between the County of Inyo and the Department of Public Health for the provision of HIV/AIDS surveillance and HIV care and support services to individuals living with HIV/AIDS or at risk of HIV infection, increasing the overall grant by \$13,259 for a total amount of \$221,739 for the period of July 1, 2010 through June 30, 2013; and authorize the Chairperson to sign.

PUBLIC WORKS

15. Request Board appoint Mr. Jim Marchio, Ms. Eileen Burger and Mr. Dave Patterson to the Northern Inyo Airport Advisory Committee to complete unexpired four year terms ending October 31, 2016. (*Notice of vacancy resulted in requests for appointment being received from Mr. Marchio, Ms. Burger and Mr. Patterson.*)

ROAD DEPARTMENT

16. Request Board approve the winter closure of Sabrina Road at the end of State Highway 168.

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

17. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Death Valley Road eater Emergency, that resulted in flooding in the eastern portion of Inyo County during the month of August 2012, per Resolution #2012-32.
18. **HEALTH AND HUMAN SERVICES – Social Services** - Request Board find that consistent with the adopted Authorized Position Review Policy, A) the availability of funding for the requested position exists in the Social Services and Substance Use Disorders (SUD) budgets, as certified by the Health and Human Services Director and concurred with by the County Administrator, and the Auditor-Controller; B) where internal candidates meet the qualifications for the position of Prevention Specialist, the position could be filled through an internal recruitment, however, an open recruitment would be more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Prevention Specialist at Range 60 (\$3,271 – \$3,973).
19. **HEALTH AND HUMAN SERVICES – ESAAA** – The Board of Supervisors/Eastern Sierra Area Agency on Aging Governing Board will receive and discuss updates regarding current issues affecting the delivery of senior services in Inyo County and the Eastern Sierra encompassed by Public Service Area 16, providing direction as appropriate.

20. **SHERIFF'S DEPARTMENT** – Request Board A) approve the purchase of two Glock Model 23, .40 caliber handguns and eight model 22, .40 caliber handguns from Pro-Force law Enforcement in the amount of \$3,846.48, including tax and shipping and authorize the sheriff to sign the exemption Certificate (for FET tax); B) approve the purchase of 18 ballistic vests from Adamson Police Products in the amount of \$13,285.58, including tax and shipping; and C) amend the FY 2012-13 Sheriff's General Budget Unit 022700 by increasing estimated revenue in Citizen's Options Public Safety Revenue (*Revenue Code #4488*) by \$17,133 and increasing appropriations in Personal & Safety Equipment (*Object Code #5112*) by \$17,133. (*4/5's vote required.*)
21. **PLANNING** – Request Board receive a presentation from staff regarding coordination with Forest Services staff concerning the Inyo National Forest Plan Update/Revision and provide input.
22. **PLANNING** – Request approval of the Final Cost Energy and Service Efficiencies Action Plan and direct staff to begin implementation.
23. **WATER DEPARTMENT** – Request Board A) receive an update on IRWMP activities and provide direction concerning the November 13, 2012 Regional Water Management Group meeting for the Inyo-Mono Integrated Regional Water Management Plan (IRWMP); B) approve the updated Inyo-Mono Regional Water Management Plan (item No. 3); C) approve the project rankings for submittal to California Department of Water Resources (Item No. 5a); and D) if the RWMG approves Inyo County as Fiscal Agent, inform RWMG that County staff will analyze Fiscal Agent requirements, contracts and obligations and return those results to your Board for consideration or if RWMG does not reach consensus on Inyo as Fiscal Agent, but reaches consensus on another Fiscal Agent, consider supporting that consensus.

TIMED ITEMS (Items will not be considered before scheduled time)

- 9:30 a.m. 24. **COUNTY ADMINISTRATOR – Information Services** – the Board will conduct a workshop with County Information Services staff on the Geographical Information Services (GIS) status and goals.
- 10:45 a.m. 25. **U.S. FOREST SERVICES** – The Board will receive an update on and discuss with Inyo National Forest Supervisor, Mr. Ed Armenta, the Forest Plan Revision/Update and other Forest Service issues.
- 1:15 p.m. 26. **HEALTH AND HUMAN SERVICES – ESAAA** – Request Board A) hear the appeal of the California Indian Legal Services (CILS) regarding the Board's decision that the ESAAA Legal Assistance contract could not be offered to CILS because of the existence of a conflict of interest concern; and B) provide necessary direction to staff.

CORRESPONDENCE - ACTION

BOARD MEMBERS AND STAFF REPORTS

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

27. PUBLIC COMMENT

CLOSED SESSION

28. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION [Pursuant to Government Code §54956.9(C)].** – decision whether to initiate litigation (one case).
29. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to Government Code §54956.9(a)].** *City of Los Angeles, Department of Water and Power of the City of Los Angeles v. Inyo County Board of Supervisors, et al., Inyo County Superior Court Case No. 12908; Blackrock 94 Dispute Resolution*
30. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Deputy Sheriff's Association (DSA) - Negotiators: Labor Relations Administrator, Sue Dishion, Information Services Director, Brandon Shults, and Planning Director Josh Hart.

31. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Elected Officials Assistant Association (EOAA) - Negotiators: Chief Probation Officer Jeff Thomson and Labor Relations Administrator Sue Dishion.
32. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Correctional Officers Association (ICCOA) - Negotiators: Labor Relations Administrator Sue Dishion.
33. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: ICEA - Negotiators: Labor Relations Administrator Sue Dishion, Director Child Support Services Susanne Rizo, and Chief Probation Officer Jeff Thomson.
34. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Probation Peace Officers Association (ICPPOA) - Negotiators: CAO Kevin Carunchio and Labor Relations Administrator Sue Dishion.
35. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6].** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Law Enforcement Administrators' Association (LEAA) - Negotiators: CAO Kevin Carunchio and Labor Relations Administrator Sue Dishion.

REPORT ON CLOSED SESSION AS REQUIRED BY LAW

CORRESPONDENCE - INFORMATIONAL



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

4

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF November 13, 2012

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board continue the local emergency as a result of the Inyo Complex Oak Creek Mud Flows.

SUMMARY DISCUSSION: - During your August 5, 2008 Board of Supervisors meeting your Board took action to continue the local emergency, which was a result of the Inyo Complex Oak Creek Mud Flows. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a week-to-week basis. The recommendation is that the emergency be continued until the permanent diversions are in place. LADWP has notified your Board that the completion of the project is expected for sometime this fall. Therefore, it is recommended that your Board continue the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

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> 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 _____
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)

(The Original plus 20 copies of this document are required)

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
5

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

FROM: Bill Lutze, Sheriff / Kevin Carunchio, County Administrator

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Request that your Board approve a Proclamation designating November 14, 2012 as National GIS Day.

DEPARTMENTAL RECOMMENDATION:

Request the Board:

- 1) Declare November 14, 2012 as National GIS Day, and;
- 2) Authorize the Chairperson to sign the official Proclamation.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The first formal GIS Day took place in 1999, as a mechanism for people to learn about geography and the use of geographic information systems (GIS). As GIS Day evolved, it became a good initiative for schools, businesses, and the general public to showcase real-world applications of GIS. GIS Day is now a global event and usually takes place the third week in November on a Wednesday during Geography Awareness Week.

GIS is being used in Inyo County by various departments including Assessor, Road, Public Works, Information Systems, Water Department, Health and Human Services, County Clerk Recorder, Disaster Services and Law Enforcement as well as Ambulance and Fire services. Each respective department has their own individual uses and applications. One of the overarching goals for a GIS day forum is to incorporate all of the different uses under one roof so we can showcase the various uses of GIS and build and mature the GIS community.

ALTERNATIVES:

None

OTHER AGENCY INVOLVEMENT:

Various County and City of Bishop Departments

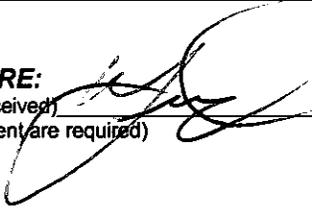
FINANCING: None

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: <u>N/A</u> 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>N/A</u> 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> Approved: <u>N/A</u> Date _____

DEPARTMENT HEAD SIGNATURE:

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



Date: 11-6-12

**PROCLAMATION BY THE INYO COUNTY BOARD OF SUPERVISORS
DESIGNATING THE FOURTEENTH OF NOVEMBER, 2012 AS GIS DAY**

WHEREAS, geography has played a defining role in the settlement, history, and cultural heritage of Inyo County, our Nation, and humanity; and

WHEREAS, the management, use, and exchange of geographic information is essential for effective decision making, and;

WHEREAS, Geographic Information Systems (GIS) technologies are a powerful tool for supporting emergency services, homeland security, economic development, environmental protection, crime mapping, healthcare, long-range planning, and much more; and

WHEREAS, there is a need to promote GIS awareness, education, and technical training among various groups to appropriately and effectively utilize this rapidly developing technology; and

WHEREAS, having a day of GIS activities open to students, citizens, and government leaders will help achieve greater awareness of the benefits of GIS.

NOW, THEREFORE, I, Marty Fortney, Chairman, Inyo County Board of Supervisors, by virtue of the authority vested in me by the laws of Inyo County, do hereby proclaim November 14, 2012 as GIS Day.

Signature



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use
Only:
AGENDA NUMBER

6

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for 10:30AM – 11:30AM Closed Session Informational

FROM: County Administrator – Information Services

FOR THE BOARD MEETING OF: **November 13, 2012**

SUBJECT: Sole Source Purchase Authorization for Mobile Antenna for Emergency Operations Centers

DEPARTMENTAL RECOMMENDATION:

Request your Board declare Nielsen's Equipment a sole-source provider of mobile mast antenna and authorize the purchase of one mobile mast antenna from Nielsen's Equipment in an amount not to exceed \$24,100.

SUMMARY DISCUSSION:

In December 2010, your Board accepted a COPS Technology Grant in the amount of \$240,000 in order to equip Emergency Operation Center facilities identified as the Sheriff's Posse Hut in Bishop, the Sheriff's Office in Independence, and the County Board of Supervisors room in Independence with necessary technology. One need identified by the Inyo County Sheriff's Office is for a mobile mast antenna to facilitate communications in the remote operational areas in Eastern Sierra.

After review of a number of mobile mast antennas, a customized version offered by Nielsen's Equipment provides the desired functionality at a cost lower than alternatives evaluated.

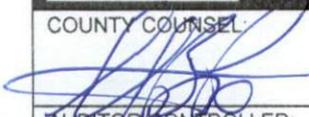
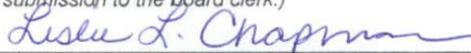
ALTERNATIVES:

Your Board could choose not to approve the purchase of the mobile mast antenna or your Board could direct that bids be solicited for the purchase. The alternatives are not recommended: the funding for the mast antenna is available, in part, due to savings in the EOC project and must be utilized prior to December 29, 2012. Nielsen's Equipment, a local vendor, is able to provide the desired functionality within the project budget. It is unlikely that a successful alternative bid could be secured in time to meet the grant deadlines, in which case the funding available for the purchase would have to be forfeited.

OTHER AGENCY INVOLVEMENT:

FINANCING:

This is a grant funded purchase: Budget number 623610 (COPS Technology Grant), object code 5232 (office and other equipment greater than \$5,000) – no match is required.

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>11/8/2012</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>✓</u> Date <u>11/8/12</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:  Date: 11-07-2012
(Not to be signed until all approvals are received)

Sole Source Justification Form

Sole Source: Is awarded for a commodity or services, which can only be purchased from one supplier, usually because of its specific technological requirements, availability or unique patented manufacture. The lack of planning is not an overriding circumstance.

This is a sole source because:

- There is only one known source because:
- This is a sole provider of a licensed, copyrighted, or patented good or service.
 - This is a sole provider of items compatible with existing equipment or systems.
 - This is a sole provider of factory-authorized warranty service.
 - This is a sole provider of goods or services that perform the intended function or meet the specialized needs of the County (Please detail in an attachment).
- One source is the only practical way to respond to overriding circumstances that make compliance with competitive procedures under the Authority's policies not in the best interest of the Authority (Please detail in an attachment).

Please attach a memorandum to explain why the goods or services are not available elsewhere, include names and phone numbers of firms contacted.

- Other brands/manufacturers considered
- Other suppliers considered
- Other (i.e., emergency)

**Describe the item or service, its function and the total cost estimate (if practical, separate labor and materials) in the space below or in a separate attached label:
Description of Item or Service.**

One mobile mast antenna from Nielsen's Equipment of Mammoth Lakes, CA in an amount not to exceed \$24,100.

DEPARTMENT CONTACT PERSON & TITLE
Keith Hardcastle, Undersheriff

DEPARTMENT NAME
Sheriff's Office

PHONE
760878-0326

REQUESTED SUPPLIER/CONSULTANT NAME
Nielsen's Equipment

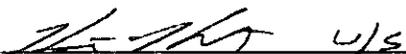
SUPPLIER CONTACT PERSON
Chris Hart

SUPPLIER ADDRESS

SUPPLIER CONTACT'S PHONE NUMBER
760-924-5611

451 Commerce CR #3
PO Box 8615
Mammoth Lakes, CA 93546

The County's Purchasing Policy Manual Section III.(E), Exceptions to the Competitive Process/Sole Source and Section IV.(I), Sole Source Requests for Independent Contractors, describe when sole sourcing is permitted. By signing below, Requestor acknowledges that he/she has read and understands the County's policy on sole source procurements.



Signature of Requestor

11-07-2012

Date

President/CEO Approval

Date



**AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO**

For Clerk's Use
Only:
AGENDA NUMBER

7

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for 10:30AM – 11:30AM Closed Session Informational

FROM: County Administrator – Information Services

FOR THE BOARD MEETING OF: **November 13, 2012**

SUBJECT: Sole Source Purchase Authorization for Hand-Held Radios for Emergency Operations Centers

DEPARTMENTAL RECOMMENDATION:

Request your Board approve the purchase of sixty (60) narrow band, hand-held radios with chargers and high-gain antennas from Nielsen's Equipment of Mammoth Lakes, CA (a previously declared sole-source provider of radios for this fiscal year) in an amount not to exceed \$44,060.

SUMMARY DISCUSSION:

As of January 2013, emergency radio communications are required to be conducted over narrowband radio frequencies. The Sheriff's Office has acquired some narrowband frequency radios from Nielsen's Equipment. Support and custom programming required for the radio's is also provided by Nielsen's Equipment. The 2010 COPS technology grant provides the funding and opportunity to complete the Sheriff's Office conversion to the required narrowband radios.

In December 2010, your Board accepted a COPS Technology Grant in the amount of \$240,000 in order to equip Emergency Operation Center facilities identified as the Sheriff's Posse Hut in Bishop, the Sheriff's Office in Independence, and the County Board of Supervisors room in Independence with necessary technology. To date the majority of the preapproved projects, with the exception, of the radio project.

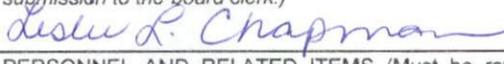
ALTERNATIVES:

Your Board could choose not to approve the purchase of the radios or your Board could direct that bids be solicited for the purchase. The alternatives are not recommended: the funding for the radios is available, in part, due to savings in the EOC project and must be utilized prior to December 29, 2012 and because Nielsen's Equipment, a local vendor, has and includes the required custom programming necessary, it would be unlikely that an alternative bid that meets the requirements could be secured in time to meet the grant deadlines, in which case the funding would have to be returned and alternative funding would have to be identified to complete the Sheriff's Office narrowband radio requirement.

OTHER AGENCY INVOLVEMENT:

FINANCING:

This is a grant funded purchase: Budget number 623610 (COPS Technology Grant), object code 5232 (office and other equipment greater than \$5,000) – no match is required.

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>11/8/2012</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>✓</u> Date <u>11/8/12</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)

 Date: 11-07-2012

Sole Source Justification Form

Sole Source: Is awarded for a commodity or services, which can only be purchased from one supplier, usually because of its specific technological requirements, availability or unique patented manufacture. The lack of planning is not an overriding circumstance.

This is a sole source because:

- There is only one known source because:
 - This is a sole provider of a licensed, copyrighted, or patented good or service.
 - This is a sole provider of items compatible with existing equipment or systems.
 - This is a sole provider of factory-authorized warranty service.
 - This is a sole provider of goods or services that perform the intended function or meet the specialized needs of the County (Please detail in an attachment).
- One source is the only practical way to respond to overriding circumstances that make compliance with competitive procedures under the Authority's policies not in the best interest of the Authority (Please detail in an attachment).

Please attach a memorandum to explain why the goods or services are not available elsewhere, include names and phone numbers of firms contacted.

- Other brands/manufacturers considered
- Other suppliers considered
- Other (i.e., emergency)

**Describe the item or service, its function and the total cost estimate (if practical, separate labor and materials) in the space below or in a separate attached label:
Description of Item or Service.**

narrowband, hand-held radios with chargers and high-gain antennas from Nielsen's Equipment of Mammoth Lakes, CA in an amount not to exceed \$24,100.

DEPARTMENT CONTACT PERSON & TITLE
Keith Hardcastle, Undersheriff

DEPARTMENT NAME
Sheriff's Office

PHONE
760878-0326

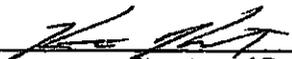
REQUESTED SUPPLIER/CONSULTANT NAME
Nielsen's Equipment

SUPPLIER CONTACT PERSON
Chris Hart

SUPPLIER ADDRESS
451 Commerce CR #3
PO Box 8615
Mammoth Lakes, CA 92646

SUPPLIER CONTACT'S PHONE NUMBER
760-924-5611

The County's Purchasing Policy Manual Section III.(E), Exceptions to the Competitive Process/Sole Source and Section IV.(I), Sole Source Requests for Independent Contractors, describe when sole sourcing is permitted. By signing below, Requestor acknowledges that he/she has read and understands the County's policy on sole source procurements.


Signature of Requestor

11-07-2012
Date

President/CEO Approval

Date



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

8

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

FROM: Jon Klusmire, Museum Services Administrator

FOR THE BOARD MEETING OF: Nov. 13, 2012

SUBJECT: Request to authorize payment for Inyo County advertisements in the 2013 edition of the California Visitors Guide and Travel Planner.

DEPARTMENTAL RECOMMENDATION: Request your Board approve a payment from the 2012-13 Advertising County Resources Budget, 011400, to California Travel Media for a total of \$15,517.60, for two separate Inyo County ads (a one-third-page ad for \$11,022.80, and a sixth-page ad for \$4,494.80), in the 2013 California Visitors Guide to take advantage of various discounts totaling \$9,902.40.

SUMMARY DISCUSSION: Advertising in the California Travel and Tourism Commission's California Visitors Guide and Travel Planner and taking advantage of the publicity component linked to the Travel Guide has been, and remains the foundation for Inyo County's marketing and public relations campaigns. The total cost for two ads in the 2013 edition is \$513 higher than in 2012. The ads are the same as those used in 2012, and are attached.

However, the cost for ads in the Visitor's Guide, and linked Public Relations opportunities offered by the California Travel and Tourism Commission, has remained reasonable in recent years, especially when compared to the recent past. For example, in 2007, the Inyo County Coalition of Chambers of Commerce bought a one-third-page ad in the High Sierra Section of the Guide, costing \$16,394. Two years later, in 2009, Strategic Marketing Group bought the same size, Inyo County ad for \$11,134. Due to the distressed economy and application of numerous discounts, the price of the same size ad is still lower in 2013 than in 2009.

The 2013 "open rate" for the one-third page ad in the High Sierra Section is \$16,210, but deducting the discounts of \$5,187.20, the final cost is \$11,022.80.

For the second year, Inyo County's presence in the California Visitors Guide will be increased by purchasing an additional one-sixth page ad featuring Death Valley in the Desert Section of the magazine. After discounts, etc., the price of the one-sixth-page ad came to \$4,494.20. The "open rate" for the same size ad is \$9,210.

Thus, the total discount for placing both ads is \$9,902.40 off the "open rate." The discounts include a 20 percent "Early Bird" discount for making a preliminary space reservation for both ads; a 15 percent "agency discount" for both ads because they are "camera ready" and require no additional design work before being placed in the publication; a final, \$2,080 "multiple-ad" discount applied to the sixth-page ad since the County is placing two ads in the publication.

The CTTC divides the state into sections, and Inyo County is so large it sprawls across both the High Sierra and Desert sections. The County has traditionally placed its ad in the High Sierra section, so by placing a one-sixth page ad in the Desert Section, the County can capture the attention of those interested in a general desert experience, or a specific trip to Death Valley National Park. The High Sierra ad is larger because it has to compete for attention with a full-section on Yosemite National Park, large ads from Mammoth Mountain and other resorts, and large ads from towns and counties in the High Sierra Region. The Desert section contains fewer ads, so a smaller Inyo County ad has been effective.

There are numerous reasons placing ads in the California Visitors Guide is a sound marketing investment and has become a primary component of the County's overall marketing strategy. The Guide has a circulation of more than 500,000 copies, and is the primary fulfillment piece mailed or otherwise distributed to potential visitors to California from the United States and the rest of the world. As an advertiser, Inyo County receives names and addresses ("leads") of people interested in visiting our region. These leads are shared with the county's Chambers of Commerce which provide information about their town and region either via e-mail or a mailing. Inyo County staff mails an Inyo County Visitor Guide to those seeking more information. To date, Inyo County has received about 800 leads from the 2012 California Visitors Guide.

Interestingly, about 20-30 percent of the "leads" are from Californians, which makes the Visitors Guide a proven avenue to reach potential in-state visitors.

The County and each chamber of commerce in the county receives a free listing in the guide, which contains the address, website, e-mail, phone number, etc. for those seeking more information.

The California Travel and Tourism Commission sustains a yearly, \$50 million national and international advertising campaign to promote California Tourism, and has satellite offices in Europe, Mexico and other locations. The ad campaign and the Visitors Guide drive more than 1 million visitors to www.visitcalifornia.com. The webpage provides additional stories and information about Inyo County and its individual chambers of commerce to potential visitors.

As an advertiser in the California Visitors Guide, Inyo County and its chamber partners also have the opportunity to generate publicity through the CTTC web page, press releases, and story leads for travel writers. On average, about three "story leads" per month are sent out from CTTC asking for information for a potential story about travelling in California. The stories run the gamut from hikes with dogs to wine tasting tours to hotel and motel discounts for special events or holidays. These leads are also sent to local chambers to disperse to their members and other local businesses or attractions. More importantly, CTTC seeks out information for quarterly press releases and web page updates about each region, which allows Inyo County to highlight its many attractions. Information about attractions (from museums to rock climbing to fishing) and events (Mule Days, Fourth of July, and LP Film Festival) can also be uploaded onto the CTTC webpage, which is an ongoing process.

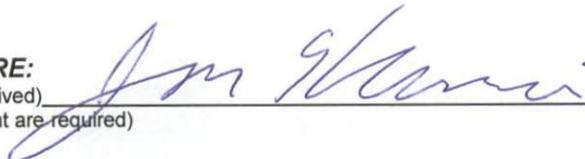
ALTERNATIVES: The Board could deny the request.

OTHER AGENCY INVOLVEMENT: County Administrative Officer and Auditor/Controller.

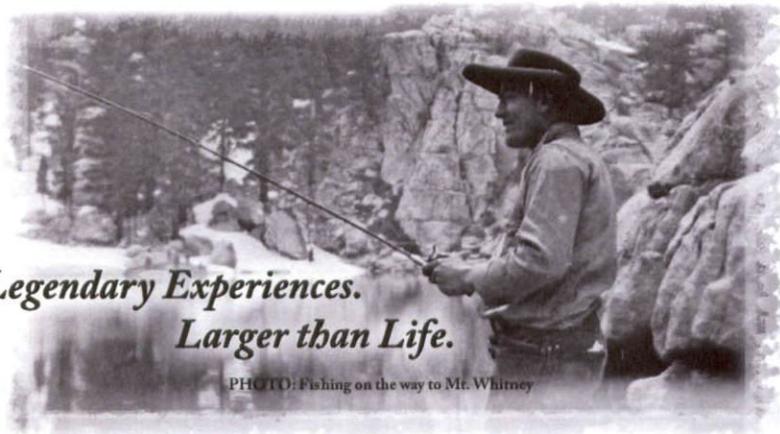
FINANCING: The 2012-13 Advertising County Resources Budget (011400) is financed from the General Fund. Payment for these ads will be taken from the ACR Advertising Budget (5263), which has a board-approved allocation of \$35,000.

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:	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>11-2-12</u>
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 _____

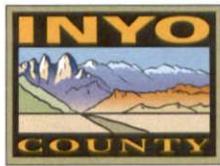
DEPARTMENT HEAD SIGNATURE:  Date: 10-1-12
 (Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)

INYO COUNTY, CA



*Legendary Experiences.
Larger than Life.*

PHOTO: Fishing on the way to Mt. Whitney



The Other Side of California
DEATH VALLEY AND THE EASTERN SIERRA

Welcome to the Other Side of California.

Where today's adventurers find their edge. Death Valley and the Eastern Sierra encompass more dramatic mountain and desert scenery than any region in North America. Timeless towns offer endless backcountry, camping, hiking, mountaineering, fishing, backpacking, skiing, off roading, events, historic sites and museums.

It's how your vacation should be.

BIG PINE, BISHOP, DEATH VALLEY, INDEPENDENCE AND LONE PINE.
www.TheOtherSideofCalifornia.com

INYO COUNTY, CA

Legendary Experiences.

Larger than Life.

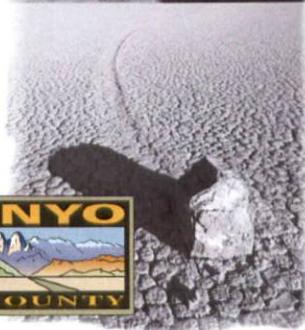


PHOTO: The Slow Lane at The Racetrack, Death Valley National Park.

Welcome to the Other
Side of California.

Where today's adventurers find
their edge. Death Valley and the Eastern
Sierra encompass more dramatic mountain
and desert scenery than any region
in North America.

It's how your vacation should be.

BIG PINE, BISHOP, DEATH VALLEY,
INDEPENDENCE AND LONE PINE.
www.TheOtherSideofCalifornia.com



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

9

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

FROM: Inyo County Free Library

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Holiday Library Closure

DEPARTMENTAL RECOMMENDATION:

Request your Board authorize that library branches may close on Saturday, November 24, 2012 because of the Thanksgiving holiday.

SUMMARY DISCUSSION:

This request is made to allow library staff to spend Thanksgiving weekend with their families. Library branches will be open on Wednesday, November 21, 2012. All library branches will continue to be closed on all regular Inyo County holidays.

ALTERNATIVES:

If your Board does not authorize the requested closure, library branches will be open for the regularly scheduled Saturday hours after Thanksgiving.

OTHER AGENCY INVOLVEMENT: None

FINANCING: None

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.) N/A 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.) N/A Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) N/A Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE: Nancy Masferrer Date: 11/7/12
(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

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

For Clerk's Use Only: AGENDA NUMBER 10

FROM: Thomas W. Lanshaw, Assessor

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Contract between California Assessor's Association, Harold W. Bertholf, Inc and the Assessors of eighteen California Counties for Petroleum and Geothermal Property Sales Study.

DEPARTMENTAL RECOMMENDATIONS:

Request Board approve the Contract between the California Assessor's Association, Harold W. Bertholf, Inc and the Assessor's of eighteen California counties for the provision of a Petroleum and Geothermal Property Sales study, in an amount not to exceed \$4,620 for the period from November 1, 2012 through October 31, 2014, and authorize the Assessor to sign contingent upon all appropriate County signatures being obtained. (After receipt of all signature pages, a fully executed copy of the agreement will be sent to each participating county.)

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The California Assessor's Association contracts with Harold W. Bertholf, Inc. to perform petroleum and geothermal property sales studies for use by participating assessors in valuing those assets. The contract is funded by those counties electing to participate in the study; only participating counties are able to access the sales data compiled for the study. Each county's contribution is based on the petroleum and/or geothermal properties located within the county. As your Board is aware, the County is home to the Coso Geothermal facility. The sales data from this study is very helpful in the annual appraisal of the asset.

The contract term is for the period November 1, 2012 through October 31, 2014. County Counsel has indicated that the County's total contribution of \$4,620 must be approved and appropriated this fiscal year. It is thereby requested that your Board approve the contract in an amount not to exceed \$4,620.

ALTERNATIVES:

Not to participate in the contract and lose a valuable geothermal assessment tool.

OTHER AGENCY INVOLVEMENT:

County Counsel-approval of contract

FINANCING:

Sufficient amount has been budgeted in our General Fund 010600 Object Code 5265 for 2012-2013.

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: yes

Date 10/30/12

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>Amy Shepherd</u> <u>Yes</u> Date <u>11/1/12</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)

Thomas W Lanch Date: 11-1-12

AGREEMENT FOR PETROLEUM AND GEOTHERMAL PROPERTY SALES STUDY

THIS Agreement is made effective November 1, 2012, by, between and among the CALIFORNIA ASSESSORS' ASSOCIATION, a non-profit corporation ("Assessors' Association), HAROLD W. BERTHOLF, INC., a California professional corporation ("Contractor"), and the Assessors of the Counties of Contra Costa, Fresno, Glenn, Humboldt, Inyo, Kern, Kings, Los Angeles, Madera, Mono, Monterey, Orange, Sacramento, San Joaquin, San Luis Obispo, Santa Barbara, Ventura and Yolo, all elected officers of political subdivisions of the State of California (the "Assessors" or "Participating Assessors").

WHEREAS:

- (a) Under the provisions of Revenue and Taxation Code Sections 441-454 and 480-484, a County Assessor has authority to gather confidential information from property owners necessary and relevant to the determination of the fair market value of property for purposes of property taxation within that Assessor's County; and
- (b) Under the provisions of Revenue and Taxation Code Section 408(b), upon request, a County Assessor may disclose confidential appraisal data received from taxpayers to other Assessors if they deem such information relevant and necessary for the accurate appraisal of property; and
- (c) The participating Assessors in Counties containing oil, gas and geothermal energy-producing properties regularly exchange relevant valuation information on an individual basis and are in need of a means to gather, coordinate and analyze sales and property information data from oil, gas and geothermal energy-producing property sales throughout California. This is necessary to provide individual Assessors an appropriate data base of sales and an analysis of the income projections, cost projections, capital improvement projections and discount rates used in such

sales to assist in the determination of the fair market value of such properties in their respective Counties while maintaining the confidentiality of taxpayer property and business information as required by Revenue and Taxation Code Sections 408, 451 and 481; and

- (d) The Assessors' Association is composed of all California County Assessors and is willing to serve as the coordinator of the collective efforts of the Participating Assessors to gather and analyze relevant property valuation information and to coordinate the exchange of the gathered analyzed information among the Participating Assessors while maintaining the confidentiality required by Revenue and Taxation Code Sections 408, 451, 481 and 674; and
- (e) Contractor is willing to use its ability and expertise to help the Participating Assessors gather relevant sales information concerning oil, gas and geothermal energy-producing properties and to provide analysis of such transactions. This information is useful to the Assessors in performing fair market value appraisals of oil, gas and geothermal energy-producing properties within their respective Counties. Contractor has outlined a plan of action to gather and analyze relevant sales for the Assessors, under the coordinating auspices of the Assessors' Association, and to deliver the results of the sales analysis to the individual Participating Assessors, while maintaining full confidentiality of the taxpayers' information as required by law; and
- (f) The Assessors of Contra Costa, Fresno, Glenn, Humboldt, Inyo, Kern, Kings, Los Angeles, Madera, Mono, Monterey, Orange, Sacramento, San Joaquin, San Luis Obispo, Santa Barbara, Ventura, and Yolo Counties are members of the Assessors' Association and have agreed to enter into this Agreement with the Assessors' Association and Contractor. They have done so to gather and analyze relevant oil, gas and geothermal energy-producing property sales within each of their respective

Counties, to share the information and analysis among themselves for purposes of property tax appraisals, to maintain necessary taxpayer confidentiality as required by Revenue and Taxation Code Sections 408, 451, 481 and 674, and to share, on a proportionate basis as set forth herein below, the costs of the individual Assessors and Contractor gathering this information from each participating County and the analysis of this information by Contractor.

NOW THEREFORE, in consideration of the mutual promises of performance set forth, the parties agree as follows:

1. TERM: The term of this Agreement is from November 1, 2012, through and including October 31, 2014.

2. CONTRACTOR'S SERVICES: As more fully set forth below, Contractor's services shall include, but are not limited to, the following: (a) Contractor shall assist the Participating Assessors in gathering and compiling information concerning the fair market value of oil, gas and geothermal energy-producing properties as evidenced by the purchases and sales of such properties; (b) Contractor shall coordinate and perform an analysis of the sales information compiled; (c) Contractor shall prepare a report detailing the results of the sales study survey (the "Sales Survey Report"); and (d) Contractor shall distribute and explain the Sales Survey Report to Participating Assessors.

Contractor shall perform these duties as a consultant to each of the respective Participating Assessors and shall always maintain and preserve the confidentiality of the taxpayers' information reviewed for the Assessors as required by law and this Agreement. Contractor shall perform the specific duties set forth herein below and shall perform them in the following five (5) phases:

A. Phase I: Collection of Relevant Sales Data

Contractor shall review oil, gas and geothermal energy-producing property sales data and information presently in the possession of the Participating Assessors and assist those Assessors in gathering complete, accurate and timely operating and economic data, including sales price (or cash equivalency for stock exchanges, mergers or sales on other than cash terms), reserves information, product price projections, expense projections, inflation factors, capital development plans, enhanced recovery plans and discount rates used by the buyer and seller in determining the agreed upon sales price ("Economic Data"). Contractor will gather this information through the individual Assessors under the individual Assessor's statutory investigative and information production demand powers. Contractor is hereby authorized to request additional information and records from the taxpayer.

B. Phase II: Analysis and Calculation Based on Collected Sales Data

Contractor shall analyze and calculate the comparability of the sales information and Economic Data. The purpose of this analysis will be to accurately determine the relevant economic information from such sales and to find reliable factors of comparability that the Assessors may use in performing appraisals.

C. Phase III: Preparation of Written Sales Survey Report by Contractor

Contractor shall prepare for the Assessors a Sales Survey Report which shall be a detailed written and illustrated report of the sales survey findings.

D. Phase IV: Presentation of Sales Survey Report to Assessors

Contractor shall present the Sales Survey Report to the Assessors for review, comment and clarification.

E. Phase V: Meetings Between Contractor and Assessor's Staff

Contractor shall meet with Assessors' staff to help them utilize the Sales Survey Report findings in the appraisal of oil, gas and geothermal energy-producing property.

3. ACCEPTANCE OF EMPLOYMENT:

Contractor accepts this Agreement for special services and promises to render the services required herein to the best of its ability.

4. COMPENSATION OF CONTRACTOR:

In consideration for the services to be provided pursuant to this Agreement, the Assessors' Association will pay Contractor (on behalf of the Participating Assessors) a total contract compensation amount, including reimbursable costs, not to exceed NINETY-SEVEN THOUSAND TWENTY DOLLARS (\$97,020) per year.

The Assessors' Association will reimburse Contractor for the reasonable, actual costs incurred or advanced by Contractor in providing the services herein described, which include expenses for travel (including meals and lodging), printing, photocopies, long distance telephone calls and such other costs as are reasonably necessary for Contractor's duties and obligations hereunder. Reimbursable costs for meals, automobile travel and accommodations shall not exceed the rates established by Kern County.

The maximum amount payable is calculated to include two (2) trips by Contractor's staff as part of its obligation to explain the sales study and provide assistance. Any additional trips made by Contractor's staff at the request of the Assessors' Association will be considered an additional cost and will be billed separately and allocated to the various Counties in the same ratio used herein to allocate the total contract compensation amount. Reimbursement for travel expenses for travel undertaken at the request of individual Counties is the responsibility of the requesting County.

Contractor shall bill his services under this Agreement to the Assessors' Association, and, in turn, the Assessors' Association will provide copies of such billings to the Assessors. Billings shall be on an hourly basis according to the following rates:

JOB TITLE

RATE

Engineer

\$175.00 per hour

Clerical Assistant

\$66.00 per hour

5. PARTICIPATING ASSESSORS' SHARE OF COSTS:

Assessors' Association shall allocate the respective share of the annual costs of this Agreement to be paid among the participating Assessors' Counties as follows:

COUNTIES ANNUAL SHARE OF COST					
Contra Costa	0990	Fresno	02,090	Glenn	0990
Humboldt	0990	Inyo	02,310	Kern	062,920
Kings	0990	Los Angeles	07,810	Madera	01,210
Mono	0990	Monterey	0990	Orange	01,870
Sacramento	0990	San Joaquin	0990	San Luis Obispo	0990
Santa Barbara	05,720	Ventura	03,190	Yolo	0990
TOTAL					\$97,020

Each Assessor shall deposit his or her County's annual share of the total cost of this Agreement in a funding account to be established in the name of the Assessors' Association by November 30th of each year. Disbursements from this account shall be made only with the approval of James Fitch, Chairman of the Petroleum Standards Advisory Committee of the Assessors' Association or Vice-Chairman, Daniel Goodwin, in his absence. The Assessors' Association shall return any remaining principal and any accrued interest in the account upon completion of the services to be rendered under this Agreement, in excess of account fees, to the participating Counties in proportion to the amount each contributed. Any *de minimis* refund of net interest may be waived by an individual County in favor of the Assessors' Association.

6. STATEMENT OF SERVICES RENDERED:

Contractor shall provide monthly statements to Assessors' Association for services rendered during the term of this Agreement. Such statements shall set forth the time spent by Contractor, with a general statement of the work performed. Contractor shall submit statements for payment to the Assessors' Association, through Kern County Assessor, James Fitch. Assessor Fitch shall be responsible for administering this Agreement for the Assessors' Association and the Participating Assessors. Assessor Fitch will also be responsible for processing all payments due for services rendered. Assessor Fitch shall provide copies of all billings submitted by and all payments made to Contractor to the Participating Assessors. Payment of any unquestioned bill or item from a bill shall be made within thirty (30) days of receipt by Assessors' Association.

7. RECORDS:

Contractor shall keep accurate records of all time expended and expenses incurred in the performance of this Agreement for a period of four years from the date the record is created, and such records shall be subject to inspection and audit by Assessors' Association during reasonable business hours.

8. CONFIDENTIALITY:

Contractor shall maintain the confidentiality of all records, information and data of any form or description related to any assessee that is obtained in performance of this contract, in accordance with the provisions of Sections 408, 451, 481 and 674 of the Revenue and Taxation Code ("Confidential Information"). Such Confidential Information includes, but is not limited to, change of ownership statements, property tax returns, income tax returns, annual business property statements, all information obtained by an Assessor pursuant to Revenue and Taxation Code Sections 441(d) through 470, purchase/sale agreements, purchase/sale cash flow statements and any other confidential property owner information obtained by Contractor. Contractor shall provide all services, advice and representation rendered under this Agreement exclusively to the Assessors' Association and to the individual Participating Assessors. All records, data and Confidential Information coming

into Contractor's possession and all knowledge gained from Assessors' Association or from any of the Participating Assessors during the course of Contractor's performance of services hereunder shall be and remain the property of the assessing County and shall be maintained by Contractor in strictest confidence while in Contractor's possession. Contractor shall never show, discuss or provide Confidential Information, taxpayer information or records in Contractor's possession to anyone other than a Participating Assessor. Contractor shall take all necessary steps to protect Confidential Information.

If Contractor's Sale Survey Report, work papers, source data or any Confidential Information in the possession of Contractor, are subject to a request for discovery during any assessment appeal or other administrative or judicial proceeding, Contractor shall assert the individual Assessor's privilege against disclosure of this information and notify the Assessors' Association of the discovery request. Contractor and the Assessors shall also assert the confidentiality privilege against disclosure and the confidentiality requirements of Revenue and Taxation Code Sections 408(e), 451, 481 and 674.

The individual Assessors and Contractor shall not disclose any Confidential Information, including materials prepared by and in the possession of Contractor or the Assessors until the party seeking the Confidential Information: (1) seeks a judicial order for disclosure by application to a court of competent jurisdiction; (2) provides and serves written notice of this application to the individual Assessor and all taxpayers to whom the requested information pertains; (3) submits, as part of the application for a judicial order for disclosure of such records, a proposed order for limited disclosure and a protective order; and (4) obtains and serves Contractor and Assessors with an order for disclosure of the information and a protective order issued by a court of competent jurisdiction to prevent further distribution of the information ordered produced.

The Contractor and Assessors shall seek to obtain a protective order meeting the terms of this Agreement which: (a) strictly limits the use of any such information so disclosed by the requesting party or any agents, attorneys or consultants to the particular assessment appeal or court case for which the information is sought; (b) prohibits any person to whom the information is disclosed from making any use of the disclosed information other than for the particular case for which the information is sought; (c) prohibits any such person from making any subsequent disclosure of this information to any third party or other purpose; and (d) requires the return or certified destruction of all copies of such information at the conclusion of the particular assessment appeal or litigation for which the information is sought.

An acceptable protective order must also require the signed agreement by the party receiving such information under the order of disclosure in which all recipients of such confidential information; (a) agree to maintain the confidentiality of all Confidential Information according to the terms of the protective order; (b) acknowledge that the violation of the order of disclosure and/or protective order subjects them to a citation for penal contempt under the provisions of Code of Civil Procedure Section 128; and (c) acknowledge that any breach of the protective order and their agreement to abide by such protective order subjects them to injunctive relief and civil liability for any damages, expenses, fees or costs caused by unauthorized disclosure of the Assessors' Confidential Information.

9. TERMINATION:

- (A) Notwithstanding the Agreement term stated in Paragraph 1 hereof, either the Contractor or the Assessors' Association may terminate this Agreement by the giving of thirty (30) days' prior written notice of termination to the other party.
- (B) Upon such notice, Contractor shall suspend services and promptly provide Assessors' Association and Assessors with a written accounting statement of services performed and hours expended since the last monthly billing. Upon presentation of Contractor's

statement of services rendered, delivery of work product performed to date and the return of any Assessors' documents or taxpayer information, including all Confidential Information, in Contractor's possession, Assessors' Association will compensate Contractor for any unpaid hours devoted to the satisfactory performance of services before the date of notice of termination.

- (C) Within ninety (90) days after the effective date of termination of this Agreement, Contractor shall: (1) purge and return all information contained in, or derived from, the property owner's Confidential Information and records (whether electronically stored, provided by the Assessors or obtained from the taxpayer) to the Chairman of the Petroleum Standards Advisory Committee of the Assessors' Association or, in the event the Chairman is unable to receive said information, the Vice-Chairman of said committee, and; (2) provide a written declaration, under the penalty of perjury, to the Assessors' Association that upon the conclusion, termination, or non-renewal of this Agreement, Contractor has complied with the confidentiality provision of this Agreement, including Paragraph 9(C)(1), herein.

