

Agenda

County of Inyo Board of Supervisors

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.

SPECIAL MEETING

*The Board will be touring and meeting
in the Tecopa, Shoshone Area
per the following Agenda*

April 14, 2015

- 12:00 p.m.** 1. **TOUR OF THE MISSION OF ST. THÉRÈSE** – 881 E. Old Spanish Trail Highway - Tecopa (Charleston View Area).
- 3:00 p.m.** 2. **TOUR OF THE TECOPA HOT SPRINGS** – the Board will tour the Tecopa Hot Springs operations at 400 Tecopa Hot Springs Road, with representatives of the Tecopa Hot Springs Conservancy, the new concessionaire.
- 4:00 p.m.** **THE BOARD WILL MEET AT THE TECOPA COMMUNITY CENTER** at 405 Tecopa Hot Springs Road in Tecopa to conduct open session.
3. **PUBLIC COMMENT**
 4. **BOARD OF SUPERVISORS – SUPERVISOR KINGSLEY** - Request Board receive a presentation from Susan Sorells concerning National Conservation Land designations in southeast Inyo County.
 5. **PRESENTATION** – Request Board receive a presentation regarding the Amargosa Conservancy from Patrick Donnelly, the Executive Director.
 6. **ENVIRONMENTAL HEALTH** – Request Board receive an update on the Tecopa Water Vending Machine Grant Project and potable water situation.
 7. **PLANNING** – Request Board receive a presentation regarding a Specific Plan for Charleston View/southeast Inyo County.

CONSENT AGENDA (Approval recommended by the County Administrator)

ENVIRONMENTAL HEALTH

8. Request Board declare IDEXX Laboratories, Inc., a sole-source provider of certain water laboratory supplies for FY 2014-15 and approve a blanket purchase order to IDEXX Laboratories, Inc. for additional water testing supplies, in an amount not to exceed \$4,700.

PUBLIC WORKS

9. Request Board approve a Resolution accepting the improvements for the Bishop-Sunland Landfill Truck Scale Project and authorize the Department to record the Notice of Completion for the Project.
10. Request Board approve the Services Agreement between the California Broadband Cooperative (CBC) and the County of Inyo – Road Department for delivery of Internet access service for a period of five years commencing on the date the service is installed in an amount not to exceed \$12,000 over the five years, contingent upon the Board's approval of future budgets; and authorize the Public Works Director to sign on behalf of the County.

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

11. **ENVIRONMENTAL HEALTH** – Request approval of Amendment No. 2 to the Contract between the County of Inyo and the California Association of Environmental Health Administrators (CAEHA), as represented by Jason Boetzer and John Elkins, to provide services required to operate the Inyo County Certified Unified Program Agency (CUPA) program, increasing the amount of the Contract by \$17,000 to a total amount not to exceed \$50,000; and authorize the Chairperson to sign.
12. **PUBLIC WORKS** - Request your Board:
 - A) consistent with the recommendation of the County Administrator, change the authorized strength in the Public Works/Road Department budgets as follows: (a) delete one full-time Management Analyst at Range 80 (\$5,450-\$6,628) and add one Administrative Analyst, at Ranges 68-72 (\$4,405-\$5,236) and; (b) approve the modified job description for the Associate Engineer;
 - B) find that consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for the requested Engineering Assistant position comes from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller; (b) where internal candidates may meet the qualifications for the position, and the vacancy might be filled through an internal recruitment; however, due to the nature of the position an open recruitment would be more appropriate to best ensure a pool of the most qualified candidates; and (c) authorize the hiring of one Engineering Assistant, Range 71 (\$4,405-\$5,355);
 - C) find consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for the requested Senior Engineer/Associate Civil Engineer/Assistant Engineer position comes from the General Fund, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller; (b) where internal candidates may meet the qualifications for the position, and the vacancy might be filled through an internal recruitment, however due to the nature of the position, an external recruitment would be more appropriate to best ensure a pool of the most qualified candidates; and (c) authorize the hiring of either a Senior Engineer at Range 85 (\$6,158-\$7,486), an Associate Civil Engineer at Range 82 (\$5,725-\$6,951), or an Associate Engineer at Range 78 (\$4,617-\$5,616) depending on qualifications;
 - D) find consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for the requested Office Technician I position from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller; (b) where internal candidates meet the qualifications for the position, the vacancy could be filled through an internal recruitment, however due to the need to fill the position expediently and uncertainty over how many internal candidates might apply, an external recruitment would be more appropriate; and (c) authorize the hiring of an Office Technician I at Range 55 (\$3,027-\$3,680).
 - E) find consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for the requested Administrative Analyst III position from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller; (b) where internal candidates meet the qualifications for the position, the vacancy should be filled through an internal recruitment; and (c) authorize the hiring of an Administrative Analyst III Range 72 (\$4,405-\$5,236).



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: Supervisor Matt Kingsley

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: National Conservations Lands Designations in southeast Inyo County

DEPARTMENTAL RECOMMENDATION: - Request Board receive a presentation from Susan Sorrells concerning National Conservations Lands designations in southeast Inyo County.

SUMMARY DISCUSSION: - Susan Sorrells will make a presentation to the Board on National Conservations Lands designations in the southeastern portion of the County.

ALTERNATIVES: n/a

OTHER AGENCY INVOLVEMENT: n/a

FINANCING: n/a

APPROVALS

BUDGET OFFICER:	BUDGET AMENDMENTS <i>(Must be reviewed and approved by Budget Officer prior to being approved by others, as needed, and submission to the Assistant Clerk of the Board.)</i>
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 Assistant Clerk of the Board.)</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 Assistant Clerk of the Board.)</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 Assistant Clerk of the Board.)</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
6

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

FROM: Marvin Moskowitz, Director, Environmental Health Services

FOR THE BOARD MEETING OF: **April 14, 2015**

SUBJECT: Update on Tecopa Water Vending Machine Grant Project & Potable Water Situation

DEPARTMENTAL RECOMMENDATION:

No recommendation

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This is an informational update on the status of the Tecopa water vending machine grant project and a brief discussion on what potable water is and what the potable water options are for the residents and visitors of Tecopa.

ALTERNATIVES:

OTHER AGENCY INVOLVEMENT:

Tecopa Fire Department

FINANCING:

The County has applied for and received a grant to provide a potable water vending machine to the town of Tecopa. This project does not require any additional funding from the County.

APPROVALS

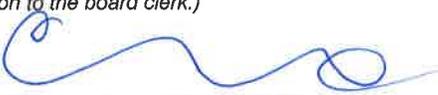
COUNTY COUNSEL:

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.)

Margaret Kemp-Williams

Approved:

Date 04/02/15

AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date: <u>4/7/15</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: 4/7/15



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 Closed Session Informational

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: Specific Plan for Charleston View/southeast Inyo County

RECOMMENDATION: Receive a presentation from staff regarding a Specific Plan for Charleston View/southeast Inyo County.

SUMMARY DISCUSSION: On March 24, 2015, during the adoption discussions for the Renewable Energy General Plan Amendment (REGPA), your Board directed staff to research what a Specific Plan for Charleston View would entail and accomplish.

A Specific Plan is a tool for the systematic implementation of the general plan. It effectively establishes a link between implementing policies of the general plan and the individual development proposals in a defined area. A specific plan may be as general as setting forth broad policy concepts, or as detailed as providing direction to every facet of development from the type, location and intensity of uses to the design and capacity of infrastructure; from the resources used to finance public improvements to the design guidelines of a subdivision. A specific plan may be developed in response to a single policy issue, or to address each applicable policy of the general plan. It may also diverge from the issues contained in the general plan into other subjects viewed by the community as being of relevance.

Charleston View and the southeast part of Inyo County are often overlooked due to the low population and remote nature of the area. Recently there has been a new focus on this part of the county due to the REGPA, the proposed Hidden Hills Solar project, an increased interest in tourism and elevating concerns about diminishing water availability. The recent approval of the County's REGPA brought forth many of these issues. Charleston View had a Solar Energy Development Area (SEDA) identified within it that is about 16,000-acres and 2,400-acres of that 16,000-acres may be developed with solar photovoltaic facilities. There has been a growing, recent, interest in federal designations for the public lands in and surrounding Charleston View. Potential National Land Landscape Conservation Lands were identified in the Draft Desert Renewable Energy Plan for public lands in and near Charleston View. Local interests are also working on a National Monument designation for areas in and Charleston View.

Much of Charleston View subdivided into 2-3-acre and 20-acre lots. During the 2005-2006 boom that occurred in Las Vegas and Pahrump, Nevada, there was speculation that Charleston View might experience residential development. This development would have likely resulted in Charleston View serving as a bedroom community to Pahrump and even Las Vegas. The subsequent economic downturn ended this speculation, but there is still the potential that Charleston View could develop based on its subdivision pattern and use designations.