- (D) Any remaining funds deposited by the participating Assessors shall, after payment of all accrued administrative expenses and sums property due Contractor, be refunded to each of the Assessors' counties in proportion to each Assessor's County's paid share of the total contract consideration. The parties intend that each and every provision of Sections 7, 8 and 13 herein shall survive the termination of this Agreement.

10. NOTICES:

All notices given under this Agreement shall be deemed given when made in writing and deposited in the United States Postal Service, registered or certified, postage prepaid, addressed as follows:

TO CONTRACTOR: Russell B. Bertholf, President
Harold W. Bertholf, Inc.
1601 Executive Court, Ste. 1
Sacramento, CA 95864-2607

TO ASSESSORS: James W. Fitch, Kern Co. Assessor-Recorder
Chair, P.S.A.C.
1115 Truxtun Avenue, 3rd Floor
Bakersfield, CA 93301

11. CONFLICT OF INTEREST:

During the term of this Agreement, Contractor agrees not to undertake additional representation for other clients that could place Contractor in a position adverse to the Assessors' Association or the Participating Assessors. Contractor shall comply with the requirements of Government Code Section 87100, et seq., during the term of this Agreement.

12. INDEPENDENT CONTRACTOR STATUS:

It is understood and agreed that the Assessors' Association and the Assessors retain Contractor in his capacity of an independent contractor practicing his profession and not as an officer or employee of the Assessors' Association or of the Counties of the Participating Assessors. Contractor's Federal Tax Identification Number is: 94-2710327.

13. INDEMNIFICATION:

Contractor shall indemnify, defend (upon request by Assessors' Association and Assessors' Counties), hold and save Assessors' Association, the individual Participating Assessors and the Participating Assessors' Counties, officers, employees and agents harmless from any and all claims for damage or other liability to any third person arising out of this Agreement, except for actions arising out of their own negligence or misconduct, including reasonable attorney's fees and costs. It is the intent of the parties that Contractor will defend and indemnify Assessors' Association and Assessors' Counties for any and all occurrences, losses, claims of loss, whether due to the active negligence, passive negligence, willful or intentional misconduct, violations of law or other acts or omissions of Contractor which arise

during the course of the work performed under this Agreement. It is further understood and agreed the obligation of Contractor to defend and indemnify extends to and includes liability of Assessors' Association and Assessors' Counties for private attorney general fee awards and liability which arise by operation of law as the result of any act, omission or occurrence related to this Agreement, or which arise from the work performed under this Agreement.

It is further expressly understood and agreed that the duty to indemnify shall include, but not be limited to, any internal costs for staff time, investigation and fees of the County Counsel of Assessors' Counties necessarily incurred as a result of claims based on any act or omission by Contractor or its agents under this Agreement or the work performed under this Agreement on those claims where Contractor or its agents are at fault.

Should the legality of this Agreement be challenged in any way by any third party, the Participating Assessors shall share the costs of defense, litigation and any damages award in the same proportion as the Participating Assessors share costs as set forth in Section 5.

14. INSURANCE:

The Contractor shall not commence work under this Contract until he has obtained all insurance required under this section and the required Certificates of Insurance have been filed with and approved by the Assessors' Association. Contractor shall be responsible for any deductibles under all required insurance policies.

- (1) Workers' Compensation Insurance Requirements - The Contractor shall submit written proof that the Contractor and any subcontractors are insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the Labor Code. By signing this Agreement, the Contractor makes the following certification, required by Labor Code § 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

(2) Liability Insurance Requirements - The Contractor shall maintain in full force and effect, at all times during the term of the Contract, the following insurance:

- (a) Commercial General Liability Insurance coverage including, but not limited to, Premise-Operations, Contractual Liability Insurance (specifically concerning the indemnity provision of this Contract), Broad Form Property Damage, and Personal Injury for liability arising out of the work performed under this Agreement with the Assessors' Association and Assessors' Counties.
- (b) Automobile Liability Insurance against claims of personal injury (including bodily injury and death) and property damage covering all owned, leased, non-owned and hired vehicles used in the performance of the work mentioned in this Agreement.

The general insurance policies shall have minimum limits for Bodily Injury Liability and Property Damage Liability of One Million Dollars (\$1,000,000) per person and One Million Dollars (\$1,000,000) per occurrence. The automobile insurance policy shall have limits of at least One-Hundred-Thousand Dollars (\$100,000/\$300,000) per claim/occurrence. An endorsement to the Commercial General Liability Insurance policy above shall name the Assessors' Association and Assessors' Counties, officers, agents and employees as additional insured.

- (c) Prior to commencement of any work, evidence of insurance in compliance with the requirements above and identifying the work to be performed under this Contract shall be furnished to Assessors' Association and Assessors' Counties.
- (3) Cancellation of Insurance - The insurance coverage shall contain provisions that the insurance may not be canceled or reduced during the term of the contract (or any extensions thereof) unless the Assessors' Association received thirty (30) days prior written notice of such cancellation or reduction. Also, phrases such as "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" shall not be included in the cancellation wording of the Certificate of Insurance. All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of a "B + V" rating, or in special circumstances, be pre-approved by Assessors' Association.
- (4) Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude the Assessors' Association from taking such other actions as is available to it under any other provision of this Agreement or otherwise in law. Failure to maintain all such insurance in effect at all times during the term of this Agreement shall be a material breach of the Agreement by the Contractor.

15. COMPLIANCE WITH APPLICABLE LAWS:

In the performance of services under this Agreement, Contractor shall comply with all applicable federal, state, county and municipal laws, regulations, rules and ordinances, and shall comply with the requirements of the Workers' Compensation laws of the State of California.

16. COOPERATION OF PARTIES:

Contractor, the Assessors' Association and Participating Assessors recognize that it is essential to cooperate fully concerning the preparation of the analysis contemplated by this Agreement. In connection with this Agreement, the parties agree to provide any data, information, and documentation reasonably requested by any other party to this Agreement. In the event that Contractor and Assessors are refused access to pertinent sales data by a property owner and legal actions under Revenue and Taxation Code Sections 441, 442, 454, or 468 are necessary to obtain the requested data, each Assessor shall undertake necessary enforcement action to obtain information concerning sales occurring in his or her County. The Assessors who are parties to this Agreement shall individually provide Contractor, (through the respective Assessors' legal counsel), with assistance in resolving questions of law, preparation of necessary pleadings on behalf of the participating Assessor and the representation of individual Assessors in any court appearances necessary to enforce production under the individual Assessors' sales information requests. The parties agree the enforcement of County Assessor information investigation rights is necessary and essential for the performance of Contractor's services under this Agreement. Contractor shall not be held liable for any failure to complete the contemplated sales survey arising from the failure of Assessors to enforce the production of relevant sales information from property owners. Contractor further acknowledges and agrees that, without prior authorization of Assessors' Association and the Participating Assessors, Contractor shall not disclose information concerning his work or make representations concerning any Participant's position in this matter except with the prior written consent of the Assessors' Association and the Participating Assessors. The parties intend that this procedure will be in the best interests of the parties in avoiding unnecessary misunderstandings and disputes.

17. REVIEW FOR LEGAL ADEQUACY:

Each party to this Agreement acknowledges and agrees that this Agreement has been reviewed by each party's respective legal counsel for legal adequacy.

18. WAIVER:

No waiver of the breach of any of the covenants, agreements, restrictions, or conditions of this Agreement by either party shall be construed to be a waiver of any succeeding breach of the same or other covenants, agreements, restrictions, or conditions of this Agreement. No delay or omission of either party in exercising any right, power or remedy herein provided in the event of default shall be construed as a waiver thereof, or acquiescence therein, or be construed as a waiver of a variation of any of the terms of this Agreement.

19. HUMBOLDT ANTI-NUCLEAR WEAPONS PROVISION:

Contractor certifies by its signature below that Contractor is not a Nuclear Weapons Contractor, in that Contractor is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. Contractor agrees to notify the Assessors' Association and the Assessor of Humboldt County immediately if it becomes a nuclear weapons contractor, as defined above. Assessors' Association and the Assessor of Humboldt County may immediately terminate this Agreement if it determines that the foregoing certification is false or if Contractor becomes a nuclear weapons contractor.

20. SEVERABILITY PROVISION:

If any term or portion of this Agreement is held to be invalid, illegal, void or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect. If this Agreement is held by a court of competent jurisdiction to be invalid, illegal, void or otherwise unenforceable between Contractor and any or all of the Participating Assessors, it shall nonetheless remain in full force and effect between the Participating Assessors.

21. SIGNATURE IN COUNTERPARTS:

This Agreement may be executed in counterparts by all parties. The Agreement is effective as to any signatory party on execution and, for purposes of enforcement, true copies of signatures shall be deemed to be original signatures.

IN WITNESS WHEREOF, the parties execute this Agreement as of the date first written above.

HAROLD W. BERTHOLF, INC.
A California Professional Corporation

CALIFORNIA ASSESSOR'S ASSOCIATION
A California Non-Profit Corporation

By Russell B. Bertholf 9/22/12
Russell B. Bertholf, President
"Contractor"

By _____
Tom Bordonaro
California Assessor's Association

(Participating Assessors' Signature Page Following)

Approved As To Form And Content

Jerri Bradley
Jerri Bradley, Kern County Counsel

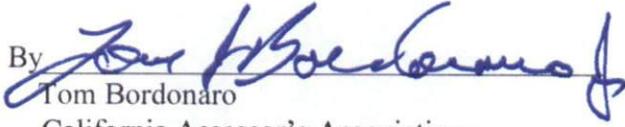
Date 10-3-12

IN WITNESS WHEREOF, the parties execute this Agreement as of the date first written above.

HAROLD W. BERTHOLF, INC.
A California Professional Corporation

CALIFORNIA ASSESSOR'S ASSOCIATION
A California Non-Profit Corporation

By _____
Russell B. Bertholf, President
"Contractor"

By 
Tom Bordonaro
California Assessor's Association

(Participating Assessors' Signature Page Following)

Approved As To Form And Content

Jerri Bradley, Kern County Counsel

Date _____



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: COUNTY COUNSEL

FOR THE BOARD MEETING OF: **November 13, 2012**

SUBJECT: **APPROVAL OF 2012 LOCAL AGENCY CONFLICT OF INTEREST CODE BIENNIAL REPORTS AND CONFLICT OF INTEREST CODES**

DEPARTMENTAL RECOMMENDATION:

1. Receive and approve the 2012 Conflict of Interest Code Biennial Reports from the following Local Agencies (Exhibit A.1. through A.6.).

- A.1. Bishop Unified School District
- A.2. Darwin Community Services District
- A.3. Eastern Sierra Community Services District
- A.4. Keeler Community Services District
- A.5. Lone Pine Fire District
- A.6. Mt Whitney Cemetery District

2. Receive and approve the Conflict of Interest Code for the following Local Agencies (Exhibit B.1)

- B.1. Eastern Sierra Community Services District

SUMMARY DISCUSSION:

Government Code § 87306.5 requires that the Inyo County Board of Supervisors, no later than July 1st of each even numbered year, direct every local governmental agency within the county, to review its Conflict of Interest Code and report to the Board no later than October 1, of each even numbered year. The report is a certification that the conflict of interest code has been reviewed and that either no changes need be made to the code or that certain changes need to be made as indicated. Inyo County Ordinance Number 931 (County Code section 2.83.050) imposes similar requirements upon each department of the County to conduct a biennial review of its conflict of interest code. On January 23, 2012 and June 27, 2012, the Office of County Counsel notified each local agency within Inyo County, of its obligation to review its conflict of interest code and file the required biennial report on or before October 1, 2012.

These listed local agencies have reviewed their conflict of interest code and submitted their biennial report to the Board (Exhibits A.1. through A.6. above). By this Agenda Request, the Board is asked to receive and approve these biennial reports. Additionally, in conducting their biennial review, one (1) local agency made necessary changes to their agency conflict of interest codes (Exhibit B.1.) and are seeking your Board's approval as the Local Agency Code Reviewing Body. We have reviewed the Biennial Reports and Conflict of Interest Codes submitted to your Board, and find them to be in accordance with legal requirements. There still remains several Districts who have not submitted their conflict of interest codes to our office.

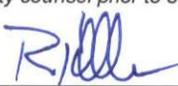
ALTERNATIVES:

If the Board feels that a biennial report is not accurate, it may direct that the report be returned to the originating Local Agency for revision. Likewise, if the Board feels that a designated employee or the

disclosure category set forth in the conflict of interest code, is not appropriate or in accordance with the requirements of the law, your Board may elect to return the conflict of interest code to the Local Agency for further revision. The Board could also decline to approve and receive the biennial report or the conflict of interest codes. Such action, however, would be contrary to the Board's duties as the County's conflict of interest code approving body.

OTHER AGENCY INVOLVEMENT: n/a

FINANCING: The recommended action results in no financial impact to the County of Inyo.

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 <u>11.2.12</u>

DEPARTMENT HEAD SIGNATURE:  Date: 11.2.12
(Not to be signed until all approvals are received)

2012 LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted to the Office of County Counsel for approval no later than October 1, of each even-numbered year. Once reviewed, the Office of County Counsel will submit all reports to the Board for their approval. You may use this form or you may prepare your own report. When completed, all reports must be mailed to:

County Counsel
County of Inyo
Post Office Box M
Independence, CA 93526

###

This agency has reviewed its conflict of interest code and has determined that:

- (1) Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,
- (2) Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):
 - Include new positions which must be designated.
 - Make changes to the reportable sources of income, investments, business positions, or real property.
 - Make changes to the titles of positions assigned.
 - Delete positions which have been abolished or changed.
 - Change or add the provisions required by Government Code Section 87302.

Contact Person Barry Simpson
Agency Bishop Unified School District
Mailing Address 301 N. Fowler Street, Bishop, CA 93514
Date of Review of School Districts Conflict of Interest Code August 23, 2012

Signature of Presiding Officer

Note: Government Code Section 87306 requires that when a department has determined that amendments are necessitated by changed circumstances, the amendments or revisions shall be submitted to the code reviewing body within 90 days.
dg:CIC/Biennial.SchoolDistrict10 122409

Exhibit A-1
Page 1 of 1

2012 LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted to the Office of County Counsel for approval no later than October 1, of each even-numbered year. Once reviewed, the Office of County Counsel will submit all reports to the Board for their approval. You may use this form or you may prepare your own report. When completed, all reports must be mailed to:

County Counsel
County of Inyo
Post Office Box M
Independence, CA 93526

###

This agency has reviewed its conflict of interest code and has determined that:

- (1) Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,
- (2) Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):
- Include new positions which must be designated.
 - Make changes to the reportable sources of income, investments, business positions, or real property.
 - Make changes to the titles of positions assigned.
 - Delete positions which have been abolished or changed.
 - Change or add the provisions required by Government Code Section 87302.

Contact Person Patricia Laemmle DCSD Secretary/Treasurer
Agency DCSD
Mailing Address P.O. Box 5 Darwin CA 93522
Date of Review of Agencies Conflict of Interest Code February 13, 2012
Patricia Laemmle
Signature of Presiding Officer

Note: Government Code Section 87306 requires that when a department has determined that amendments are necessitated by changed circumstances, the amendments or revisions shall be submitted to the code reviewing body within 90 days.

2012 Local Agency Biennial Notice

Name of Agency: EASTERN SIERRA COMMUNITY SERVICES DISTRICT

Mailing Address: 301 WEST LINE STREET, SUITE D, BISHOP CA 93514

Contact Person: JENNIFER KRAFCHECK Office Phone No: 760-872-1415

E-mail: ESCSD@USAMEDIA.TV Fax No: 760-872-1289

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

An amendment is required. The following amendments are necessary:
(*Mark all that apply.*)

- Include new positions.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
- Other (*describe*) ADD CLARIFYING LANGUAGE AS PROVIDED BY THE FPPC ; ADOPT REG. 18730

No amendment is required.

The code is currently under review by the code reviewing body.

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

7-9-12
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2012**, or the date specified by your agency, if earlier, to:

County of Inyo, P.O. Box N, Independence, CA 93526

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2012 LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted to the Office of County Counsel for approval no later than October 1, of each even-numbered year. Once reviewed, the Office of County Counsel will submit all reports to the Board for their approval. You may use this form or you may prepare your own report. When completed, all reports must be mailed to:

County Counsel
County of Inyo
Post Office Box M
Independence, CA 93526

###

This agency has reviewed its conflict of interest code and has determined that:

- (1) Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,
- (2) Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):
- Include new positions which must be designated.
 - Make changes to the reportable sources of income, investments, business positions, or real property.
 - Make changes to the titles of positions assigned.
 - Delete positions which have been abolished or changed.
 - Change or add the provisions required by Government Code Section 87302.

Contact Person MYRNA TEW
Agency KEESER Community Services District
Mailing Address P.O. Box 107 KEESER, CA, 93530
Date of Review of Agencies Conflict of Interest Code October 9, 2012

Sharon L. Cummings 10/9/2012
Signature of Presiding Officer

Note: Government Code Section 87306 requires that when a department has determined that amendments are necessitated by changed circumstances, the amendments or revisions shall be submitted to the code reviewing body within 90 days.
dg:CIC/Biennial.Districts10

2012 LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted to the Office of County Counsel for approval no later than October 1, of each even-numbered year. Once reviewed, the Office of County Counsel will submit all reports to the Board for their approval. You may use this form or you may prepare your own report. When completed, all reports must be mailed to:

County Counsel
County of Inyo
Post Office Box M
Independence, CA 93526

###

This agency has reviewed its conflict of interest code and has determined that:

- (1) Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,
- (2) Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):
 - Include new positions which must be designated.
 - Make changes to the reportable sources of income, investments, business positions, or real property.
 - Make changes to the titles of positions assigned.
 - Delete positions which have been abolished or changed.
 - Change or add the provisions required by Government Code Section 87302.

Contact Person Le Roy Kvitz
 Agency Lone Pine Fire
 Mailing Address Box 1007 Lone Pine CA 93545
 Date of Review of Agencies Conflict of Interest Code 01-24-12

[Signature]
 Signature of Presiding Officer

Note: Government Code Section 87306 requires that when a department has determined that amendments are necessitated by changed circumstances, the amendments or revisions shall be submitted to the code reviewing body within 90 days.

2012 LOCAL AGENCY BIENNIAL REPORT

Government Code Section 87306.5 requires local agencies to submit to their code reviewing body a biennial report identifying changes in its code, or a statement that their code is not in need of amendment. Such reports shall be submitted to the Office of County Counsel for approval no later than October 1, of each even-numbered year. Once reviewed, the Office of County Counsel will submit all reports to the Board for their approval. You may use this form or you may prepare your own report. When completed, all reports must be mailed to:

County Counsel
County of Inyo
Post Office Box M
Independence, CA 93526

###

This agency has reviewed its conflict of interest code and has determined that:

- (1) Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; that the disclosure assigned those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and further that the code includes all other provisions required by Government Code Section 87302; or,
- (2) Our agency's code is in need of amendment. We have determined that the following amendments are necessary (check applicable items):
- Include new positions which must be designated.
 - Make changes to the reportable sources of income, investments, business positions, or real property.
 - Make changes to the titles of positions assigned.
 - Delete positions which have been abolished or changed.
 - Change or add the provisions required by Government Code Section 87302.

Contact Person LINDA K. HAUN
Agency MT. WHITNEY CEMETERY DISTRICT
Mailing Address P.O. BOX 1202, Lone Pine, CA 93545
Date of Review of Agencies Conflict of Interest Code 2/15/2012 BOARD MEETING
CHRIS LANGLEY
Signature of Presiding Officer
CHRIS LANGLEY

Note: Government Code Section 87306 requires that when a department has determined that amendments are necessitated by changed circumstances, the amendments or revisions shall be submitted to the code reviewing body within 90 days.

CONFLICT OF INTEREST CODE
OF THE
EASTERN SIERRA
COMMUNITY SERVICES DISTRICT

Exhibit B-1
Page 1 of 5

BBK - June 2012

**CONFLICT OF INTEREST CODE
OF THE
EASTERN SIERRA
COMMUNITY SERVICES DISTRICT**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Eastern Sierra Community Services District** (the "**District**").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Office Manager** as the District's Filing Officer. The **Office Manager** shall make and retain a copy of all statements filed by Members of the Board of Directors, and forward the originals of such statements to the Clerk/Recorder of the County of Inyo. The **Office Manager** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008).

Exhibit B-1
Page 2 of 5

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
EASTERN SIERRA COMMUNITY SERVICES DISTRICT
(Amended November 8, 2000¹)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments²:

- Members of the Board of Directors

- Financial Consultants

¹ Revised in July 2012 to include clarifying language provided by the Fair Political Practices Commission

² Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

Exhibit B-1
Page 3 of 5
BBK - June 2012

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
General Counsel	1, 2
Office Manager	4
Chief Plant Operator	5
Consultant and New Positions ³	

³ Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Office Manager that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Office Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

Exhibit B-1

Page 4 of 5

BBK - June 2012

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position's department, unit or division.

Exhibit B-1

Page 5 of 5

BBK – June 2012



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
12

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

FROM: HEALTH & HUMAN SERVICES – Behavioral Health

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Approve payment of Rebekah Children's Services for mental health services.

DEPARTMENTAL RECOMMENDATION: Request Board approve the payment of \$1,889.45 to Rebekah Children's Services for mental health services rendered in FY 11/12.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This payment is for mental health services provided January, 2012 for a youth placed by the Inyo County Placement Team at Rebekah Children's Services. This was the first time this placement had been used. This was a youth who was very difficult to place. The youth had been placed at this facility in January and we had begun the process to obtain a contract. We had authorized the initial assessment for mental health and medication services. Unfortunately, the youth had a crisis event within the first three weeks in placement which resulted in a hospitalization and the termination of the placement. The contract was pulled during the routing process as we were unaware that services had occurred. The invoice and accompanying documentation was received in March 2012 but was inadvertently misplaced. We received a second request for payment in October 2012. The services legitimately fall under the initial authorization. We have reviewed our process for tracking these invoices and have put into place a plan to ensure that this error does not happen again. These services were authorized for a Medi-Cal eligible youth and we are able to recoup Medi-Cal and EPSDT costs. This again adds to our Medi-Cal cost reimbursement and accurate claiming of EPSDT. We would like to pay this cost and seek reimbursement.

ALTERNATIVES:

Your Board could choose to deny payment for these services that were authorized during pre-placement. We would be vulnerable for the filing for a fair hearing by Rebekah Children's Services and possible order for costs to be paid. We would not be able to seek Medi-Cal reimbursement or to track these costs to our EPSDT allocation.

OTHER AGENCY INVOLVEMENT:

Child Welfare, Juvenile Probation, Schools

FINANCING: This expense is budgeted in Mental Health (045200) in Support and Care (5508). Reimbursement as appropriate is pursued through Medi-Cal and is also paid as part of our EPSDT allocation. No County General Funds.

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 10/22/2012</u> 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> <u>11/2/12</u> Date: _____
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)

 Date: 11-6-12

OCT - 8 2012



Rebekah

CHILDREN'S SERVICES

Odd Fellow-Rebekah
Children's Home of California
290 I.O.O.F. Avenue Gilroy CA 95020



Inyo County Behavioral Health
162 J Grove Street
Bishop CA 93514

Consumer:
Case Number: 30000011
Claim Date: 1/31/2012
Claim Number: 424

Service Dates: 1/10/2012 to 1/18/2012

Service Description	Units	Charge
Assessment	60	\$156.60
Assessment MD	180	\$867.60
Case Management	30	\$60.60
Crisis Intervention	115	\$446.20
Medication Management MD	50	\$241.00
Therapy - Individual	45	\$117.45
Total Units		480
Total Charges		\$1,889.45

Debbie Swanson
Accounting Manager
Tel 408-846-2184 Fax 408-846-2109

Please Remit to:

Rebekah Children's Services
290 I.O.O.F. Avenue
Gilroy CA 95020

Rebekah Children't Services
290 IOOF Avenue
Gilroy, CA 95020

INVOICE DETAIL

01/31/12

<u>PATID</u>	<u>D.O.S.</u>	<u>Client Name</u>	<u>Claim #</u>	<u>SC</u>	<u>Service</u>	<u>Staff</u>	<u>Units</u>	<u>Guarantor</u>	<u>Rate</u>	<u>Amount Due</u>
30000011	1/11/2012		424	1333	Assessment MD	SHAIKH,AHSAN	180	5014	\$ 4.82	\$ 867.60
30000011	1/12/2012		424	1330	Assessment	KITAJI,KAILYNN	60	5014	\$ 2.61	\$ 156.60
30000011	1/18/2012		424	1301	Case Management	KITAJI,KAILYNN	30	5014	\$ 2.02	\$ 60.60
30000011	1/18/2012		424	1340	Therapy - Individual	KITAJI,KAILYNN	45	5014	\$ 2.61	\$ 117.45
30000011	1/18/2012		424	1363	Medication Management MD	SHAIKH,AHSAN	50	5014	\$ 4.82	\$ 241.00
30000011	1/18/2012		424	1370	Crisis Intervention	WATKINS,MIATTA	115	5014	\$ 3.88	\$ 446.20
										<u>\$ 1,889.45</u>



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 – Behavioral Health

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Approve payment of Casa Pacifica for mental health services.

DEPARTMENTAL RECOMMENDATION: Request Board approve the payment of \$4,048.30 to Casa Pacifica for mental health services rendered in FY 11/12.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This payment is for mental health services provided in May and June of 2012 for a youth placed by the Inyo County Placement Team at Casa Pacifica. The youth had received 30 days of Day Rehabilitation Services and Case Management services during this time period. The Case Management services were billed and paid in a timely manner but we initially denied the Day Rehabilitation Services due to inadequate documentation to meet Medi-Cal standards. We provided the placement with the standards and criteria for documentation. We received the corrected documentation in the beginning of August. We did not, however, receive the re-billing from Casa Pacifica until September. At that time the contract had been closed for the fiscal year. While we could deny payment for the services, we are able to bill Medi-Cal for the services provided and this adds to our EPSDT base claim. An accurate EPSDT claim may determine the amount of future allocations. The youth is continuing to receive these services and documentation standards are now consistently met. We monitor our placement providers very carefully to ensure quality services and accompanying documentation. The county staff members also maintain very close contact with the youth, family and the placement facilities to ensure care and placement in the least restrictive setting.

ALTERNATIVES:

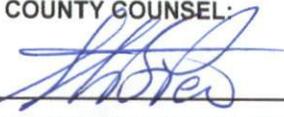
Your Board could choose to deny payment for these services. We would not be able to seek MediCal reimbursement or to track these costs to our EPSDT allocation. This may lower our allocation in the future for services that the youth is continuing to need at the placement.

OTHER AGENCY INVOLVEMENT:

Child Welfare, Juvenile Probation, Schools

FINANCING: This expense is budgeted in Mental Health (045200) in Support and Care (5508). Reimbursement as appropriate is pursued through ~~Medi-Cal~~ and is also paid as part of our EPSDT allocation. No County General Funds.

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 10/22/2012</u> 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> <u>11/5/12</u> Date:
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)

 Date: 11-6-12

Casa Pacifica
 1722 S. Lewis Rd.
 Camarillo, CA 93012-8520

Invoice 11494-1

Printed: September 4, 2012



June 2012
 Supplement

TO:

Inyo County Behavioral Health
 162 J Grove St.
 Bishop, CA 93514

Attn: Dr. Gail Zwier

Net Due: 30 days

Due Date:

Cost per Unit

Total Cost

Day Rehabilitation
 Case Management

30 Days
 55 Minutes

\$131.24
 \$2.02

\$3,937.20
 \$111.10

*OK to pay
 P. Blackwell MET
 9-12-12*

Prepared by: Karen Nguyen, Accounting Manager (805) 914-1233

\$4,048.30

\$0.00

Total Amount Due:

\$4,048.30

Inyo County Jun-12 Billing

Sum of Duration In Minutes		Service Date																														Total	
Name	Service Type	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	Total	
	Day Rehabilitation	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	30
	Case Management																							55									55
	Med Support	12			12	12	12	12	12			12	12	42				5	12	12	12	12	12	12				12	12	12	12	251	
	Mental Health Service													60									40										100
Boyd, Hannah	Day Rehabilitation	0	0	0																												0	

Grand Total	Service Type	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	6/28	6/29	6/30	Total	
	Day Rehabilitation	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	30	
	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	0	0	0	0	0	0	0	0	55
	Crisis Intervention	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Med Support	12	0	0	12	12	12	12	12	0	0	12	12	42	0	0	0	5	12	12	12	12	12	12	0	0	0	12	12	12	12	251	
	Mental Health Service	0	0	0	0	0	0	0	0	0	0	0	0	60	0	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	100	
	TBS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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 for Closed Session Informational

FROM: Health & Human Services-Public Health

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Amendment Number 2 of the Standard Agreement and Memorandums of Understanding (MOUs) between the County of Inyo and California Department of Public Health for HIV/AIDS surveillance and HIV care and support services to individuals living with HIV/AIDS or at risk of HIV infection.

DEPARTMENTAL RECOMMENDATION:

Request Board approve the Amendment Number 2 to Standard Agreement Amendment, Agreement Number 10-95261 and MOUs, between the County of Inyo and Department of Public Health for the provision of HIV/AIDS surveillance and HIV care and support services to individuals living with HIV/AIDS or at risk of HIV infection increasing the overall grant by \$13,259 to a total not to exceed \$221,739 from the period of July 1, 2010 through June 30, 2013, contingent upon Board's approval of future budgets and authorize the Chairperson to sign the Standard Agreement Amendment.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This program is designed to assure the availability of comprehensive social and medical services and to assist in the development of a support network for the HIV positive population in Inyo County. Specific responsibilities of Inyo County Health and Human Services staff include functioning as the Fiscal Agent, provider of case management services, outreach to potential clients, and collaboration with other agencies in development of client services. The surveillance portion of the grant received a reduction of \$269.00. The care and support portion of the grant received an increase in funding of \$13,528.00. These funds will be available for personnel, operating expenses and direct services.

The allocation and budget templates were received from the State on May 30, 2012. A budget was submitted and approved on June 28, 2012. The amended agreement was received from the State on August 13, 2012 and routing documentation was created and submitted into the county process.

ALTERNATIVES:

Non-acceptance of this funding would mean that Inyo County would not be able to provide services to this population.

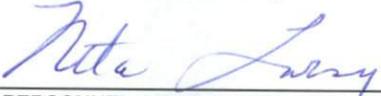
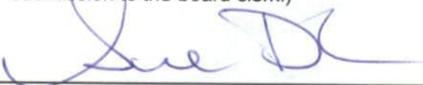
OTHER AGENCY INVOLVEMENT:

Bi-annual meetings are often attended by members of local agencies including: Hospice of Owens Valley, Northern Inyo Hospital, Toiyabe Indian Health Clinics, Methodist Church, as well as clients, families, and other members of the community.

FINANCING:

Total amount of this grant is \$221,739.00 (\$62,236 for 7/10-6/11, \$73,122 for 7/11-6/12, and \$86,381 for 7/12-6/13) and is 100% state funded. For FY 12/13 \$81,167 will be brought in as revenue into the CARES budget (641212) and \$5,214 will be brought into the Health budget (045100) for the Surveillance portion of this grant funding. This funding is Federal dollars that are passed from the State into the County.

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>11/22/2012</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>10/25/12</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>10/29/12</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Jean Turner ^{by} JTB

Date: 11-2-12

STANDARD AGREEMENT AMENDMENT

STD 213A_CDPH (3/12)

 Check here if additional pages are added: 1 Page(s)

Agreement Number 10-95261	Amendment Number A02
Registration Number:	

1. This Agreement is entered into between the State Agency and Contractor named below:

State Agency's Name

California Department of Public Health

Also known as CDPH or the State

Contractor's Name

County of Inyo

(Also referred to as Contractor)

2. The term of this Agreement is: **July 1, 2010 through June 30, 2013**3. The maximum amount of this Agreement is: **\$ 221,739**Agreement after this amendment is: **Two Hundred Twenty One Thousand, Seven Hundred Thirty Nine Dollars.**

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

I. **Amendment effective date:** July 1, 2012II. **Purpose of amendment:**

This amendment adjusts the funding levels for Surveillance and Care/MAI Programs in year 3 of the contract term due to the revised state allocation formulas, and replaces the Care/MAI Scope of Work in its entirety.

III. Certain changes made in this amendment are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

(Continued on next page)

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)		
County of Inyo		
By (Authorized Signature)	Date Signed (Do not type)	
		
Printed Name and Title of Person Signing		
Address		
c/o Tamara A. Cohn, Inyo County Health & Human Services 207 A South Street, Bishop, CA 93514		
STATE OF CALIFORNIA		
Agency Name		
California Department of Public Health		
By (Authorized Signature)	Date Signed (Do not type)	
		
Printed Name and Title of Person Signing		
Angela Salas, Chief, Contracts Management Unit		
Address		
1501 Capitol Avenue, Suite 71.5178, MS 1802, P.O. Box 997377, Sacramento, CA 95899-7377		

 Exempt per:
Budget Act of 2012, Chapter 21

IV. Paragraph 3 (maximum amount payable) on the face of the original STD 213 is increased by \$13,259 and is amended to read: ~~\$208,480 (Two Hundred Eight Thousand, Four Hundred Eighty Dollars.)~~ **221,739 (Two Hundred Twenty One Thousand, Seven Hundred Thirty Nine Dollars.)**

V. Provision 4 (Amounts Payable) of Exhibit B – Budget Detail and Payment Provisions is amended to read as follows:

4. Amounts Payable

A. The amounts payable under this agreement shall not exceed:

- 1) \$62,236 for the budget period of 07/01/10 through 06/30/11.
- 2) \$73,122 for the budget period of 07/01/11 through 06/30/12.
- 3) ~~\$73,122~~ **86,381** for the budget period of 07/01/12 through 06/30/13.

B. Reimbursement shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.

VI. All other terms and conditions shall remain the same.

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the budget attached to the incorporated MOU.
- B. Invoices shall include the Agreement Number and MOU Program Name and shall be submitted not more frequently than monthly in arrears. Each invoice for the quarter shall be submitted for payment no more than forty-five (45) calendar days following the close of each quarter, unless an alternate deadline is agreed to in writing by the program contract manager. Direct all inquiries to:

Invoice Desk
California Department of Public Health
Office of AIDS
MS 7700
1616 Capitol Avenue, Suite 616
P.O. Box 997426
Sacramento, CA 95899-7426

- C. Invoices shall:
 - 1) Be prepared on Contractor letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent actual expenses for the service performed under this contract and applicable MOU.
 - 2) Bear the Contractor's name as shown on the agreement and MOU.
 - 3) Identify the billing and/or performance period covered by the invoice.
 - 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.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B
Budget Detail and Payment Provisions

4. Amounts Payable

A. The amounts payable under this agreement shall not exceed:

- 1) \$62,236 for the budget period of 07/01/10 through 06/30/11.
- 2) \$73,122 for the budget period of 07/01/11 through 06/30/12.
- 3) ~~\$73,122~~ 86,381 for the budget period of 07/01/12 through 06/30/13.

B. Reimbursement shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.

5. Timely Submission of Final Invoice

A. A final undisputed invoice shall be submitted for payment no more than sixty (60) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the program contract manager. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the State under this agreement have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline. Written State approval shall be sought from the program contract manager prior to the expiration or termination date of this agreement.

C. The Contractor is hereby advised of its obligation to submit, with the final invoice, a "**Contractor's Release (Exhibit F)**" acknowledging submission of the final invoice to the State and certifying the approximate percentage amount, if any, of recycled products used in performance of this agreement.

6. Allowable Line Item Shifts

A. Subject to the prior review and approval of the State, line item shifts of up to fifteen percent (15%) of the annual contract total, not to exceed a maximum of one hundred thousand (\$100,000) annually are allowed, so long as the annual agreement total neither increases nor decreases.

The \$100,000 maximum limit shall be assessed annually and automatically adjusted by the State in accordance with cost-of-living indexes. Said adjustments shall not require a formal agreement amendment. The State shall annually inform the Contractor in writing of the adjusted maximum.

B. Line item shifts meeting this criteria shall not require a formal agreement amendment.

C. The Contractor shall adhere to State requirements regarding the process to follow in requesting approval to make line item shifts.

D. Line item shifts may be proposed/requested by either the State or the Contractor.

Exhibit B
Budget Detail and Payment Provisions

7. Expense Allowability / Fiscal Documentation

- A. Invoices, received from a Contractor and accepted and/or submitted for payment by the State, shall not be deemed evidence of allowable agreement costs.
- B. 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.
- C. If the allowability or appropriateness 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.
- D. If travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. For more information on allowable travel and per diem expenses and required documentation, see Exhibit G entitled, "Travel Reimbursement Information".
- E. Costs and/or expenses deemed unallowable are subject to recovery by CDPH. See provision 8 in this exhibit entitled, "Recovery of Overpayments" for more information.

8. Recovery of Overpayments

- A. Contractor agrees that claims based upon a contractual agreement or an audit finding and/or an audit finding that is appealed and upheld, will be recovered by the State and/or Federal Government by one of the following options:
 - 1) Contractor's remittance to the State of the full amount of the audit exception within 30 days following the State's request for repayment;
 - 2) A repayment schedule which is agreeable to both the State and the Contractor.
- B. The State reserves the right to select which option will be employed and the Contractor will be notified by the State in writing of the claim procedure to be utilized.
- C. Interest on the unpaid balance of the audit finding or debt will accrue at a rate equal to the monthly average of the rate received on investments in the Pooled Money Investment Fund commencing on the date that an audit or examination finding is mailed to the Contractor, beginning 30 days after Contractor's receipt of the State's demand for repayment.
- D. If the Contractor has filed a valid appeal regarding the report of audit findings, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Contractor loses the final administrative appeal, Contractor shall repay, to the State, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Contractor's first receipt of State's notice requesting reimbursement of questioned audit costs or disallowed expenses.

**Memorandum of Understanding (MOU)
Amendment 2
HIV Care Program and Minority AIDS Initiative**

This agreement was entered into on July 1, 2010 between the California Department of Public Health/Office of AIDS and the County of Inyo.

1. Provision 2 (MAXIMUM AMOUNT PAYABLE) is amended to read as follows:

The maximum amount payable by the STATE to the CONTRACTOR under this MOU shall not exceed the following:

- A. \$56,366 for the budget period of July 1, 2010 to June 30, 2011.
 - B. \$67,639 for the budget period of July 1, 2011 to June 30, 2012.
 - C. ~~\$67,639~~ 81,167 for the budget period of July 1, 2012 to June 30, 2013.
 - D. ~~\$191,644~~ 205,172 for the entire MOU term.
2. Provision 3 (MOU EXHIBITS) is amended to add Exhibit A, A02 entitled "Scope of Work, Year 3" consisting of 20 pages, replacing Exhibit A-5 entitled "Scope of Work, Year 3" in its entirety. All further references to Exhibit A-5 in the body of this agreement or any attachments thereto shall be deemed to read Exhibit A, A02 entitled "Scope of Work Year 3".

Provision 3 (MOU EXHIBITS) is further amended to add Exhibit B-3 A02 entitled "Budget Year 3" consisting of one page, replacing Exhibit B-3 A1 in its entirety. All further references to Exhibit B-3 A1 in the body of this agreement or any attachments thereto shall be deemed to read Exhibit B-3 A02.
3. The effective date of this amendment shall be July 1, 2012.
 4. All other terms and conditions shall remain the same.

Exhibit B-3
BUDGET - Year 3
HIV Care Program and Minority AIDS Initiative
July 1, 2012 through June 30, 2013

	HCP Budget	MAI Budget	Total MOU Budget
A. PERSONNEL	\$53,775	\$0	\$53,775
B. OPERATING EXPENSES	\$3,564	\$0	\$3,564
C. CAPITAL EXPENDITURES	\$0	\$0	\$0
D. OTHER COSTS	\$23,481	\$0	\$23,481
E. INDIRECT COSTS (Up to 15% of Personnel)	\$347	\$0	\$347
TOTAL BUDGET	\$81,167	\$0	\$81,167

**Memorandum of Understanding (MOU)
Amendment 2
HIV/AIDS Surveillance Program**

This agreement was entered into on July 1, 2010 between the California Department of Public Health/Office of AIDS and the County of Inyo

1. Provision 2 (MAXIMUM AMOUNT PAYABLE) is amendment to read as follows:

The maximum amount payable by the STATE to the CONTRACTOR under this MOU shall not exceed the following:
 - A. \$5,870 for the budget period of July 1, 2010 to June 30, 2011.
 - B. \$5,483 for the budget period of July 1, 2011 to June 30, 2012.
 - C. ~~\$5,483~~ 5,214 for the budget period of July 1, 2012 to June 30, 2013.
 - D. ~~\$16,836~~ 16,567 for the entire MOU term.
2. Provision 3 (MOU EXHIBITS) is further amended to add Exhibit B-3 A02, entitled "Budget Year 3", consisting of one page, replacing Exhibit B-3, A01 in its entirety. All further references to Exhibit B-3, in the body of this agreement or any attachments thereto shall be deemed to read Exhibit B-3 A02.
3. The effective date of this amendment shall be July 1, 2012.
4. All other terms and conditions shall remain the same.

Exhibit B-3
HIV/AIDS Surveillance Program
Year 3
July 1, 2012 to June 30, 2013

	<u>Original Budget</u>	<u>This Amendment</u>	<u>Amended Total</u>
A. PERSONNEL	\$5,483	<u>(\$269)</u>	<u>\$5,214</u>
B. OPERATING EXPENSES	\$0	\$0	\$0
C. CAPITAL EXPENDITURES	\$0	\$0	\$0
D. OTHER COSTS	\$0	\$0	\$0
E. INDIRECT COSTS (Up to 15% of Personnel)	\$0	\$0	\$0
TOTAL BUDGET	\$5,483	<u>(\$269)</u>	<u>\$5,214</u>



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:

AGENDA NUMBER

15

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

FROM: Public Works Department

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Appointment(s) to Northern Inyo Airport Advisory Committee

DEPARTMENTAL RECOMMENDATIONS:

Request the Board appoint Mr. Jim Marchio, Ms. Eileen Burger and Mr. Dave Patterson to the Northern Inyo Airport Advisory Committee to complete unexpired four year terms ending October 31, 2016. (Notice of vacancy resulted in request for appointment being received from Mr. Jim Marchio, Ms. Eileen Burger and Mr. Dave Patterson.)

CAO RECOMMENDATIONS:

SUMMARY DISCUSSION:

There are a total of three vacancies on the Northern Inyo Airport Advisory Committee. Three responses were received. Mr. Dave Patterson is requesting reappointment. Please see the following letters from Mr. Jim Marchio, Ms. Eileen Burger and Mr. Dave Patterson.