A Specific Plan for Charleston View could focus solely on solar photovoltaic development and the application of the General Plan policies related to it, or could be broader and include planning for the entirety of Charleston View and how it relates to the rest of the communities in southeast Inyo County. This could take the form of a community plan that would be a sort of mini-general plan for Charleston View.

Either way, this planning effort would include an emphasis on community involvement and would be structured to be a plan for Charleston View, by Charleston View. Staff would work directly with a community committee and the greater public to help direct the vision for Charleston View and focus the planning efforts.

If your Board chooses to move forward with a Specific Plan for Charleston View, staff would structure the effort around a work plan that would include:

1. A current conditions report for Charleston View
2. Public outreach plan including:
 - Identifying and inviting local people to be on the community committee
 - Tribal consultations
 - Initial meetings to identify opportunities and issues, this could include:
 - Maintaining or changing the character of the area
 - Infrastructure
 - Environmental factors
 - Current policy that could act as a constraint to change
 - Visioning meetings to establish goals and strategies to reach them:
 - What do the people of Charleston View want it to look like in the future
 - Implementation strategies
 - Workshops to design the Charleston View vision:
 - Map it, draw it
 - Preparation of Draft Plan
 - Planning Commission
 - Board of Supervisors
3. Draft Plan
4. Environmental review (depending on the level of review required, at most)
 - Notice to Proceed and Availability
 - Scoping meeting
 - Screen Draft EIR
 - Draft EIR
 - Draft EIR comment meeting(s)
 - Responses to comments
 - Draft Final Plan
 - Final EIR
5. Draft Final Plan
6. Planning Commission
7. Board of Supervisors

This Specific planning effort could provide for a better vision and strategy for land use and development in Charleston View that would be guided by the residents and interests local to the area.

ALTERNATIVES: Do not receive a presentation from staff and do not consider a Specific Plan for Charleston View.

OTHER AGENCY INVOLVEMENT: Potentially: the National Park Service - Death Valley National Park, the Bureau of Land Management, local service districts.

FINANCING: Staff anticipates that this planning effort can be done in house, by planning staff. In the case of additional consultant resources for planning and/or CEQA compliance, general fund resources would need to be utilized unless grant funding can be procured.

<u>APPROVALS</u>	
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)


Signed for Josh Hart -

Date: 4/9/15



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: Marvin Moskowitz, Director, Environmental Health Services

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: Water Laboratory Supplies Purchase

DEPARTMENTAL RECOMMENDATION:

1. Request the Board declare IDEXX Laboratories, Inc. as the sole source provider of certain water laboratory supplies for the period of April 15, 2015 through June 30, 2015, AND
2. Approve the purchase of additional water testing supplies by the Department from IDEXX Laboratories, Inc. by use of a blanket purchase order not to exceed \$4,700.00 for the period of April 15, 2015 through June 30, 2015 and contingent upon the adoption of the 2014/2015 budget.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

We currently have a balance of \$2,129.43 on Purchase Order (P.O.) #P41573. This balance is insufficient to cover the final order for this Fiscal Year and during the Mid-Year Budget Review process your Board approved an appropriation change increasing Object Code 5201 Medical, Dental & Lab Supplies by \$3,000.00. We are proposing that we cancel the existing P.O. to disencumber the balance and are requesting approval to open a new Blanket P.O. in an amount not to exceed \$4,700.00 from Idexx Laboratories, Inc. IDEXX Laboratories, Inc. is the sole distributor of the "Colilert" reagent and other laboratory supplies utilized in the enzyme substrate method of determining total and escheria coliform bacteria content in water. The great majority of water testing conducted in our lab is done via the enzyme substrate method. Laboratory procedures must adhere to the Standard Operating Procedures Manual, which specifies the utilization of the Colilert reagent for the enzyme substrate analyses. The lab is certified by the State of California every two years and must adhere strictly to the Standard Operating Procedures Manual in order to maintain certification.

Revenue from the water lab exceeds \$70,000 annually. This revenue is credited to the Environmental Health Services budget, which in turn provides adequate funding to operate the lab. This is an annual request presented to your Board.

ALTERNATIVES:

As stated above, IDEXX is the sole source of these products. Utilization of a different product would jeopardize continued State certification of the lab, which would result in a dramatic drop in revenues, and the discontinuation of a valuable service to the community.