ALTERNATIVES:

The Board could elect not to fill the positions. This is not recommended as all the applicants have expressed interest in serving on the committee.

FINANCING:

The Airport Advisory Committee members are volunteers and receive no monetary compensation. There are no other costs to the County associated with filling the vacant position.

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 _____
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 _____
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)

Date: 11-7-12

SIERRA AVIATION, INC.

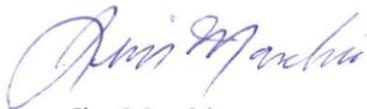
October 26, 2012

Inyo County Board of Supervisors
P.O. Box N
Independence, Ca 93526

I have received notice of vacancy on the Northern Inyo Airport Advisory Committee. I would like to request to be appointed to serve on this committee. I am in my 20th year of operating Sierra Aviation, Inc at the Bishop Airport which has included Sierra Lifeflight air ambulance service and also has provided air charter service. I am currently operating three jet prop pressurized aircraft out of the Bishop Airport and I am familiar with various aspects of operations and concerns at the airport. As such I feel that I could offer some constructive input to the committee.

Thank you for considering my request.

Sincerely,



Jim Marchio
President
Sierra Aviation, Inc.
487 Grove Street
Bishop, Ca 93514

ADVISORY COMMITTEE
NORTHERN INYO AIRPORT
PO BOX 448
BIG PINE, CA 93513-0448
OCT 22 2012

Eileen Burger
PO Box 448
Big Pine, CA 93513-0448

Board of Supervisors
County of Inyo
PO Box N
Independence, CA 93526

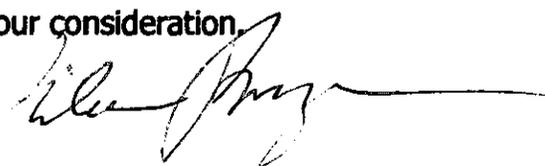
October 22, 2012

Dear Sirs/Madames;

I am writing to express interest in being appointed to the Northern Inyo Airport Advisory Committee. I understand that there are currently 3 vacancies and that the terms are for 4 years.

Thank you for your consideration.

Eileen Burger



David L. Patterson

3575 Luring Lane
Bishop, CA 93514

Phone: (760) 872-3353 FAX: (760) 872-3396 Cell: (760) 937-5596
E-mail: dave@thepattersons.info

September 29, 2012

Patricia Gunsolley
Assistant Clerk of The Board
County of Inyo Board of supervisors
P.O. Box N
Independence, CA 93526

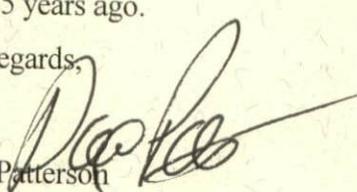
Dear Pat:

I would like to be reappointed to serve on the Northern Inyo Airport Advisory Committee.

I have been interested in the airport and particularly air service to the Eastern Sierra since moving here 15 years ago.

Best regards,

Dave Patterson



dav|niaac ap 2012

RECEIVED
2012 OCT -5 AM 8:49
INYO COUNTY
ADMINISTRATIVE
CLERK



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

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

For Clerk's Use Only:
AGENDA NUMBER <i>16</i>

FROM: Road Department

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Closure of Sabrina Road.

DEPARTMENTAL RECOMMENDATIONS:

Request Board approves the temporary closure of Sabrina Road at the end of State Highway 168.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The construction of the bridge over Bishop Creek has narrowed the road in the vicinity of the bridge to one lane. Traffic has been controlled by solar powered signals. As the days get shorter, the sun into the canyon is not providing enough of a charge to keep the signal operating full time. The bridge construction project is being shut down for the winter. The operator of the Lake Sabrina Boat Landing left the lake on October 30, 2012 and does not plan to be back until next spring. Lake Sabrina Reservoir is empty so it is a hike back to the old lake. There is minimal traffic going to the lake and even less staying at the lake once the lack of water is observed. Once snow accumulates, Caltrans will close State Highway at Aspendell. It is recommended that Sabrina Road be closed at this time to eliminate the potential of a failure in the signal system leading to a collision between authorized vehicles.

ALTERNATIVES:

The Board could elect to not approve the road closure, but this is not recommended as it would mean either continuing to rely on the signals or implementing an expensive remedy to what will probably be a short term issue.

OTHER AGENCY INVOLVEMENT:

California Highway Patrol will be notified of the closure.
 Inyo County Sheriff's Office will be notified of the closure

FINANCING:

None required.

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 _____
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 _____
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)

Date: 11-7-12



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: Kevin D. Carunchio, County Administrator
FOR THE BOARD MEETING OF November 13, 2012
SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Death Valley Roadeater Emergency, that resulted in flooding in the eastern portion of Inyo County during the month of August 2012, per Resolution #2012-32.

SUMMARY DISCUSSION: - During your August 28, 2012 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Death Valley Roadeater Emergency, which was a result of flooding in the southeastern portion of Inyo County during the month of August. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a by-weekly 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:	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 _____
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)
(The Original plus 20 copies of this document are required)

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
18

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

FROM: HEALTH & HUMAN SERVICES

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Request to fill vacant Prevention Specialist

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 the Social Services and Substance Use Disorders (SUD) Budgets, as certified by the Health and Human Services Director, and concurred with by the County Administrator and the Auditor-Controller; and
- B) Where internal candidates meet the qualifications for the position of Prevention Specialist, the position could be filled through an internal recruitment, but an open recruitment would be more appropriate to ensure qualified applicants apply; and
- C) approve the hiring of one Prevention Specialist at Range 60 (\$3,271-\$3,973).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

A Prevention Specialist position was recently vacated, affording HHS the opportunity to assess client needs and refocus the tasks assigned under the position. As part of the Child Welfare System Improvement Plan, child welfare and probation identified the need for parenting classes focused on parents of school-aged children and teens. Using realigned child abuse prevention, treatment and intervention funding, this Prevention Specialist will implement a parent education curriculum, as well as provide SUD prevention activities.

ALTERNATIVES:

Your Board could choose not to approve the filling of this position which would prevent HHS from implementing parenting classes and would limit SUD prevention services directed toward families.

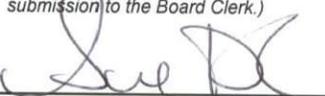
OTHER AGENCY INVOLVEMENT:

State of California Department of Social Services

FINANCING:

Social Services 2011 Realignment Funding (Child Abuse and Prevention Subcategory) and Federal Substance Use Disorder funding. This position is budgeted 80% in Social Services (055800) and 20% in SUD (045315) in the Salaries and Benefits object codes. No County General Funds.

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: _____
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>11/2/12</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>11/1/12</u>
BUDGET OFFICER:	BUDGET AND RELATED ITEMS (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.) Approved: _____ Date: _____

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



Date: 11-6-12



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only

AGENDA NUMBER

20

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

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Distribution of FY 2010-2011 C.O.P.S. (AB 3229) funding, and amend the FY 2012-2013 Board approved budget

DEPARTMENTAL RECOMMENDATION:

Request Board; (A) authorize the purchase and issuance of a Purchase Order for (2) Glock Model 23, .40 Caliber Handguns and (8) Model 22, .40 caliber handguns from Pro-Force Law Enforcement in the amount of \$3,846.68, including taxes and shipping; and authorize the Sheriff to sign the Exemption Certificate(for FET Tax); and
(B) authorize the purchase and issuance of a Purchase Order for 18 ballistic vests from adamson police products in the amount of \$13,285.58, including taxes and shipping; and
(G) amend the FY 2012-2013 Sheriff's General Budget Unit #022700 by increasing estimated revenue in Citizens Options Public Safety Revenue (Revenue code #4488) by \$17,133 and increasing appropriations in Personal & Safety Equipment (object code 5112) by \$17,133. (4/5's vote required).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The Sheriff's department receives AB3229 money, C.O.P.S. (Citizens Option for Public Safety), funding from the state, and we have 2 years to spend the funds. On March 29, 2011, your Board held a public hearing for the use of 2010-2011 COPS funds and approved the use of the money for personnel, equipment and programs to support the needs of front line law enforcement. The current COPS fund balance for 2010-2011 is \$93,525.26 and is to be expended by June 30, 2013. The Sheriff's Office solicited quotes for the Firearms with the following results: Quotes from Pro-Force, L.C. Action Police Supply & Emergency Equipment all quoted the same price. This is due to Glock's Law Enforcement pricing policy. This department is requesting awarding the purchase to Pro-Force, since we already have an established account, and they have proven excellent customer service. This department also solicited quotes for the Ballistic Vests with the following results:

adamson's \$13,285.58
Proforce \$13,382.36
Galls \$19,475.61

The requested vests have been identified as needing replacement. Adamson's has agreed to drive up to the various locations within Inyo County and size each individual Deputy and Correctional Officer for their new vest. We request awarding the purchase of the vests from adamson's.

The purchase of these items will bring the balance of the 2011-2012 allocation down to \$76,393. We will have additional items we will bring before the Board for authorization to purchase at another time, as the remaining allocation will need to be spent by June 30, 2013.

ALTERNATIVES:

Not approve the purchases and find a different use for the funds under the guideline of AB3229. This is not recommended, as we have a need for the items requested, and we need to expend the 2011-2012 to be expended by June 30, 2013, or return the funds.

OTHER AGENCY INVOLVEMENT:

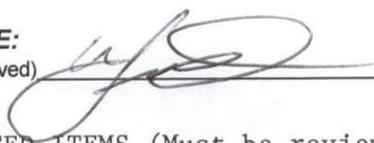
None

FINANCING:

Funds are available in the C.O.P.S. Trust #500103 and appropriations will be available with approval of the budget amendments in this agenda request. The Auditor's office will make the transfer as expenses occur. If today's request is approved in the amount of \$17,132.26, the remaining 2011-2012 allocation of \$93,525.26 will be reduced to \$76,393.

<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.) 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.) <i>Tata Lindsey</i> Approved: <u>gpa</u> Date <u>11/2/12</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 _____

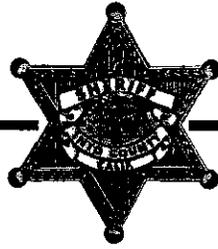
DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

 Date: 11-2-12

CAO/Budget Officer BUDGET RELATED ITEMS (Must be reviewed and approved by the Budget Officer prior to submission to the board clerk.)

 Approved: Date: 11-6-12

OFFICE OF THE
SHERIFF
INYO COUNTY, CA



WILLIAM R. LUTZE
SHERIFF

KEITH HARDCASTLE
UNDERSHERIFF

"A Professional Service Agency"

Date:

PROFORCE LAW ENFORCEMENT
3009 North Highway 89
Prescott, AZ 86301

TO WHOM IT MAY CONCERN:

Inyo County Sheriff's Department is purchasing the following firearm(s) for official department use only. I certify that the firearm(s) purchased are not for transfer or resale.

The firearm(s) to be purchased is/are listed below:

Quantity Manufacturer Specific model and description
8-Glock Model #22, .40 Caliber Handguns with 3 Mags
2-Glock Model #23, .40 Caliber Handguns with 3 Mags

Sheriff William Lutze

Signature

Please Bill To: 550 Clay Street / P.O. Drawer S, Independence, CA, 93526

Please Ship To: 550 Clay Street / P.O. Drawer S, Independence, CA, 93526

**DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**

EXEMPTION CERTIFICATE (USE BY STATE OR LOCAL GOVERNMENTS)

(For use by State and local governments (section 4221(a)(4) of the Internal Revenue Code).)

_____, 2012, I hereby certify that I am _____ SHERIFF WILLIAM LUTZE
(Month & Day) *(Title of Officer)*
 of _____ INYO COUNTY SHERIFF'S DEPARTMENT _____; that I am authorized to execute this certificate; and that
(State or local government)

(check applicable type of certificate):

- The article or articles specified in the accompanying order, or on the reverse side hereof, (or)
- All orders placed by the purchaser for the period commencing _____ and ending _____,
(Date) *(Date)*
(period not to exceed 12 calendar quarters)
- are, or will be, purchased from _____ PROFORCE _____ for the
(Name of manufacturer)
- exclusive use of _____ INYO COUNTY SHERIFF'S DEPARTMENT _____
(Governmental unit)
- of _____ STATE OF CALIFORNIA/COUNTY OF INYO _____
(State or local government)

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a State, etc., is limited to the sale of articles purchased for its exclusive use¹. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

SIGNATURE

PRINTED NAME

SHERIFF WILLIAM LUTZE

ADDRESS

550 South Clay Street/ P.O. Drawer S, Independence, CA, 93526

¹ A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" of the State or local government, within the meaning of section 4221(a)(4) of the code, and, therefore, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his duties.

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. In some cases, persons who sell firearms or ammunition tax-free use specific exemption certificates to support the tax-free sales. This form contains all required information for a properly executed certificate. This is being provided to promote uniformity among excise taxpayers and eliminate the need for taxpayers to design their own certificates. The information requested is required by Title 27, Code of Federal Regulations, Part 53.

We estimate the average burden associated with this collection of information is 45 minutes per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

TTB may not conduct or sponsor and you are not required to respond to, a collection of information unless it displays a current, valid OMB control number.

PROFORCE LAW ENFORCEMENT

3009 North Highway 89
Tel: (928) 776-7192
sales@proforceonline.com
FFL # 9-86-025-01-4G-00508

Prescott, AZ 86301
Fax: (928) 445-3468
www.proforceonline.com

QUOTE# PAGE

PRICE

158794

1

QUOTE

SHIP DATE

A.S.A.P.

SOLD
TO

INYO COUNTY PURCHASING
SHERIFF'S DEPT
PO DRAWER S
INDEPENDENCE CA 93526

SHIP
TO

INYO COUNTY SHERIFF'S OFFICE
DEPUTY MARK SMITH
726 NORTH MAIN ST
LONE PINE CA 93545

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
N/A	09/13/12	000143	A	GREGG MCCLUNG	FDX 2ND DAY AIR	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
8	PI22502 GLK M22 40SW PST FS 3MAGS	357.0000	EA .00	2,856.00
2	PI23502 GLK M23 40SW PST FS 3MAGS	357.0000	EA .00	714.00
1	XFET THIS ITEM FET OUT	.0000	EA .00	.00
<p>IMPORTANT NOTICES: This quotation is based on the issuance of a department purchase order, F.A.E.T. Exemption, payment by check in 30 days (unless otherwise agreed) and in stated quantities. ATF or the manufacturer may require additional forms. Sample forms may be found at: http://www.ProForceonline.com/forms.htm</p> <p>Ordering Instructions: Please fax a copy of the department purchase order and F.E.T. form to (928)445-3468. PLEASE MAIL ORIGINALS to ProForce Law Enforcement, 3009 N. Hwy 89, Prescott, AZ 86301.</p> <p>Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.</p> <p>Standard manufacturer's warranty applies to all department</p>				

COMMENT

TERMS

PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301
 Tel: (928) 776-7192 Fax: (928) 445-3468
 sales@proforceonline.com www.proforceonline.com
 FFL # 9-86-025-01-4G-00508

P R I C E	QUOTE#	PAGE
	158794	2
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD
TO

INYO COUNTY PURCHASING
 SHERIFF'S DEPT
 PO DRAWER S
 INDEPENDENCE CA 93526

SHIP
TO

INYO COUNTY SHERIFF'S OFFICE
 DEPUTY MARK SMITH
 726 NORTH MAIN ST
 LONE PINE CA 93545

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
N/A	09/13/12	000143	A	GREGG MCCLUNG	FDX 2ND DAY AIR	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
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purchases unless otherwise specifically noted.

This quote is valid for 45 days from the date of issue, and is subject to manufacturer's availability and price change. Please call (800)367-5855 if this bid is still pending at the expiration of quote for an updated quote.

A 20% restocking fee will apply to all returned goods. Please call us for a return authorization number.

COMMENT
 FOR: MARK SMITH
 MSMITH@INYOCOUNTY.US
 BY: KARI MARTIN

TERMS DUE NET 30 DAYS

SALES AMOUNT	3,570.00
7.750% SALES TAX	276.68
SUB TOTAL	3,846.68

ATT: MARK SMITH

FAX: 760-876-5977

<<Quote>>

EMERGENCY EQUIPMENT
4304 TWAIN AVENUE
SAN DIEGO, CA 92120
(619) 280-4300

I N V O I C E
425 425
CLERK: MS

Terms:

Bill To: QUOTE

Ship To: QUOTE

INYO CO. SHERIFF

ATT: MARK SMITH (760) 977-2719

Attn:

Attn:

09/10/12 @ 01:42 pm

Customer No: 24208

Order Ref No:

How Ship:

Page # 1

SKU	DESCRIPTION	QTY	Per/Unit PRICE	TOTAL
975 PI22502	GUN/GLOCK 22/FXD/3-LEO MAGS (FET EXEMPT)	10.00	357.00	3,570.00

HERE'S THE QUOTE YOU REQUESTED. WE WOULD NEED AN ORIGINAL PURCHASE ORDER & FET EXEMPT CERTIFICATE. THE GUNS WOULD BE DROP SHIPPED DIRECTLY TO DEPT. FROM GLOCK. IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME AT THE ABOVE NUMBER.

THANK YOU, MARILYN SCHAUFLE, GM

\$0.00
\$0.00

Sub-Total: **\$3,570.00**
Tax: **\$276.68**
: **\$0.00**
TOTAL: \$3,846.68

THANK YOU FOR YOUR ORDER!

Corporate: 3009 N. Highway 89. Prescott, AZ 86301
Store: 655 Berry Street. Suite H Brea, CA 92821
Tel: (800) 367-5855 Fax: (928) 445-3468



Q U O T A T I O N

Date: October 1, 2012
Dept: Inyo County Sheriff's Dept (CA)
Attn: Mark Smith
Email: msmith@inyocouty.us

<u>ITEM #</u>	<u>QTY</u>	<u>PRODUCT DESCRIPTION</u>	<u>EXTENDED PRICE</u>
SCA-SM01F-II-F	4	Second Chance Summit SM01 Level II, Two (2) APEX Carriers & STP – Female Structured @ \$689.99 ea	\$2,759.96
SCA-SM01-II	14	Second Chance Summit SM01 Level II, Two (2) APEX Carriers & STP – Male @ \$689.99 ea	\$9,659.86
		SEE ORDERING INSTRUCTIONS BELOW	
		SHIPPING/HANDLING	N/C
		Plus Applicable CA Sales Tax @ 7.75%	\$962.54
		Total:	\$13,382.36

We sincerely appreciate your law enforcement business and look forward to serving you in the future!

Respectfully,
ProForce Law Enforcement

Kari Martin
Law Enforcement Specialist

IMPORTANT:

This quotation is based on department purchase order, payment by check, and stated quantities.

Ordering instructions: Please fax a copy of the department purchase order to (928) 445-3468

Standard terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders will be necessary.

Standard manufacturer's warranty applies to all department purchases unless otherwise specifically noted.

This quote is valid for 45 days from the date of issue, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending at expiration of quote.

Please Note: 20% restocking charge on stocked items, all special order sales are final. Please call us for a return authorization number.



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: Inyo County Planning Department

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Inyo National Forest Plan Update/Revision

RECOMMENDATION: Receive a presentation from staff about coordination with Forest Service staff regarding the Inyo National Forest Plan Update/Revision and provide input.

SUMMARY DISCUSSION: The Inyo National Forest is working on updating the Inyo National Forest Plan.¹ Staff is working with Forest Service staff in developing the Plan, and will report on recent activities. Input from the Board is requested to guide staff in future coordination efforts with Forest Service staff.

OTHER AGENCY INVOLVEMENT: Department of Agriculture, U.S. Forest Service; Mono, Fresno, Madera, and Tuolumne counties; other interested persons and organizations.

FINANCING: General fund resources are utilized to monitor planning work in the Forest. Resources for Willdan's assistance with the effort are funded by operating transfer from the Geothermal Royalties fund.

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>
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>
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>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 11/6/12

¹ Refer to <http://inyoplanning.org/InyoNationalForest.htm> for more information about the County's participation in the Plan Update/Revision.



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 XX a.m. Closed Session Informational

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Final Cost Energy and Service Efficiencies Action Plan (CESEAP).

DEPARTMENTAL RECOMMENDATION:

Request the Board of Supervisors:

Approve the Final Cost Energy and Service Efficiencies Action Plan and direct staff to begin implementation.

SUMMARY DISCUSSION:

Staff has been working with the consultant team of Salas O'Brien and Southern California Edison staff to prepare a CESEAP. The CESEAP consists of the Energy Action Plan for County facilities; policy reports for Benchmarking, Advanced Program Code and Commissioning/Retro-Commissioning; and, a Green House Gas Report. The plan was approved as complete on October 24, 2012 by Southern California Edison staff and meets the requirements set by the California Public Utilities Commission. Staff presented the plan to your Board on September 11, 2012. Since then, Edison staff requested that language addressing the plan's implementation be added. Staff added language to the Conclusion Section of the Energy Action Plan describing how the plan will be implemented and when the County will consider it fully implemented. This includes:

- Your Board's approval of the plan and accompanying policies;
- Proposed language to update to the General Plan supporting energy reduction practices; and,
- Completion of the list of building project priorities based on the evaluations conducted by the consultant team and County maintenance staff that will provide the means to meet the 10% energy reduction goal.

Other than the addition of the implementation language, the Energy Action plan and policy reports remain the same as the ones your Board reviewed on September 11, 2012.

Your Board approved a contract extension with Southern California Edison on October 30, 2012. The additional time to the end of this year 2012, will be used to finish up the final reporting and invoicing, as well as work on draft General Plan policy. If the California Public Utilities Commission approves the extension through 2014, staff will conduct more analysis on communitywide electricity use and public outreach for General Plan policy, as well as, update and upgrade the project webpage with more information on how and where to find rebates and incentives for energy reduction at private homes, businesses, and government facilities. Southern California Edison staff has also informed the County that there may be a new Request for Proposals coming out next year (2013). Staff will also be working on ideas for new projects regarding energy reduction the County can apply for through this new opportunity.

ALTERNATIVES:

- Provide additional input and direct staff to make changes.

- Do not approve the plan and not have a County Cost Energy and Service Efficiencies Action Plan.

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

Implementing the plan will require staff time to analyze facility improvement projects at different levels of energy efficiency for cost, and potential energy reduction. It will also require staff time to monitor energy use at County facilities and update the implementation strategy as necessary. This staff time can eventually pay for itself and provide additional savings to the County through energy cost reductions.

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>)
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>)
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>)

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 11/5/12

Attachments:

- Final Cost Energy and Service Efficiencies Action Plan.

County of Inyo Cost, Energy and Service Efficiencies Action Plan



Funded by:

Southern California Edison Company

Local Government Strategic Plan Strategies Program

2010-2012 Program Period: under the auspices of the California Public Utilities Commission

Prepared for:

Inyo County, California

PO Drawer L, 168 North Edwards Street

Independence, California 93526

Prepared by:

Salas O'Brien

305 South 11th Street

San Jose, California 95112, and

The Inyo County Planning Department

PO Drawer L, 168 North Edwards Street

Independence, California 93526

Approved by the Inyo County Board of Supervisors November 13, 2012

The Cost Energy and Service Efficiencies Action Plan consist of the five following sections. The:

- Energy Action Plan
- Benchmarking Policies and Procedures
- Policies for Advanced Program Code Standards
- Policies for Commissioning and Retro-Commissioning
- Energy Savings Analysis for County Greenhouse Gas Inventory

Energy Action Plan

Strategic Plan Task 3.2.1, Deliverable 2.C.5

Funded by:

**Southern California Edison Company
Local Government Strategic Plan Strategies Program**

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October, 2012

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EXECUTIVE SUMMARY

The County of Inyo recognizes the costs related to inefficient energy use and the advantages associated with energy efficiency. The County recognizes that improvements in energy efficiency decreases energy costs and increases productivity, which allows better customer service for its citizens. Inyo County also embraces the idea of energy efficiency as a means to greater energy independence in the US and that many small changes can add up to a large one. The County will leverage energy efficiency and conservation with the utility incentive programs available through various partners such as Southern California Edison, the California Energy Commission and Los Angeles Department of Water and Power.

This Energy Action Plan (EAP) outlines the strategies and programs that will guide energy reduction at County facilities. The EAP will be a cost benefit driven program.

The Energy Action Plan:

- ✓ Establishes a long term vision and plan for energy efficiency in the County.
 - ✓ Identifies the County's reduction goals and milestones.
 - ✓ Provides policies and procedures the County can implement to assist in reducing energy.
 - ✓ Offers strategies the County can use to assist in achieving energy reduction goals.
 - ✓ Serves as an educational tool that can be used by other organizations.
 - ✓ Records the baseline energy usage (kWh) at County facilities over 4,500 square feet.
 - ✓ Displays the highest users (facilities) that the County can target for energy efficiency and the lowest users (facilities) to learn from, and encourage continued success..
 - ✓ Presents potential funding mechanisms to complete energy efficiency projects.
-

SECTION 1 – INTRODUCTION

Purpose – The purpose of this document is to outline a strategy to reduce energy use and costs throughout the County of Inyo.

Goals – The County of Inyo aims to:

- a. Understand and manage energy throughout the County and its facilities.
- b. Raise consciousness of County staff and all occupants of County facilities relative to energy use and energy efficiency.
- c. Deliver education and outreach to the community focusing on energy efficiency.
- d. Remain consistent with the County's existing Energy Conservation Policy, which sets a target to reduce energy usage 5%-10%, by setting the goal at 10% and meeting it by 2016.
- e. Once this target is met, evaluate whether to set a higher target.

Energy Efficiency and Cost Savings

Reducing energy use in facilities can significantly reduce the cost to operate and maintain them. The Center for Sustainable Energy, California¹ states that the benefits of energy efficiency include:

- ✓ Reducing operating costs.
- ✓ Lowering maintenance costs.
- ✓ Extending the life of equipment.
- ✓ Enhance indoor air quality.

California has set state standards of energy efficiency through Title 24² and CALGreen but encourages local governments to exceed the required standards. The County of Inyo has created a set of policies that focus on programs to promote energy reduction at its facilities and realize energy cost savings. Once these policies are approved by the Board of Supervisors, detailed implementation plans can be created along with distribution materials to inform internal and external stakeholders about the program and its associated impacts.

1.1 Energy Planning and Projects in the County of Inyo

General History and Energy Efficiency Projects:

✓ ***Energy Conservation Policy***

In 2001 the Inyo County Board of Supervisors adopted an Energy Conservation Policy that included a goal to reduce energy use at county facilities from 5%-10% during the following 12 months. Although this goal was not revisited to see if it had been met, the Board of Supervisors agreed to have the policy recirculated in 2005, indicating their commitment to energy reduction.

✓ ***Renewable Energy Ordinance***

¹ Energy efficiency, (n.d.). *California Center for Sustainable Energy*. Retrieved March 2, 2012, from <http://energycenter.org/index.php/technical-assistance/energy-efficiency>

² Title 24 is the California Building Standards code and is explained in greater depth later in this document.

In August 17, 2010, the Board of Supervisors of the County approved Title 21 of the Inyo County Code to encourage and regulate the development of renewable energy resources within Inyo County.

✓ ***Death Valley Solar Projects***

Death Valley National Park has installed PV for use at all the park's facilities and is in the process of connecting to California's electric grid. Xanterra's Furnace Creek Resort located in Death Valley has installed a PV system that provides the electricity for all of its facilities, including the historic the Inn at Furnace Creek, the Ranch at Furnace Creek, Furnace Creek Golf Course, and employee offices and housing.

✓ ***Brightsource Energy, LLC Solar Projects***

Companies affiliated with Brightsource Energy, LLC, have proposed two solar thermal power plants in the Charleston View area, in southeast Inyo County. Each facility will consist of an array of mirrors situated around an approximately 700-foot tower accommodating a boiler and related facilities. The mirrors will reflect sunlight to the boiler at the top of the tower, and heated water from the boiler will circulate to a generating station.

✓ ***Window Replacement***

Recently, the County upgraded all the windows at the Water Department building in Independence with energy efficient models. The window replacement project was funded by the water department from the water department budget.

✓ ***Roof Replacement***

A cool roof installation was completed for the following facilities:

- Annex Building Roof – completed a roof replacement in 2011.
- Admin Building – added a cool roof elastomeric application.
- Statham Hall – completed a cool roof coating in 2006.

Cool roofs reflect and emit the sun's heat back to the sky instead of transferring it to the building. Because cool roofs reduce air-conditioning use during the day's hottest periods, the associated energy savings occur when the demand for electricity is at its peak.

✓ ***Occupancy Sensor Power Strips***

16 smart plug occupancy sensor power strips were installed at Inyo County facilities that are served by SCE. This program was funded by the California Public Utilities Commission (CPUC) and implemented by the Eastern Sierra Energy Initiative. These devices use infrared sensors to detect motion. When a workspace is unoccupied for 30-minutes the power strip shuts off leaving power to only the devices that need it.

✓ ***Small Business, Direct Install Programs***

Each business received, for free, an energy use evaluation, up to \$10,000 of equipment and the actual installation. The program provided 170 installs in Inyo County, including Bishop, and reported a savings of 528,905 kilowatt hours on an investment of \$235,701. This program was funded by the CPUC and implemented by SCE and the Eastern Sierra Energy Initiative.

✓ ***Lighting Replacement***

The County is currently undertaking an energy efficiency upgrade which will include the removal and disposal of existing lighting system components and replacement with new energy efficient fixtures and components. It consists of the removal and replacement of existing T-12 fluorescent fixtures and tubes and replacement with T-8 tubes and fixtures. Funding was provided by the California Energy Commission (CEC) through its Energy Efficiency Block Grant.

- ✓ ***Inyo County's Rooftop Solar Project***
Presently, the County is working on funding opportunities for a rooftop solar project for the Annex building and Courthouse property, located in Independence. The project will include Photovoltaic panels on the ground, as well on roofs.
- ✓ ***Comprehensive Mobile Home Program (CMHP)***
Currently, assessment and installations of water and energy saving products will be provided to mobile homes. These products include: low-flow showerheads, faucet aerators, and HVAC fan motor upgrades. The installation goal is about 100 installations for Inyo County and the City of Bishop. This program is being funded by the California Public Utilities Commission (CPUC) and implemented by the Eastern Sierra Energy Initiative and Synergy Companies.
- ✓ ***Community Development Block Grant (CDBG) – Clean Air Projects Program (CAPP)***
The County is in the process of receiving money from the CDBG CAPP program. This money is unrestricted in the types of clean air projects it can be used for, including energy efficiency projects. Projects proposed for this funding include, HVAC upgrades at the Annex building in Independence, Statham Hall in Lone Pine and the Legion Hall in Independence. These upgrades are expected to have a payback time of 5-7 years and could result in up to 20% reduction in energy use costs (based on savings for the Annex building).
- ✓ ***LED Street Light Replacement***
The County Public Works department is presently working with LADWP and the Lighting Districts of Big Pine, Independence and Lone Pine to update existing street lights with LED bulbs. This project is currently in the preliminary planning stages and the lighting will be funded by the capital improvement funds of the individual lighting districts. The actual work will be performed by LADWP staff.
- ✓ ***Analysis of County Vehicle Fleet***
The office of the County Administrator has begun an analysis of the County's vehicle fleet. This will include a study of fuel/energy cost savings options.

1.2 Other Agency Activities, Goals, and Standards

In addition to energy policies, and the standards and goals developed in this Energy Action Plan, there are numerous activities, goals and standards at the Federal, State, Local, and Utility level. These include:

State Of California

- ✓ **Assembly Bill 32** encourages local governments to reduce greenhouse gas emissions to 1990 levels by 2020 (about 15% reductions). The California Air Resources Board (ARB) partnered with the California Climate Action Registry (CCAR), The Climate Registry (TCR), and Local Governments for Sustainability (ICLEI) to create a set of methodologies and data sources to inventory GHG emissions and to quantify the impact of programs implemented by local governments.
- ✓ **Title 24** requirements were established to reduce energy consumption throughout California. This includes keeping equipment and technology updated to increase efficiency. Many local governments are establishing "reach codes" to exceed Title 24 Requirements by a certain percentage.

- ✓ **CALGreen:** The 2010 California Green Building Standards Code (CALGreen) became effective January 1, 2011. There are both mandatory and voluntary measures for residential and nonresidential buildings. The voluntary measures have two "tiers" of standards that local governments can require or base their standards on.
- ✓ **Senate Bill X 1-2** The California Renewable Energy Resources Act will require all California electricity providers to reach at least 33% renewable sources by 2020 while controlling how this will impact rates. This will involve placing limits on the cost of renewables. The bill will also "streamline" permitting for renewable energy projects.

Local Utilities

- ✓ **Southern California Edison (SCE)** is in the process of conducting strategic plan activities in relation to energy efficiency specifically related to local governments. SCE is funding multiple projects throughout California to promote long-term, sustainable changes.

Local Agencies

- ✓ **Mammoth Lakes Sustainable Communities Planning Grant & Incentives Program** will update the town's zoning code to incorporate the recent changes in the General Plan which encourage "smart growth and sustainability." Although this is in a separate county, Mammoth Lakes has adopted a procedure to allow for various incentives in exchange for provision of community benefits. Some incentives include financial incentives such as rebates of planning fees, incentives in regards concessions to requirements of building envelopes, height, and square footage.

1.3 General Approach

Any Energy Action Plan requires a wide range of strategies to reach the intended goals. After reviewing the annual energy costs of the organization's facilities, the County has decided to take the steps described below to reach these goals.

- a. Continue to use the Energy Star Portfolio Manager, utility manager system, to track and analyze energy use.
- b. Determine how and where energy is being consumed throughout County facilities.
- c. Establish benchmarks with the Portfolio Manager and set goals based on the Energy Star rating system.
- d. Document and publish baseline energy use and provide updates on an annual basis.
- e. Maintain the website that has been created for the Cost, Energy and Service Efficiencies Action Plan to provide information on programs and incentives for energy reduction in residential and commercial facilities.
- f. Implement the policies that have been developed as part of this planning process to reach energy reduction goals.
- g. Continue to hold meetings with the Planning Commission, Board of Supervisors and the Boards and Commissions of Inyo County entities and project stakeholders to review the progress in reaching energy reduction goals and refine them as needed.

SECTION 2 – COUNTY OF INYO'S ENERGY USE

The County has evaluated the level of current energy use at its facilities. This information was used to develop the policies and implementation strategies to reduce energy use. This section describes the process that was used to acquire past and current energy data to identify the facilities with the greatest energy usage.

2.1 Utility Manager System

Purpose – The key to success in managing energy use for the County is the implementation and maintenance of a Utility Manager System (UMS). The UMS provides a consistent platform to evaluate energy use and cost patterns of facilities. The purpose of the utility manager is to provide efficient access to the actual, on-going, energy use at specific County facilities. Objectives of this program are to:

- a. Develop energy benchmarks³ for each facility.
- b. Track energy use on a continuous basis and summarize on an annual basis.
- c. Compare energy benchmarks to other facilities and to other energy industry standards.
- d. Measure success in reducing energy use.
- e. Afford easy access to the information in order to integrate energy consciousness into the ongoing actions and activities of the County and its stakeholders.

Description – After reviewing several utility manager systems, the County chose the Energy Star Portfolio Manager (ESPM). It is a free online program that is currently being used to track Inyo County's energy use. Data for facilities that get electricity from Southern California Edison (SCE) is automatically entered each month. Data for facilities that get electricity from the Los Angeles Department of Water and Power (LADWP) and the data for propane gas (Amerigas) is entered manually. Buildings are then compared to each other with respect to various metrics used to monitor energy consumption and energy efficiency and can also be compared to similar buildings throughout the country, as well as, receive an "Energy Star Rating." If this rating is above 75-points, the building is considered highly efficient and qualifies to receive energy star recognition.

Why Energy Star Portfolio Manager? – The ESPM is free, and is accessible to anyone or any organization through easy, but password protected internet access. It is also well maintained and well supported by the US Environmental Protection Agency. ESPM support includes on-line training documents and an account representative available through email or phone. Like any software system, it requires dedicated time to be implemented to its highest and best potential. Once setup, the ESPM is fairly simple and straight forward, making it easier for other local entities to follow the County's lead in Energy planning.

2.2 County of Inyo's Baseline Energy Use

Annual Energy costs

It is important to identify where and how energy is being consumed, in order to evaluate which facilities offer the highest potential to reduce energy use and save money. To accomplish this, the first step is to identify the specific County facilities to be evaluated. Then, obtain the utility bills for all of the energy use at each of the target facilities (electricity, gas, propane, etc.).

Currently, the County purchases energy from the following entities:

- ✓ Southern California Edison and Los Angeles Department of Water and Power (LADWP) provide electricity.
- ✓ Amerigas provides propane.

³ Energy Benchmarking is the process of comparing energy use metrics of a building against similar facilities to help understand the relative energy efficiency of the building.

- ✓ The County also uses significant gasoline and diesel in the motor pool and other vehicle fleets.

Table 1 shows the costs of annual energy use for County facilities by electricity and propane gas. In developing Table 1, the County is establishing a baseline from which all future energy efficiency will be compared.

Table 1. Gross Annual Energy Cost for Inyo County Facilities All benchmarked County facilities (SCE & DWP Accounts)				
Year	Electricity Costs	Propane Costs	Gas & Diesel Costs	Total Energy Costs
2009*	\$ 40,870	\$ -	\$ -	\$ 40,870
2010*	\$ 275,097	\$ 55,913	\$ -	\$ 331,010
2011	\$ **325,683	\$ 137,455	\$ 847,092	\$** 1,310,230

**Partial: Do not have data for all facilities, vehicles, and months.*

*** Bishop Library costs estimated.*

Table 2, below, illustrates the costs, shown in Table 1, for 2011 including the vehicle fleet, broken down by fuel type. The table illustrates the percentage spent on gas versus electricity.

Table 2. 2011 Total Inyo County Energy Usage All benchmarked county facilities (SCE & DWP Accounts)				
Energy Type (Unit)	Annual Consumed	Annual kBtu	Annual Cost	Percent of Total Facility Cost
Electricity (kWh)	2,197,000	7,496,470	\$ 320,420	25%
Propane (Gallons)	72,567	6,712,429	\$ 137,969	11%
Unleaded (Gallons)	189,847	21,642,555	\$ 665,733	51%
Diesel (Gallons)	47,197	6,112,012	\$ 181,359	14%
TOTALS	N/A⁴	14,208,900	\$ 458,388	100%

Through the Energy Star Portfolio Manager and development of Tables 1 and 2, the County has defined the baseline year of 2011. It was developed by using 12 months of energy use data.

2.3 Where Energy is Consumed

Table 3 illustrates the electricity use at individual facilities. It shows both the total usage and the use per square foot. The use per square foot is included to normalize each building, making them comparable, and highlighting the buildings that are the least efficient. This chart also highlights the most efficient buildings.

⁴ This column cannot be summed since the units of electricity, propane, gas and diesel are different

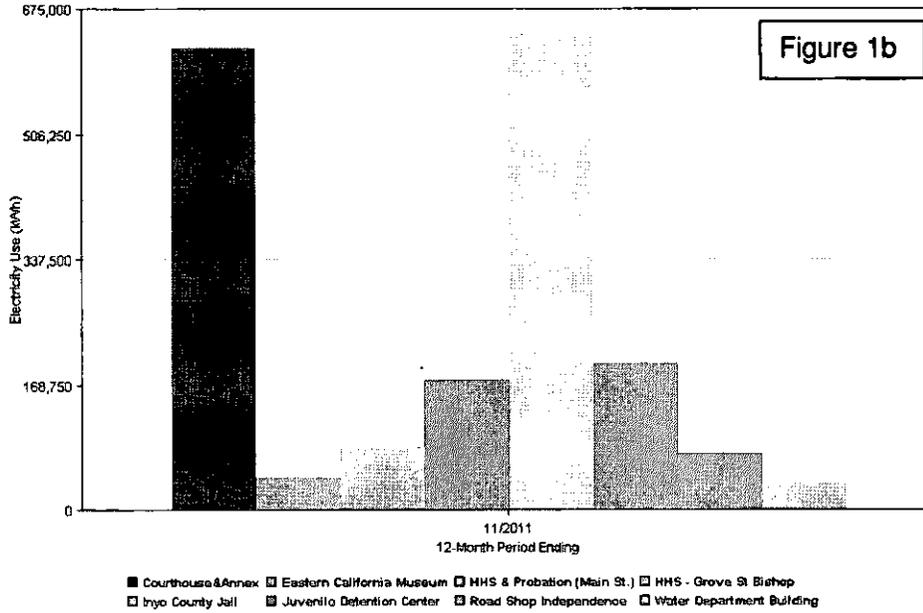
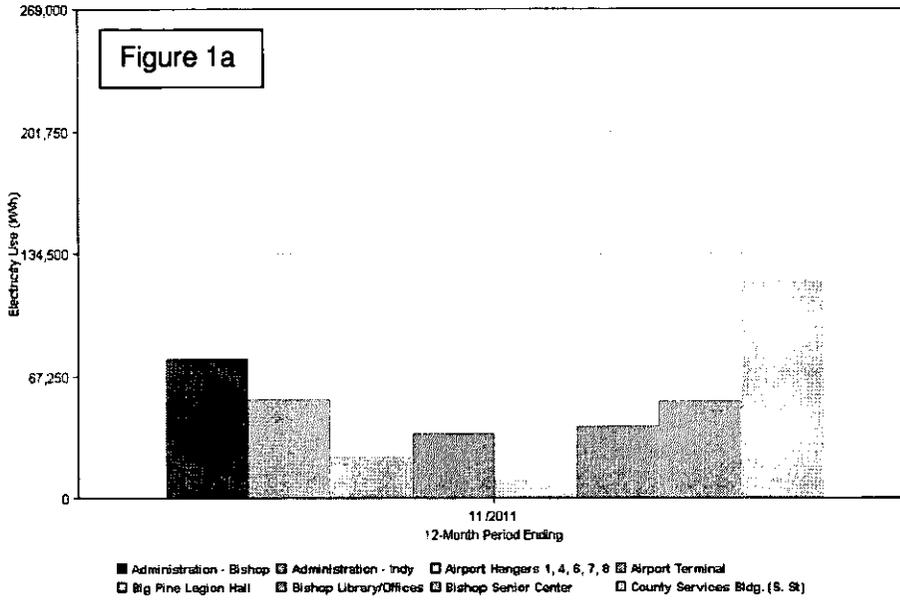
Facility	Use per square foot		Total Energy Usage (kBtu)	Annual Cost
	(\$/sq ft)	(kBtu/sq ft)		
Juvenile Detention Center	\$4.63	172.9	1,668,532	\$ 45,348
County Services Bldg. (S. St)	\$3.64	74.5	412,499	\$ 20,106
Courthouse & Annex	\$3.45	115.3	4,108,024	\$ 124,480
HHS - Grove St Bishop	\$3.41	N/A	N/A	\$ 29,527
Bishop Senior Center	\$3.41	105.6	528,035	\$ 17,777
Inyo County Jail	\$3.18	112.7	408,9643	\$ 115,041
Administration - Bishop	\$2.67	48.4	253,027	\$ 14,122
Administration - Indy	\$2.06	36.3	191,742	\$ 11,068
Eastern California Museum	\$1.94	48.4	284,828	\$ 10,785
HHS & Probation (Main St.)	\$1.81	38.7	334,518	\$ 15,413
Road Shop Independence	\$1.59	57.1	650,398	\$ 18,745
Water Department Building	\$1.51	39.7	272,270	\$ 10,863
Airport Terminal	\$1.40	N/A	N/A	\$ 7,034
Big Pine Legion Hall	\$1.00	37	210,690	\$ 5,360
Bishop Library/Offices	\$0.58	54.1	281,768	\$ 2,840
Airport Hangers 1, 4, 6, 7, 8	\$0.16	6.6	387,439	\$ 9,879

Table 4 illustrates the costs associated with the County Vehicle fleets. This data is taken from the fiscal year (FY) 2010-2011.