Discontinuation of the enzyme substrate method would require substitute analytical methods including multiple tube fermentation and/or heterotrophic plate counts. These methods are much more costly, have longer turnaround times and are much more labor intensive.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

The laboratory supplies order will be paid through the Environmental Health Services budget (045400) and this amount has been included in our Fiscal Year 2014/2015 budget.

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.) <i>Margaret Kemp-Williams</i> Approved: <input checked="" type="checkbox"/> Date <u>04/02/15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) <i>[Signature]</i> Approved: <u>yes</u> Date <u>4/4/2015</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.) <i>N/A</i> Approved: _____ Date _____

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

Margaret Mackintosh

Date: 4/7/15

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).
- The requested product is used or demonstration equipment available at a lower – than-new-cost.
- 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.**

See attached.

DEPARTMENT CONTACT PERSON & TITLE
Marvin Moskowitz, Director

DEPARTMENT NAME
Environmental Health Services

PHONE
(760)878-0238

REQUESTED SUPPLIER/CONSULTANT NAME

Idexx Laboratories

SUPPLIER CONTACT PERSON

Dave Jefferson

SUPPLIER ADDRESS

One Idexx Drive,
Westbrook, Maine 04092

SUPPLIER CONTACT'S PHONE NUMBER

(800) 321-0207, Ex. 68846

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

Date

President/CEO Approval

Date



ISO 9001:2008 CERTIFIED

Sheri Aust
Inyo County
Environmental Health Dept.

April 1, 2015

Ms. Aust,

Please accept this letter as confirmation that IDEXX Distribution, Inc. (FEIN # 35-2186625) is a wholly owned subsidiary of IDEXX Laboratories, Inc. and is the *sole supplier* of the following products to the Water Market:

Product	Sole Manufacturer	Sole Supplier in US Water Testing Market
Colilert* reagent	Yes	Yes
Colilert* Comparator	Yes	Yes
Colilert*-18 reagent	Yes	Yes
Colisure* reagent	Yes	Yes
Enterolert* reagent	Yes	Yes
IDEXX Vessel	Yes	Yes
Quanti-Tray* Sealer	Yes	Yes
Quanti-Tray*	Yes	Yes
All Colilert* Starter Kits	Yes	Yes
All 20-pack, 100-pack, and 200-pack Combo Packs	Yes	Yes
IDEXX-QC		Yes
Colilert* Quanti-Cult™ QC kit	Yes	Yes
SimPlate* for HPC test kit	Yes	Yes
Filta-Max* Automatic Wash Station	Yes	Yes

Please note that IDEXX Distribution, Inc. was formed as a wholly owned subsidiary of IDEXX Laboratories, Inc. because our shipping location moved from Westbrook, Maine to Memphis, Tennessee.

I hope this information is of assistance. If you have any questions, please call Dave Jefferson at 1-800-321-0207 ext. 68846.

Sincerely,

Dave Jefferson
Western States Accounts

*Colilert, Colilert-18, Colisure, Enterolert, Quanti-Tray, SimPlate, IDEXX-QC and Filta-Max are trademarks or registered trademarks of IDEXX Laboratories, Inc. or its affiliates in the United States and/or other countries.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:

AGENDA NUMBER

9

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

FROM: Public Works Department

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: Resolution and Notice of Completion for the Bishop-Sunland Landfill Truck Scale Project.

DEPARTMENTAL RECOMMENDATIONS:

1. Recommend the Board approve the resolution accepting the improvements for the Bishop-Sunland Landfill Truck Scale Project; and,
2. Authorize the recording of a Notice of Completion for the Bishop-Sunland Landfill Truck Scale Project.

CAO RECOMMENDATION:

SUMMARY DISCUSSION: Doug Clair Inc., of Bishop, California recently completed construction of the Bishop-Sunland Landfill Truck Scale Project. The project work consisted of constructing a concrete truck scale foundation and the purchase and installation of a 70'x11' steel truck scale and appurtenances in order to accurately determine weights of various materials entering the Bishop-Sunland Landfill.

The original Board approved construction contract amount for the Bishop-Sunland Landfill Truck Scale Project was \$145,500. The final construction contract amount (not including construction engineering/inspection) for the Bishop-Sunland Landfill Truck Scale Project is \$146,860.21.

Previously, Public Works had planned to present this project closeout (Board Resolution accepting the truck scale improvements and authorization to record a Notice of Completion) to your Board back in early December 2014. On November 7, 2014, the final inspection was completed and the improvements were determined to be complete to the satisfaction of the Public Works Director. However, in late November 2014, a portion of the truck scale electronic equipment failed and we could not recommend acceptance of the project. The work was temporarily suspended until the truck scale subcontractor could diagnose and resolve this issue.

On Friday, March 27, 2015 the scale was fixed and is now functioning as designed. Accordingly, the Director is requesting that the Board adopt the attached Resolution, which accepts the completed improvements and authorizes the Public Works Director to record a Notice of Completion for the project.

The notice of completion limits the time periods for claims and establishes the date the contractor is paid the remaining funds due under the contract (the retention).

April 14, 2015

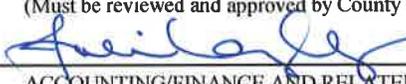
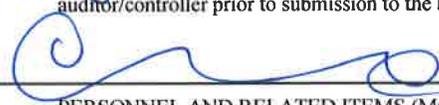
Agenda Request Form: Bishop-Sunland Landfill Truck Scale Project – Notice of Completion

Page 2 of 2

ALTERNATIVES: The Board could choose not to approve the resolution. Consequently, the project would not be formally accepted and the notice of completion could not be filed. Choosing not to approve the resolution is not recommended because it will extend the time period during which stop notices can be submitted and will delay the release of retention to the Contractor.

OTHER AGENCY INVOLVEMENT: County Council has reviewed the resolution. The County Auditor's office will pay the retention currently being withheld.

FINANCING: The funds for this project will be provided through the Solid Waste Budget 045700, Object Code ~~5460, Structures and Improvements.~~ AS
5650, Equipment.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Council prior to submission to the board clerk.)  Approved: <u>yes/yes</u> Date <u>4/6/15</u>
AUDITOR/CONTROLLER	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>4/9/15</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:

4/9/15

RESOLUTION No. 2015 - _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE
COUNTY OF INYO, STATE OF CALIFORNIA
AUTHORIZING THE RECORDING OF A NOTICE OF COMPLETION
FOR THE
BISHOP-SUNLAND LANDFILL TRUCK SCALE PROJECT**

WHEREAS, Clint G. Quilter, Director of Public Works for the County of Inyo, has determined that the Bishop-Sunland Landfill Truck Scale Project has been completed by Doug Clair, Inc., in accordance with the Project Plans and Specifications.

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Works is hereby authorized and directed to sign and file with the County Recorder a separate Notice of Completion pertaining to the Bishop-Sunland Landfill Truck Scale Project.

Passed, approved and adopted this _____th day of April, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson, Board of Supervisors

ATTEST:

Kevin Carunchio, Clerk

by _____
Assistant Clerk to the Board

**RECORDING REQUESTED BY
AND TO BE RETURNED TO:**

Director of Public Works, County of Inyo
Public Works Department
168 No. Edwards Street
PO Drawer Q
Independence, CA 93526

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. A work of improvement known as the Bishop-Sunland Landfill Truck Scale Project on the property hereinafter described was completed on March 27, 2015 and was accepted by the Inyo County Board of Supervisors on April 14, 2015.
2. The property on which the Bishop-Sunland Landfill Truck Scale Project has been completed is located at Bishop-Sunland Landfill, 110 Sunland Indian Reservation Road, Bishop, CA 93514.
3. The County of Inyo, a political subdivision of the State of California, the address of which is 224 North Edwards Street, P.O. Drawer N, Independence, CA 93526, leases and maintains the real property from the property owner, Los Angeles Department of Water and Power, upon which the Bishop-Sunland Landfill occupies, located at 110 Sunland Indian Reservation Road , Bishop, California.
4. The undersigned Clint G. Quilter is the Director of Public Works of the County of Inyo and has been duly authorized pursuant to Resolution adopted April 14, 2015, by the Board of Supervisors of the County of Inyo to execute and file this Notice of Completion.
5. The name of the original contractor that constructed the Bishop-Sunland Landfill Truck Scale Project pursuant to contract with the owner, is Doug Clair, Inc.

Pursuant to the contract, the contractor was required to furnish all labor, materials, methods or processes, implements, tools, machinery, equipment, transportation services, and all other items and related functions that are necessary or appurtenant to construct the project designated in the contract.