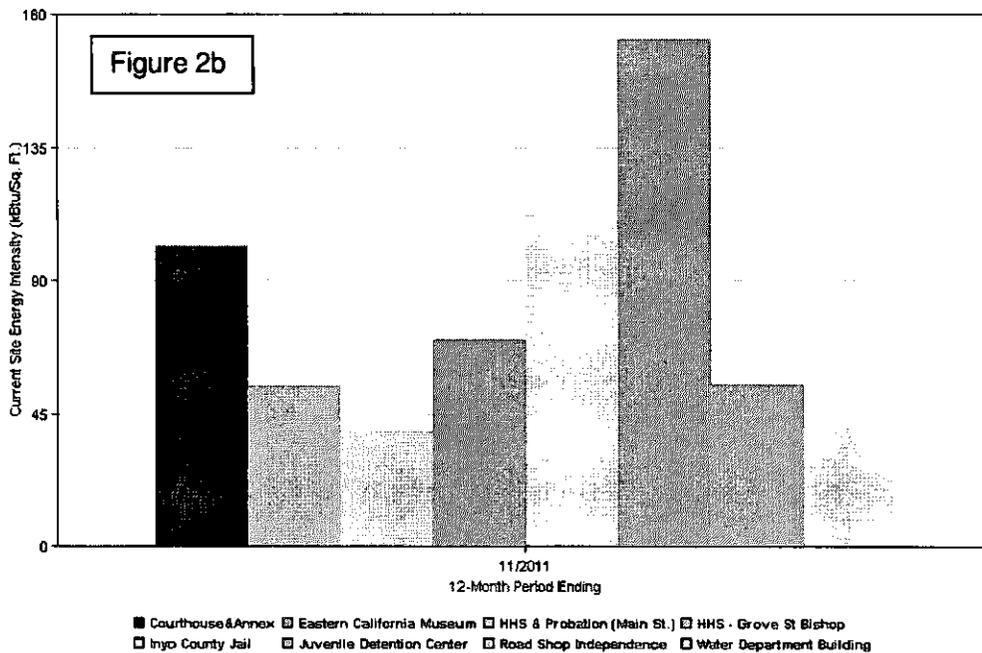
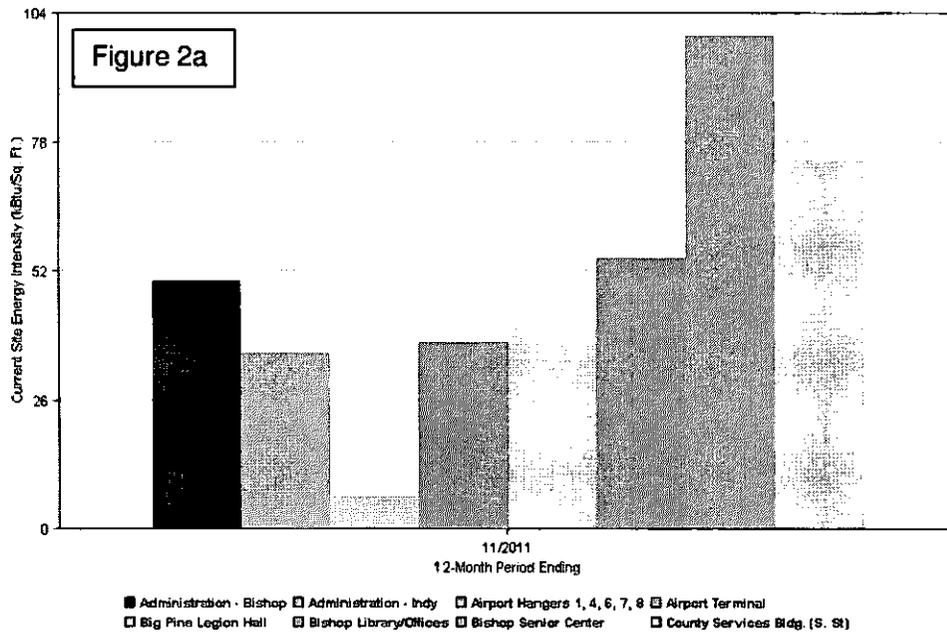
Fleet	Unleaded (gallons)	Deisel (gallons)	Cost	Percentage of Total Vehicle Cost
Waste Management	34,687*	N/A	\$ 123,000	15%
Road Department	25,186	47,197	\$ 272,342	32%
Motor Pool	129,974	N/A	\$ 451,750	53%
TOTALS	38,160	47,197	\$ 847,092	100%

* This number was estimated based on total cost and average gasoline rate per gallon.

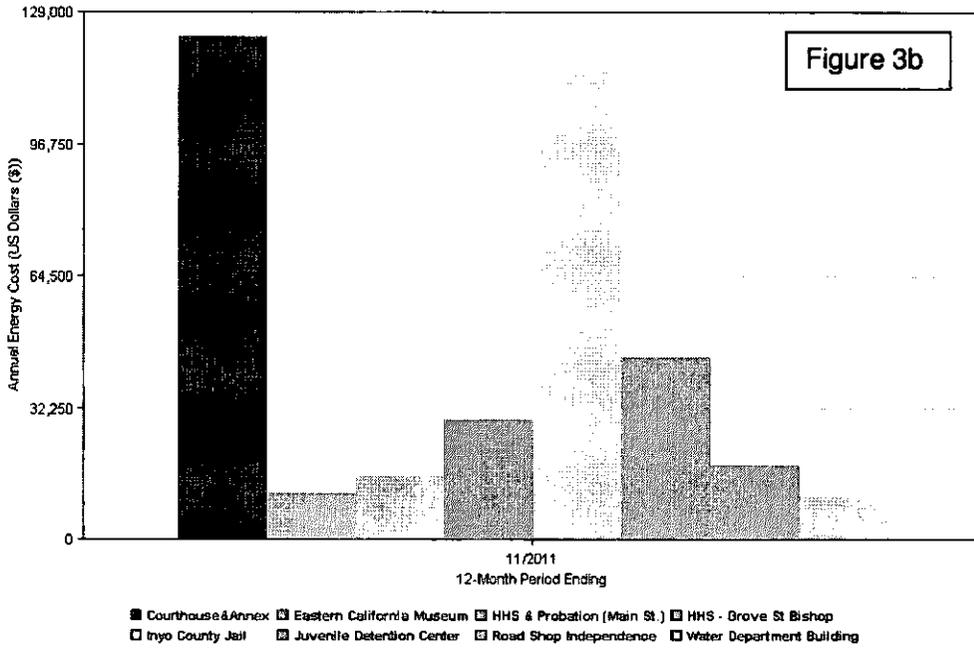
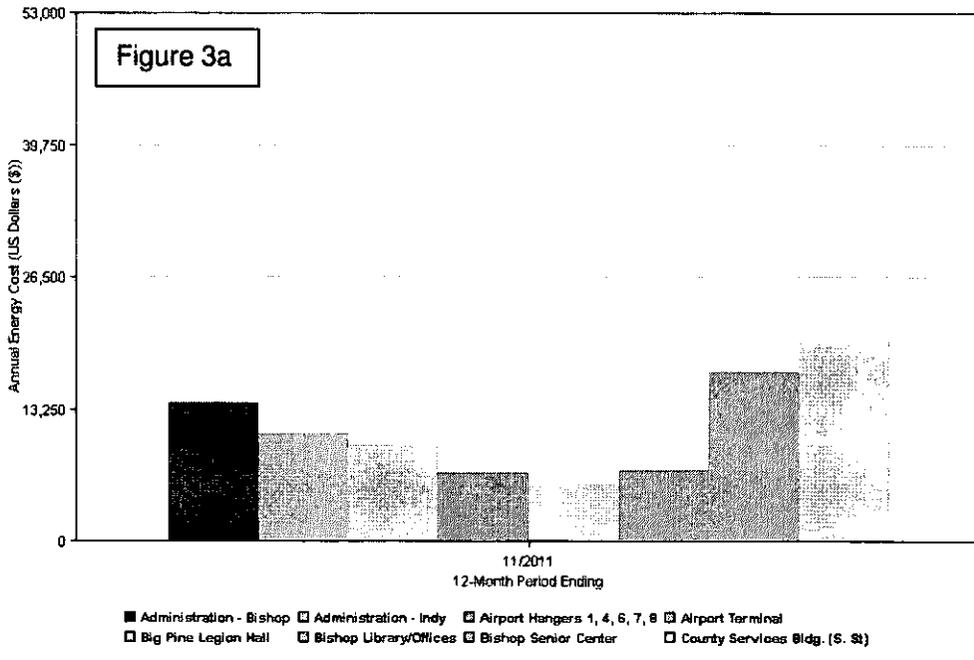
Figures 1a and 1b illustrate the annual electricity use by the individual facilities. It was generated using the Energy Star Portfolio Manager.



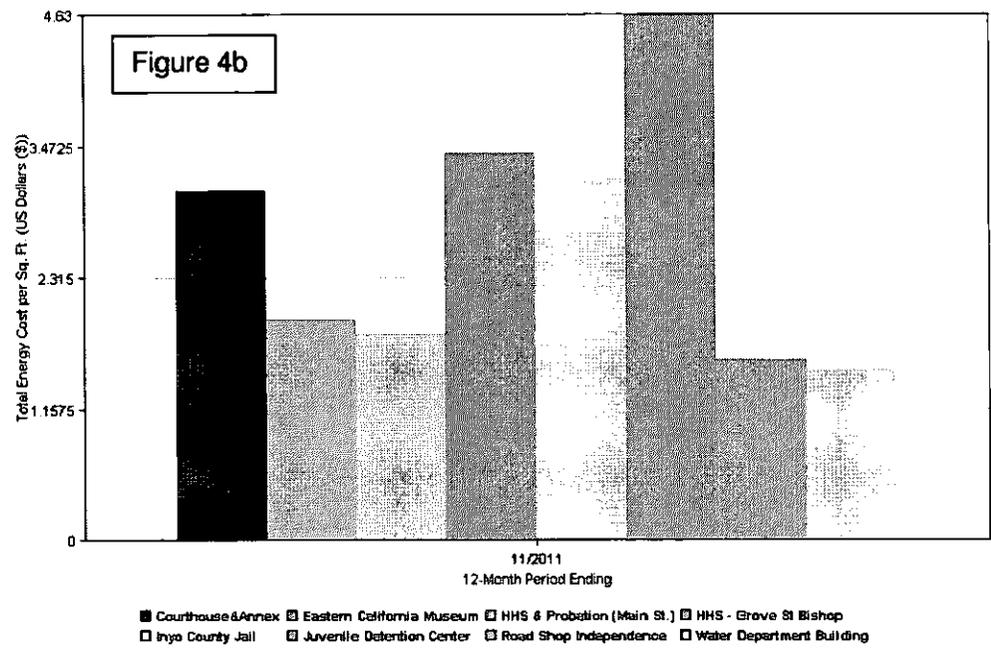
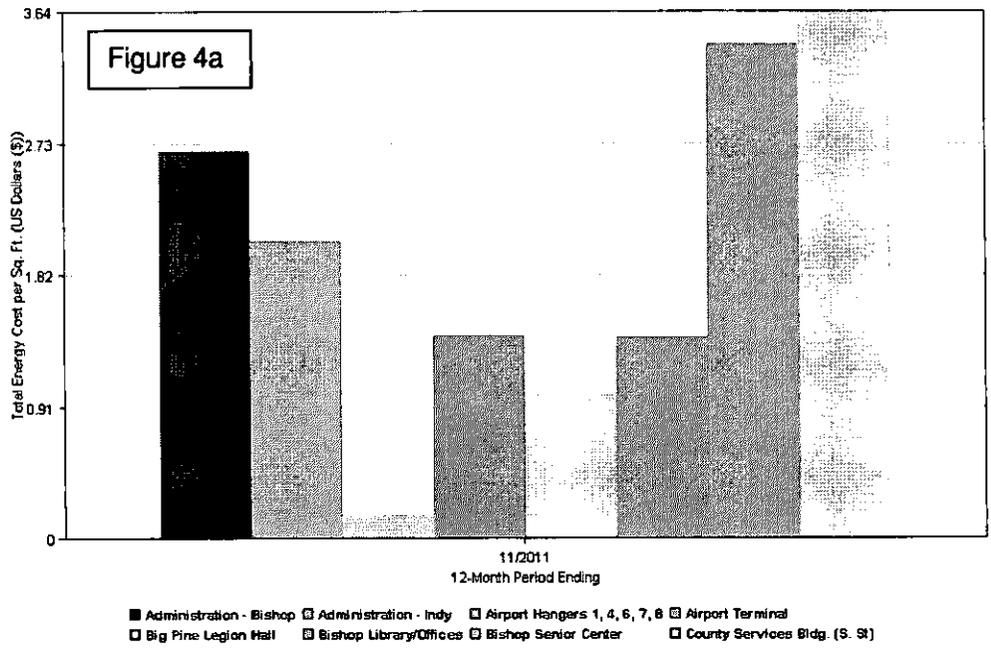
Figures 2a and 2b illustrate annual electricity use per square foot using the same data as above. By dividing the electricity use by the facility size normalizes the data and makes it possible to compare the efficiency of each building. It is important to note that although Figure 1b suggests the Inyo County Jail uses the most total electricity annually, Figure 2b shows that Juvenile Detention Center uses the most electricity per square foot.



Figures 3a and 3b illustrate the annual cost of each facility using the same data as above. This often holds the most meaning to local governments and organizations because it highlights areas that could potentially save money.



Figures 4a and 4b illustrate the cost per square foot of the County facilities. This may be significantly different than Figure 2 due to tiered pricing.



2.4 Identifying Highest Cost and Least Efficient Facilities

The facilities' energy use descriptions in the table below are based on the compiled 2011 energy data. The facilities are listed from least to most efficient electrical use. Each description lists the annual cost of energy; cost per square foot; the kilowatt hours per square foot; and, the gallons of propane used per square foot (the buildings are ordered by cost per square foot, highest to lowest).

Facility/Location	Annual Cost of Energy	Cost per Square Foot	Kilowatts per Square Foot	Gallons Propane per Square Foot
Juvenile Detention Center, Indy	\$45,348	\$4.63/sq ft	20.5 kwh/sq ft	1.1 gal/sq ft
County Services Building, S Street, Bishop	\$20,106	\$3.64/sq ft	21.8 kwh/sq ft	No Propane
Courthouse, Annex and HHS, Indy	\$115,041	\$3.45/sq ft	17.7 kwh/sq ft	0.6 gal/sq ft
HHS Grove St., Bishop	\$29,527	\$3.41/sq ft	20.6 kwh/sq ft	No Propane
Bishop Senior Center, Bishop	\$45,348	\$3.41/sq ft	10.7 kwh/sq ft	10.7 gal/sq ft
Inyo County Jail, Independence	\$45,348	\$3.18/sq ft	20.5 kwh/sq ft	1.1 gal/sq ft
Administration, Bishop	\$14,122	\$2.67/sq ft	14.7 kwh/sq ft	No Propane
Administration, Independence	\$11,068	\$2.06/sq ft	10.4 kwh/sq ft	No Propane
Eastern CA Museum, Independence	\$10,785	\$1.94/sq ft	7.5 kwh/sq ft	0.25 gal/sq ft
HHS & Probation, Bishop	\$15,413	\$1.81/sq ft	9.8 kwh/sq ft	0.06 gal/sq ft
Road Shop, Independence	\$18,745	\$1.59/sq ft	6.7 kwh/sq ft	0.37 gal/sq ft
Water Department Independence	\$10,863	\$1.51/sq ft	5.2 kwh/sq ft	0.23 gal/sq ft
Airport Terminal, Bishop	\$7,034	\$1.40/sq ft	7.2 kwh/sq ft	0.15 gal/sq ft
Big Pine Legion Hall	\$5,360	\$1.00/sq ft	1.7 kwh/sq ft	0.34 gal/sq ft
Bishop Library/Offices	\$2,840	\$0.58/sq ft	7.6 kwh/sq ft	0.3 gal/sq ft
Airport Hangers 1, 4, 6, 7, 8, Bishop	\$9,879	\$0.16/sq ft	0.4 kwh/sq ft	0.06 gal/sq ft

SECTION 3 –TARGET REDUCTION STRATEGY

The County's target reduction goal is to lower energy usage 10% by the year 2016, based on the benchmarks established with Portfolio Manager, with 2011 as the baseline year. Progress will be tracked annually to see if current yearly reductions will accomplish the 10% goal (this equates to approximately 3.33% per year). The reduction in overall energy use will be tracked annually to analyze the success of projects that have been implemented to date. The County will also keep a record of which projects have been implemented and how the implementation affects the annual Portfolio Manager scores of the facilities that have had completed projects. The tracking will provide a means to show, annually, which projects have been implemented and which still need to be. The annual benchmarking will also provide a structure to analyze the order of facility implementation. As the County gets further into implementing projects, and annually benchmarks facilities, it may find that a reordering of projects makes sense, as the current order is based on performance and this could change over time. Overall, the County wants all of its facilities to have a score of 75-points or higher on the Portfolio Manager. To accomplish these goals, the following strategies will be employed.

3.1 Organization's Facilities Strategy

Implementation of the Benchmarking, Advance Program Code, and Commissioning/Retro-Commissioning (Cx/RCx) Policies (see Appendices, B, C and D for full policy and procedures reports) will provide the guidance and structure the County can follow to achieve energy efficiency goals.

Benchmarking

Goal: Use the Energy Star Portfolio Manager as an energy use evaluation and benchmarking tool to help the County reduce its energy consumption.

Policy:

1. All county facilities over 4,500 sq ft will have an energy use and cost evaluation that will be used to establish a baseline for each facility.

2. County facilities that meet the criteria, of the Energy Star Portfolio Manager, will also receive a benchmark rating.
3. The baselines and benchmarks established with the Portfolio Manager will be used to set target energy use and costs reductions.
4. Annual reports will be created to track the progress from baseline conditions to current conditions.
5. The County may choose to apply for the Energy Star distinction for buildings that qualify.

Advance Program Code

Goal: Advance Program Code policies will be adopted to ensure that new and existing county buildings function in a manner that promotes energy efficiency, and optimizes equipment operation, which will lead to cost savings.

Policy:

1. Energy reduction programs and strategies will be evaluated for fiscal soundness. If a particular program or strategy has an obvious long-term cost savings benefit to the County it will be considered. This analysis will be based on the cost of incorporating energy reduction strategies and materials in a project compared to the estimated savings these strategies and materials will provide, and will be performed during the project planning stage. An energy efficiency project should result in enough savings to eventually cover its initial costs. The acceptable payback period is about 10 years, which assumes that annual cost savings due to the project are about 10%. Programs and strategies that do not show the ability to save the County money in energy costs may not be acceptable even if they show the ability to reduce energy use. The final determinations will be made by the Board of Supervisors.
2. Energy Star:
 - a. The county will use the Portfolio Manager rating system of 75-points or higher for its facilities.
 - b. County buildings will be reevaluated every year for performance and rating.
 - c. The county will evaluate facilities that rate 75-points or higher on the Portfolio Manager system and depending on the budget, may apply for Energy Star certification.
 - d. Buildings that cannot be benchmarked using Portfolio Manager will be evaluated by energy use per square foot.
3. CALGreen

The County's current building stock is made up of older buildings. Buildings that were evaluated with the Portfolio Manager have a building date range from 1921 to 2000. The median built date for these buildings is 1970. Due to the age of the County's building stock, and the lack of plans for new County buildings, as well as very limited funding, the County has chosen to update its facilities by first following the mandatory Title 24 part 6, California Energy Code and part 11 California Green Building Standards (CALGreen) requirements, as both were adopted/updated after all of these facilities were built. As individual energy reduction projects are completed and are up to current standards, additional voluntary measures will be considered.

- a. New building and the remodeling/upgrading of existing County facilities, as they are programed, will be conducted with energy use and building standards based on mandatory Energy and CALGreen codes. The County may also choose to evaluate these projects based on costs that are derived from a plans and specifications analysis with both mandatory requirements and with voluntary Tier I (voluntary Tier I standards require a 15% higher energy efficiency rating than mandatory) requirements. If the Board of Supervisors finds that the likely higher costs of voluntary Tier I standards, provides energy cost savings that justify the higher costs to the building or upgrade plans, they may choose to approve it. The Board may also choose to analyze projects with CALGreen voluntary Tier II standards (voluntary Tier II standards require a 30% higher energy efficiency rating than mandatory) to achieve even higher energy performance/cost savings.
 - b. Once a new building is completed, or an existing one is upgraded, and after at least one full year of operation, it will be analyzed with Portfolio Manger. If, for the specific prior project, the use of CALGreen mandatory standards did not achieve a subsequent 75-point rating from the Portfolio Manager, then voluntary Tier I standards, based on CALGreen codes, will be considered for the next project. This consideration will be based on costs that are derived from a plans and specifications analysis with both mandatory requirements and with voluntary Tier I requirements. If the Board of Supervisors finds that the likely higher costs of voluntary Tier I standards, provides energy cost savings that justify the higher costs to the building or upgrade plans, they may choose to approve it. The Board may also choose to analyze projects with CALGreen voluntary Tier II standards (voluntary Tier II standards require a 30% higher energy efficiency rating than mandatory) to achieve even higher energy performance/cost savings.
4. County staff will research and apply for grants to fund energy reduction programs.
 5. The county will provide an information based program to the community providing resources and information about third party rating systems:
 - a. The County will publish information on Energy Star rankings, comparisons, and on energy star rated products..
 - b. The County will provide links on their website to resources for rebates and other energy based programs.
 6. The County may consider an incentive program for private projects that voluntarily try to meet the 15% better than mandatory requirements to be consistent with voluntary CALGreen Tier I standards.

Commissioning/Retro-Commissioning (CX/RCx)

Goal: Commissioning and retro-commissioning policies will be adopted to ensure that county buildings function in a manner that promotes energy efficiency, cost savings, and optimizes equipment operation and occupant comfort. These findings will help to identify ways to ensure County facilities operate efficiently, which will lower overall energy use and provide cost savings to the county.

Policy:

Commissioning and retro-commissioning will be conducted, as funding is available, on County facilities to ensure that they function in a manner that promotes energy efficiency, cost savings, and optimizes

equipment operation and occupant comfort. Based on the results of commissioning and retro-commissioning, the County's facilities may be updated to operate more efficiently, which will lower overall energy use, increase occupant comfort and productivity and provide cost savings to the county.

1. New facilities may be commissioned and existing County facilities retro-commissioned as appropriate. The basis for commissioning/retro-commissioning may be one or more of the following:
 - a. The relative building energy efficiency (benchmark comparison). The County has established a 75-point rating from the Energy Star Portfolio manager as its facilities goal.
 - b. The size of a specific building (buildings should be 10,000sf for CX/RCx, per CALGreen).
 - c. The total energy use or cost of a specific building.
 - d. The number of comfort (or other) complaints from occupants.
 - e. As a part of a major renovation of a specific building.
2. Retro-commissioning will be based on mandatory CALGreen guidelines. Buildings that show the least efficiency through benchmarking will be identified for retro-commissioning. The depth and timing of retro-commissioning will be based on the above criteria and on available funding.
3. New County owned or County occupied buildings will be considered for commissioning, as funding allows, prior to occupancy and/or as a part of the design process. Commissioning of planned new buildings will be based on the mandatory CALGreen standards.
4. New County buildings may be Commissioned, during the planning and construction stages, as funding allows.
5. Existing buildings, and new facilities built after 2013, may be considered for retro-commissioning at least once every 10-years. Results will be reported to the County as a part of the continuous benchmarking and reporting policy.
6. Depending on funding availability, the County will implement appropriate system modifications and efficiency projects identified during commissioning.

3.2 Outreach Strategy

This EAP was developed from the EAP-template created specifically for this planning effort. It is available to anyone via the County's website. Creating the EAP illustrates the County's desire to 'lead by example' in energy planning efforts and hopefully will inspire other entities operating in the County to create their own EAPs. Outreach to County departments, stakeholder groups and the greater community was detailed in the Public Participation Plan and conducted through of a series of public meetings, one-on-one meetings, and conference calls. In addition, a website, accessible through the County's planning website, allows for public comment on deliverables as they are developed and will continue to be used for updates and information on incentive programs.

SECTION 4 – ACTION STEPS

Section 3 explained the policy implementation strategies that the County will use to reach the target goal(s). This section explains specific projects in greater depth.

- The County will use the EPA's Portfolio Manager to benchmark energy use and to track EAP program success. The baseline year is 2011.

Benchmarking, Advance Program Code and Cx/RCx policies have been established using the State of California's mandatory Title 24, Part 11 CalGreen regulations. These policies will be used to guide new building and the remodeling and upgrading of existing County facilities. Mandatory regulations will be followed as a matter of course, in the event that the mandatory requirements do not get the County to its reduction goals, voluntary measures may be considered by the Board of Supervisors.

4.1 Facility Energy Efficiency Projects

Future Projects

Below is summary of the energy projects the County will implement, as funding is available, in order to further increase energy efficiency.

1. Energy Star Certification

Based on the Energy Star Portfolio Manager, the County may pursue Energy Star certification for the following facilities: the Bishop Airport Hangers, HHS & Probation building in Bishop, and the Water Department Building in Independence. These have Energy Star ratings greater than 75-points and are considered within the top 25 percent for energy efficiency in the nation compared with similar buildings.

2. Facility Specific Projects:

Projects will be prioritized by the least efficient performance to the most, as funding is available. If all things are equal, including funding opportunity, then they will be conducted in the order identified by the following table.

Facility, Location	Annual Cost	Cost per square foot	Kilowatts per square foot	Gallons of Propane per square foot
1 Juvenile Detention Center, Indy	\$45,348	\$4.63/sq ft	20.5 kwh/sq ft	1.1 gal/ sq ft

Issues:

- This facility contains a non-commercial kitchen which is constantly being used. Most appliances may not be energy efficient.
- Facility uses 100% outside air for heating and cooling systems, which requires significantly more energy compared to a conventional building which uses only 30% outside air.

Potential Energy Measures (policy or project):

- Kitchen equipment could be replaced by Energy Star equipment.
- Balancing codes issues, the system should be retro-commissioned, and the system should be modified to allow for a mix of return air.

Potential Funding Opportunities:

- LADWP offers incentives for purchasing Energy Star appliances.
- LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.

2 County Services Building, S Street, Bishop \$20,106 \$3.64/ sq ft 21.8 kwh/ sq ft No Propane

Issues:

- a) The equipment appears to be improperly sized for the facility and runs continuously.
- b) Although there are economizers, the building is heated and cooled by a heat pump.

Potential Energy Measures (policy or project):

- a) Heat pumps employ electric heating override, which in the Inyo County climate results in the over-reliance on low efficiency (high cost) electric heating. A policy could be considered to move towards high efficiency, propane or natural gas fired heating as the heat pumps are replaced with "gas pack" HVAC equipment.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.

3 Courthouse, Annex and HHS, Indy \$115,041 \$3.45/ sq ft 17.7 kwh/sq ft 0.6 gal/sq ft

Recent Updates: The annex building has a new cool roof and has recently had a lighting retrofit. Electricity usage may decrease in the future due to these improvements.

Issues:

- a) The courthouse uses 32 window-mounted air conditioners, running almost 24-hours a day during the hot season, which are not efficient.
- b) There is very little insulation inside the building and the windows are not energy efficient.
- c) The existing HVAC equipment requires maintenance and upgrades.

Potential Energy Measures (policy or project):

- a) Window air conditioners provide the least energy efficient means of cooling. Although expensive, the County should consider more conventional commercial grade package HVAC. In the interim, consider installing programmable thermostats on each of the A/C units.
- b) The building insulation should be upgraded to mandatory CalGreen standards.
- c) The County should develop an equipment replacement schedule and plan to ensure that improvements and emergency replacements are accomplished with the most energy efficient equipment.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.
- b) LADWP offers an incentive program for Energy Star qualified windows.

4 HHS Grove St., Bishop \$29,527 \$3.41/ sq ft 20.6 kwh/sq ft No Propane

Issues:

- a) This is a county leased facility and none of the equipment has been replaced in the last 20 years. Most of the equipment is at or near the end of its "design" its expectancy.

- b) The entire facility only uses low efficiency (high cost) electric heating.
- c) The facility is poorly ducted which results in poor air flow distribution.
- d) Insulation is currently only R8

Potential Energy Measures (policy or project):

- a) The County may want to work with the landlord to ensure that when the equipment is replaced, it is replaced with high efficiency (energy star rated) systems.
- b) Depending on the amount of complaints, the County may want to work with the landlord to ensure that when the equipment is replaced it meets current mandatory CalGreen and Energy Star standards.
- c) The County should consider energy efficiency/cost when choosing buildings to lease and consider alternative buildings if the energy costs of existing leased buildings becomes unreasonable.

Potential Funding Opportunities:

- a) Funding for up upgrades to this building will be the responsibility of the owner. The County could help with identifying problems and helping to find incentive programs.

5 Bishop Senior Center,	\$17,777	\$3.41/ sq ft	10.7 kwh/sq ft	10.7 gallons/sq ft
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Issues:

- a) Although some equipment upgrades have been done at this site, it still has the least efficient propane use. A daily lunch program is prepared in the building which may contribute to the high propane use.

Potential Energy Measures (policy or project):

- a) An energy audit of this facility should be conducted to provide an assessment and recommendations.
- b) Appliance replacement should be considered for kitchen.

Potential Funding Opportunities:

- a) SCE may have funding to perform an energy audit of this facility to provide an assessment and recommendations.
- b) SCE has an incentive program to purchase Energy Star qualified refrigerators.

6 Inyo County Jail, Independence	\$45,348	\$3.18/ sq ft	20.5 kwh/sq ft	1.1 gal/sq ft
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Issues:

- a) High electricity use may be due to the use of heavy-duty laundry equipment.

Potential Energy Measures (policy or project):

- b) A laundry system audit should be considered.

Potential Funding Opportunities:

- c) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.

7 Administration, Bishop	\$14,122	\$2.67/ sq ft	14.7 kwh/sq ft	No Propane
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Issues:

- a) This facility has all electric heating supplied by one package unit with resistive central heating.

b) This building also has AC with 3 thermostats.

Potential Energy Measures (policy or project):

- a) Electrical heating is the most expensive form of heating. Although expensive, the County could consider an upgrade to propane or natural gas heating.
- b) Consider installing programmable thermostats on each of the A/C units.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.

8 Administration, Independence	\$11,068	\$2.06/ sq ft	10.4 kwh/sq ft	No Propane
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Issues:

- a) This facility uses heat pumps to heat and cool the building, which uses electric heating override (electric resistive backup).
- b) There is one AC package central unit.

Potential Energy Measures (policy or project):

- a) Heat pumps employ electric heating override, which in the Inyo climate, results in the over-reliance on low efficiency (high cost) electric heating. A policy could be enacted to move towards high efficiency, propane or natural gas fired heating as the heat pumps are replaced with "gas pack" HVAC equipment.
- b) Consider retro-commissioning the A/C package (central) unit. Ensure that there is a programmable thermostat that controls the system.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.

9 Eastern CA Museum, Independence	\$10,785	\$1.94/ sq ft	7.5 kwh/sq ft	0.25 gal/sq ft
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Issues:

- a) The main building was built in 1969 with a new wing added in 2000. It does not have windows.
- b) Due to the use of the building, temperature control is required 24 hours per day, seven days a week.
- c) It has an air conditioning unit that is rated at SEER 10 and 90+ heat split systems.

Potential Energy Measures (policy or project):

- a) Upgrade AC unit to a SEER 13.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.
- b) County staff will continue to work with the Eastern Sierra Energy Initiative for funding

Issues: The hangers are large warehouses with no occupants. The area is used for storage and has very low energy consumption. It is one of the most efficient facilities in the county.

Potential Energy Measures (policy or project):

- a) Because this building has low energy intensity, it is not considered to be a candidate for retro-commissioning or energy retrofit(s).
- b) Currently all of the individual hangers share an electric meter. This could be affecting the score of the hangers. In the future as practicable, individual meters at each hanger should be consider.

Potential Funding Opportunities:

- a) LADWP's Custom Performance Program (CPP) offers incentives for the installation of energy saving measures, equipment or systems that exceed current Title 24 or minimum industry standards but are not included in other LADWP Non-Residential Energy Efficiency Programs. Incentives for each project are paid per kilowatt-hour based on energy savings calculated or accepted by the LADWP.
- b) County staff will continue to work with the Eastern Sierra Energy Initiative for funding opportunities.

3. Retro-Commissioning Projects:

Based CalGreen requirements for square footage (10,000 sq ft) of County facilities, the current facilities that may possibly undergo Retro-Commissioning are as follows:

Facility	City	Energy Use (kWh)	Size (sf)
Airport Hangers 1, 4, 6, 7, 8	Bishop	23,105	58,854
Courthouse & Annex	Independence	614,567	35,620
Inyo County Jail	Independence	636,518	36,296
Road Shop Independence	Independence	76,785	11,389
Juvenile Detention Center	Independence	93,526	9,650

Potential Funding Opportunities:

LADWP offers a fast track retro-commissioning program that helps organizations conduct building analysis. The program is currently limited to buildings over 50,000 sq ft. Currently, only the airport hangers qualify for this program. County staff will periodically check into this program for changes that may make it possible to receive help from LADWP to conduct retro-commissioning on the rest of these buildings.

4. Other Policies, Projects, and Programs

- ✓ Continue the cool roof program, by replacing roofs, as funding is available, with cool roof systems.
- ✓ Continue the window replacement program, by replacing windows, as funding is available, with energy efficient models.
- ✓ Continue the lighting project at all County facilities, by replacing bulbs, as funding is available, with more energy efficient models.
- ✓ Continue an occupancy sensor power strip program.
- ✓ Equip all facilities with programmable thermostats to ensure that heating and cooling is regulated properly.

- ✓ Consider the energy efficiency/costs of a building before leasing.
- ✓ Continue to pursue funding for roof-top solar projects and look into net-metering programs offered by SCE and LADWP for these projects.
- ✓ When possible, combine office spaces into a central, energy efficient, facility.
- ✓ Evaluate whether a compressed work schedule program, such as a 4-10 work week, would be feasible for a continued high level of service provision and County employees.
- ✓ Analyze the possibility of opening customer service locations one day a week in Lone Pine, Bishop and in Southeast County to reduce the need for customers to travel to Independence and cut down on vehicle miles. Allow County employees who live in these areas to work at the service locations, to cut down on their travel miles, as well.
- ✓ Conduct further review of the Green House Gas analysis and the costs the County incurs for its current vehicle fleet. As vehicles need to be replaced consider upgrading the fleet to include economy, hybrid and electric vehicles.
- ✓ Set a goal to have a specific percentage of the vehicle fleet, based on fuel costs savings, be economy, hybrid and electric vehicles.
- ✓ Continue to evaluate the possibility of setting up plugs for electric vehicles at facilities throughout the County. This would provide the powering for any future electric vehicles the County adds to its fleet, as well as, provide a valuable service to Inyo County citizens and visitors.
- ✓ Design a program and scheduling scheme for ride sharing between employees for work related trips. This program could be as simple as leaving designated, fuel efficient, vehicles at county facilities and setting up an online signup sheet.
- ✓ Encourage employees who take vehicles home to use the most fuel efficient available.
- ✓ Evaluate the feasibility of setting up a funding program to pay for future energy efficiency projects with the savings from completed projects.
- ✓ Consider setting up a revolving loan program for employees to buy computers and eventually set up a system where employees can access the County system, allowing them to work from home. This can provide the opportunity to cut back on vehicle travel. It can also allow for continued work and communications during emergencies.
- ✓ These policies should be reevaluated annually, along with the yearly energy use analyses by planning and public works staff to see if they are achieving the County's energy reduction goals. Any proposed policy adjustments will need to be considered by the Board of Supervisors.

4.2 Funding of Projects

Implementation of the Energy Action Plan will be based on funding availability. Funding sources that may be available to the County include: The California Energy Commission released a document in January of 2000 titled "How to Finance Public Sector Energy Efficiency Projects." It outlines what criteria a project should meet, ways to finance that project, and specific organizations in California that are available to help with funding.

http://www.energy.ca.gov/reports/efficiency_handbooks/400-00-001A.PDF

Other potential funding resources are as follows:

- ✓ **SCE On-Bill Financing** is a 0 percent interest, no-fees loan program for energy efficiency projects. The program offers zero-interest loans for the installation of qualified energy efficiency equipment. Government and institutional loans have a minimum of \$5,000 and a maximum of \$250,000 and can be paid off in up to 10 years.
<http://www.sce.com/business/onbill/about-on-bill.htm>

- ✓ **U.S Small Business Administration (SBA)** has the 504 Loan Program available to organizations that meet the SBA requirements. Specifically, the Energy Conservation Loan is to be used on projects that conserve energy use solar thermal or PV cells.
http://www.energystar.gov/index.cfm?c=sb_state.sba_loans
- ✓ **California Energy Commission (CEC)** Energy Efficiency Financing Program is a loan program with 3% interest for local governments and public institutions. It can be used to fund energy efficiency projects involving: lighting systems, pumps and motors, streetlights and LED traffic signals, automated energy management systems/controls, building insulation, energy generation including renewable and combined heat and power projects, heating and air conditioning modifications, and Waste water treatment equipment.
<http://www.energy.ca.gov/efficiency/financing/index.html>

Rebates/Incentives

- ✓ **SCE** has multiple rebate/incentive programs and Energy Management Solutions. The Express Solutions available offer cash rebates to cover costs of upgrading to higher efficiency equipment. This includes lighting, air conditioning, food service equipment, refrigeration, and agricultural equipment. SCE also has Customized solutions that are for more specialized efficiency improvements. As mentioned above there is also a tiered rate system based on the amount of energy that they consume. The following resources provide additional information regarding this program.
<http://www.sce.com/business/ems/customized-solutions/default.htm>
http://www.sce.com/business/ems/express_solutions.htm?from=express_solutions
- ✓ **LADWP** offers rebate and incentive programs including a Consumer Rebate Program, Low Income Refrigerator Exchange Program, and the Green Power Program. Most notably there is a solar rebate program that covers part of the costs of installing solar panels. The website also offers guides on energy efficiency.
<http://www.ladwp.com/ladwp/cms/ladwp001950.jsp>
- ✓ **California's State Energy Program** has a municipal finance program that will provide local governments with program start-up and ongoing costs, interim financing, interest rate buy-down, and property owner rebates. The program expects the local government to then use those funds to offer rebates to the community for energy efficiency projects. The CEC also has a Wind and Fuel cell Renewable Rebates Program.

Acceptable payback periods

Before implementing an energy efficiency project it is important to determine its feasibility. This includes both the ease of implementation and the payback period. An energy efficiency project should result in enough savings to eventually cover its initial costs. An acceptable payback period is about 10 years, which assumes that annual cost savings due to the project are 10%. Acceptable payback periods can differ depending on the funding available to the organization. The payback will be affected by the local utility provider's billing rates. SCE has a tiered structure which operates on a "the more you use, the more you pay" concept. The Utilities' current rates range from \$0.11 to \$0.21 per Kwh.

The County may consider pursuance of projects based on the following:

- ✓ “Low hanging fruit” – There are often simple operational changes that can be made to lighting, plug⁵ loads or HVAC⁶ equipment by simply turning them off when not in use. Payback can be as soon as 6 months.
- ✓ Scheduled capital maintenance or repair projects often offer the best return on investment by upgrading to the most energy efficient option. Even though the initial cost can be higher, the upgrade can pay back in 1 – 4 years.
- ✓ Lighting projects often pay back in the range of 2-5 years.
- ✓ Heating, ventilation, and air conditioning (HVAC) projects often pay back in about 4-12 years and can also improve comfort.

4.3 Policies

The County of Inyo will implement the policies described in Section 3.1 with the goal to increase energy efficiency and cost savings. Implementing flexible, streamlined programs will allow the County to comply with state and federal regulations as well as reduce energy costs. These policies include:

- ✓ **Benchmarking Policy** – *See Appendix B for more details.*
- ✓ **Advance Program Code Policy** – *See Appendix C for more details.*
- ✓ **Commissioning (Cx)/retro-commissioning (RCx) Policy** - *See Appendix D for more details.*

In addition:

- ✓ **Conduct energy savings analysis for GHG inventory**
An energy efficiency savings analysis provides the foundation for an annual greenhouse gas inventory. This plan will include management structure to oversee energy programs, goals to reduce energy and greenhouse gas, and specific programs to achieve those goals.
- ✓ **Update the County’s General Plan with Energy Reduction Policies**
County and Salas O’Brien staff is currently collecting and analyzing data for County-wide energy use. The results of this work plus the analysis generated during this planning process will be used to update the County’s General Plan. This will include county-wide policies for energy reduction. The General Plan update is expected to be completed by the end of 2013.
- ✓ **Ensure that Energy Efficiency Projects are Fiscally Sound**
The County will only pursue energy efficiency projects that have the potential for long-term cost savings. This will be based on industry standards that conclude an energy efficiency project should result in enough savings to eventually cover its initial costs. An acceptable payback period is about 10 years, which assumes that annual cost savings due to the project are 10%.

4.4 Tracking & Reporting

Tracking

⁵ Plug loads refer to anything that is plugged in. Often times computers, copiers, printers, fax machines are left on all night and all weekend. These “vampires” waste significant power.