COUNTY OF INYO

Dated: _____

By: _____
Clint G. Quilter, Director of Public Works

VERIFICATION

STATE OF CALIFORNIA)
) SS.
COUNTY OF INYO)

I, Clint G. Quilter, hereby declare: That I am the Director of Public Works for the County of Inyo, a political subdivision of the State of California, the public entity on behalf of which I executed the foregoing NOTICE OF COMPLETION for the Bishop-Sunland Landfill Truck Scale Project, and which entity is the owner of the aforesaid interest or estate in the property therein described; that I am authorized by the public entity to execute this NOTICE on the entity's behalf; that I am authorized to and hereby make this verification on behalf of the public entity; and that I have read said NOTICE and know the contents thereof. I declare under penalty of perjury under the laws of the State of California that the NOTICE and the information set forth therein are true and correct.

Dated: _____

Clint G. Quilter, Director of Public Works



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use
 Only:
 AGENDA NUMBER
 10

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

FROM: Public Works - Road, Information Services

FOR THE BOARD MEETING OF: **April 14, 2015**

SUBJECT: California Broadband Cooperative, Inc. Services Agreement – Road Department

DEPARTMENTAL RECOMMENDATION:

Request your Board A) approve a Services Agreement between California Broadband Cooperation (CBC) and the County of Inyo – Road Department, for the delivery of Internet access service for a period of 5 years commencing on the date the service is installed in an amount not to exceed \$12,000 over five years contingent on the approval of future budgets over the term of the agreement and B) Authorize the Inyo County Road Department to sign the Agreement on behalf of the County.

SUMMARY DISCUSSION:

As a result of the substantially complete Digital 395 American Reinvestment and Recovery Act project, high-speed, high-capacity, redundant broadband services are now available to the County of Inyo. Presently the Bishop Road facilities lack sufficient network bandwidth to be a member of the County network. With this service the Road yards, including the Inventory Specialists, will have access to high-speed broadband (particularly important when the new Inventory Module is installed), be able to join the County network (more efficient for workers and eliminates the need for workaround technical infrastructure presently in place) and be remotely supported by Information Services (faster and lower cost response to request for technical support). The increase in annual operating cost over the present solution is more than offset by the efficiencies resulting from this service.

The service agreement is governed under the California Broadband Cooperative, Inc. Master Services Agreement approved by the Board on January 21, 2014.

ALTERNATIVES:

Your Board could choose to direct staff to seek an agreement of different term or service capacity or not approve this request in any form.

OTHER AGENCY INVOLVEMENT:

The Road Department and Information Services are affected by this request.

FINANCING:

The cost of the service for FY 2014-15 will be paid from and is budgeted in the Board approved Road budget [034600-5351] (Utilities). Funding for subsequent fiscal years will be requested in the Road Department budget for those years.

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.) <i>[Signature]</i> Approved: <u>yes</u> Date <u>4-6-15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) <i>[Signature]</i> Approved: <u>yes</u> Date <u>4/9/15</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: *[Signature]* Date: 4/9/15
 (Not to be signed until all approvals are received)

Products and Services

Product Name	Price Per Unit	Quantity	MRC	NRC
ELAN Service ID ELAN-10089	\$4.00	10Mb	\$40.00	No

Site A: Bishop District Yard 3236 W. Line St. Bishop CA 93514

Site B: Inyo County Admin HUB 168 N. Edwards St. Independence, CA 93526

ELAN Service ID ELAN-10090	\$4.00	10Mb	\$40.00	No
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Site A: Bishop Road Yard 701 S. Main St. Bishop CA 935314

Site B: Inyo County Admin HUB 168 N. Edwards St. Independence, CA 93526

ELAN Service ID ELAN-10091	\$4.00	10Mb	\$40.00	No
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Site A: Big Pine Road Shop 150 W. Dewey St. Big Pine CA 93513

Site B: Inyo County Admin HUB 168 N. Edwards St. Independence, CA 93526

ELAN Service ID ELAN-10092	\$4.00	10Mb	\$40.00	No
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Site A: Lone Pine Road Shop 162 Lone Pine Ave. Lone Pine CA 93545

Site B: Inyo County Admin HUB 168 N. Edwards St. Independence, CA 93526

CBC agrees to provide and the Customer agrees to accept services described above the service commitment period and charges listed above, subject to the terms and conditions in the CBC Master Service Agreement. This quote is valid for the next 30 days.