⁶ HVAC is the abbreviation which refers to equipment associated with comfort heating, comfort cooling, and fresh air ventilation. This accounts for 20% to 40% of the energy used in most buildings or residences. HVAC = heating, ventilating and air conditioning.

The Portfolio Manager will be used to track energy usage, reduction, costs, and changes in the baseline. SCE facilities will be entered monthly using the automated benchmarking system while DWP buildings will be entered manually. County planning and public works staff will continue to use the Portfolio Manager to track the County's energy use and will report on conditions. This will be used to evaluate whether reduction targets need to be adjusted and if implementation measures are working.

Reporting

Some of the potential reporting methods are:

- ✓ Annual reports to the Board of Supervisors.
- ✓ Reports will outline the changes in energy use and cost.
- ✓ Energy Star benchmarking.

CONCLUSION

The County of Inyo will use the Energy Star Portfolio Manager (ESPM) as an energy use evaluation and benchmarking tool to help the County reduce its energy consumption. The County will benchmark all facilities that are 4,500 sq ft or greater. The data taken from the ESPM has helped the County form a strategy to increase energy efficiency by highlighting the least efficient facilities and areas that need improvement.

County building stock is old. The median year built for County buildings is 1970, well before the new energy efficiency laws and policies went into effect. Due to this, the County understands that getting its facilities up to current mandatory standards will take some time; therefore, the County will evaluate building upgrades with both Mandatory and Voluntary CALGreen Standards. When the long term cost savings of upgrading to voluntary standards justifies the likely additional costs, the County will use voluntary standards. This will help the County get better energy performance from its current facilities sooner.

The County may commission new buildings and retro-commission existing buildings that are identified through benchmarking or other key criteria. This policy will improve energy efficiency and reduce operations and maintenance costs. If funding is available, and depending on the severity of the occupant complaints and the potential to save money, commissioning will be completed by a certified professional working in conjunction with the maintenance and operations staff. Any required system modifications that are identified through the commissioning process will be addressed based on the available budget. The CAL-Green commissioning and retro-commissioning standards will be followed. Staff training will primarily be with maintenance and operations staff and will include SCE guidelines for commissioning/retro-commissioning.

Implementation of the Energy Action Plan, including all policies and projects therein, will occur once the Board of Supervisors has approved it (for a detailed list of projects and policies that the County will implement, as funding is available, please see Section 4.1 pages 16-22). Implementation will further be based on funding availability. As a matter of course, when facilities come up for maintenance projects they will be evaluated (as detailed in the Advanced Program Code Standard policies) for both cost and performance based on the CALGreen model. Projects that show a long-term cost savings that justify voluntary Tier I standards will be conducted with them, depending on Board approval. Funding of these projects will be provided through the general maintenance budget. Other projects may also be performed, as appropriate, when staff can find incentives and/or funding programs to cover the costs. All project funding will be required to meet the fiscally sound criteria (as detailed in the Ensure that Energy Efficiency Projects are Fiscally Sound policies) and is subject to Board approval.

The Energy Action Plan will be considered fully implemented by the County when all of the associated policies are adopted. These are:

- Benchmarking;

- Advanced Program Code;
- Commissioning and Retro-commissioning; and,
- The General Plan has been updated with energy reduction and climate policies.

The high priority buildings on the project list will also need to be completed for the Energy Action Plan to be considered implemented, as this will be necessary to meet the County's 10% reduction goal, as well as the target to have all County facilities scoring 75-points or higher in the Portfolio Manager benchmarking program. These buildings include (for the complete list of proposed projects please see Section 4.1 pages 16-22):

- Juvenile Detention Center, Indy
- County Services Building, S Street, Bishop
- Courthouse, Annex and HHS, Indy
- Bishop Senior Center, Bishop
- Inyo County Jail, Independence
- Administration, Bishop
- Administration, Independence
- Eastern CA Museum, Independence
- HHS & Probation, Bishop
- Road Shop, Independence
- Airport Terminal, Bishop
- Big Pine Legion Hall

The reduction in overall energy use will be tracked annually to analyze the success of projects that have been implemented to date. The County will also keep a record of which projects have been implemented and how the implementation affects the annual Portfolio Manager scores of the facilities that have had completed projects. The tracking will provide a means to show, annually, which projects have been implemented and which still need to be. The annual benchmarking will also provide a structure to analyze the order of facility implementation. As the County gets further into implementing projects, and annually benchmarks facilities, it may find that a reordering of projects makes sense, as the current order is based on performance and this could change over time. Ideally, all of the County's facilities will eventually have a score of 75-points or higher on the Portfolio Manager. As facilities meet this benchmark they will be taken off the Potential Future Projects list, but will continue to be evaluated, in case further energy reduction strategies need to be developed in order to meet the overall energy reduction goal of 10% by 2016.

Requiring energy reduction standards for County owned buildings will result in cost savings to the County. It will also set an example for others operating or living in the county to reduce their energy use. Creating a combined incentive and informational based outreach program can involve the community in energy efficiency efforts and encourage energy reduction behaviors by all citizens.

APPENDICES

Appendix A: Benchmarking Policy

Appendix B: Advance Program Code Policy

Appendix C: Commissioning/Retro-commissioning Policy

Appendix D: Energy Savings Analysis for County Greenhouse Gas Inventory

Benchmarking Policy and Procedures

Strategic Plan Task 3.1.1: Deliverable 2.A.4

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Introduction to Inyo County's Energy Use

Benchmarking is the process of comparing the energy use of a building to other similar buildings. Setting a benchmark allows for energy use comparisons against similar facilities to help understand the relative energy efficiency of the building. In addition, benchmarking reveals the progress in achieving energy reductions. Inyo County chose the EPA's Energy Star Portfolio Manager System for its benchmarking analysis. It has been and will continue to be used to evaluate existing and projected energy use for all qualifying County facilities. This analysis and benchmarking exercise set a baseline of energy consumption and costs to develop strategies for energy reduction and cost savings at County facilities.

Inyo County may consider publishing the energy data in an online database that is accessible to the public to provide an easy way for County staff and the public to review the data, see the progress of this planning effort, as well as, communicate achievements in meeting energy reduction goals.

Even though some buildings could not be given a benchmarking score with the Portfolio Manager, it did provide plenty of baseline information for the non-benchmarked buildings that helped the County understand its energy performance.

Benchmarking Goals, Policies, and Responsibilities

Goal: Use the Energy Star Portfolio Manager as an energy use evaluation and benchmarking tool to help the County reduce its energy consumption.

Policy:

1. All county facilities over 4,500 sf will have an energy use and cost evaluation that will be used to establish a baseline for each facility, please see Appendix A for a list of County facilities that will be evaluated.

County planning department and consultant team staff will provide utility use and cost data. County staff will enter Los Angeles Department of Water and Power (DWP) data into the Portfolio Manager and the consultant team staff will set up the automatic utility use and cost data upload to Portfolio Manager from Southern California Edison (SCE).

2. County facilities that meet the criteria, of the Energy Star Portfolio Manager, will also receive a benchmark rating.

The Portfolio Manager results will be evaluated and reported by the consultant team staff. The Board of Supervisors will be advised about which buildings qualify for an Energy Star rating and can use this information to decide whether to have staff apply for this distinction.

3. The baselines and benchmarks established with the Portfolio Manager will be used to set the County's energy use and cost reductions.

Consultant team and County planning department staff will present the benchmarking results to the stakeholders, the County Planning Commission and Board of Supervisors and suggest target energy reduction goals. The Board of Supervisors will approve all energy reduction targets.

-
4. Annual reports will be created to track the progress from baseline conditions to current conditions.

County planning and public works department staff will continue to use the Portfolio Manager to track the County's energy use and will report on conditions. This information will be used to evaluate whether reduction targets need to be adjusted and if implementation measures are working.

5. The County may choose to apply for the Energy Star distinction for buildings that qualify.

The County Board of Supervisors will receive the initial report on the facilities' performance and will continue to receive updates from planning department staff. They will use this information to decide whether to have staff apply for Energy Star distinctions for those buildings that qualify.

Benchmarking with the Utility Manager System

Purpose – The primary tool for developing baselines and benchmarking is a Utility Manager System (UMS). A UMS provides a consistent platform to evaluate energy use and costs. The utility manager provides efficient access to the actual, on-going, energy use at specific County facilities. It is used to:

- a. Develop energy baselines and benchmarks¹ for County facilities.
- b. Track energy use on a continuous basis and summarize on an annual basis.
- c. Compare energy benchmarks to other County facilities and to other energy-industry standards.
- d. Measure success in reducing energy use.
- e. Afford easy access to the information in order to integrate energy consciousness into the ongoing actions and activities of the County and its stakeholders.

Why Energy Star Portfolio Manager? – The Energy Star Portfolio Manager (ESPM) is free, and accessible to anyone through easy, but password protected, internet access. It is also well maintained and supported by the US Environmental Protection Agency. ESPM support includes on-line training documents and an account representative who is available through both email and phone. The ESPM can be automatically populated with data from Southern California Edison. Other utility company data, such as the Los Angeles Department of Water and Power, can be entered into the ESPM manually with relative ease. The County of Inyo is using the ESPM to evaluate County facilities. Like any software system, it requires dedicated time to be implemented to its highest potential. Once

¹ Energy Benchmarking is the process of comparing energy use metrics of a building against similar facilities to help understand the relative energy efficiency of the building.

setup, the ESPM is fairly simple and straight forward, making it easy for other entities to develop their own energy reduction programs based on the County's example. Using the ESPM for benchmarking automatically lets the user know if a particular facility qualifies for an Energy Star distinction. This is based on a rated system of 1-100. Buildings of similar use and size are evaluated against each other. Those that rate at 75 or higher are considered top performers and can apply for an Energy Star award.

Inyo County's Baseline Energy Use

The first step in an energy reduction program is to identify where and at what rates energy is being consumed. To accomplish this, the first step is to identify specific County facilities to be evaluated, and then obtain the utility bills for each of the target facilities including: electricity, gas, propane, etc. Table 1 shows the costs of annual energy use for County facilities by electricity and propane gas (year 2009 and 2010 do not include a full year's worth of data). Table 2, illustrates the costs, shown in Table 1, for the most recent calendar year, also by electricity and propane gas.

Table 1. Gross Annual Energy Cost for Inyo County			
SCE Facilities			
Year	Electricity Costs	Propane Costs	Total Energy Costs
2009*	\$ 39,322.40	\$ -	\$ 39,322.40
2010*	\$ 273,227.84	\$ 55,913.27	\$ 329,141.11
2011	\$ 320,419.70 **	\$ 137,968.38	\$ 458,388.08 **

****Partial: Do not have data for all facilities and months.***

*****Excluding Bishop Library.***

Table 2. 2011 Total Inyo County Energy Usage				
All county facilities (SCE & DWP Accounts)				
Energy Type (Unit)	Annual Consumed	Annual kBtu	Annual Cost	Percent of Total Annual Cost
Electricity (kWh)	2,197,000	7,496,470	\$ 320,419	70%
Propane (Gallons)	72,567	6,712,429	\$ 137,968	30%
TOTALS	N/A²	14,208,900	\$ 458,387	100%

In developing Tables 1 and 2, the County is establishing a baseline from which all future energy efficiency will be compared.

Where Energy is Consumed

Table 3 illustrates the energy use at individual facilities. It shows both the total use and the use per square foot. The use per square foot is to normalize each building making them comparable and highlight which buildings are the least efficient.

² This column cannot be summed the units of electricity, vs. propane, are different

Table 3. 2011 Inyo County Energy Usage by Location			
Facility	Use per square foot (kBtu/sq. ft.)	Total Energy Usage (kBtu)	Annual Cost
Administration - Bishop	48.4	253027.2	\$ 14122.48
Administration - Indy	36.3	191742	\$ 11068.2
Airport Hangers 1, 4, 6, 7, 8	6.6	387439.2	\$ 9879.46
Airport Terminal	N/A	N/A	\$ 7,034.00
Big Pine Legion Hall	37	210689.8	\$ 5359.85
Bishop Library/Offices	54.1	281767.7	\$ 2839.38
Bishop Senior Center	105.6	528034.9	\$ 17776.69
County Services Bldg. (S. St)	74.5	412499.2	\$ 20106.23
Courthouse&Annex	115.3	4108024.3	\$ 124479.86
Eastern California Museum	48.4	284827.5	\$ 10784.73
HHS & Probation (Main St.)	38.7	334517.8	\$ 15413.35
HHS - Grove St Bishop	N/A	N/A	\$ 29,526.79
Inyo County Jail	112.7	4089643.4	\$ 115040.84
Juvenile Detention Center	172.9	1668532.1	\$ 45348.01
Road Shop Independence	57.1	650398.1	\$ 18745.2
Water Department Building	39.7	272270.9	\$ 10863.01

**Propane cost only.*

Figures 1a and 1b illustrate the annual electricity use by the individual facilities. It was generated using the Energy Star Portfolio Manager.

Figure 1a

Energy Performance Graph November 2011

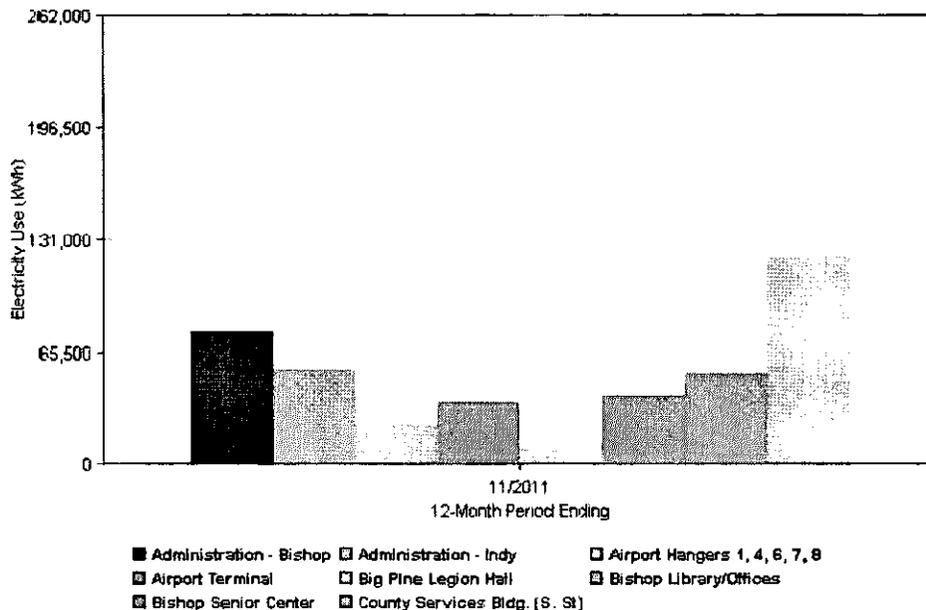
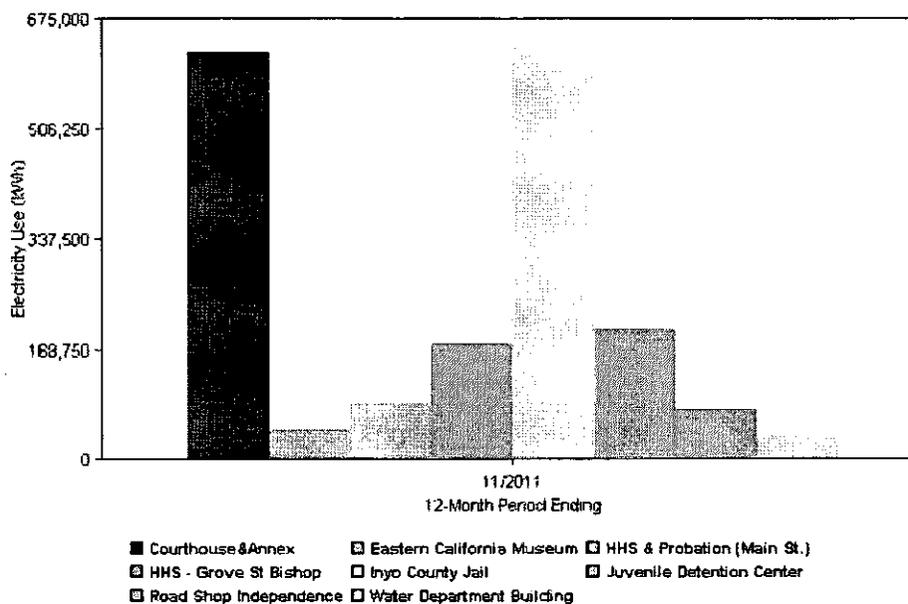


Figure 1b

Energy Performance Graph November 2011



Figures 2a and 2b illustrates annual electricity use per square foot using the same data as above. By dividing the electricity use by the facility size normalizes the data and makes it possible to compare the efficiency of each building. It is important to note that although Figure 1 suggests the Inyo

County Jail uses the most total electricity annually, Figures 2b shows that Juvenile Detention Center uses the most electricity per square foot.

Figure 2a

Energy Performance Graph November 2011

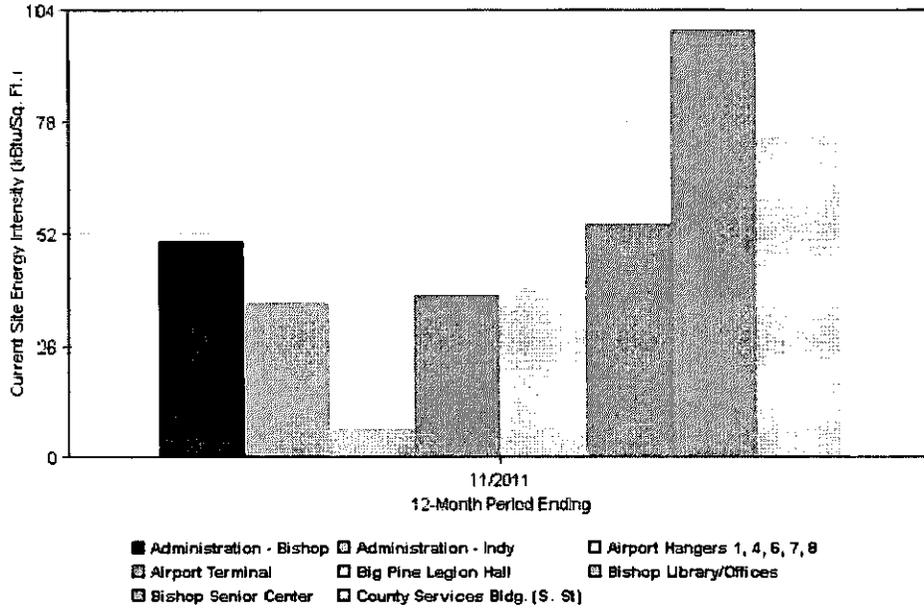


Figure 2b

Energy Performance Graph November 2011

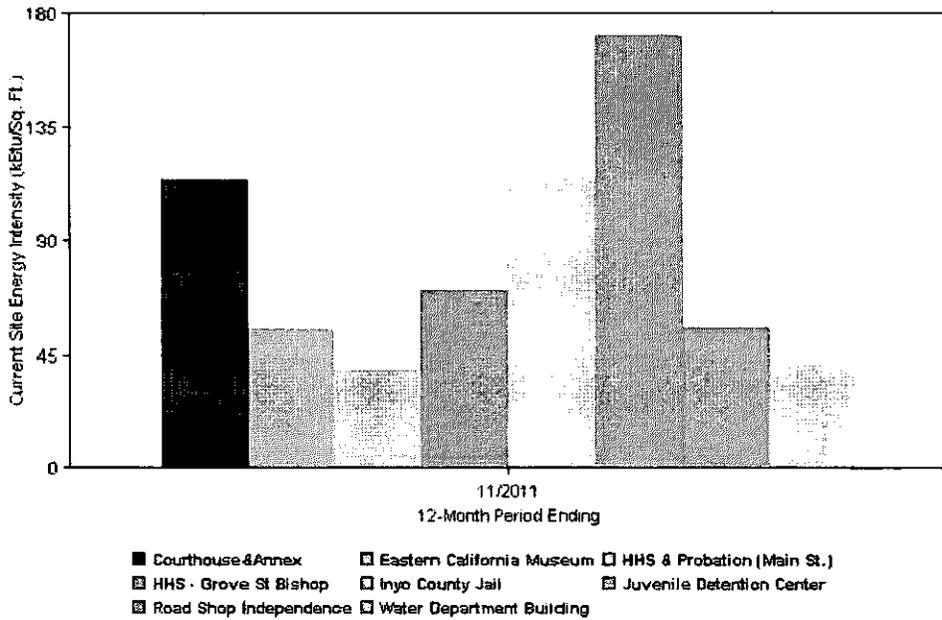


Figure 3 illustrates the annual cost of each facility using the same data as above. This often holds the most meaning to local governments and organizations because it highlights areas that could potentially save money.

Figure 3

Energy Performance Graph November 2011

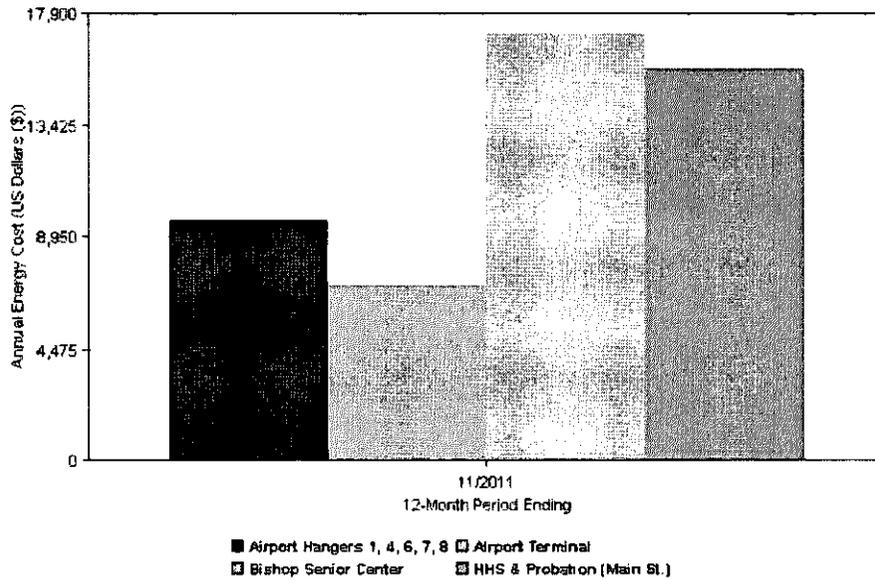
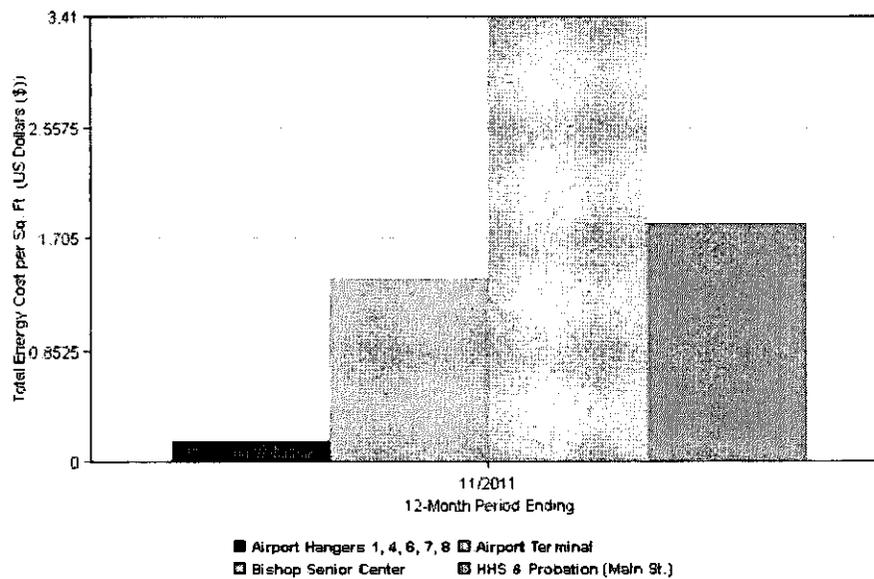


Figure 4 illustrates the cost per square foot of the County facilities. This may be significantly different than Figure 2 due to tiered pricing.

Figure 4

Utility Cost Report Graph November 2011



Staff Training

In order to establish the current conditions and continue to use the ESPM to evaluate the County's progress in meeting energy reduction goals, additional planning department, public works, and maintenance and operations staff will need to be trained in the proper use of the ESPM.

The project manager (planning staff), maintenance and operations manager, public work's engineering technician, and any other appropriate staff will undergo training using the documentation provided on the EPA website. This training should be followed by a refresher. Both trainings should include a "tour" of the entire EPA Portfolio Manager website, including training and presentations. The refresher training should include a review of the actual database. Training subjects should include: use and access of the system; monitoring and report capabilities; guidelines for energy management; and, financial calculators for project evaluation. This training can be self-guided on the ESPM website and staff should be able to work training sessions into their schedules. If staff needs additional training help beyond the website, planning staff that is already trained on the Portfolio Manager can provide training and answer questions as needed. Planning staff will also monitor the training of the maintenance and operations manager, public work's engineering technician, and any other appropriate staff to ensure that all staff that needs to be trained on the ESPM gets the necessary training.

Conclusion

The County of Inyo will use the ESPM as an energy use evaluation and benchmarking tool to help the County reduce its energy consumption. The County will benchmark all facilities that are over 4,500sf. The data taken from the ESPM will help the County form a strategy to increase energy efficiency by highlighting the least efficient facilities and areas that need improvement. The preliminary results presented above, show that about 30% of the County's energy costs are from propane and about 70% are from electricity. The Juvenile Detention center has the highest energy use per square foot (kBtu/sf) followed by the Courthouse and the County Jail. The Energy Action Plan for County Facilities develops and highlights projects to increase energy efficiency and is based on the results of the Benchmarking efforts.

Appendix A – List of Benchmarked County Facilities

Facility	City	Zip Code	Size (sf)
Administration - Bishop	Bishop	93514	5,224
Administration - Indy	Independence	93526	5,277
Airport Hangers 1, 4, 6, 7, 8	Bishop	93514	58,854
Airport Terminal	Bishop	93514	4,729 (entered as 5,000)
Big Pine Legion Hall	Big Pine	93526	5,688
Bishop Library/Offices	Bishop	93514	5,206
Bishop Senior Center	Bishop	93514	4,600 (entered as 5,000)
County Services Bldg. (S. St)	Bishop	93514	5,536
Courthouse & Annex	Independence	93526	35,620
Eastern California Museum	Independence	93526	5,882
HHS & Probation (Main St.)	Bishop	93514	8,641
HHS - Grove St Bishop	Bishop	93514	8,554
Inyo County Jail	Independence	93526	36,296
Juvenile Detention Center	Independence	93526	9,650
Road Shop Independence	Independence	93526	11,389
Water Department Building	Independence	93526	6,864

Policies for Advanced Program Code Standards

Strategic Plan Task 3.2.2, Deliverable 2.D.5

Funded by:

**Southern California Edison Company
Local Government Strategic Plan Strategies Program**

2010 – 2012 Program Period
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Introduction to Advanced Program Code

There are numerous energy efficiency standards including but not limited to CALGreen, LEED and Energy Star. Implementation of these types of standards can help the county achieve a reduction in energy use, by providing proven methods and criteria that have been effective for other jurisdictions.

As part of the County's Cost, Energy, and Service Efficiencies Action Plan effort, the use of the Energy Star Portfolio Manager is being used for energy consumption analysis and benchmarking. With Portfolio Manager, and in conjunction with the established Benchmarking Policies and Procedures, the County's energy use is being tracked. All existing and new facilities that meet the criteria established by the Benchmarking Policies will be evaluated. Implementation of the Advanced Program Code will be based on the data and analysis generated by the Portfolio Manager. The analysis provides a means for the County to rate and rank its facilities by energy use patterns and use the information to develop, direct and update the Advanced Program Code policy.

The development of energy efficiency standards is based on California Green Building Standards Code, Title 24, Part 11 (CALGreen). It provides a defined set of energy reduction goals for county facilities. The County may also create a resource and incentive program for the non-county facilities using a "lead by example" approach.

Advanced Program Code Goals, Policies, and Responsibilities

Goal: Advance Program Code policies will ensure that new and existing county buildings function in a manner that promotes energy efficiency, and optimizes equipment operation, which will lead to cost savings.

Policy:

1. Energy reduction programs and strategies will be evaluated for fiscal soundness. If a particular program or strategy has an obvious long-term cost savings benefit to the County it will be considered. This analysis will be based on the cost of incorporating energy reduction strategies and materials in a project, compared to the estimated savings these strategies and materials will provide, and will be performed during the project planning stage. An energy efficiency project should result in enough savings to eventually cover its initial costs. The acceptable payback period is about 10 years, which assumes that annual cost savings due to the project are about 10%. Programs and strategies that do not show the ability to save the County money in energy costs may not be acceptable even if they show the ability to reduce energy use. The final determinations will be made by the Board of Supervisors.
 2. Energy Star:
 - a. The county will use the Portfolio Manager rating system of 75-points or higher for its facilities.
 - b. County buildings will be reevaluated every year for performance and rating.
-

Policy for Advance Program Code Standard

- c. The county will evaluate facilities that rate 75-points or higher on the Portfolio Manager system and depending on the budget, may apply for Energy Star certification.
- d. Buildings that cannot be benchmarked using Portfolio Manager will be evaluated by energy use per sq. ft.

3. CALGreen

The County's current building stock is made up of older buildings. Buildings that were evaluated with the Portfolio Manager have a building date range from 1921 to 2000. The median built date for these buildings is 1970. Due to the age of the County's building stock, and the lack of plans for new County buildings, as well as very limited funding, the County has chosen to update its facilities by first following the mandatory Title 24, Part 11, California Green Building Standards (CALGreen) requirements, which refers its energy standards to Title 24, Part 6, the California Energy Code, as both were adopted/updated after all of these facilities were built. As individual energy reduction projects are completed and are up to current standards, additional voluntary measures will be considered.

- a. New building and the remodeling/upgrading of existing County facilities, as they are programed, will be conducted with energy use and building standards based on mandatory CALGreen codes. The County may also choose to evaluate these projects based on costs that are derived from a plans and specifications analysis with both mandatory requirements and with voluntary Tier I standards. If the Board of Supervisors finds that the likely higher costs of voluntary Tier I standards, provides energy cost savings that justify the higher costs to the building or upgrade plans, they may choose to approve it. They may also choose to direct staff to evaluate projects with voluntary Tier II standards.
- b. Once a new building is completed, or an existing one is upgraded, and after at least one full year of operation, it will be analyzed with Portfolio Manager. If, for the specific prior project, the use of CALGreen mandatory standards did not achieve a subsequent 75-point rating from the Portfolio Manager, then voluntary Tier I standards, based on CALGreen codes, will be considered for the next project. This consideration will be based on costs that are derived from a plans and specifications analysis with both mandatory requirements and with voluntary Tier I requirements. If the Board of Supervisors finds that the likely higher costs of voluntary Tier I standards, provides energy cost savings that justify the higher costs to the building or upgrade plans, they may choose to approve it. The Board may also choose to analyze projects with CALGreen voluntary Tier II standards to achieve even higher energy performance/cost savings.

- 4. County staff will research and apply for grants to fund energy reduction programs.
 - 5. The county will provide an information based program to the community providing resources and information about third party rating systems:
 - a. The County will publish information on Energy Star rankings, comparisons, and on energy star rated products.
 - b. The County will provide links on their website to resources for rebates and other energy based programs.
-

Policy for Advance Program Code Standard

6. The County may consider an incentive program for private projects that voluntarily try to meet the 15% better than mandatory requirements to be consistent with voluntary CALGreen Tier I standards.

Staff Training

County planning staff that is already trained on the Portfolio Manager System will stay up-to-date on changes in the program and will help with additional public works and maintenance and operations staff training. Planning and public works staff will also learn, and keep up with changes in the CALGreen and Energy Star requirements. In addition, some recurring, policy-related training will be taken by planning and public works staff in order to be well informed of new standards, programs and technologies for energy reduction.

Conclusion

Requiring energy reduction standards for County owned buildings will result in cost savings to the County. It will also set an example for others operating or living in the county to reduce their energy use. Creating a combined incentive and informational based outreach program can involve the community in energy efficiency efforts and encourage energy reduction behaviors by all citizens.

Appendix A: Understanding the CALGreen Code

Understanding the CALGreen Code

Subject: The "CALGreen Codes" is an acronym for the 2010 triennial edition of the California Code of Regulations, Title 24, Part 11. It became effective in California on January 1, 2011.

Summary: The "CALGreen Code" requires that every new building constructed in the California reduce water consumption by 20% from the calculate baseline use, divert 50% of the construction waste from landfills and install low pollutant-emitting materials. It also requires separate water meters for nonresidential buildings, indoor and outdoor water use, with a requirement for moisture-sensing irrigation systems for larger landscape projects and mandatory inspection of energy systems (e.g., heat furnaces, air conditioners and mechanical equipment) for nonresidential buildings over 10,000 square feet to ensure that all systems are working at their maximum capacity and according to their design efficiencies.

Exemptions: There are exemptions of this code. For example, for multi-family structures 4 stories and higher are exempt from the CAL Green Code requirements.

Examples: The Code also outlines several more stringent voluntary provisions to encourage local communities to take further action to green their buildings to reduce greenhouse gas emissions, improve energy efficiency and conserve our natural resources. The voluntary measures for both residential and non-residential fall into 5 basic categories with 2 tiers of compliance. These are some examples of both:

- 1. Planning and Design:** e.g., Use of "cool roof" materials, 20% permeable paving requirements, top soil protection, reuse of existing materials, building orientation, storm water management, limiting turf areas, utilization of CA drought tolerant plants and trees,
 - 2. Energy Efficiency:** e.g., Exceed 2008 Title 24 E.E.S. by 15%, HVAC commissioning plan, 90% use of Energy Star qualified hardware, installation of solar water heating systems, use of ducts with R-6 or higher insulation value, duct leakage testing, specific minimum efficiency factors (EF) on HVAC equipment above current Title 24, alternative fuels
 - 3. Water Efficiency:** e.g., 20% reduction in water use, maximum flow rates on plumbing fixtures & kitchen sinks, dishwashers shall be Energy Star qualified with max. 5.8 gallons of water per cycle, use of waterless urinals or toilets, water efficient designs for outdoor water use or irrigation: automatic irrigation/rain water capture/drought tolerant landscape, gray water system use (or capability).
 - 4. Material Conservation and Resource Efficiency:** e.g., reduction in the use of cement, use of pre-manufactured building systems, minimize use of paints or stains, not less than 10% to 15% recycled content value use, construction waste reduction, permanent overhangs or awnings.
 - 5. Environmental Quality:** e.g., Fireplace shall be direct vent sealed-combustion type, duct opening shall be sealed during construction, adhesives, sealants and caulks shall be compliant with VOC limits in the code, toxic compound limits, carpets and carpet systems shall be compliant with VOC limits, wood material shall comply with low formaldehyde emissions standards, 80% resilient flooring installed, vapor retarder and capillary break is installed at slab on grade foundations, higher than MERV 6 filters are installed on central air or ventilation systems, trained and certified HVAC installers or commissioning organization.
-

Policy for Advance Program Code Standard

Enforcement: Like the existing building code provisions that regulate construction projects throughout the state, the mandatory CALGreen provisions will be inspected and verified by local state and building departments.

Appendix B – Additional Rating System Descriptions

- **Energy Star** was introduced by the US Environmental Protection Agency (EPA) in 1992 for both public and private buildings. It uses The National Energy Performance Rating system which rates buildings' energy use compared to similar buildings across the nation. It uses a 1-100 scale indicating that a rating of 50 would be an average performance while a rating of 75 suggests a high performance (better than 75% of like buildings nationwide). The rating is calculated using the Portfolio Manager. Buildings within a county or town can be entered into the Portfolio Manager which tracks and assesses energy use. The manager starts by determining a baseline of all buildings, and then benchmarks by comparing buildings within the county to each other and to outside buildings. It also evaluates facility systems and equipment while looking for potential improvement. The Portfolio Manager essentially helps in creating an energy action plan by identifying the necessary steps to reach the county's goals and to set a timeline. The Manager can then set tracking to measure energy use throughout the project and evaluate the progress.
 - Buildings that rate 75 points or higher are eligible to receive Energy Star. This does not, however, take into account differing climates or specialized activities that may require more energy.
 - The rating system within Energy Star only looks at energy use.
 - Different building types require different data but most call for:
 - Zip code
 - Gross floor area
 - Weekly operating hours
 - Number of workers on main shift
 - Number of personal computers
 - Percent of gross floor area that is air conditioned
 - Percent of gross floor area that is heated

<http://www.energystar.gov/>
- **Leadership in Energy and Environmental Design (LEED)** is an international green building certification system that was developed by the U.S. Green Building Council in 2000. The rating system is based off of five categories:
 - Sustainable sites (site selection)
 - Water efficiency
 - Energy and Atmosphere
 - Materials and resources
 - Indoor environmental quality

LEED certification provides an independent, third party evaluation of the energy efficiency and overall "green" design of a building. There is also LEED-EB for existing buildings which provides standards for buildings not undergoing major renovations to achieve Certification. One of the requirements for LEED EB is that the building become Energy Star rated.

Policy for Advance Program Code Standard

The ratings are based on a points system which varies for each kind of project (new construction, existing building, etc.). Points are given in each of the five categories based on standards. High scoring buildings can then receive a Certification or higher based on the brackets below:

- Certified 40 - 49 Points
- Silver 50 - 59 Points
- Gold 60 - 79 Points
- Platinum 80-110 Points

www.usgbc.org/LEED/

- **Build it Green** is a non-profit organization based out of Berkeley, CA that provides guideline and a certification program for California. It is often used in conjunction with LEED. The guidelines differ for new homes, remodels, and multifamily developments. Project design categories include the use of natural resources, water use, energy use, indoor air quality, and community planning. Build it Green uses the **GreenPoint Rated** program, first developed in Alameda County, which is a sustainable building rating system for homes. Homes that score the minimum point requirements in each category and have a total of 50 point or higher can be designated GreenPoint Rated. All rated residences exceed California's minimum building and energy codes. Similar to LEED and Energy Star, homes are compared to like residences to receive a rating.
<http://www.builditgreen.org/>
- **CALGreen** Tier 1&2 are voluntary by state law unless made mandatory by local governments. Additional efficiency building measures are necessary to meet the threshold of each level. This is a "better than code" program that would encourage higher energy efficiency than is required by California law.
 - Tier 1: Exceed the *California Energy Code* based on the 2008 energy standards requirements by 15 percent.
 - Tier 2: Exceed the *California Energy Code* based on the 2008 energy standards requirements by 30 percent.

Both tiers require additional non-energy prerequisites, as well as a certain number of elective measures in each green building category (energy efficiency, water efficiency, resource conservation, indoor air quality and community). If a local government chooses to go beyond the baseline Code by adopting one of the tiers, it will be up to each city to decide whether the tier will be voluntary or mandatory, and how the additional measures will be enforced.

Policies for Commissioning/Retro-Commissioning

Strategic Plan Task 3.2.4: Deliverable 2.E.5

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Introduction to Cx/RCx

Commissioning (CX) and retro-commissioning (RCx) are processes that look at how and why a building's mechanical and electrical systems (building infrastructure) are operated and maintained. In the case of a new building, commissioning considers how the infrastructure is installed and designed, and evaluates whether the building is operating as it was designed.

As a process, rather than a set of prescriptive measures, commissioning and retro-commissioning adapt to meet the specific needs of each building. Since occupant comfort complaints and high energy use often go hand-in-hand, retro-commissioning can help to correct both. For this reason, the following are primary incentives for the County to consider retro-commissioning:

- Improve employee, tenant or occupant comfort, safety, and health, and improve the indoor environment through a systematic evaluation of building systems, equipment, and controls.
- Optimize energy efficiency through operating the building as originally intended (or designed) and through the identification and implementation of improvement upgrades.
- Reduce operations, maintenance, and repair costs by implementing improvements to operational requirements and effective maintenance procedures.
- Improve maintenance and operations personnel's skills and awareness through training and certifications as appropriate to maintain buildings in optimal operating conditions.
- Gain acceptance from the Board of Supervisors and at all levels of management for the retro-commissioning process as a standard building operating method. Use project successes and maintenance staff expertise as leverage to implement a process for retro-commissioning.

Cx/RCx Goals and Policies, Responsibilities

Goal: Commissioning and retro-commissioning policies will be adopted to ensure that county buildings function in a manner that promotes energy efficiency, cost savings, and optimizes equipment operation and occupant comfort. These findings will help to identify ways to ensure County facilities operate efficiently, which will lower overall energy use and provide cost savings to the county.

Policy:

Commissioning and retro-commissioning will be conducted, as funding is available, on County facilities to ensure that they function in a manner that promotes energy efficiency, cost savings, and optimizes equipment operation and occupant comfort. Based on the results of commissioning and retro-commissioning, the County's facilities may be updated to operate more efficiently, which will lower overall energy use, increase occupant comfort and productivity and provide cost savings to the county.

1. New facilities may be commissioned and existing County facilities retro-commissioned as appropriate. The basis for commissioning/retro-commissioning may be one or more of the following:
 - a. The relative building energy efficiency (benchmark comparison). The County has established a 75-point rating from the Energy Star Portfolio manager as its facilities goal.

Policy for Cx/RCx

- b. The size of a specific building (buildings should be 10,000sf for CX/RCx, per CALGreen).
 - c. The total energy use or cost of a specific building.
 - d. The number of comfort (or other) complaints from occupants.
 - e. As a part of a major renovation of a specific building.
2. Retro-commissioning will be based on mandatory CALGreen guidelines. Buildings that show the least efficiency through benchmarking will be identified for retro-commissioning (those that score under 75-points with the Portfolio Manager benchmarking analysis). The depth and timing of retro-commissioning will be based on the above criteria and on available funding.
 3. New County owned or County occupied buildings will be considered for commissioning, as funding allows, prior to occupancy and/or as a part of the design process. Commissioning of planned new buildings will be based on the mandatory CALGreen standards.
 4. New County buildings may be Commissioned, during the planning and construction stages, as funding allows.
 5. Existing buildings, and new facilities built after 2013, may be considered for retro-commissioning at least once every 10-years. Results will be reported to the County as a part of the continuous benchmarking and reporting policy.
 6. Depending on funding availability, the County will implement appropriate system modifications and efficiency projects identified during commissioning.

County public works and maintenance and operations staff will implement the CX/RCx policies as the buildings come up for routine maintenance, funding opportunities are identified, and/or when occupant complaints cannot be addressed by general maintenance.

Analysis of Facilities

Commissioning and retro-commissioning programs have been established for buildings over 10,000 sq.ft. The County may consider retro-commissioning based on benchmarking results (under 75-points), the current facilities that meet this criteria are:

Facility	City	Energy Use (kWh)	Size (sf)
Airport Hangers 1, 4, 6, 7, 8	Bishop	23,105	58,854
Courthouse & Annex	Independence	614,567	35,620
Inyo County Jail	Independence	636,518	36,296
Road Shop Independence	Independence	76,785	11,389
Juvenile Detention Center	Independence	93526	9,650

Policy for Cx/RCx

Although the Juvenile Detention Center is below 10,000 sq ft, based on the benchmarking results, it is the facility that uses the most electricity per square-foot and it is very close to the 10,000 sq ft threshold.

Staff Training

Training and organizational needs will mostly focus on maintenance and operations staff. At its core, there is no part of commissioning or retro-commissioning that is new. It is, simply, ensuring that facilities are operating in the way they were designed to be operated, and that the current needs of the occupants are met by the available systems. Meeting these design standards can be difficult due to the time involved; the availability of facility drawings and equipment information; and, the budget.

A comprehensive training program for maintenance and operations staff should be focused on specific equipment and systems. The maintenance and operations manager, facilities and public works staff should undergo training using the SCE retro-commissioning program available at: <http://www.sce.com/rcx/resources.htm>, which includes a Statewide RCx Policy Manual and many other resources.

Conclusion

Depending on available funding, the county may commission new buildings and retro-commission existing buildings that are identified through benchmarking or other key criteria. This policy can improve energy efficiency and reduce operations and maintenance costs. If funding is available, and depending on the severity of the occupant complaints and the potential to save money, commissioning may be completed by a certified professional working in conjunction with the maintenance and operations staff. Public works and maintenance and operations staff will implement the Cx/RCx policies as appropriate.

Any required system modifications that are identified through the commissioning process will be addressed based on the available budget. The mandatory CAL-Green commissioning and retro-commissioning standards will be followed (see appendix B). Staff training will primarily be with maintenance and operations staff and will include SCE guidelines for commissioning/retro-commissioning.

Appendices:

Appendix A – List of Benchmarked County Facilities

Appendix B – Part 11 2010 CA Green Building Standards Code

Appendix C - LEED Existing Buildings Guidelines

Appendix D - New Construction Guidelines

Appendix A – List of Benchmarked County Facilities

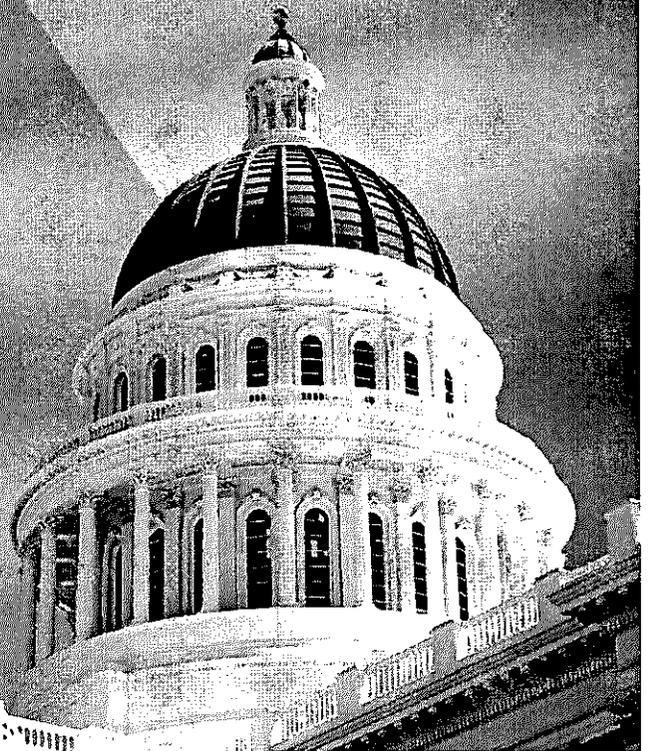
Facility	City	Zip Code	Size (sf)
Administration - Bishop	Bishop	93514	5,224
Administration - Indy	Independence	93526	5,277
Airport Hangers 1, 4, 6, 7, 8	Bishop	93514	58,854
Airport Terminal	Bishop	93514	4,729 (entered as 5,000)
Big Pine Legion Hall	Big Pine	93526	5,688
Bishop Library/Offices	Bishop	93514	5,206
Bishop Senior Center	Bishop	93514	4,600 (entered as 5,000)
County Services Bldg. (S. St)	Bishop	93514	5,536
Courthouse & Annex	Independence	93526	35,620
Eastern California Museum	Independence	93526	5,882
HHS & Probation (Main St.)	Bishop	93514	8,641
HHS - Grove St Bishop	Bishop	93514	8,554
Inyo County Jail	Independence	93526	36,296
Juvenile Detention Center	Independence	93526	9,650
Road Shop Independence	Independence	93526	11,389
Water Department Building	Independence	93526	6,864

CALIFORNIA 2010 GREEN BUILDING STANDARDS CODE

*CAL*Green

California Code of Regulations
Title 24, Part 11

California Building Standards Commission



**CALIFORNIA GREEN BUILDING STANDARDS CODE – MATRIX ADOPTION TABLE
CHAPTER 5 – NONRESIDENTIAL MANDATORY MEASURES
DIVISION 5.4 – MATERIAL CONSERVATION AND RESOURCE EFFICIENCY**

Adopting agency	BSC	SFM	HCD			DSA		OSHPD				CSA	DPH	AGR	DWR	CEC	CA	SL	SLC
			1	2	1-AC	AC	SS	1	2	3	4								
Adopt entire CA chapter	X																		
Adopt entire chapter as amended (amended sections listed below)																			
Adopt only those sections that are listed below							X												
Chapter/Section																			
5.401.1							X												
5.402.1 Definitions							X												
5.402.1 ADJUST							X												
5.402.1 BALANCE							X												
5.402.1 TEST							X												
5.407							X												
5.408.1–5.408.3							X												
5.410.1							X												
5.410.1.1							X												

**CHAPTER 5
NONRESIDENTIAL MANDATORY MEASURES**

Division 5.4 – MATERIAL CONSERVATION AND RESOURCE EFFICIENCY

**SECTION 5.401
GENERAL**

5.401.1 Scope. The provisions of this chapter shall outline means of achieving material conservation and resource efficiency through protection of buildings from exterior moisture, construction waste diversion, employment of techniques to reduce pollution through recycling of materials, and building commissioning or testing and adjusting.

**SECTION 5.402
Definitions**

5.402.1 Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.

ADJUST. To regulate fluid flow rate and air patterns at the terminal equipment, such as to reduce fan speed or adjust a damper.

BALANCE. To proportion flows within the distribution system, including submains, branches and terminals, according to design quantities.

BUILDING COMMISSIONING. A systematic quality assurance process that spans the entire design and construction process, including verifying and documenting that building systems and components are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.

TEST. A procedure to determine quantitative performance of a system or equipment.

**SECTION 5.403
FOUNDATION SYSTEMS
(Reserved)**

**SECTION 5.404
EFFICIENT FRAMING TECHNIQUES
(Reserved)**

**SECTION 5.405
MATERIAL SOURCES
(Reserved)**

**SECTION 5.406
ENHANCED DURABILITY
AND REDUCED MAINTENANCE
(Reserved)**

**SECTION 5.407
WATER RESISTANCE AND
MOISTURE MANAGEMENT**

5.407.1 Weather protection. Provide a weather-resistant exterior wall and foundation envelope as required by *California Building Code* Section 1403.2 (Weather Protection) and *California Energy Code* Section 150, (Mandatory Features and Devices), manufacturer's installation instructions or local ordinance, whichever is more stringent.

5.407.2 Moisture control. Employ moisture control measures by the following methods.

5.407.2.1 Sprinklers. Design and maintain landscape irrigation systems to prevent spray on structures.

5.407.2.2 Entries and openings. Design exterior entries and/or openings subject to foot traffic or wind-driven rain to prevent water intrusion into buildings.

Notes:

1. Use features such as overhangs and recesses, and flashings integrated with a drainage plane.
2. Use nonabsorbent floor and wall finishes within at least two feet around and perpendicular to such openings.

**SECTION 5.408
CONSTRUCTION WASTE REDUCTION,
DISPOSAL AND RECYCLING**

5.408.1 Construction waste diversion. Establish a construction waste management plan for the diverted materials, or meet local construction and demolition waste management ordinance, whichever is more stringent.

5.408.2 Construction waste management plan. Where a local jurisdiction does not have a construction and demolition waste management ordinance, submit a construction waste management plan for approval by the enforcement agency that:

1. Identifies the materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvage for future use or sale.
2. Determines if materials will be sorted on-site or mixed.
3. Identifies diversion facilities where material collected will be taken.
4. Specifies that the amount of materials diverted shall be calculated by weight or volume, but not by both.

5.408.2.1 Documentation. Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 5.408.2, Items 1 thru 4. The waste management plan shall be updated as necessary and shall be accessible during construction for examination by the enforcing agency.

Exception: [DSA-SS] Jobsites in areas where there is no mixed construction and demolition debris (C&D) processor or recycling facilities within a feasible haul distance shall meet the requirements as follows:

1. The enforcement agency having jurisdiction shall at its discretion, enforce the waste management plan and make exceptions as deemed necessary.

5.408.2.2 Isolated jobsites. The enforcing agency may make exceptions to the requirements of this section when jobsites are located in areas beyond the haul boundaries of the diversion facility.

Notes:

1. Sample forms found in Chapter 8 may be used to assist in documenting compliance with the waste management plan.
2. Mixed construction and demolition debris (C&D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

5.408.3 Construction waste reduction of at least 50 percent. Recycle and/or salvage for reuse a minimum of 50 percent of the non-hazardous construction and demolition debris, or meet a local construction and demolition waste management ordinance, whichever is more stringent. Calculate the amount of materials diverted by weight or volume, but not by both.

Exceptions:

1. Excavated soil and land-clearing debris
2. Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist.

5.408.4 Excavated soil and land clearing debris. 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled. For a phased project, such material may be stockpiled on site until the storage site is developed.

**SECTION 5.409
LIFE CYCLE ASSESSMENT
(Reserved)**

**SECTION 5.410
BUILDING MAINTENANCE AND OPERATION**

5.410.1 Recycling by occupants. Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics and metals.

5.410.1.1 Sample ordinance. Space allocation for recycling areas shall comply with Chapter 18, Part 3, Division 30 of the *Public Resources Code*. Chapter 18 is known as the California Solid Waste Reuse and Recycling Access Act of 1991 (Act).

Note: A sample ordinance for use by local agencies may be found in Appendix A of the document at the CalRecycle's web site.

5.410.2 Commissioning. For new buildings 10,000 square feet and over, building commissioning shall be included in the design and construction processes of the building project to verify that the building systems and components meet the owner's or owner representative's project requirements. Commissioning shall be performed in accordance with this section by trained personnel with experience on projects of comparable size and complexity. Commissioning requirements shall include:

1. Owner's or Owner representative's project requirements
2. Basis of design
3. Commissioning measures shown in the construction documents
4. Commissioning plan
5. Functional performance testing
6. Documentation and training
7. Commissioning report

All building systems and components covered by Title 24, Part 6, as well as process equipment and controls, and renewable energy systems shall be included in the scope of the Commissioning Requirements.

5.410.2.1 Owner's or Owner representative's Project Requirements (OPR). The expectations and requirements of the building appropriate to its phase shall be documented before the design phase of the project begins. This documentation shall include the following:

1. Environmental and sustainability goals
2. Energy efficiency goals
3. Indoor environmental quality requirements
4. Project program, including facility functions and hours of operation, and need for after hours operation
5. Equipment and systems expectations
6. Building occupant and operation and maintenance (O&M) personnel expectations

5.410.2.2 Basis of Design (BOD). A written explanation of how the design of the building systems meets the OPR shall be completed at the design phase of the building project, and updated as necessary during the design and construction phases. The Basis of Design document shall cover the following systems:

1. Heating, ventilation, air conditioning (HVAC) systems and controls
2. Indoor lighting system and controls
3. Water heating system

4. Renewable energy systems
5. Landscape irrigation systems
6. Water reuse systems

5.410.2.3 Commissioning plan. Prior to permit issuance a commissioning plan shall be completed to document how the project will be commissioned and shall be started during the design phase of the building project. The Commissioning Plan shall include the following:

1. General project information
2. Commissioning goals
3. Systems to be commissioned. Plans to test systems and components shall include:
 - a. An explanation of the original design intent
 - b. Equipment and systems to be tested, including the extent of tests
 - c. Functions to be tested
 - d. Conditions under which the test shall be performed
 - e. Measurable criteria for acceptable performance
4. Commissioning team information
5. Commissioning process activities, schedules and responsibilities. Plans for the completion of commissioning requirements listed in Sections 5.410.2.4 through 5.410.2.6 shall be included

5.410.2.4 Functional performance testing. Functional performance tests shall demonstrate the correct installation and operation of each component, system and system-to-system interface in accordance with the approved plans and specifications. Functional performance testing reports shall contain information addressing each of the building components tested, the testing methods utilized, and include any readings and adjustments made.

5.410.2.5 Documentation and training. A Systems Manual and Systems Operations Training are required, including Occupational Safety and Health Act (OSHA) requirements in *California Code of Regulations* (CCR), Title 8, Section 5142, and other related regulations.

5.410.2.5.1 Systems manual. Documentation of the operational aspects of the building shall be completed within the Systems Manual and delivered to the building owner or representative and facilities operator. The Systems Manual shall include the following:

1. Site information, including facility description, history and current requirements
2. Site contact information
3. Basic operations and maintenance, including general site operating procedures, basic troubleshooting, recommended maintenance requirements, site events log
4. Major systems
5. Site equipment inventory and maintenance notes

NONRESIDENTIAL MANDATORY MEASURES

6. A copy of all special inspection verifications required by the enforcing agency or this code
7. Other resources and documentation

5.410.2.5.2 Systems operations training. The training of the appropriate maintenance staff for each equipment type and/or system shall be documented in the commissioning report and shall include the following:

1. System/equipment overview (what it is, what it does and with what other systems and/or equipment it interfaces)
2. Review and demonstration of servicing/preventive maintenance
3. Review of the information in the Systems Manual
4. Review of the record drawings on the system/equipment

5.410.2.6 Commissioning report. A complete report of commissioning process activities undertaken through the design, construction and reporting recommendations for postconstruction phases of the building project shall be completed and provided to the owner or representative.

5.410.4 Testing and adjusting. Testing and adjusting of systems shall be required for buildings less than 10,000 square feet.

5.410.4.2 Systems. Develop a written plan of procedures for testing and adjusting systems. Systems to be included for testing and adjusting shall include at a minimum, as applicable to the project:

1. HVAC systems and controls
2. Indoor and outdoor lighting and controls
3. Water heating systems
4. Renewable energy systems
5. Landscape irrigation systems
6. Water reuse systems

5.410.4.3 Procedures. Perform testing and adjusting procedures in accordance with industry best practices and applicable standards on each system as determined by the building official.

5.410.4.3.1 HVAC balancing. In addition to testing and adjusting, before a new space-conditioning system serving a building or space is operated for normal use, the system shall be balanced in accordance with the procedures defined by the Testing Adjusting and Balancing Bureau National Standards; the National Environmental Balancing Bureau Procedural Standards; or Associated Air Balance Council National Standards or as approved by the building official.

5.410.4.4 Reporting. After completion of testing, adjusting and balancing, provide a final report of testing signed by the individual responsible for performing these services.

5.410.4.5 Operation and maintenance (O & M) manual. Provide the building owner or representative with detailed operating and maintenance instructions and copies of guarantees/warranties for each system. O & M instructions shall be consistent with OSHA requirements in CCR, Title 8, Section 5142, and other related regulations.

5.410.4.5.1 Inspections and reports. Include a copy of all inspection verifications and reports required by the enforcing agency.

EA Credit 2.1: Existing Building Commissioning—Investigation and Analysis

2 points

Intent

Through a systematic process, to develop an understanding of the operation of the building's major energy-using systems, options for optimizing energy performance and a plan to achieve energy savings.

Requirements

OPTION 1. Commissioning Process

- Develop a retrocommissioning, recommissioning or ongoing commissioning plan for the building's major energy-using systems.
- Conduct the investigation and analysis phase.
- Document the breakdown of energy use in the building.
- List the operating problems that affect occupants' comfort and energy use, and develop potential operational changes that will solve them.
- List the identified capital improvements that will provide cost-effective energy savings and document the cost-benefit analysis associated with each.

OR

OPTION 2. ASHRAE Level II Energy Audit

- Conduct an energy audit that meets the requirements of American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), Level II, Energy Survey and Analysis.
- Document the breakdown of energy use in the building.
- Perform a savings and cost analysis of all practical measures that meet the owner's constraints and economic criteria, along with a discussion of any effect on operations and maintenance procedures.
- List the identified capital improvements that will provide cost-effective energy savings and document the cost-benefit analysis associated with each.

Potential Technologies & Strategies

Based on the building operating plan and systems narrative, confirm that all building systems and equipment are functioning as appropriate according to the equipment schedule. Conduct testing and analysis to ensure that building systems and equipment are functioning correctly. Identify opportunities to make no- or low-cost capital improvements to enhance building performance.

EA Credit 2.2: Existing Building Commissioning—Implementation

2 points

Intent

To implement minor improvements and identify planned capital projects to ensure that the building's major energy-using systems are repaired, operated and maintained effectively to optimize energy performance.

Requirements

Implement no- or low-cost operational improvements and create a capital plan for major retrofits or upgrades.

Provide training for management staff that builds awareness and skills in a broad range of sustainable building operations topics. This could include energy efficiency and building, equipment and systems operations and maintenance.

Demonstrate the observed and/or anticipated financial costs and benefits of measures that have been implemented.

Update the building operating plan as necessary to reflect any changes in the occupancy schedule, equipment run-time schedule, design set points and lighting levels.

Potential Technologies & Strategies

Implement no- and low-cost operational improvements that will immediately enhance building performance.

Develop a capital plan for the completion of any major retrofits identified through the investigation and analysis phase.

EA Credit 2.3: Existing Building Commissioning—Ongoing Commissioning

2 points

Intent

To use commissioning to address changes in facility occupancy, use, maintenance and repair. Make periodic adjustments and reviews of building operating systems and procedures essential for optimal energy efficiency and service provision.

Requirements

Implement an ongoing commissioning program that includes elements of planning, system testing, performance verification, corrective action response, ongoing measurement and documentation to proactively address operating problems.

Create a written plan that summarizes the overall commissioning cycle for the building by equipment or building system group. The ongoing commissioning cycle must not exceed 24 months. This plan must include a building equipment list, performance measurement frequency for each equipment item and steps to respond to deviation from expected performance parameters.

Complete at least half of the scope of work in the first commissioning cycle (as indicated by the percentage of the plan's total budget) prior to the date of application for LEED 2009 for Existing Buildings: Operations & Maintenance. Only work completed within 2 years prior to application may be included to show progress in the ongoing commissioning cycle.

Update the building operating plan and/or systems narrative as necessary to reflect any changes in the occupancy schedule, equipment run-time schedule, design set points, lighting levels or system specifications.

Potential Technologies & Strategies

Develop an ongoing commissioning program that addresses the ongoing changes and maintenance needs in an existing building.

ENERGY & ATMOSPHERE

EA Prerequisite 1: Fundamental Commissioning of Building Energy Systems

Required

Intent

To verify that the project's energy-related systems are installed, and calibrated to perform according to the owner's project requirements, basis of design and construction documents.

Benefits of commissioning include reduced energy use, lower operating costs, fewer contractor callbacks, better building documentation, improved occupant productivity and verification that the systems perform in accordance with the owner's project requirements.

Requirements

The following commissioning process activities must be completed by the project team:

- Designate an individual as the commissioning authority (CxA) to lead, review and oversee the completion of the commissioning process activities.
 - The CxA must have documented commissioning authority experience in at least 2 building projects.
 - The individual serving as the CxA must be independent of the project design and construction management, though the CxA may be an employee of any firm providing those services. The CxA may be a qualified employee or consultant of the owner.
 - The CxA must report results, findings and recommendations directly to the owner.
 - For projects smaller than 50,000 gross square feet (5,000 gross square meters), the CxA may be a qualified person on the design or construction team who has the required experience.
- The owner must document the owner's project requirements. The design team must develop the basis of design. The CxA must review these documents for clarity and completeness. The owner and design team must be responsible for updates to their respective documents.
- Develop and incorporate commissioning requirements into the construction documents.
- Develop and implement a commissioning plan.
- Verify the installation and performance of the systems to be commissioned.
- Complete a summary commissioning report.

Commissioned Systems

Commissioning process activities must be completed for the following energy-related systems, at a minimum:

- Heating, ventilating, air conditioning and refrigeration (HVAC&R) systems (mechanical and passive) and associated controls
- Lighting and daylighting controls
- Domestic hot water systems
- Renewable energy systems (e.g., wind, solar)

Potential Technologies & Strategies

Engage a CxA as early as possible in the design process. Determine the owner's project requirements, develop and maintain a commissioning plan for use during design and construction and incorporate commissioning requirements in bid documents. Assemble the commissioning team, and prior to occupancy verify the performance of energy consuming systems. Complete the commissioning reports with recommendations prior to accepting the commissioned systems.

Owners are encouraged to seek out qualified individuals to lead the commissioning process. Qualified individuals are identified as those who possess a high level of experience in the following areas:

- Energy systems design, installation and operation
- Commissioning planning and process management
- Hands-on field experience with energy systems performance, interaction, start-up, balancing, testing, troubleshooting, operation and maintenance procedures
- Energy systems automation control knowledge

Owners are encouraged to consider including water-using systems, building envelope systems, and other systems in the scope of the commissioning plan as appropriate. The building envelope is an important component of a facility that impacts energy consumption, occupant comfort and indoor air quality. While this prerequisite does not require building envelope commissioning, an owner can achieve significant financial savings and reduce risk of poor indoor air quality by including it in the commissioning process.

The LEED Reference Guide for Green Building Design and Construction, 2009 Edition provides guidance on the rigor expected for this prerequisite for the following:

- Owner's project requirements
- Basis of design
- Commissioning plan
- Commissioning specification
- Performance verification documentation
- Commissioning report

Energy Savings Analysis for County Greenhouse Gas Inventory

Baseline Year 2011

Final Report

Strategic Plan Task 4.1.4: Deliverable 3.D.3

Funded by
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2010 – 2012 Program Period
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Introduction

The greenhouse gas portion of the County's energy reduction planning has been developed in conformance with California Air Resource Board (CARB), as well as national and international standards. Because the focus of the County is on energy efficiency and energy savings, building on established standards allows the EAP to take advantage of the many direct links between energy savings and greenhouse gas savings.

The Greenhouse Gas Protocol (GHG Protocol) is the most widely used international accounting tool for government and business leaders to understand, quantify, and manage greenhouse gas emissions.

The Greenhouse Gas Protocol Corporate Accounting and Reporting Standard was developed by the World Resource Institute (WRI) and World Business Council for Sustainable Development (WBCSD). It provides a step-by-step guide for organizations to use in quantifying and reporting their GHG emissions. Although the county is not currently regulated by the CARB, when greenhouse gas reporting and benchmarking become mandatory, the procedures and metrics will already be in place by applying these protocols.

Calculating the County's carbon footprint involves establishing operational boundaries, identifying emissions associated with operations, categorizing these as direct or indirect emissions, and choosing the scope of accounting and reporting. In order to best

follow current CARB reporting requirements, this document will target all Scope 1 and Scope 2 requirements. Likewise, it is important to note that, of the 6 compounds comprising the County's carbon footprint, CO₂ is the only compound which will be involved with this reporting. A brief review of the 6 types of GHG compounds provides insight into why only CO₂ emissions are being considered:

1. **CO₂ – Carbon Dioxide** - Gas that is emitted by humans and animals exhaling, and is inhaled by plants. It is also noted that CO₂ is used in a typical soda drink. Predominantly, however, CO₂ is a byproduct from combustion (i.e. is emitted from automobiles, transportation, heating, and electric power production and, as a result, electrical power usage).
2. **N₂O – Nitrous Oxide** - Colorless, non-flammable gas also known as "laughing gas". Gas used in surgery and dentistry for analgesic effects.
3. **SF₆ – Sulfur Hexafluoride** – Inorganic, colorless, odorless, and non-flammable greenhouse gas that is used for the casting of magnesium, and a filling for insulated glazing of windows.
4. **CH₄ - Methane** – Colorless, gas emitted by humans and animals. Methane can be used as a fuel to generate electricity.
5. **PFCs – Perfluorocarbons** – Organofluorine compounds that contain only fluoride and carbon bonded together.. These are commonly found in the textile industry.
6. **HFCs – Hydrofluorocarbons**- Hydrogen, fluoride, and carbon compounds that do not harm the ozone layer if they contain chlorine, or bromine. Used as refrigerants in place of CFC's. Note that, although the County employs refrigerants, most are HCFC's and are in amounts well below CARB thresholds for monitoring or regulation.

As may be noted from the above, aside from CO₂, the other five compounds are very specific to processes or businesses not impacted by County operations.

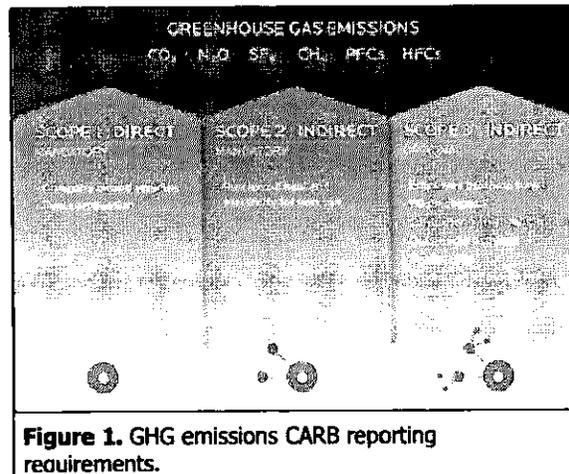


Figure 1. GHG emissions CARB reporting requirements.

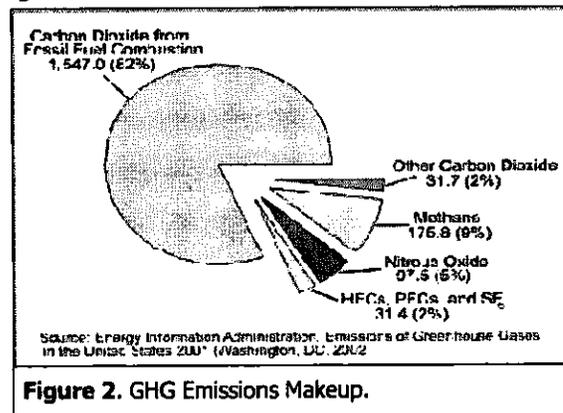


Figure 2. GHG Emissions Makeup.

Project Scope

As stated in the introduction, the County has included scopes 1 and 2 in the greenhouse gas inventory. The Greenhouse Gas Protocol defines Scope 1 as county owned vehicles and fuel combustion. In the case of Inyo County this includes:

- ✓ the three vehicle fleets¹: the motor pool, the road department, and the waste management fleets.
- ✓ all of the heating systems (furnaces, boilers, hot water heaters). This corresponds directly to all propane use described and quantified in the EAP.

Scope 2 is defined as purchased electricity and heat. For Inyo County, this includes all electric use (i.e. as described in the EAP). Purchased heat refers to steam or hot water which can be available in large central heating or cooling "loops" in large cities. Inyo county has no purchased heat.

Note that, the GHG Inventory, in order to correspond directly to the EAP, excludes County facilities less than 4,500 square feet.

Methodology

The County used a calculation based methodology to estimate the greenhouse gas emissions from government activities. The year 2011 was used as the baseline year for this study. The electrical and propane data are from January to December of 2011 while the vehicle fleet data is the fiscal year 2010-2011 which is from July 2010 to June 2011.

The total consumption of electricity, propane, unleaded gasoline, and diesel fuel was then multiplied by the conversion factors listed in Table 1. This created an estimate of the metric tonnes of greenhouse gas that the county emits annually.

1	kWh	=	1	kWh/lb-ghg
1	Gallon (Propane)	=	12.7	gallon/lb-ghg
1	Gallon (Diesel)	=	22.4	gallon/lb-ghg
1	Gallon (Unleaded)	=	19.6	gallon/lb-ghg
1	MT (Tonnes)	=	2205	lbs

Results

The County of Inyo emitted an estimated 3,618 MT in 2011. Table 2 illustrates the results broken out by energy type.

Electricity	1037	MT (Tonnes)
Propane	418	MT (Tonnes)
Unleaded gasoline	1684	MT (Tonnes)
Diesel	479	MT (Tonnes)
Total GHG	3618	MT (Tonnes)

¹ See Appendix A for itemized vehicle counts for the motor pool, the road department, and the waste management fleet, respectively.

² Scope 1 and 2 greenhouse gases are directly proportional to electric, propane, gasoline and diesel usage. However conversion factors can vary. These are provided so that future GHG inventories employ consistent factors, or adjust the baseline to recognized or required conversion factors.

Figure 3 illustrates the percentage that each energy type contributes to the total greenhouse gas emissions of the County.

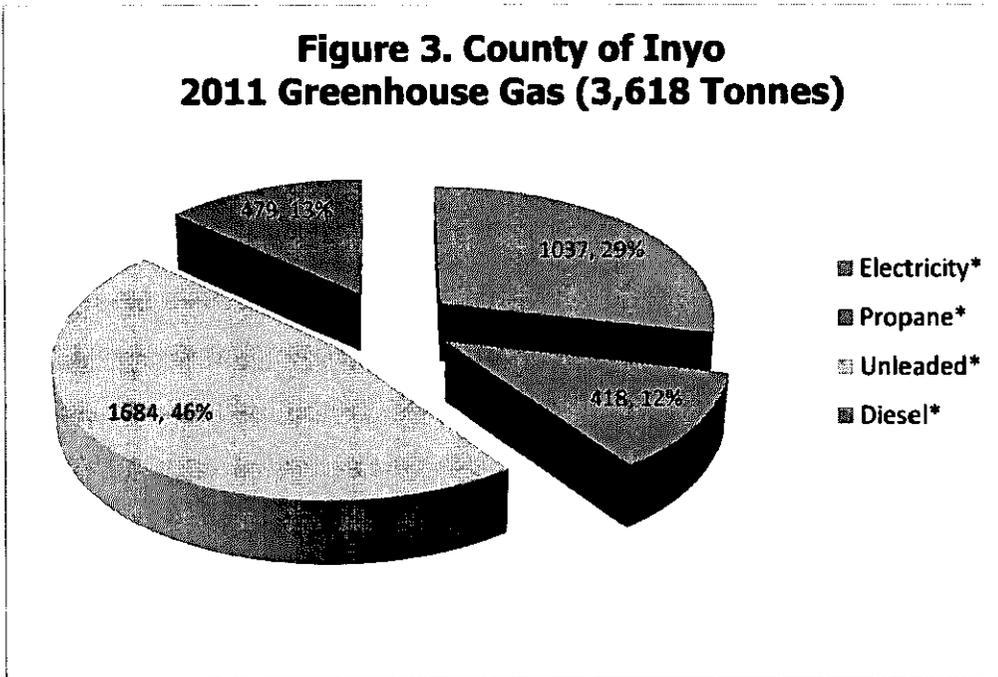


Table 3 illustrates the greenhouse gas emissions in 2011 by facility and energy type.

Table 3. 2011 Inyo Facilities Usage				
Building:	Electricity (kWh)	Propane (Gallons)	Electricity GHG (MT)	Propane GHG (MT)
Administration - Bishop	74,349	N/A	34	N/A
Administration - Indy	54,977	N/A	25	N/A
Airport Hangers 1, 4, 6, 7, 8	22,953	3,378	10	19
Airport Terminal	35,976	728	16	4
Big Pine Legion Hall	9,836	1,932	4	11
County Services Bldg. (S. St)	121,245	N/A	55	N/A
Bishop Library/Offices	41,787	1,495	19	9
Courthouse & Annex	620,560	21,717	281	125
Eastern California Museum	43,541	1,483	20	9
Bishop Senior Center	53,440	3,777	24	22
HHS & Probation (Main St.)	81,935	550	37	3
Inyo County Jail	638,054	20,815	289	120
Water Department Building	37,004	1,607	17	9
Juvenile Detention Center	195,488	10,879	89	63
Road Shop Independence	78,388	4,206	36	24
HHS - Grove St Bishop	176,793	N/A	80	N/A

Table 4 illustrates the greenhouse gas emissions produced by the county vehicle fleet for the fiscal year 2010 to 2011.

Table 4. FY 2010-2011 Vehicle Fleet Consumption								
Fuel	Annual Cost	Annual Gallons	Period	# of Vehicles	Average mpg	Highest mpg	Lowest mpg	\$/gallon
Waste Management Unleaded	\$123,000	*\$34,687	FY10-11	4	17	20	11	*\$3.55
Waste Management Diesel			FY10-11	30	NA	NA	NA	NA
Motor Pool Unleaded	\$451,750	129,974	FY10-11	219	16.629	27	11	\$3.48
Motor Pool Diesel		NA	FY10-11	11	17.64	17	10	NA
Road Department Unleaded	\$90,983	25,186	FY10-11	47	NA	NA	10	\$3.61
Road Department Diesel	\$181,359	47,197	FY10-11	66	NA	NA	NA	\$3.84
Totals	\$847,092	237,044		377				\$3.57

*Values have been estimated based on the average cost per gallon and the total annual cost.

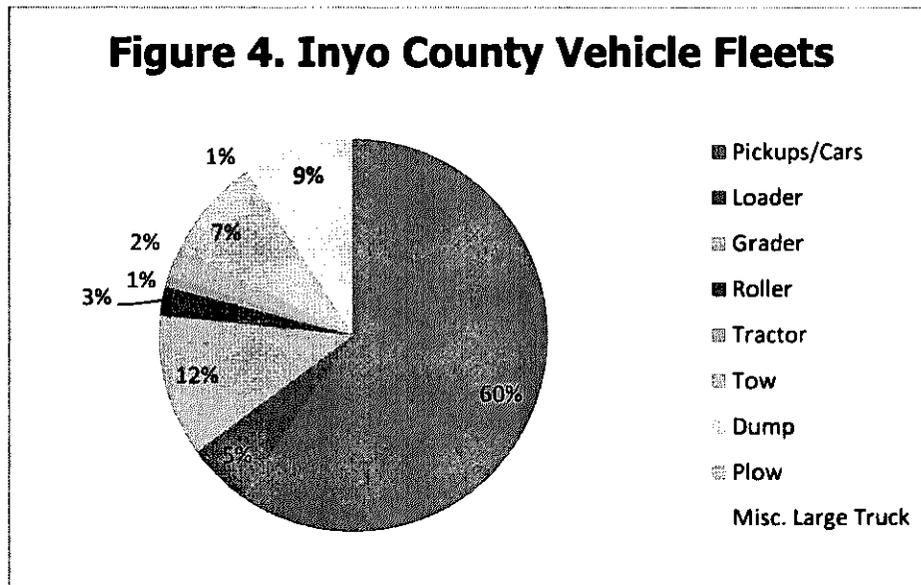
Table 5 illustrates the mean, median, and range of the city and highway miles per gallon for the county Motor Pool which contains the majority of the county owned pickups and cars. These values were found based on each vehicles year, make, and model.

Table 5. Miles per Gallon Data for County Vehicle Fleets									
Fleet	Mean CMPG*	Lowest City	Highest City	Median CMPG	Mean HMPG**	Median HMPG	Lowest Highway	Highest Highway	\$/Gallon
Motor Pool	17	11	27	16	23	23	14	35	3.48

*City mile per gallon

**Highway mile per gallon

Figure 4 summarizes the makeup of the County vehicle fleet. Note that most of the vehicles are large trucks with relatively low MPG ratings.



Potential Savings

County Facilities

Each facility has the potential to reduce its energy use by completing the recommended projects outlined in the Inyo County Energy Action Plan. This section provides an estimation of the total annual savings the county can accomplish. Table 6, below, illustrates the potential savings in both electricity and propane use. These savings could potentially add up to \$34,400 for electricity and \$20,700 for propane or about \$55,000 total.³

Facility	kWh/sq ft	Savings (kWh/)	Gal/	Savings (Gal/)	SF	Total kWh Savings	Total gal savings
Juvenile Detention Center	20.5	2.5	1.1	0.06	9650	23,739	1,306
County Services Building	21.8	2.6	-	-	5536	14,482	-
Courthouse & Annex	17.7	1.8	0.6	0.03	35620	63,047	1,891
HHS Grove St.	20.6	2.5	-	-	8554	21,145	-
Bishop Senior Center	10.7	0.9	10.7	0.86	5000	4,280	3,664
Inyo County Jail	20.5	2.5	1.1	0.06	36296	89,288	4,911
Administration - Bishop	14.7	1.5	-	-	5224	7,679	-
Administration - Independence	10.4	0.8	-	-	5277	4,390	-
Eastern California Museum	7.5	0.4	0.25	0.01	5882	2,206	11
HHS & Probation	9.8	0.7	0.06	0.00	8641	5,928	7
Road Shop Independence	6.7	0.3	0.37	0.01	11389	3,815	28
Water Department Building	5.2	0.3	0.23	0.00	6864	1,785	8
Airport Terminal	7.2	0.4	0.15	0.00	5000	1,800	5
Big Pine Legion Hall	1.7	0.0	0.34	0.01	5688	193	1
Bishop Library/Office	7.6	0.4	0.3	0.01	5206	1,978	12
Airport Hangers 1,4,6,7,8	0.4	0.0	0.06	0.00	58854	235	0
Totals		17.4		1.03		245,992	11,845

Vehicle Fleet

The County's vehicle fleet is made up of 334 vehicles ranging from Automobiles and Pickup Trucks, to large trucks, tractors and road graders. The vehicles are allocated to three separate and distinct departments and "fleets". These are:

1. Motor Pool
2. Waste Management
3. Road Department

A detailed inventory, by department, is provided as Appendix A. Note that the total inventory of all 3 fleets is summarized on the last page of Appendix A. This includes actual consumption and/or cost data as available.

³ These numbers based off price estimations of \$0.14/kWh electricity and \$1.75/gallon of propane.

There are many policies, procedures and strategies for reducing the carbon footprint, and saving money by saving on gas and diesel purchases. These include the following:

- ✓ Purchasing natural gas, hybrid fuel, alternative and renewable fuel, bio-fuel, bio-diesel, and electric vehicles.
- ✓ Cycling out older, less efficient vehicles. In every class of vehicle there is a range of "higher mileage" options.
- ✓ Educating drivers about environmentally friendly driving (fuel economy can vary by as much as 10%, with the same vehicle, based on the driving style and habits of the driver).
- ✓ There are opportunities for the various Vehicle Fleet departments to critically review fleet deployment and scheduling so as to minimize mileage while meeting the same pickup/delivery/operations goals.
- ✓ The policies could extend to the community by encouraging these same strategies, as well as "ride sharing".

In short, there are many opportunities for the various Vehicle Fleet departments to centrally manage the County's vehicle and equipment operations in order to ensure timely, cost effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation.

Because the most data was available on the motor pool, it was used as a base to indicate the potential savings associated with just one of the above strategies. The motor pool has a large number of older vehicles. There is potential for the county to save on gasoline use, thus lowering the GHG emissions. Lower gasoline use will also, on a long-term scale, save the county on costs especially as the gas prices increase. Table 7 illustrates the range of MPG within the Motor Pool. It ranges from as low as 11 MPG to as high as 35 MPG with most of the vehicles falling between 17 and 20 MPG. As an example, a round trip between Independence and Bishop would be approximately 80 miles. With an 11 MPG car, the trip would take just over 7 gallons while a 35 MPG car would only take about 2 gallons. This indicates that there is room to improve the overall efficiency of the fleet.

The County may consider upgrading certain vehicles to obtain better gas mileage. While the initial capital investment may not be financially feasible due budget constraints, some of the costs may be re-coup from lower gas costs and reduced maintenance. The County may also consider using their most efficient vehicles for long distances to lower the gas consumption.

Range		Mean	Median	Mode
Low	High			
11	35	20	18	17

Discussion & Recommendations

This inventory, 2011, will serve as the county's baseline data for measuring changes in greenhouse gas emissions and for identifying the largest sources of emissions due to county activity.

The results indicate that the majority (59%) of greenhouse gas emissions in the county come from its vehicle fleet. This does not, however, include county facilities smaller than 4,500 square feet which may alter the results. The vehicle fleet has mostly cars and trucks with an average highway MPG of 23 and city MPG of 17. The cars range from 1952 to 2012 models. The rest of the fleet is made up of large trucks and tractors that use mostly diesel fuel.

The facilities with the highest emissions are the least energy efficient. Any energy reduction projects within the county will reduce the resultant greenhouse gas emissions.

The energy and cost reduction goals of the county will directly effect the greenhouse gas emissions. If energy and cost reduction goals are met, the emissions will decrease proportionately. The county would like to focus on energy and cost reduction rather than setting a specific emissions reduction target.

Appendices:

Appendix A: Itemized Vehicle Counts for the Motor pool, Road Department, and Waste Management Fleets

Appendix B: California Greenhouse Gas Inventory for 2000-2009

Appendix C: California State Perspective

Make & Model		
2001 FORD TAURUS WAGON	17	25
1998 CHEVY VAN	13	18
2001 FORD F250	11	14
2001 CHEVY MALIBU	19	28
2001 CHEVY MALIBU	19	28
2001 CHEVY MALIBU	19	28
2001 DODGE 3/4 TON	17	
2001 CHEVY MALIBU	19	28
2001 CHEVY VAN	13	17
2001 JEEP CHEROKEE	16	18
2001 JEEP CHEROKEE	16	18
2002 JEEP LIBERTY	14	20
2002 CHEVY VAN	13	17
2002 CHEVY MALIBU	20	29
2002 CHEVY 1/2 TON		diesel
2002 CHEVY MALIBU	20	29
2002 FORD CROWN VIC	15	23
2002 JEEP LIBERTY	14	20
2002 FORD TAURUS WAGON	17	
2002 FORD CROWN VIC	15	23
1999 TOYOTA COROLLA	27	34
2002 FORD F150	14	18
2003 DODGE DURANGO	13	17
2003 FORD CROWN VIC	15	23
2003 FORD CROWN VIC	15	23
2003 FORD CROWN VIC	15	23
2003 FORD F250	11	14
2003 FORD ESCAPE	19	25
Make & Model		
2004 FORD ESCAPE	19	25
2003 FORD ESCAPE	19	25
2004 CHEVY MALIBU	20	29
2004 CHEVY MALIBU	20	29
2004 CHEVY MALIBU	20	29
2004 CHEVY SILVERADO	13	17
2004 CHEVY SILVERADO	13	17
2004 FORD F250	11	14
2005 FORD FOCUS WAGON	22	32
2004 FORD FOCUS WAGON	22	32
2004 FORD ESCAPE	19	25
1996 FORD F250	13	17
2004 CHEVY ASTRO VAN	14	18
2004 FORD FREESTAR WAGON	15	18
2005 FORD EXPEDITION	13	17
2005 FORD EXPEDITION	13	17
2005 FORD CROWN VIC	16	23
2006 FORD EXPEDITION	13	17
2006 FORD TRUCK F150	13	17
2006 FORD TRUCK F150	13	17
2006 FORD TRUCK F150	13	17
2006 FORD TRUCK F250	12	16
2006 FORD ESCAPE	22	25
2006 FORD ESCAPE	22	25
2006 FORD ESCAPE	22	25
2006 FORD ESCAPE	22	25
2006 CHEVY COLORADO	17	22
2007 FORD CROWN VIC	15	23
Make & Model		
2007 FORD CROWN VIC	15	23
2007 FORD CROWN VIC	15	23
2007 FORD CROWN VIC	15	23
2007 FORD CROWN VIC	15	23
2007 FORD ESCAPE	22	25
2007 FORD EXPEDITION	13	17
2008 FORD ESCAPE	22	25

2007 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2007 FORD TRUCK F150	13	18
2007 FORD TRUCK F150	13	18
2007 FORD TRUCK F150	13	18
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2007 CHEVY TRUCK 1500	15	21
2007 CHEVY MALIBU	20	29
2007 FORD ESCAPE	22	25
2007 CHEVY TRUCK 2500	13	17
2007 FORD ESCAPE	22	25
2007 FORD F450 4X4	11	Diesel
2007 FORD ESCAPE	22	25
2008 FORD EXPEDITION	12.00	18
Make & Model		
2008 CHEVY IMPALA	18	29
2008 CHEVY IMPALA	18	29
2008 CHEVY UPLANDER	16	23
2008 FORD FUSION	20	29
2008 FORD FUSION	20	29
2008 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2008 FORD F250		
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2008 FORD F250	10	diesel
2008 FORD ESCAPE	22	25
2008 FORD ESCAPE	22	25
2009 ELDORADO AMERIVAN		
2009 FORD EXPEDITION	12.00	18
2008 CHEVY UPLANDER	16	23
2008 CHEVY 2500 4X4	13	17
2008 FORD FUSION	22	29
2008 FORD CROWN VIC	15	23
2009 FORD CROWN VIC	15	23
2009 FORD CROWN VIC	15	23
2009 FORD CROWN VIC	15	23
2008 FORD CROWN VIC	15	23
2010 FORD ESCAPE SILVER	22	25
2009 FORD FOCUS RED	24	35
Make & Model		
2009 FORD FOCUS BLUE	24	35
2009 CHEVY SILVERADO	14	20
2010 FORD FOCUS GRN	24	35
2010 FORD FOCUS SILV	24	35
SCHOOL BUS	12.00	15
2010 FORD C/V ADMIN	16	24
2010 FORD CROWN VIC	16	24
2010 FORD CROWN VIC	16	24
2010 FORD C/V	16	24
2010 FORD F250	15	
2010 FORD F250	15	
2010 FORD FOCUS WHITE	24	35
2010 FORD FOCUS WHITE	24	35
2010 FORD FOCUS WHITE	24	35
2010 FORD TRUCK F250	15	
2010 FORD ESCAPE	22	28
2010 FORD F150	13	17

2010 FORD EXPEDITION	14.00	19	
2010 FORD EXPEDITION	14.00	19	
2011 FORD F350	15.9		
1995 GMC VAN	11.00	14	
2011 CROWN VIC	16	24	
2011 CROWN VIC	16	24	
2011 CROWN VIC	16	24	
2010 FORD ESCAPE	22	28	
2010 FORD EXPEDITION	14	19	
2011 FORD FOCUS	24	35	
2011 FORD CARGO VAN	12.00	15	
2011 FORD FUSION	17	24	
2011 FORD FUSION	17	24	
2011 FORD F250	16		diesel
2011 FORD F250 4 DOOR	16		diesel
2011 FORD E150 VAN	16	22	
2011 FORD E150 VAN	16	22	
2011 FORD EXPLORER	17	25	
2011 FORD ESCAPE	22	28	
Make & Model			
2011 FORD EXPLORER	17	25	
2011 FORD FUSION	17	24	
2011 FORD F350	15.9		
2011 FORD F150	14	20	
2011 FORD F150	14	20	
2011 FORD CROWN VIC	16	24	
2011 FORD CROWN VIC	16	24	
2011 FORD CROWN VIC	16	24	
2011 FORD CROWN VIC	16	24	
2011 FORD CROWN VIC	16	24	
2011 FORD CROWN VIC	16	24	
2011 FORD RANGER	14	18	
2011 FORD F150	14	20	
2012 FORD F250	16		
2011 FORD F150	14	20	
2012 FORD TAURUS	17	26	
2012 FORD F250	22	32	
2012 FORD F250	22	32	
2012 FORD F250	22	32	
2012 F350	15.9		Diesel
2012 FORD TRANSIT CONNECT			
2012 FORD FOCUS	25	35	
2012 FORD ESCAPE	23	28	
1999 FORD EXPLORER	14	19	
1992 FORD TAURUS	18	26	

Inyo County Integrated Waste Management List

			Make & Model	Fuel	MPG
1	6095		1986 FORD F150	gas	16
2	6114		1988 TOYOTA P/U 4X4	gas	20
3	6406		1987 TOYOTA PICKUP	gas	20
4	8267		2002 CHEVY 2500	gas	11
5	8181		2001 DODGE 3/4 TON	diesel	19.6
6	8364		1996 FORD F250 4X4	diesel	13
7	6526		1983 Dodge 1-Ton Service Truck	diesel	
8	424		1967 Chevy 5-Yard Dump Truck	diesel	
9	6151		1987 Kenworth 3-Axle Dump Truck	diesel	
10	6755		1977 Kenworth 3-Axle Dump Truck	diesel	
11	7555		1970 Fruehauf Belly Dump	diesel	
12	7649		1967 Chevy 5-Yard Dump Truck (Tare 10680 lbs)	diesel	
13			1964 Chevy 5-Yard Dump Truck #395	diesel	
14	2743		1972 Cat Loader 920	diesel	
15	6198		1979 Cat Loader 950	diesel	
			2003 544 Wheel Loader	diesel	
16			2003 755 Track Loader	diesel	
17			1999 938 Wheel Loader	diesel	
18	7276		1989 Cat Compactor	diesel	
19			1989 826C Compactor Serial #87X01079	diesel	
20			1998 Air Compressor Champion	diesel	
21	7111		White Forklift	diesel	
22	6729		1976 Fruehauf Dolly	diesel	
23			1964 Chevy Water Truck	diesel	
24			1978 Ford 800 Water Truck (Tare 12480)	diesel	
25	6722		1960 Heil Water Tank Trailer	diesel	
26					
27			2012 Freight Liner Roll Off Truck	diesel	
28			2003 Int'l Roll Off Truck	diesel	
29/30		2 each	2003 850C Dozer	diesel	
			1974 Int'l 3-Axle Truck	diesel	
32	6533		1958 Calla 2 Ton Tilt Trailer	diesel	
33/34		2 each	Winco Generators Model HPS 6000 HE/A	diesel	

Inyo County Road Department

		Category Description	Year	Description	Make	Model	Fuel Type
		Miscellaneous small equipment		Equipment not expense tracked	Misc (uni fuel)		Unleaded
		Miscellaneous small equipment		Equipment not expense tracked	Misc (dsi fuel)		Diesel
1	1	Loader	76		CATERPILLAR	920	Diesel
2	2	Loader	68		CASE	480 W/BACKHOE	Diesel
3	3	Loader	73		CATERPILLAR	920	Diesel
4	4	Loader	78		CAT	920 2YD	Diesel
5	5	Loader	68	922SERB	CATERPILLAR	LOADER 922	Diesel
6	6	Loader	84		CATERPILLAR	950 3YD	Diesel
7	7	Loader	84		CATERPILLAR	930 2YD	Diesel
8	8	Loader	97	Loader	JOHN DEERE	624H	Diesel
9	9	Loader	96		JOHN DEERE	624G	Diesel
10	10	Loader	96		JOHN DEERE	624G	Diesel
11	4	Large Pickup - Hourly rate	85	3/4 TON	FORD	F250	Diesel
12	5	Large Pickup - Hourly rate	85	3/4 TON	FORD	F250	Diesel
13	6	Large Pickup - Hourly rate	85	1 TON SURVEY	FORD	F350	Diesel
14	7	Large Pickup - Hourly rate	85	3/4 TON	FORD	F250	Diesel
15	10	Large Pickup - Hourly rate	90		DODGE	D350	Diesel
16	13	Large Pickup - Hourly rate	94	Pickup	FORD	F250	Diesel
17	14	Large Pickup - Hourly rate	94	Pickup	FORD	F350	Diesel
18	15	Large Pickup - Hourly rate	94		FORD	F350	Diesel
19	16	Large Pickup - Mileage rate	94	Survey - Crewcab	FORD	CREWCAB	Diesel
20	17	Large Pickup - Hourly rate	94	Crewcab Truck	FORD	CREWCAB	Diesel
21	18	Large Pickup - Mileage rate	84		CHEVY	1/2 TON	Unleaded
22	19	Large Pickup - Mileage rate	99	Pickup	FORD	1 TON	Unleaded
23	20	Large Pickup - Mileage rate	99	Pickup	FORD	1 TON	Unleaded
24	21	Large Pickup - Hourly rate	2001	Pickup	DODGE	RAM 2500	Unleaded
25	22	Large Pickup - Hourly rate	2001		DODGE	PICKUP	Unleaded
26	23	Large Pickup - Hourly rate	2001		DODGE RAM	2500	Unleaded
27	24	Large Pickup - Hourly rate	2000		DODGE RAM	2500	Unleaded
28	25	Large Pickup - Hourly rate	2000		DODGE RAM	2500	Unleaded
29	26	Large Pickup - Hourly rate	2000		DODGE RAM	2500	Unleaded
30	27	Large Pickup - Hourly rate	1999	3/4 Ton 2 Wheel Drive	Dodge	Pickup	Unleaded
31	1	Large Pickup - Hourly rate	83		FORD	PICKUP 3/4 TON	Unleaded
32	2	Large Pickup - Hourly rate	1996	Pickup	CHEVY	PICKUP	Unleaded
33	3	Large Pickup - Hourly rate	65		FORD	3/4 TON	Unleaded
34	8	Large Pickup - Hourly rate	71	1 TON	INTERNATIONAL	FLATBED	Unleaded
35	9	Large Pickup - Hourly rate	86	4X4	FORD	F250	Unleaded
36	11	Large Pickup - Hourly rate	80		FORD	F350	Unleaded
37	12	Large Pickup - Hourly rate	80	1TON	DODGE	W/PLOW	Unleaded
38	1	Grader	72		CATERPILLAR	12F	Diesel
39	2	Grader	86		JOHN DEERE	670B	Diesel
40	3	Grader	70		CATERPILLAR	CATERPILLAR	Diesel
41	4	Grader	94		CATERPILLAR	12G	Diesel
42	5	Grader	94		CATERPILLAR	12G	Diesel
43	6	Grader	77		CATERPILLAR	12G	Diesel
44	7	Grader	97	Grader	JOHN DEERE	670C	Diesel
45	8	Grader		MOTORGRADER	JOHN DEERE	670C	Diesel
46	1	Roller	77	Roller	INGRAM	VA	Unleaded
47	2	Roller	72		FERGUSON	TANDEM	Diesel
48	3	Roller	87	Roller	PNEUMATIC	DRESSER	Diesel
49	1	Tractor Trucks	76		KENWORTH	W900 2 AXLE	Diesel
50	2	Tractor Trucks	79		KENWORTH	TRACTOR	Diesel
51	3	Tractor Trucks	92		PETERBILT	TRACTOR	Diesel
52	4	Tractor Trucks	88	Tractor Truck	PETERBILT	TRACTOR	Diesel
53	5	Tractor	76		JOHN DEERE	301B W/MOWER	Diesel
54	6	Tractor Trucks	2008	Volvo Diesel Truck	Volvo	VNL64T300	Diesel
55	7	Tractor Trucks	2008	Volvo Diesel Truck	Volvo	VNL64T300	Diesel

56	8	Tractor	2001	Cab Tractor	JOHN DEERE	5320	Diesel
57	1	TOW BROOM	75	Tow Broom	MB	MOBILE	Unleaded
58	2	TOW BROOM	75	Tow Broom	MB	MOBILE	Unleaded
59	3	TOW BROOM	73	Tow Broom	MB	BROOM	Unleaded
60	4	TOW BROOM	67		WALDON	H100	Unleaded
61	5	TOW BROOM	84	Tow Broom	WALDON	TOW BROOM	Unleaded
62	1	Dump Truck	69	3YRD DUMP TRUCK	CHEVY	CHEVROLET	Unleaded
63	2	Dump Truck	93	6 Cubic yd dump body	INTERNATIONAL	PLOW	Diesel
64	3	Dump Truck	93		INTERNATIONAL	PLOW	Diesel
65	4	Dump Truck	93		INTERNATIONAL	PLOW	Diesel
66	5	Dump Truck	93		INTERNATIONAL	PLOW	Diesel
67	6	Dump Truck	93		INTERNATIONAL	PLOW	Diesel
68	7	Dump Truck	81		KENWORTH	W900	Diesel
69	8	Dump Truck	95	Dump Truck	INTERNATIONAL	4900	Diesel
70	9	Dump Truck	95	Dump Truck	INTERNATIONAL	4900	Diesel
71	10	Dump Truck	84		INTERNATIONAL	10 YD	Diesel
72	11	Dump Truck	84		INTERNATIONAL	F2574	Diesel
73	12	Dump Truck	84		INTERNATIONAL	S2500	Diesel
74	13	Dump Truck	79		FORD	F700	Unleaded
75	14	Dump Truck	79		FORD	F700	Unleaded
76	15	Dump Truck	73	Water Truck	FORD 900	10 YD	Diesel
77	16	Dump Truck	85	Dump Truck w/Snow Plow	AUTOCAR	SNOW PLOW	Diesel
78	17	Dump Truck	86	Dump Truck w/Snow Plow	AUTOCAR	SNOW PLOW	Diesel
79	1	Small Pickup - Mileage rate	2002	4X4 SUPER CAB	FORD	F150 4x4	Unleaded
80	2	Small Pickup - Mileage rate	2002	4X4 SUPER CAB	FORD	F150 4X4	Unleaded
81	3	Small Pickup - Mileage rate	2002	SUPER CAB	FORD	F150 4X4	Unleaded
82	4	Small Pickup - Hourly rate	2001	4x4	FORD	F250	Unleaded
83	5	Small Pickup - Mileage rate	99		JEEP	CHEROKEE	Unleaded
84	6	Small Pickup - Mileage rate	94	Ranger Pickup	FORD	RANGER	Unleaded
85	7	Small Pickup - Mileage rate	94	Ranger Pickup	FORD	RANGER	Unleaded
86	8	Small Pickup - Mileage rate	94	Ranger Pickup	FORD	RANGER	Unleaded
87	9	Small Pickup - Mileage rate	92		FORD	F150	Unleaded
88	10	Small Pickup - Hourly rate	2000		JEEP	CHEROKEE	Unleaded
89	11	Small Pickup - Mileage rate	98	Jeep	Jeep	Cherokee	Unleaded
90	12	Small Pickup - Hourly rate	2002	Chevy	CHEVY	PICKUP	Unleaded
91	1	Plow Truck	83	Dump Truck w/Snow Plow	AUTOCAR	10YD	Diesel
92	2	Plow Truck	83	Dump Truck w/Snow Plow	AUTOCAR	10YD	Diesel
93	3	Plow Truck	85	Dump w/Sander	INTERNATIONAL	4YD	Diesel
94	4	Plow Truck	81	Plow Truck - 4 x 4 Chassie Mount	INTERNATIONAL	4X4	Diesel
95	1	Backhoe	2002	BACKHOE LOADER	JOHN DEERE	310G	Diesel
96	2	Backhoe	94	Backhoe	CATERPILLAR	416B	Diesel
97		Trailer - Small pull type	79	Brush Chipper	KETT	TRAILER	Unleaded
98		Broom (Vehicle)	82	Sweeper	MOBIL	VA 2TE-3	Diesel
99		Broom (Vehicle)	82	Tow Broom	SWEEPSTER	H84C2	Unleaded
111		Broom (Vehicle)	71		MOBIL	TE4 SWPR	Diesel
110		Caterpillar	70		CATERPILLAR	D-6	Diesel
100		Caterpillar	94	CATERPILLAR D6H	CAT	D6H	Diesel
101		Asphalt Distrib	81	Boot Truck	INTERNATIONAL	S1854	Diesel
102		Paver		Paver	GREEN	BARBER GREENE	Diesel
103		Kettle	98		CRAFCO	SUPERSHOT 125	Diesel
104		Sno-Go	52		SNO-GO	ROTARY	Unleaded
105		Forklift	73		CLARK	4,000 LB	Unleaded
106		Forklift	92	Forklift	HYSTER	15,000 LB	Unleaded
107		Striper	2001		CHEVY	W-SERIES	Unleaded
108		Rotary	69	Rotary Snow Plow	IDAHO NORLAND	1800 SNOW PLOW	Diesel
109		Compressor	79	Air Compressor	INGERSOL	P185	Diesel
112		Sno-Go	52		SNO-GO	VA	Unleaded
113		Chip Spreader			FLA	CHIP SPREADER	Unleaded

Appendix B: California Greenhouse Gas Inventory for 2000-2009

California Environmental Protection Agency

 **Air Resources Board**

California Greenhouse Gas Inventory for 2000-2009

— by Category as Defined in the Scoping Plan

million tonnes of CO2 equivalent - (based upon IPCC Second Assessment Report's Global Warming Potentials)

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Transportation	171.71	174.79	181.28	179.39	183.18	186.07	186.64	187.08	177.97	172.92
On Road	159.34	162.16	168.61	166.42	169.64	171.14	171.43	172.45	164.27	160.14
Passenger Vehicles	126.85	129.28	135.63	133.06	134.64	134.81	134.70	134.92	129.44	127.75
Heavy Duty Trucks	32.49	32.88	32.98	33.36	35.00	36.33	36.73	37.53	34.83	32.39
Ships & Commercial Boats	3.27	3.04	3.33	3.49	3.48	3.75	3.81	3.78	3.69	3.48
Aviation (Intrastate)	3.84	3.64	3.92	3.77	4.27	4.74	4.90	5.13	5.09	4.99
Rail	1.86	1.87	2.48	2.83	2.89	3.32	3.50	3.15	2.56	1.94
Unspecified	3.41	4.08	2.94	2.88	2.90	3.11	3.00	2.56	2.36	2.38
Electric Power	105.96	122.90	109.70	113.69	116.27	109.02	105.72	115.08	121.22	103.58
In-State Generation	60.07	63.89	50.75	49.14	50.24	46.21	51.04	55.28	55.40	55.53
Natural Gas	51.06	55.44	42.16	40.94	42.41	38.21	43.21	47.20	48.07	48.90
Other Fuels	6.92	6.38	6.39	6.02	5.62	5.81	5.66	5.90	5.17	5.28
Fugitive and Process Emissions	2.08	2.06	2.20	2.19	2.21	2.19	2.16	2.19	2.16	1.36
Imported Electricity	45.90	59.01	58.96	64.55	66.02	62.80	54.68	59.80	65.82	48.05
Unspecified Imports	14.27	25.42	26.92	32.05	32.90	30.02	27.96	32.72	37.92	14.99
Specified Imports	31.63	33.59	32.04	32.50	33.12	32.78	26.72	27.07	27.90	33.06
Commercial and Residential	42.92	40.99	42.96	41.32	42.67	41.04	41.66	41.92	41.54	42.95
Residential Fuel Use	30.12	28.61	28.77	28.31	29.34	28.08	28.40	28.60	28.13	28.61
Natural Gas	28.51	27.34	27.45	26.58	27.29	25.89	26.47	26.64	25.79	26.30
Other Fuels	1.61	1.27	1.32	1.72	2.04	2.19	1.93	1.96	2.34	2.32
Commercial Fuel Use	11.69	11.32	13.12	12.76	12.71	12.56	12.84	12.83	13.03	13.41
Natural Gas	10.24	10.07	11.86	11.34	11.13	10.90	11.58	11.45	11.22	11.41
Other Fuels	1.45	1.25	1.26	1.41	1.59	1.66	1.26	1.38	1.82	2.00
Commercial Cogeneration Heat Output	1.11	1.05	1.07	0.26	0.62	0.40	0.42	0.49	0.37	0.92
Industrial	96.62	93.34	94.29	91.58	93.49	92.75	92.31	89.78	87.09	81.36
Refineries	29.30	29.83	29.98	30.63	29.80	30.93	32.05	31.68	31.18	28.71
General Fuel Use	22.57	21.04	22.46	18.61	19.05	18.16	18.00	16.95	16.59	17.18
Natural Gas	17.12	14.58	15.14	11.93	12.76	12.68	12.35	11.52	10.83	11.05
Other Fuels	5.45	6.46	7.32	6.68	6.29	5.47	5.65	5.43	5.76	6.13
Oil & Gas Extraction [1]	17.60	17.03	15.86	16.82	16.48	15.35	13.98	14.60	13.95	13.40
Fuel Use	16.91	16.19	15.13	16.08	16.11	15.00	13.21	13.80	13.16	12.61
Fugitive Emissions	0.69	0.83	0.73	0.74	0.37	0.35	0.77	0.80	0.79	0.79
Cement Plants	9.40	9.50	9.60	9.70	9.80	9.90	9.73	9.13	8.64	5.72
Clinker Production	5.43	5.52	5.60	5.68	5.77	5.85	5.80	5.55	5.31	3.60
Fuel Use	3.96	3.98	4.00	4.02	4.03	4.05	3.93	3.58	3.33	2.12
Cogeneration Heat Output	11.96	10.60	10.71	10.68	13.00	12.52	12.27	11.23	10.50	10.22
Other Fugitive and Process Emissions	5.78	5.34	5.68	5.13	5.36	5.89	6.28	6.19	6.23	6.12
Recycling and Waste	6.55	6.65	6.61	6.71	6.68	7.00	7.09	7.06	7.26	7.32
Landfills [2]	6.13	6.21	6.14	6.23	6.17	6.47	6.54	6.49	6.66	6.70
Composting	0.42	0.44	0.46	0.48	0.51	0.53	0.55	0.57	0.60	0.62

California Greenhouse Gas Inventory for 2000-2009
 — by Category as Defined in the Scoping Plan

million tonnes of CO2 equivalent - (based upon IPCC Second Assessment Report's Global Warming Potentials)

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
High GWP	10.76	11.29	11.89	12.59	13.34	13.88	14.54	14.81	15.77	16.32
Ozone Depleting Substance (ODS) Substitutes	8.55	9.25	10.02	10.77	11.53	12.14	12.71	13.08	13.95	14.51
Electricity Grid SF6 Losses [3]	1.25	1.24	1.16	1.14	1.13	1.12	1.07	1.01	1.03	1.03
Semiconductor Manufacturing [2]	0.97	0.80	0.71	0.68	0.68	0.62	0.76	0.73	0.78	0.78
Agriculture [4]	28.95	29.10	32.26	30.67	32.34	32.61	33.75	32.91	33.68	32.13
Livestock	16.43	17.10	17.63	16.27	17.58	18.19	18.52	19.72	19.90	19.64
Enteric Fermentation (Digestive Process)	8.24	8.40	8.65	8.32	8.68	8.97	9.05	9.47	9.45	9.30
Manure Management	8.18	8.69	8.98	7.95	8.90	9.22	9.47	10.26	10.45	10.35
Crop Growing & Harvesting	8.70	8.20	10.26	10.05	10.26	9.82	9.92	9.40	9.91	9.84
Fertilizers	7.25	6.96	8.87	8.67	8.80	8.38	8.30	7.97	8.53	8.44
Soil Preparation and Disturbances	1.37	1.18	1.34	1.31	1.40	1.37	1.55	1.36	1.31	1.32
Crop Residue Burning	0.08	0.06	0.06	0.06	0.06	0.07	0.06	0.07	0.07	0.07
General Fuel Use	3.82	3.81	4.37	4.35	4.50	4.60	5.30	3.78	3.87	2.65
Diesel	2.51	2.68	3.02	3.09	3.15	3.38	3.85	2.66	2.98	1.77
Natural Gas	1.00	0.75	0.94	0.85	0.82	0.69	0.88	0.79	0.72	0.70
Gasoline	0.31	0.38	0.41	0.41	0.52	0.52	0.57	0.33	0.17	0.17
Other Fuels	0.01	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00
Forestry	0.19									
Wildfire (CH4 & N2O Emissions)	0.19									
Total Gross Emissions	463.65	479.25	479.18	476.14	488.16	482.54	481.89	488.83	484.72	456.77
Forestry Net Emissions	-4.49	-4.30	-4.16	-4.16	-4.16	-4.03	-3.87	-3.94	-3.84	-3.80
Total Net Emissions	459.17	474.95	475.02	471.98	484.00	478.52	478.02	484.89	480.88	452.97

[1] Reflects emissions from combustion of natural gas, diesel, and lease fuel plus fugitive emissions

[2] These categories are listed in the Industrial sector of ARB's GHG Emission Inventory sectors

[3] This category is listed in the Electric Power sector of ARB's GHG Emission Inventory sectors

[4] Reflects use of updated USEPA models for determining emissions from livestock and fertilizers

Appendix C: California State Perspective

It can be constructive to compare Inyo County's data in relation to the state's overall data to gain an overall perspective on the results. In 2010, the Inyo County Facilities emitted 3,618 MT or .0036 MMT. This may seem small compared to California as a whole, but if each county reduces their emissions by 10%, the state as a whole will decrease drastically.

The State's emissions fluctuate from 2000 to 2009 they ranged from 453 million metric tonnes (MMT) in 2009 to 485 MMT in 2007. Inyo County's baseline has been established as 2011. Table 7, below, illustrates Inyo County's emissions broken up into similar categories as the State of California. If the county continues to monitor its annual emissions, it can track how progress compared to California as a whole and potentially mirror the state's reduction goals. Executive Order S-3-05, signed on June 1, 2005, outlines the State's emission reductions targets:

- Reduce emissions to 2000 levels by 2010
- Reduce emissions to 1990 levels by 2020
- Reduce emissions to 80 percent below 1990 levels by 2050

These targets can only be met with the cooperation of local governments. The majority of Greenhouse gas emissions in the state (as well as Inyo County) come from transportation.

Table C1 illustrates the emissions by California in million metric tonnes (MMT) from 2000 to 2009. This data was taken from the California Air Resources Board (CARB), see Appendix B: California Greenhouse Gas Inventory for 2000-2009. Note that the emissions vary annually and range from 453 MMT to 485 MMT. 2009 emissions decrease due to large decreases in both transportation and electric power. All of the data from the State of California came from the CARB website (see Appendix B: California Greenhouse Gas Inventory for 2000-2009).

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	Average 2000-2009
Transportation	171.71	174.79	181.28	179.39	193.18	186.07	186.64	187.08	177.97	172.92	181.10
Electric Power	105.96	122.90	109.70	113.69	116.27	109.02	105.72	115.08	121.22	103.58	112.31
Commercial and Residential	42.92	40.99	42.96	41.32	42.67	41.04	41.66	41.92	41.54	42.95	42.00
Industrial	96.62	93.34	94.29	91.58	93.49	92.75	92.31	89.78	87.09	81.36	91.26
Recycling and Waste	6.55	6.65	6.61	6.71	6.68	7.00	7.09	7.06	7.26	7.32	6.89
High GWP	10.76	11.29	11.89	12.59	13.34	13.88	14.54	14.81	15.77	16.32	13.52
Agriculture	28.95	29.10	32.26	30.67	32.34	32.61	33.75	32.91	33.68	32.13	31.84
Forestry	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19	0.19
Totals	463.66	479.25	479.18	476.14	498.16	482.56	481.90	488.83	484.72	456.77	

Table C2 shows similar data to Table C1, but illustrating Inyo County's emissions. It is important to note that the unit in C2 has been converted to millions of metric tonnes (MMT) to better compare to the State data.

	2011
Transportation	0.002163
Electric Power	0.001455

Commercial and Residential	0.057103
Industrial	No data
Recycling and Waste	No data
High GWP	No data
Agriculture	No data
Forestry	No data
Totals	0.060721

Figure C1 summarizes the greenhouse gas emissions in California by source. Note that similar to Inyo County, transportation is the largest source of emissions for the state as a whole. Electricity is also the second highest cause of emissions in the County.

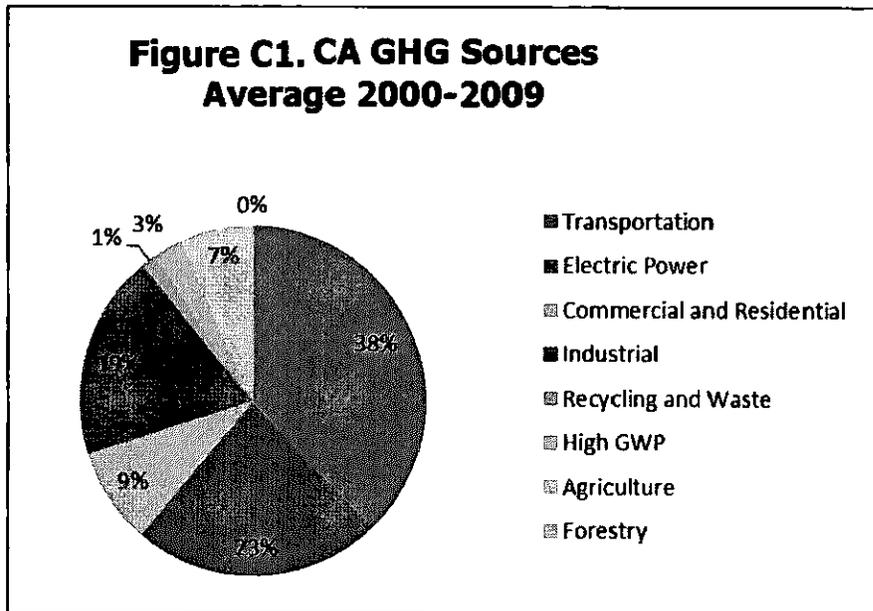
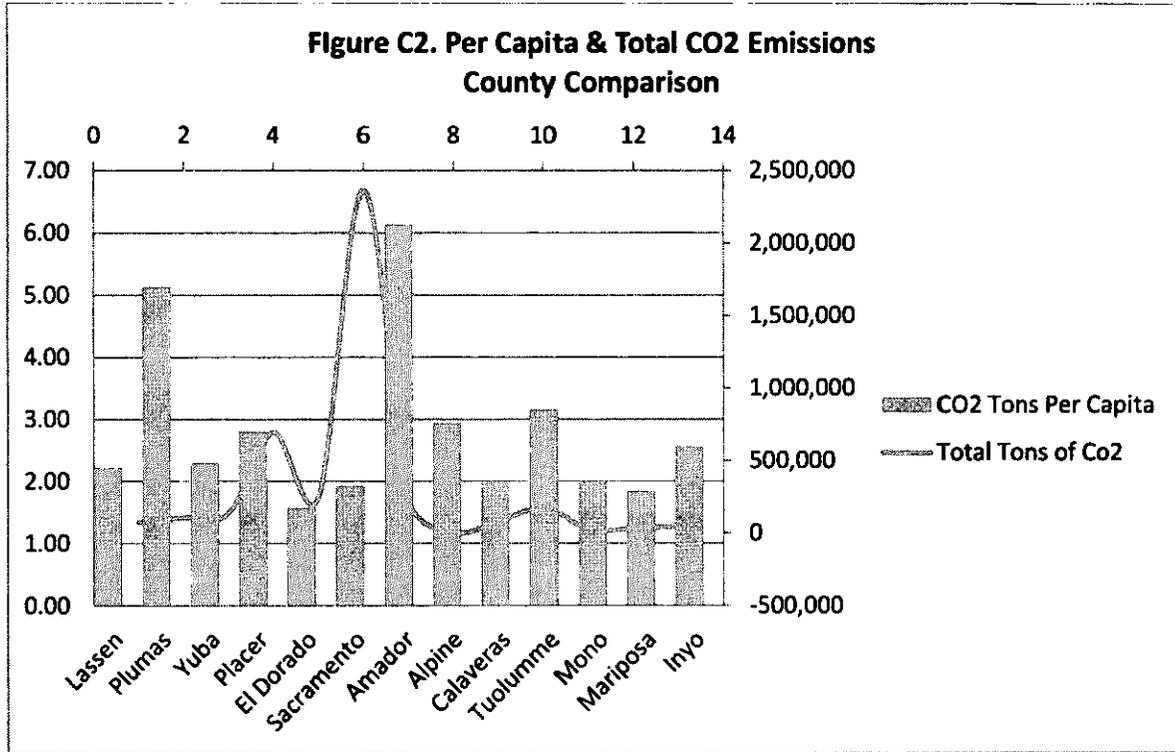


Figure C2 shows the tons per capita and tons of CO2 in nearby counties. This data was compiled from <http://www.climateatlas.org/geoclip/countyCO2.htm> . Based on the data, Inyo is currently below average when compared to these other counties.





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: Water Department

FOR THE BOARD MEETING OF: November 13, 2012

**SUBJECT: Integrated Regional Water Management Plan: Regional Water Management
November 13 meeting**

DEPARTMENTAL RECOMMENDATION:

The Water Department requests your Board receive an update on IRWMP activities and provide direction concerning the November 13, 2012 Regional Water Management Group (RWMG) meeting for the Inyo-Mono Integrated Regional Water Management Plan (IRWMP). Concerning the action items identified on the IRWMP agenda, the Water Department recommends:

Agenda item #3: Approve the updated Inyo-Mono Regional Water Management Plan.

Agenda item #5a: Approve the project rankings for submittal to California Department of Water Resources (DWR).

Agenda item #5b: If the RWMG approves Inyo County as Fiscal Agent, inform RWMG that County staff will analyze Fiscal Agent requirements, contracts, and obligations, and return those results to your Board for consideration. If RWMG does not reach consensus on Inyo County as Fiscal Agent, but reaches consensus on another Fiscal Agent, consider supporting that consensus.

SUMMARY DISCUSSION:

The Inyo-Mono RWMG is meeting November 13 at the USFS/BLM Interagency Conference Room in Bishop (draft agenda attached). Decision items under consideration:

Agenda item #3: Approval of resolution to adopt update of Inyo-Mono Regional Water Management Plan (Phase II). The RWMG obtained a grant from DWR to update the IRWMP. The updates have been completed and need to be approved so that the current list of project proposals can be submitted. Water Department staff has reviewed the chapters of the plan as they have been drafted by RWMG Program Office staff (resolution attached).

Agenda item #5a: Approval of implementation grant round 2 project rankings. RWMG members developed guidelines for ranking grants (considered at your September 25 meeting), submitted grant proposals to the program office, Technical Advisory Committees have evaluated the proposals, and RWMG members have ranked the proposals. The table below provides the results of the ranking process.

Project	Proponent	Funding request
Fire Hydrant Replacement Project	Big Pine Paiute Tribe	\$217,066
Groundwater Monitoring Wells & Amargosa River Collaborative Studies	Amargosa Conservancy & Inyo County Water Department	\$549,949
Stormwater Master Plan Development & Implementation	Town of Mammoth Lakes	\$108,000
Inyo County Meters Project	Inyo County Department of Public Works	\$845,843
Brackish Water Resources Study	Indian Wells Valley Water District	\$300,728
Owens Valley Safe & Clean Water Project	Inyo County Department of Public Works	\$381,583
Independence, Laws, Lone Pine Needs Assessment	Inyo County Department of Public Works	\$567,520
Hilton Lakes and Hilton Creek Trails Project	U.S. Forest Service	\$75,000
Safe Water Systems Project	Mono County	\$150,000
Crystal Crag Water Quality Compliance	Crystal Crag Water & Development Association	\$49,996
CSA-2 Sewer Needs and Plan	Inyo County Department of Public Works	\$70,000
Toilet Replacement Project	Inyo County Department of Public Works	\$292,500
Total		\$3,608,185

In the rankings given above, the first two projects tied for top ranking. During this funding round, \$3,930,000 is available to the seven IRWMP's within the Lahontan Region.

Following are abstracts submitted by each project proponent describing their project:

Big Pine Fire Hydrant Replacement Project

An analysis of the Tribe's water distribution system revealed that there are 63 hydrants throughout the system and the average hydrant is 32 years old. Hydrants have a life expectancy of 40-60 years. 38 of the 63 hydrants are in need of replacement because they have reached the end of their useful life or hydrant parts are no longer available for purchase to conduct any repairs. This project will replace 38 hydrants for the protection of the community and surrounding environment. This project will also replace 5 hydrants which have reached the end of their life expectancy located within the Big Pine Community Service District.

Amargosa Groundwater Studies

The work to be conducted is outlined in three proposals (Attachments A, B and C), including budgets. The hydrology of the Wild and Scenic Amargosa River is complex and remains little studied. Over the past 5 years, collaborative studies, funded by the USGS, BLM, Nye and Inyo Counties, The Nature Conservancy, and the Amargosa Conservancy have made significant progress in understanding this groundwater-dependent system. The timing and need for additional work is of critical importance—the solar renewables industry is planning to site numerous utility scale plants in the bi-state Amargosa River drainage that will rely on groundwater, and the BLM is developing a Wild And Scenic River Comprehensive Management Plan for California Amargosa River reaches where perennial flow supports a wide variety of rare and sensitive species. This request for funding will allow the expansion and continuation of this vital work to ensure that the groundwater system can be adequately understood and protected, renewables facilities are adequately sited and mitigated, and the BLM's plan asserts rights to the river and groundwater needed to protect this unique desert ecosystem. The proposed new wells will allow the County to comply with mandates of the state to monitor Amargosa Groundwater Basin. A total of \$300,000 in new funds is requested for the work described in 1 and 2 below. These funds will be used to match USGS, BLM and Nature Conservancy funding to support this work. An additional \$249,949 in new

funds is requested to site, install and monitor the eight new wells described in 3 below. The total amount sought is \$549,949.00

In summary, the work would consist of the following three tasks:

1. Evapotranspiration (ET) work conducted by the USGS. ET towers would be purchased and erected. Data would be collected and analyzed, and a report prepared. This data will be used to refine previous estimates of annual groundwater discharge by ET which is essential to developing a water balance for the river. (\$200,000 in grant funds matched by \$200,000 of USGS funds.)
2. Continuation and extension of the work performed in the past by Johnson-Wright, Inc. This work would include drilling four new shallow wells in areas where the hydrology is unknown, setting up a precipitation station in the Kingston Mountains, and continuation of periodic spring and well monitoring, analysis and compilation of data (\$100,000 in grant funds, matched by Nature Conservancy funds).
3. Site, install, and develop eight monitoring wells. Each monitoring well will be sampled for geochemical constituents and be equipped with a pressure transducer and data logger. One year of data collection and reporting is included in this project. This well network will improve monitoring and understanding of regional groundwater flow in a region where data is sparse and numerous regulatory and scientific data gaps exist. (\$249,949 in grant funds matched by administrative time by the Conservancy and/or the County.)

Town of Mammoth Lakes Stormwater Management Plan

Goal:

Move the Town of Mammoth Lakes (Town) towards a more proactive approach to managing stormwater, improving water quality, protecting streams and lakes and minimizing the risk of flooding through the development and implementation of a Stormwater Master Plan.

Objectives:

1. Develop a Stormwater Master Plan which includes provisions for improved management and policy; Capital Improvement Program (CIP); maintenance and operations; and education and outreach.
2. Build upon the work previously completed by the Town including the integration of the findings and recommendations included in the Erosion, Drainage and Flooding Project Final Recommendations Report dated April 11, 2008.
3. Identify, delineate and prepare to implement CIP projects identified within the Stormwater Master Plan.

Laws, Independence, and Lone Pine Water Meters

Goals and Objectives of this project are to a) replace all customer analog meters with electronic reading meters, b) replace existing contractors billing software with software provided by meters provider to make complete meters and software package.

Brackish Water Resources Study

In the Indian Wells Valley (IWV), groundwater is the only freshwater source that serves the communities of Ridgecrest, Inyokern, Trona, China Lake and numerous citizens living in local unincorporated areas. The aquifer is recharged with snowmelt from the Sierra mountain range bordering the valley to the west. Growth in the area, expansion of the China Lake Naval Air Weapons Station and regional agriculture, is placing greater demands on the limited water resources in the area. Groundwater levels have been declining in the basin on an average of 1 to 1 ½ feet per year for over 50 years. While scientists believe there is a great deal of water in the aquifer not all of it is potable but brackish. Years of drought and long-term use has diminished the potable source of water. Brackish water treatment will be required in the future.

The major objective of this project is to confirm that a new water source can be developed, in an environmentally sound way, from brackish water to provide a much-needed new potable source of water for the IWV. This will improve water source reliability and contribute to the long-term benefits of this growing inland community. This project would also become the basis for future decision making activities associated with a local water supply.

Safe and Clean Owens Valley Water Project

This project benefits the communities of Laws, Bishop, Millpond Recreation Park, Big Pine, Independence, and Lone Pine by testing, and if necessary replacing county owned backflow preventers that have not been tested since 2007. Backflow preventers are by law to be tested annually but due to funding, have not been tested. They prevent possible polluted or contaminated water originating on customer's premises from flowing back into the public water supply. These untested devices are a direct threat to the public health. This project installs in Laws a 4" backflow preventer and water meter on an un-protected and un-metered water line the Museum uses to provide irrigation to the grounds. In 2000, there was a positive coliform bacteria sample in the water on the museum complex. With no backflow preventers in place, this contaminated water could have migrated into the public supply. Replaced in Laws, Independence, and Lone pine will be swing check valves that have been leaking chlorinated water from the public supply back into the groundwater. This has had a detrimental effect on LADWP's groundwater monitoring program. In Independence, a bypass line will be installed from a historical blow-off to land discharge which can find its way via 300 feet to the creek severely impacting the water quality from excess turbidity and silt, etc. The length of this line to the old reservoir will be about 100 feet or less. Also installed in Independence at the retention basin (old reservoir) will be a dechlorinating device on the overflow line. Without this device, water dumping or wasting to the adjacent creek can allow chlorinated water to commingle with creek water affecting aquatic ecosystems. A similar device will also be installed in Lone Pine, where tank overflows can reach Lone Pine creek. More public health upgrades in Lone Pine installed.

There is a critical need within these three water systems, identified in a CRWA/IRWMP DAC Needs Assessment, in a recent inspection report/sanitary survey by the California Department of Public Health, and in a Lone Pine tank inspection performed recently; for the work contemplated by this proposal. 44% of the Lone Pine distribution system is at the end of its useful life.

Independence will in 5 years have 25% of its system at the end of its useful life, and about 75% of the fire hydrants are at the end of their useful life and are failing.

Laws, Independence, and Lone Pine Needs Assessment

This project will examine the three disadvantaged communities of Laws (Pop 25, 19 services), Independence (Pop 574, 365 services), and Lone Pine (Pop 1,800, 556 Services) to determine what is required of these systems to be self-supporting and viable. This project may perform a rate study and resultant proposition 218 meetings and notices, perform community awareness about the needs of the water systems and the resulting impacts on the public they serve, perform hydraulic analysis, and leak detection-condition assessment if a hired consultant deems it necessary. Preparatory to the hydraulic analysis would be determining the source and remedying air pockets known to occur in the transmission main and at high points in the distribution system. The consultant would organize and carry out Proposition 218 meetings and notices necessary to raise the water rates. The consultant would determine and report on all regulations we need to meet. The manner or method of leak detection & condition assessment will be up to the consultant. This project may also present the overall findings as a Needs Assessment Report/Water Master Plan. Other tasks identified by the consultant may also be performed within this study, if funding is available within the amount granted to the County.

Hilton Lakes and Hilton Creek Trails Project

Currently, the trails do not meet Forest Standards and guidelines for trails in the wilderness and watershed health for the following reasons:

- Trail stream crossing in the project area have some degree of stream bank erosion, stream channel widening, and diminished riparian vegetation.
- Trail conditions area affecting the hydrologic connectivity of the local watershed in several areas by disrupting natural water flow paths or intercepting stream flows at stream crossings.
- Sections of the trails have had soils eroded from their tread and are susceptible to further erosion because they are on steep grades and do not have trail stabilizing structures.
- Sections of the two trails have become over-widened over time. The widening process has damaged vegetation along the trail corridor margins, and the soils have become susceptible to erosion.

This project includes five types of trail construction and reconstruction activities at forty seven (47) sites within the project area:

1. Install stream channel protection treatments at twenty locations where a trail crosses a stream.
2. Construct a re-route of a section of Hilton Lakes Trail approximately 4,000 feet in length that follows the current alignment of the Hilton Bypass Trail.
3. Install trail stabilizing structures to prevent soil erosion on approximately 7,000 feet of trail.
4. Reconstruct four segments of existing causeway totaling 1,050 feet in length and replace an existing wooden deck log bridge.

5. Reduce trail width along 6,800 feet of the Hilton Lakes and Hilton Creek Trails to a width that meets the Forest Service design guidelines.

Mono County Safe Water Systems Project

Mono County will provide funding for rural water systems to address inadequate water quality standards and infrastructure needs. There are numerous small water systems in Mono County that are currently in violation of state and federal water quality standards. This is a result of aging infrastructure, archaic system designs, as well as advancing water quality mandates. Most of these systems do not possess the economy of scale to fund such projects, nor do they possess the resources to participate in the grant process afforded by the IRWMP.

Because many of these improvements are of relatively slight costs ranging from \$10,000 to \$30,000, it makes the pursuit of grant opportunities very difficult to justify as substantial costs can be accrued in the process of writing of the grant, in some cases rivaling the total grant request. For this reason, Mono County feels it prudent to establish a fund from which eligible expenses can be reimbursed to these systems that correct existing water quality violations. Mono County will be responsible for disbursement for selected projects. Reporting process for the projects will, at a minimum, include required reporting to receive Prop 84 grant funds. Work will be verified by Mono County before payments are made.

Eligible expenses will strictly abide Prop 84 Implementation 2 PSP. Only eligible expenses defined by the PSP will be reimbursed, and match requirements will be held at 25% as beneficiaries will be required to submit all eligible receipts for a 25% reimbursement.

The objectives of the project are simple: to trigger improvements to small water systems that may otherwise not occur due to financial reasons, support solutions that address public health risks found in small water systems, promote capacity development, sustainable infrastructure, and improve energy efficiency of water systems and uses.

The project is designed as a vehicle to aid systems identified by Mono County Environmental Health as being in violation of water quality standards, or with infrastructure that does not meet current health and safety standards.

The beneficiaries of the project will be the users of the respective water systems, who will also be partners as they perform the contracting and delivery of work that will permit disbursements from the fund.

Crystal Crag Water Quality Compliance Project

The Crystal Crag Water & Development Association was originally served by an aqueduct which through a primitive settling pond fed a 3000-gallon galvanized steel tank which then fed into the distribution lines. In order to meet the State and Federal standards for water quality we put in a water system in which the water from the settling pond fed into two slow sand filters and then into a control room where the water gets chlorinated and into a new 7000-gallon tank as well as the old 3000-gallon tank and then into the distribution lines. This happened in 1994. The idea was to use these tanks in series to gain enough contact time to meet all requirements. However, there was a design flaw in that the tanks were linked at the bottom so that the water flowed into and out of the second tank causing a short-circuiting action. This caused the old 3000-gallon tank to rust at the

top which was also exacerbated by the addition of chlorine. The only way we could run the two tanks without the short-circuiting was to run them in parallel. We also put in a tank liner which was to prevent leaks from rusting. The liner did that but it also accelerated the rusting process. Now all over on the inner surface of the tank there are now rust turbidities over an inch in depth. Tank experts have told us that the tank will last anywhere from 3 to 10 years. This tank does not have the storage capacity to meet the CT requirements when used in this manner.

CSA-2 Sewer Needs Assessment and Master Plan

The CSA-2 Sewer System has not been evaluated for 35 years, and there were significant problems of inflow and infiltration then. This project will provide a needs assessment of the CSA-2 sewer system in Aspendell. Currently, there are no engineered plans for the system, no plan and profile, elevations, capacity of the system, list of deficiencies, or documents that point the way to the future with regard to how to operate the system most efficiently. We need to know everything about this system as we can. We don't even know where all the sewer mains go. We need to have the system evaluated to tell us how to operate it, what the limitations of the system are, what improvements are needed, and everything else a prudent sewer system operator and manager would want to know about the system. What regulations do we need to operate to, what regulations are coming up on the horizon, and how do they all affect us?

Laws ,Independence, and Lone Pine High Efficiency toilet replacement project

This project will provide a rebate on the customer's water bill for replacing toilets with high efficiency toilets, and provide customers with a water saving kit.

Agenda item #5b: Approve Round 2 Implementation Grant Fiscal Agent. Each funding round requires that a Fiscal Agent be identified to act as the grant contractor with DWR. The RWMG has solicited applications for fiscal agent for the next round of implementation funding, and received letters of application from Inyo County, Town of Mammoth Lakes, and California Trout. The fiscal agent request for qualifications and scope of services is attached, as well as the three letters of application.

The County is eligible to be IRWMP fiscal agent, and undertaking that role has benefits and risks. For the first implementation funding round, the Central Sierra RC&D is acting as fiscal agent. It would strengthen the Inyo-Mono IRWMP to have an entity with more presence, interest, and responsibility in the region to act as fiscal agent. Moreover, Inyo County (or Mono County) is well qualified and situated to fulfill the responsibilities of managing contracts from the State Department of Water Resources (DWR) or other grantors. Currently, the IRWMP program office operates out of Mammoth, and the Central Sierra RC&D, which covers only the far northern portion of the Inyo-Mono IRWMP area and is based in Jackson, CA, so greater involvement of the County in the administrative activities in the IRWMP would lend more geographic balance to the IRWMP effort. The DWR's current effort to update the State Water Plan relies on input from IRWMPs statewide, so greater involvement in the Inyo-Mono IRWMP would increase our knowledge and influence on state as well as regional water policy.

On the risk side, undertaking the role of fiscal agent entails responsibility for contracting with DWR for projects funded through the IRWMP, and additional administrative and fiscal workload to manage contracts, work with project proponents, and attend IRWMP business meetings. The

fiscal agent will be compensated for their efforts, but it should be recognized that assuming this role would require that appropriately qualified personnel would have to be made available.

ALTERNATIVES:

IRWMP grant submittals proceed on a fairly rigid schedule. Not approving the updated plan or project rankings may threaten timely submittal of the grant proposals described above and may result in missed opportunities for grant funding.

OTHER AGENCY INVOLVEMENT:

Numerous Inyo/Mono IRWMP MOU signatories.

FINANCING:

Impacts of the County acting as Fiscal Agent are subject to future analysis, as described above. Approval of plan and project rankings potentially results in revenue to the County through grants.

APPROVALS

<p>COUNTY COUNSEL: N/A</p>	<p>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 _____</p>
<p>AUDITOR/CONTROLLER: N/A</p>	<p>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 _____</p>
<p>PERSONNEL DIRECTOR: N/A</p>	<p>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 _____</p>

DEPARTMENT HEAD SIGNATURE:

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



Date: 11/7/12

**Draft Agenda
Inyo-Mono Regional Water Management Group
Regular Meeting**

Wednesday, November 14, 2012

**USFS/BLM Interagency Conference Room
351 Pacu Lane
Bishop, CA
10:00am-1:00pm *Note later meeting time!**

Call-in option:
1-866-862-2138
passcode: 1678718

Please RSVP by emailing Janet Hatfield (janet@inyomonowater.org) by Friday November 9, 2012 by 5:00 pm and indicate whether you will be *attending in person or via phone*.

***Notice: If you will be calling in to the meeting and you are an MOU signatory, please send your call-in address to Janet Hatfield (janet@inyomonowater.org) by 9:00 am **Sunday, November 11, 2012**. You will also need to **post the meeting notice and agenda at your location by that time**.**

Call-in locations:

1. Inyo County Water Department
135 South Jackson St.
Independence, CA

If you require special accommodations to participate in this meeting in person or by phone, please contact Janet Hatfield (janet@inyomonowater.org; 760-914-3131) 72 hours prior to the meeting.

RWMG Meeting Process

The public will be offered the opportunity to comment on each agenda item prior to any action on the item by the membership. The public will also be offered the opportunity to address the membership on any matter pertaining to IRWMP business. Agenda items indicated as "Action" require that members undertake activities subsequent to the meeting. Agenda items indicated as "Decision" are items where the membership will make a decision on the item at the meeting. This agenda can also be viewed in the Calendar section of www.inyomonowater.org.

All decisions of the RWMG are made by consensus as defined in Article I of the Inyo-Mono Regional Water Management Group Planning and Implementation Memorandum of Understanding (MOU). After a motion is made by a Member, there is opportunity for discussion, and then RWMG Members are asked to vote. Members may approve a decision (thumbs up), vote that they can live with a decision while not completely approving of it (thumbs sideways), or disapprove of a decision which withholds consensus (thumbs down). A Member may also abstain from voting, which will be interpreted as no opposition to the action. If there are no Members voting thumbs down, the decision is passed by consensus. The decision is then recorded in the meeting notes.

Draft AGENDA

1. **Welcome and Introductions (5 Min)**

2. **Public Comment period (5 Min)**
3. **Round 1 Planning Grant (30 Min)**
 - a. Recap of Round 1 Accomplishments
 - b. Follow up on RWMG Generic Letter of Support
 - c. Final Steps

DECISION ITEM: Approve Resolution to Adopt Inyo-Mono Regional Water Management Plan (Phase II)

4. **Round 2 Planning Grant**
 - a. Status of preliminary recommendations
 - b. Next steps

5. **Round 2 Implementation (60 Min)**
 - a. Discuss Round 2 project scoring and ranking
DECISION ITEM: Approve Round 2 Implementation Project Ranking
 - b. Discuss Fiscal Agent Statements of Qualification (please come with a ranking of the three applicants and/or any that you cannot live with)
DECISION ITEM: Select and approve Round 2 Implementation Grantee (Fiscal Agent)
 - c. Proposal Development Funding Assistance
 - d. Next Steps

******* 10 Minute Break*******

6. **DAC Grant (10 Min)**
 - a. Recent activities
 - b. DAC Technical Advisory Committee Meeting
7. **Round 1 Implementation Grant Update (10 Min)**
 - a. Progress Report from Central Sierra and Project Proponents
 - b. Next Steps

8. **General Updates (10 Min)**

9. **Announcements**

10. **Process Check**

11. **Review September 26, 2012, RWMG meeting summary**

DECISION ITEM: Approve September 26, RWMG Meeting Summary

12. **Review of action items, decision items, and recommendations from today's meeting**

13. **Next Meeting Dates**

- Wednesday, January 23

14. **Guest Speaker (30 Min)**

- a. Inyo National Forest: The Forest Planning Process, Revisions & Updates



INTEGRATED REGIONAL WATER MANAGEMENT PROGRAM

A RESOLUTION OF THE INYO-MONO REGIONAL WATER MANAGEMENT GROUP APPROVING THE "INYO-MONO INTEGRATED REGIONAL WATER MANAGEMENT PLAN – PHASE II" AND AUTHORIZING MARK DREW, PROGRAM DIRECTOR, TO SIGN THE PLAN AND SUBMIT IT TO THE CALIFORNIA DEPARTMENT OF WATER RESOURCES

WHEREAS, by Memorandum of Understanding ("MOU"), a broad array of governments, agencies, and organizations created the Inyo-Mono Regional Water Management Group ("Group"); and

WHEREAS, the Group prepared and approved an Integrated Region Water Management Plan – Phase I in 2010;

WHEREAS, the Group was awarded a Proposition 84 Planning Grant from the California Department of Water Resources to update the Inyo-Mono IRWM Plan; and

WHEREAS, staff and representatives of the Group have prepared the "Inyo-Mono Integrated Regional Water Management Plan—Phase II" ("Phase II Plan") and,

WHEREAS, the Phase II Plan is consistent with the 2010 Plan Guidelines released by DWR, and it addresses the major water-related issues and needs of the Inyo-Mono planning region;

THEREFORE, BE IT RESOLVED THAT in accordance with the provisions of the MOU, the Members of the Group, acting through the Members' designated representatives to the RWMG, hereby approve the Phase II Plan and direct the Group's Program Director, Mark Drew, to sign this Phase II Plan Adoption Resolution and to submit the Phase II Plan to DWR.

Passed and adopted this 14th day November, 2012, by consensus of a quorum of the Inyo-Mono Regional Water Management Group.

SIGNED:

Mark Drew
Program Director, Inyo-Mono Integrated Regional Water Management Program

ATTEST:

Holly Alpert
Program Manager, Inyo-Mono Integrated Regional Water Management Program



INTEGRATED REGIONAL WATER MANAGEMENT PROGRAM

SEEKING AGENCY/ORGANIZATION TO SERVE AS FISCAL AGENT FOR THE INYO-MONO INTEGRATED REGIONAL WATER MANAGEMENT PLAN (IRWMP) ROUND 2 IMPLEMENTATION GRANT

Background: The Inyo-Mono IRWMP is a voluntary and non-regulatory water planning program that identifies and seeks funding to implement broadly-supported goals, objectives and projects pertaining to water resources within Inyo and Mono Counties. **The Inyo-Mono Regional Water Management Group now seeks a Fiscal Agent to manage the Round 2 Proposition 84 Implementation Grant, if funded.**

Responsibilities: Please refer to the accompanying "Fiscal Agent Scope of Services" document for a description of responsibilities expected of a Fiscal Agent.

Eligibility: Please refer to the accompanying "Fiscal Agent Scope of Services" document for an explanation of entities that are eligible to serve as Fiscal Agent.

Required Qualifications: (1) Significant and successful grant administration experience, including developing and executing sub-grants, (2) experience hiring and managing a team of grant administrators, (3) successful record of maintaining open and frequent communication with stakeholders/sub-contractors. (4) successful record of engaging with and working for a wide-range of stakeholders representing different interests across the region and ability to represent the best interests of all stakeholders involved, (5) ability to participate in Inyo-Mono Administrative Committee and Regional Water Management Group meetings as requested.

Desired Qualifications: (1) Experience with CEQA document preparation, (2) experience with conducting cost/benefit analyses, (3) experience in grant writing and proposal development, (4) experience with labor compliance requirements.

Benefits: (1) Becoming an established leader in the region; (2) Organizational growth-funding to hire new staffing or consultants and administrative assistance to build staff and organization; (3) Build relationship with DWR and other funders throughout California; (4) Cash flow (In the past, DWR has arranged for subcontracts to be paid directly by DWR to alleviate a fiscal sponsor's cash flow challenges).

Timeline: Selection of Fiscal Agent is scheduled for the November 14, 2012, Inyo-Mono RWMG meeting. Expected deadline for Round 2 Implementation grant applications is early March, 2013. Final grant awards would be made late summer or fall, 2013.

How to Apply: Send a statement of qualifications (no more than two pages), including required compensation, to Mark Drew (mdrew@caltrout.org) and Holly Alpert (holly@inyomonowater.org) by October 12, 2012. Statements may also be mailed to PO Box 3442, Mammoth Lakes, CA, 93546.

Information about integrated regional water planning in California can be found at <http://www.grantsloans.water.ca.gov/grants/irwm/integregio.cfm>

For more information please contact Mark Drew, Program Director, at: (760) 924-1008 or mdrew@caltrout.org



**INYO-MONO IRWMP
FISCAL AGENT SCOPE OF SERVICES
April 25, 2012**

The Inyo-Mono Regional Water Management Group (RWMG) was formed under Proposition 84 and California Department of Water Resources (DWR) guidelines to define and implement water-related goals and programs within the planning region. Much of the funding that the RWMG seeks to obtain and manage is provided by DWR or similar State agencies. These agencies normally require that the contractual obligations of grants or other financial resources be administered through a fiscal agent, who acts as a liaison between the government agency and the project proponent(s), whether that proponent is the RWMG itself or an associated water-related entity from within relevant counties.

This document defines the eligibility, responsibilities, and compensation requirements for an entity to act as the fiscal agent on an RWMG contract.

Eligibility

Generally, the State requires that an eligible fiscal agent be a public institution or a non-profit organization that has the ability to show viable and established organizational and financial resources which demonstrate the ability to successfully accomplish the contracting aspects of a grant program.

- o A public agency is a city, county, district, joint powers authority, a state agency or department, or other political subdivision of the state. At this time, federal agencies are not eligible for consideration for fiscal agency.
- o A non-profit organization means any California corporation organized under Section 501(c)(3, a4, or 5) of the federal Internal Revenue Code. Indian tribes with Section 501(c)(3) status are also eligible.

Responsibilities

The fiscal agent acts as administrator of a grant, and has responsibility for seeing that contractual commitments are met based on requirements from the funding agency and for administering payment of grant monies to project proponents under conditions described in the grant. The fiscal agent is not responsible for program management of the project(s)¹ authorized under the grant or for technical completion of the project(s); the latter remain the responsibility of the proponents of the project(s) identified in the grant.

The fiscal agent provides the following general services (these may vary as described in individual contracts):

- o Serve as the single-point liaison between the grantor and the RWMG or project proponents
- o Develop and administer sub-contracts with project proponents in a timely manner

- Provide regular communication with the grantor and project proponents, including timely responses to requests and questions, as well as clarification of terms and conditions or other contractual matters
- Attend to contractual grant administration tasks, including, but not limited to, responding to a commitment letter, signing a grant agreement/contract, providing invoices and reports on a regular schedule, and delivering a final report.
- Facilitate regular reporting on project progress, including an annual report, to the RWMG and monthly informal reports to the Inyo-Mono Administrative Committee
- Collect cost data from and provide timely reimbursements, within reason, to project proponents.
- Obtain relevant contractual documents for the proponent(s).
- An agreement for services between the fiscal agent and the Inyo-Mono RWMG may include other services as deemed appropriate by both parties.

Compensation

The fiscal agent will be reimbursed for costs related to administration of the contract in accordance with conditions specified in the individual contract. Generally this compensation will be expressed as a portion of the grant award and would be based on the total grant award.

Contact

To obtain more information on representing the Inyo-Mono RWMG as a fiscal agent, please contact:

Mark Drew
Inyo-Mono IRWM Program Office
P.O. Box 3442
Mammoth Lakes, CA 93546
760-924-1008
mdrew@caltrout.org



(760) 878-0001
FAX: (760) 878-2552

EMAIL: mail@inyowater.org
WEB: <http://www.inyowater.org>

P.O. Box 337
135 South Jackson Street
Independence, CA 93526

**COUNTY OF INYO
WATER DEPARTMENT**

September 27, 2012

To: Mark Drew
mdrew@caltrout.org

Holly Alpert
holly@inyomonowater.org

From: Bob Harrington, Inyo County Water Director

Subject: Inyo-Mono IRWMP Fiscal Agent application

This letter is a response to the IM IRWMP Program Office's request for applications for organizations to serve as fiscal agent for the Round 2 Implementation Grant. The Board of Supervisors has authorized me to submit this application with the understanding that we are interested in exploring the possibility of acting as Fiscal Agent, contingent on agreement by the Regional Water Management Group, agreement on a mechanism for compensating the County for Fiscal Agent services, establishment of a cash flow process that does not impact County funds, and development of an enforceable contract mechanisms for payment of project proponents. If Inyo County were the Fiscal Agent, we currently envision the responsibilities of the Fiscal Agent falling within the Water Department.

Required Qualifications. The County has considerable experience with State grants for many of the County's various departments. Within the Water Department, we have received, administered, and performed work under grants from the Department of Water Resources Local Groundwater Assistance Program. The Water Department is currently managing and performing on a three-year contract from the State Wildlife Conservation Board.

The County conducts a number successful stakeholder/public processes related to CEQA analyses, permit applicants, Inyo/Los Angeles Water Agreement meetings, and planning efforts involving the County. Inyo County comprises the majority of the geographic area and is centrally located in the IM region, and contains a large proportion of the population of the region. As a relatively large (with respect to the region) governmental body, we routinely deal is a diverse body of constituents, agencies, and organizations. Our participation rate in RWMG-related activities has been relatively high and long-lived, including participation in the Administrative Committee, work groups, and RWMG meetings.

Desired Qualifications. As a governmental agency, the County has obligations to perform CEQA analyses of activities undertaken or permitted by the County. Although the Water Department has performed CEQA analyses, the Planning Department has the most expertise in CEQA document preparation and we would rely on the Planning Department in instances where the Water Department lacked the necessary expertise.

Concerning experience with grant writing and proposal development, the grant applications discussed above were prepared by County staff. Further, we routinely review, rank, and select proposals from contractors responding to County RFQs and RFPs. Our contracting procedures as well as our state grantors require compliance with state labor requirements.

Compensation. We anticipate billing for our services on a cost plus 10% basis, where we report quarterly to the Program Office the hours that County staff spent on Fiscal Agent related tasks. Grant administration, billing, handling of invoices, budgeting, and financial reporting would be principally done by a Water Department Fiscal Analyst (\$38.62), contract review would be handled by the County Counsel's office (\$155.00), field visits to project sites would be conducted by appropriate Water Department staff (Mitigation Projects Manager (\$53.38), Science Coordinator (\$62.20), Hydrologist (\$68.84)), and certain meetings may be attended by the Water Director (\$76.88). Only time spent on performing Fiscal Agent activities would be subject to this fee schedule, i.e., activities related to the County's RWMG participation would not be compensated for. We are agreeable to negotiate a not-to-exceed amount capping the amount paid for Fiscal Agent services, contingent on the amount of the grant award and the number of projects funded.



To: Inyo-Mono Regional Water Management Group

From: Mark Drew on behalf of California Trout

RE: Statement of Qualifications

California Trout (CalTrout) submits this Statement of Qualifications to serve as Grantee for Prop. 84 Round 2 Implementation funding should an award be made to the Inyo-Mono Integrated Regional Water Management Program.

Since 1971, CalTrout has worked to support sustainable use of our state's most precious resource: water. Our core strategy is the establishment of regional offices and expert staff in key watersheds around the state, including Mt. Shasta, North Coast, Northern Sierra, Eastern Sierra and Southern California. Through these offices, CalTrout works on the ground with communities, non-profits, industry, public agencies and resource agencies to address resources needs and the needs of local communities dependent on them.

CalTrout's Eastern Sierra Regional Manager has been involved in the establishment and operational aspects of running the Inyo-Mono IRWM Program since its inception in 2008. In its capacity as one of the founding members, and as an organization serving as Grantee supporting the implementation of the IRWM Program, CalTrout is poised to serve as an effective Grantee for an Implementation grant.

CalTrout's central headquarters is in San Francisco. However, CalTrout's Eastern Sierra Regional Office, based in Mammoth Lakes, CA, would provide resources necessary to manage any implementation funding with support from the San Francisco staff as needed.

CalTrout firmly believes in the importance of providing leadership in the region, particularly as it pertains to the Inyo-Mono IRWM Program. Fundamental to such leadership is a commitment to engage and develop relationships with stakeholders representing the totality of interests in the region. Such relationships are critical to understanding regional needs and more importantly, developing and acting on strategies to effectively respond to identified needs across the region. As the Inyo-Mono IRWM Program moves forward, CalTrout remains committed to building more cohesive relationships and enhancing coordination amongst all involved.

Required Qualifications:

- IRWMP-Related Grant Management
 - CalTrout has extensive experience in developing and executing a multitude of proposals. This includes six distinct proposals directly supporting the Inyo-Mono IRWM Program. In total, IRWMP-related proposals prepared by CalTrout have

secured close to \$2.4 million, supporting both planning and implementation efforts. Of the six grants secured by CalTrout, one grant was successfully completed in 2010, a second will be successfully completed in the fall of 2012, three are currently being executed and one of the grant proposals was prepared by CalTrout but is being executed by Central Sierra RC&D with coordination and administrative assistance provided by CalTrout.

- As part of the Inyo-Mono IRWM Program, CalTrout has successfully hired and managed a team of well-qualified individuals (Program Staff). The Program Staff is and has been involved in all aspects of the IRWM Program, including implementation and administration of DWR grants as noted above.
 - In addition to successfully preparing and executing DWR grants, CalTrout and Program Staff have developed grant administration tools necessary to address the complex aspects of managing large, state-agency grants. These systems are now in place and are being used to successfully track all DWR grants. These same tools are ready to be implemented should Round 2 Implementation funding be secured.
 - During the last four years, CalTrout and Program Staff have established strong relationships with DWR staff, ranging from regional staff in Glendale to senior management staff in Sacramento. The relationships that have been established have enabled CalTrout to efficiently manage grants, closely coordinate with DWR's IRWMP Staff, and more broadly garner support for the Inyo-Mono IRWM Program.
 - As a leader of the Inyo-Mono IRWM Program, CalTrout (and Program Staff) have for several years successfully engaged with and worked on behalf of a wide-range of stakeholders. Indeed, such engagement has been foundational, and remains a core activity supporting the Inyo-Mono IRWM Program. This engagement has been extensive within the Inyo-Mono Region as well as with state agencies and stakeholders from other IRWMP Regions state-wide. Today, the Inyo-Mono IRWM Program is recognized widely as a model of successful engagement of stakeholders within IRWMP efforts. CalTrout, outside of the IRWMP effort, also has a long history of engaging and collaborating with stakeholders representing a plethora of interests, including but not limited to other NGOs, state and federal agencies, Native American Tribes and private citizens throughout the state of California.
 - CalTrout and Program Staff are currently involved with all aspects of the Inyo-Mono IRWM Program, including organizing, facilitating and implementing Administrative Committee and Regional Water Management Group meetings. Moving forward and with the recent Round 2 Planning Grant award, CalTrout and Program Staff will remain intimately involved with all aspects of the Program as a whole.
- Non-IRWMP Related Grant Management:

- CalTrout, as a state-wide organization, has close to 40 years of experience managing funding sources. Such sources range in origin from small donor support, to foundation funding, to large state agency funding.
- CalTrout has a diverse portfolio of funding sources and experiences. Such experiences have allowed CalTrout to develop expertise in an array of areas pertaining to grant administration and implementation.
- CalTrout has qualified and experienced Human Resources and Grant staff able to provide any necessary oversight to ensure compliance with auditing requirements.

Desirable Qualifications:

- While not typically involved directly with NEPA or CEQA filings, CalTrout has experience and knowledge about the processes behind both federal and state permitting issues. Moreover, CalTrout staff includes licensed attorneys with experience and expertise in the fields of state and federal permitting.
- CalTrout staff, particularly the Eastern Sierra Regional Manager, has some experience in the field of benefit/cost analysis. In addition, the Regional Manager has conducted primary research in the fields of natural resource economic valuation while working for Stanford University. However, CalTrout does not consider itself an expert in the field of benefit/cost analysis.
- Regarding CalTrout grant experience, please refer to the information provide above.
- CalTrout Human Resources staff is experienced to some degree with labor compliance issues as they pertain particularly to public funding.
- Regarding labor compliance, CEQA/NEPA experience and expertise, for those issues CalTrout does not consider itself an expert, but CalTrout staff is very experienced in problem solving and figuring out the most direct and efficient way of finding necessary answers to problems.

Compensation:

- Based on experience of managing other state grants, including Prop. 84 IRWMP grants, CalTrout would seek a 10% fee to provide the necessary services to fully and successfully implement Round 2 Implementation funding. If desired, CalTrout would consider an "up to" 10% fee.



**PUBLIC WORKS
ENGINEERING SERVICES DIVISION
P. O. Box 1609 Mammoth Lakes, CA 93546
(760) 934-8989 Fax (760) 934-8608**

**INYO-MONO IRWMP ROUND 2 IMPLEMENTATION FISCAL AGENT STATE OF
QUALIFICATIONS**

Inyo-Mono IRWMP
Attention Mark Drew
P.O. Box 3442
Mammoth Lakes, CA 93546

Dear Mr. Mark Drew,

The Town of Mammoth Lakes is pleased to submit our Statement of Qualifications for the Inyo-Mono IRWMP Proposition 84 Implementation Round 2 Grant submittal and act as fiscal agent if the grant is awarded.

The Town is a California Municipal Corporation. Currently the Town is restructuring to pay a \$29,000,000 settlement for a \$43,000,000 judgment that was awarded by the court stemming from a Development Agreement. This action will be resolved by December 2012 and the Town will be out of bankruptcy proceedings.

The Town proposes to use a team approach to act provide services and as fiscal agent be efficient with expertise and provide services at a reasonable cost. The team will include the following:

Ray Jarvis, Pubic Works Director
Peter Bernasconi, Senior Associate Engineer
Ellen Clark, Principal Planner
Karen Sibert, Senior Analyst

Mr. Jarvis will over see the project and ensure staffing and that the project is maintained as a high priority in the Town. Mr. Bernasconi, will provide expertise regarding construction activities, grant requirement, training where needed to ensure compliance with the Pubic Contract Code and grant assurances. Other assistance will include help with cost estimates, scheduling and logistics if needed. Ms. Clark will project assistance with compliance with CEQA questions and review. Ms. Sibert will be the point of contact for the Town. She will review invoices from sub-grantees (proponents) and summarize for quarterly reports and billing to DWR. Additional staff will include the Town Attorney from Best Best, and Krieger for legal counsel and other administrative staff to perform tasks that do not require senior personnel. The team can also review grant proposals to provide input regarding competitiveness of the proposal.

These staff members have over 60 years of public and private sector project experience and have successfully completed over \$60 million in grant projects over the last 10 years, including the FAA, Caltrans STIP, HSIP TE, EEM, Caltrans Cost Share Agreements, Strategic Growth Council, State Dpt. Housing and Community Development, Californian Green, USA Football, USFS Challenge Cost Share Agreements, 319h grants, DWR low interest loan program, California State Parks Resources Agency, and FTA grants. These grants have been for planning community as well as construction projects. Recently the Town is finishing up the \$13 million Lake Mary Bike Path, an HSIP grant, and several Safe Routes to School projects.

Town staff regularly engages the community to gain input for initiatives and projects. These activities are in the format of interagency and public discussion, community groups, and one on one discussions. It is anticipated that there will be many meetings with proponents of funded projects that will be similar nature to get the projects started and have a successful completion.

In order to promote efficiency with grant administration, the Town will provide sub grantees with suggested protocols and guidelines for grant compliance and develop forms for all sub-grantees to use when submitting their billing, reporting, and other submittals.

As fiscal agent, the Town will provide the following general services:

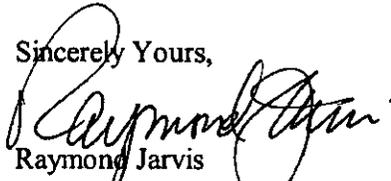
- Serve as the single-point liaison between the DWR and the RWMG or project proponents.
- Develop and administer sub-contracts with project proponents.
- Provide regular communication with the grantor and project proponents, including timely responses to requests and questions, as well as clarification of terms and conditions or other contractual matters
- Attend to contractual grant administration tasks, including, but not limited to, responding to a commitment letters, signing a grant agreement/contracts, providing invoices and reports on a regular schedule, and delivering a final report.
- Facilitate regular reporting on project progress, including an annual report, to the RWMG and monthly informal reports to the Inyo-Mono Administrative Committee
- Collect invoices and cost data from and provide reimbursements to project proponents from DWR.
- Provide and obtain relevant contractual documents for the proponent(s).

- Other services would include answering technical questions regarding public contract code, CEQA, and compliance with grant assurance. They will also suggest filing systems and contracting forms that will help proponents comply with grant assurances and be organized for State auditors in the event of an audit.

The budget for the fiscal agent will depend on the number of projects and proponents that will be funded by the grants. Proponents that have never worked with grant programs and grants will require additional effort and assistance from the fiscal agent than a county or city that regularly works with grants. Based on previous experience it is estimated that the costs will range from six to ten percent of the grant budget. We think by having standardized submittals and forms the cost to administer the grant program as fiscal agent will be minimized.

If you have any questions please feel free to contact Peter Bernasconi at 760-934-8989 ext 232.

Sincerely Yours,



Raymond Jarvis
Public Works Director

CC: Project Files
Dave Wilbrecht, Town Manager



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
26

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

FROM: HEALTH & HUMAN SERVICES – ESAAA

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Hear the Appeal from California Indian Legal Services Regarding Board's Conflict of Interest Decision

DEPARTMENTAL RECOMMENDATION:

Recommend Board (1) hear the appeal from staff of the California Indian Legal Services (CILS) regarding Board's decision that the ESAAA Legal Assistance contract could not be offered to CILS because of the existence of a conflict of interest concern; and (2) provide necessary direction to staff.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

A Request for Qualifications (RFQ) was released in mid-summer for eligible legal entities to provide required legal assistance to Eastern Sierra seniors. California Indian Legal Services (CILS) was the sole respondent. Also, note that CILS has been the previous contractor of legal assistance to ESAAA seniors through a contract ending September 30, 2012. At the June 26, 2012 ESAAA Advisory Council meeting, at which the primary discussion was the setting of minimum funding percentages for legal assistance and other services, CILS employee/ESAAA Advisory Council member provided a lengthy statement of advocacy for funding of legal services, as reflected in the attached minutes from that meeting. Based on that discussion, your Board decided at your September 25, 2012 meeting that CILS' advocacy for funding at the June 26 meeting is a direct violation of California conflict of interest statutes, and, as such, the Board chose not to award a contract to CILS for ESAAA legal services for the Area Plan time period that was discussed at the June 26 meeting: October 1, 2012-June 30, 2016.

Today, CILS staff wishes to have your Board hear their appeal and request for an alternate decision. If your Board chooses to make an alternate decision, staff will need direction about moving forward.

ALTERNATIVES:

Your Board could decline County Counsel's opinion regarding the conflict of interest, possibly incurring penalties for violation of statutes.

OTHER AGENCY INVOLVEMENT:

California Indian Legal Services, California Department of Aging

FINANCING:

No funding is involved in this specific request.

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: <u>yes</u> Date: <u>11/7/2012</u>
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: _____
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 AND 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)

Jean Turner ^{SE} Date: 11/7/12

**Eastern Sierra Area Agency on Aging
Advisory Council Meeting
Administrative Office of Inyo County Health & Human Services
155 E. Market Street, Independence, CA
June 26, 2012**

Minutes

Advisory Council Members Present: Chairperson Roger Rasche, Vice Chairperson Selma Calnan, Rachel Lober, EvelynMae Nikolaus, Yvonne Deming, Jim Ellis
Other Attendees: Joy Wilson, Artie Clark, Jean Turner, Miquela Beall, Marilyn Mann, Denelle Carrington, Julie Tiede, Kathryn Williams, Gina Ellis, Jennifer Duncan

1. Call to Order of the Advisory Council

Chairperson Roger Rasche called the meeting to order at 10:28 a.m.

2. Introductions

Those in attendance introduced themselves.

3. Public Comment

Jennifer Duncan stated that she was at the meeting as a representative of California Indian Legal Services (CILS), and not an Advisory Council member, so that she could address the group about the percentage of funding for senior legal services. She provided the group with a handout titled, *Inyo Mono Senior Legal Program, Special Report - June 2012*. She gave the background of CILS and some examples of the cases that they encounter and the types of services they had provided for those clients. She explained that she had done some research on the percentages other agencies receive throughout the State, and as a result, she recommended 20% of the Title III B funding, not the 10% percent that was being proposed to the group for their consideration. She went on to say that she believed the needs assessment that had been conducted was misleading, and should have been worded differently.

Jean Turner reported that she recently spoke with an employee from the City of Bishop who informed her that they would be sending a check in the amount of \$9,696 to be applied to the utility costs at the Bishop Senior Center for this fiscal year.

4. IMAAA/ESAAA

5. ESAAA budget planning

- **Step one: Recommendations regarding the setting of minimum funding percentages for Access, In-Home and Legal for the two-county region**

Jean Turner spoke about next steps for the local senior programs. She informed the group that the task at today's meeting was for them to come up with minimum funding levels. She distributed the Area Plan budget display, and gave some information on the content. She explained that the need is bigger than the money that is available, and that the group had some hard decisions to make. After lengthy discussion on transportation needs, In-Home Supportive Services, Senior Legal Services, contributions and assistance from other agencies, and taking the results of the needs

assessment into consideration, a motion was made by Selma Calnan, and seconded by EvelynMae Nikolaus to recommend funding percentages be split 50% for Access, 5% for In-Home Supportive Services and 15% to Legal Services. Motion carried unanimously. The next issue discussed was the Lifeline emergency response services contract. Ms. Turner explained that an interim contract for 90 days was in the works, but following that, she would need direction on maximum contract amounts if it was determined that the service would remain an ESAAA expense, therefore requiring an Request for Proposals. There was discussion on cost, and possible alternatives for payment of the service. One suggestion was that each county pay for the services of their clients. Motion Selma Calnan, seconded by Jim Ellis to recommend that effective October 1, 2012, each County takes over paying for the Lifeline services for their respective seniors. Motion carried unanimously. Ms. Turner went on to ask the same question about a maximum contract amount for Legal Assistance. Motion Jim Ellis, seconded by Selma Calnan to recommend a maximum contract amount for Legal Assistance at the amount proposed on the Preliminary Funding Recommendation sheet (\$19,632). Motion carried unanimously.

- **Step two: Recommendations regarding funding realities and thus determining the level of service possible in the region**

Ms. Turner distributed a document titled *ESAAA Fiscal Year 2012-2013, plus each subsequent year of 4-year plan, Preliminary Funding Recommendations*. She led the group through a discussion on the data. Using the Utilization Chart, the Advisory Council recommended splitting the available funds by County as follows:

	<u>Inyo</u>	<u>Mono</u>
Assisted Transportation:	75%	25%
Transportation:	86%	14%
Congregate Meals:	85%	15%
Home Delivered Meals	90%	10%

Motion Yvonne Deming, seconded by Selma Calnan to approve the percentage splits as discussed for all the categories. Motion carried unanimously, with EvelynMae Nikolaus having left the meeting.

6. Next Meeting of the Advisory Council to review and give input on the Four-Year Plan

Attest: Jean Turner, Director

By: Gina Ellis, Secretary





AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
26

- Consent Hearing
 Scheduled Time for
 Departmental
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 Closed Session
 Public
 Informational

FROM: HEALTH & HUMAN SERVICES – ESAAA

FOR THE BOARD MEETING OF: November 13, 2012

SUBJECT: Hear the Appeal from California Indian Legal Services Regarding Board's Conflict of Interest Decision

DEPARTMENTAL RECOMMENDATION:

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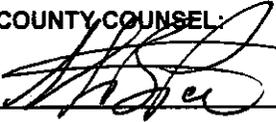
OTHER AGENCY INVOLVEMENT:

California Indian Legal Services, California Department of Aging

FINANCING:

No funding is involved in this specific request.

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: <u>yes</u> Date: <u>11/7/2012</u>
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DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)

 ^{DE}

Date: 11/7/12

**Eastern Sierra Area Agency on Aging
Advisory Council Meeting
Administrative Office of Inyo County Health & Human Services
155 E. Market Street, Independence, CA
June 26, 2012**

Minutes

Advisory Council Members Present: Chairperson Roger Rasche, Vice Chairperson Selma Calnan, Rachel Lober, EvelynMae Nikolaus, Yvonne Deming, Jim Ellis
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- **Step two: Recommendations regarding funding realities and thus determining the level of service possible in the region**

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Attest: Jean Turner, Director

By: Gina Ellis, Secretary





AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 28-29-
 30-31
 32-33
 34-35

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

FROM: COUNTY COUNSEL

FOR THE BOARD MEETING OF: NOVEMBER 13, 2012

SUBJECT: ISSUES TO BE DISCUSSED IN CLOSED SESSION

DEPARTMENTAL RECOMMENDATION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to Government Code § 54956.9(a)]. *City of Los Angeles, Department of Water and Power of the City of Los Angeles v. Inyo County Board of Supervisors, et al.* Inyo County Superior Court Case No. 12908; Blackrock 94 Dispute Resolution

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Deputy Sheriff's Association (DSA) - Negotiators: Labor Relations Administrator, Sue Dishion, Information Services Director, Brandon Shults, and Planning Director Josh Hart.

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Elected Officials Assistant Association (EOAA) - Negotiators: Chief Probation Officer Jeff Thomson and Labor Relations Administrator Sue Dishion.

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Correctional Officers Association (ICCOA) - Negotiators: Labor Relations Administrator Sue Dishion.

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: ICEA - Negotiators: Labor Relations Administrator Sue Dishion, Director Child Support Services Susanne Rizo, and Chief Probation Officer Jeff Thomson.

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Probation Peace Officers Association (ICPPOA) - Negotiators: CAO Kevin Carunchio and Labor Relations Administrator Sue Dishion.

CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code § 54957.6]. - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Law Enforcement Administrators' Association (LEAA) - Negotiators: CAO Kevin Carunchio and Labor Relations Administrator Sue Dishion.

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>11-7-12</u>
------------------------	---

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

 Date: 11-7-12