Customer Signature	CBC Signature
Printed Name	Printed Name Robert Volker
Title & Date	Title & Date CEO



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: Marvin Moskowitz, Director, Environmental Health Services

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: Extension of Existing Contract With CAEHA to Provide Environmental Health Inspection Services

DEPARTMENTAL RECOMMENDATION:

Request Board approve a contract amendment to the contract between the County of Inyo and the California Association of Environmental Health Administrators (CAEHA), as represented by Jason Boetzer and John Elkins, to provide services required to operate the Inyo County Certified Unified Program Agency (CUPA) program, and authorize the Chairperson to sign. The proposed contract modification will raise the maximum contract amount from \$33,000 to \$50,000.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The Inyo County Board of Supervisors approved, on July 1, 2014, a six month contract between the County of Inyo and the CAEHA for environmental health inspection services, in an amount not to exceed \$33,000, for the period of July 1, 2014 through December 31, 2014. Due to the inability to hire a CUPA staff person, a contract extension was proposed and approved by the Board of Supervisors on December 16, 2014. The contract was extended to June 30, 2015. As the CUPA position has still not been filled, this increase in contract amount will provide resources to allow the contractors to continue to perform CUPA related duties in Inyo County through the end of this Fiscal Year.

As a CUPA, Environmental Health is required to provide certified inspection services on set schedules. There are approximately 50 inspections that need to be conducted during the time period of this contract. Failure to do these may jeopardize our ability to keep the program.

ALTERNATIVES:

Do not increase the contract amount and instead utilize the contractors until funding runs out. This will result in the Inyo County CUPA not meeting its inspection requirements and other CUPA related obligations.

OTHER AGENCY INVOLVEMENT:

CAEHA

FINANCING:

Environmental Health's Board approved 2014/15 budget allows for \$50,000 towards this contract. It should also be noted that EH is in the first year of receiving a two year Underground Storage Tank (UST) grant of approximately \$95,000 provided by CalEPA. As Environmental Health does not have a full time CUPA staff person, we will not have enough allowable expenses to claim the full amount of the CalEPA grant. The additional \$17,000 requested here will be funded

by the CalEPA grant. If not approved, EH will need to reduce our CalEPA grant reimbursement request by the same \$17,000 amount. So, in conclusion, there is no fiscal impact to Inyo 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.) <i>Margaret Kemp-Williams</i> Approved: <input checked="" type="checkbox"/> Date <u>04/02/13</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) <i>[Signature]</i> Approved: <u>egs</u> Date <u>4/7/2013</u>
PERSONNEL DIRECTOR: <i>MA</i>	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: *M. Moshawaf* Date: 4/7/13
(Not to be signed until all approvals are received)

**AMENDMENT NUMBER 2 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
CA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATOR
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES**

WHEREAS, the County of Inyo (hereinafter referred to as "County") and Jason Boetzer and John Elkins, of CAEHA (hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Independent Contractor Services dated July 1, 2014, on County of Inyo Standard Contract No. 116, for the term from July 1, 2014 to June 30, 2015.

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

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

County and Contractor hereby amend such Agreement as follows:

Paragraph D of the contract is amended to state "The total sum of all payments made by the County to the Contractor for services and work performed under this agreement shall not exceed fifty thousand dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit."

The effective date of this Amendment to the Agreement is April 14, 2015.

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

**AMENDMENT NUMBER 2 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
CA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATOR
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES**

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

COUNTY OF INYO

By: _____

Dated: _____

CONTRACTOR

By: _____
Signature

Type or Print

Dated: _____

APPROVED AS TO FORM AND LEGALITY:

County Counsel

APPROVED AS TO ACCOUNTING FORM:

County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

Personnel Services

APPROVED AS TO RISK ASSESSMENT:

County Risk Manager



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

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

For Clerk's Use
Only:

AGENDA NUMBER

12

FROM: County Administrator - Public Works/Road Department

FOR THE BOARD MEETING OF: April 14, 2015

SUBJECT: Public Works/Roads positions - Service Redesign

DEPARTMENTAL RECOMMENDATIONS:

Request your Board:

1. Consistent with the recommendation of the County Administrator, change the authorized strength in the Public Works/Road Department budgets as follows:
 - a. Delete one full-time Management Analyst, Range 80 (\$5,450-\$6,628) and add one Administrative Analyst, Range ~~68~~ - 72 (\$4,405-\$5,236) and;
 - b. Approve the modified job description for the Associate Engineer.
2. Find that consistent with the adopted Authorized Position Review Policy:
 - a. The availability of funding for the requested Engineering Assistant position comes from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller;
 - b. Where internal candidates may meet the qualifications for the position, and the vacancy might be filled through an internal recruitment; however, due to the nature of the position an open recruitment would be more appropriate to best ensure a pool of the most qualified candidates; and
 - c. Authorize the hiring of one Engineering Assistant, Range 71 (\$4,405-\$5,355).
3. Find consistent with the adopted Authorized Position Review Policy:
 - a. The availability of funding for the requested Senior Engineer/Associate Civil Engineer/Assistant Engineer position comes from the General Fund, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller;
 - b. Where internal candidates may meet the qualifications for the position, and the vacancy might be filled through an internal recruitment, however due to the nature of the position, an external recruitment would be more appropriate to best ensure a pool of the most qualified candidates; and
 - c. Authorize the hiring of either a Senior Engineer at Range 85 (\$6,158-\$7,486), an Associate Civil Engineer at Range 82 (\$5,725-\$6,951), or an Associate Engineer at Range 78 (\$4,617-\$5,616) depending on qualifications.
4. Find consistent with the adopted Authorized Position Review Policy:
 - a. The availability of funding for the requested Office Technician I position from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller;
 - b. Where internal candidates meet the qualifications for the position, the vacancy could be filled through an internal recruitment, however due to the need to fill the position expediently and uncertainty over how many internal candidates might apply, an external recruitment would be more appropriate ; and
 - c. Authorize the hiring of an Office Technician I at Range 55 (\$3,027-\$3,680).
5. Find consistent with the adopted Authorized Position Review Policy:
 - a. The availability of funding for the requested Administrative Analyst III position from General Fund and Non-General Fund sources, as certified by the Public Works Director and concurred with by the County Administrator, and the Auditor-Controller;
 - b. Where internal candidates meet the qualifications for the position, the vacancy should be filled through an internal recruitment; and
 - c. Authorize the hiring of an Administrative Analyst III Range 72 (\$4,405-\$5,236).

CAO RECOMMENDATION:

County Code Section 2.08.040(E) sets forth a policy whereby no new positions are to be created or filled in any fiscal year after adoption of the County Budget, unless made necessary by unforeseen or unanticipated emergencies and recommended by the County Administrator. Consistent with County Code, I am in support of the department's request and recommend abolishing the Management Analyst position and creating the Administrative Analyst, and creating the Assistant Engineer position in the department's authorized strength.

The vacancies that give rise to the department's ability to recommend the proposed reorganization to the benefit of the County's General Fund also comport a staffing shortfall that makes it critical to fill these positions sooner than later. The changes to the departments authorized strength will create the opportunity to for current and future budgetary savings while enhancing department efficieneis and creating budgetary flexibility. For these reasons, it is not advisable to wait until the Fiscal Year 2015-2016 Budget process to recommend these changes and I recommend that your Board act on them today.

SUMMARY DISCUSSION:

Over the past several months, the Public Works Department has experienced a number of vacancies. Staff has attempted to look at these vacancies as a whole in order to search for opportunities to reduce long term costs and to improve efficiencies within the Department.

In January of this year, the Management Analyst position became vacant due to the incumbent taking a position as the Deputy Director. The current structure of the Public Works operates with a Management Analyst that oversees the Fiscal staff. The proposed new structure would eliminate the Management Analyst and return to the previous structure in which fiscal staff with an Administrative Analyst (formerly Fiscal Supervisor) overseeing fiscal staff in the department. However, due to her fiscal expertise, the Deputy Director would be more closely involved in complex fiscal matters than has been the case in with past Deputy Directors. This has the advantage of better integrating sound fiscal practices into the entirety of the Public Works Department Operations. Assuming an internal countywide recruitment for the Administrative Analyst position, and that the position will be filled at a III level, the initial total annual costs savings for this change would be approximately \$7,300 of which approximately \$1,900 is General Fund savings. This annual savings will increase over time because the step for step pay differential between the positions is approximately 20%.

There is a currently authorized and vacant Engineering Assistant is funded 100% from Road Funds. The proposed adjustment to funding would make this position funded 15% from the General Fund through the Public Works budget unit. Utilizing Road funded personnel on non-reimbursable projects such as Deferred Maintenance is generally cumbersome and often expensive. This adjustment to funding would provide the flexibility necessary to have the Engineering Assistant cost effectively work on non-reimbursable projects and programs such as Deferred Maintenance. This will allow the Deputy Public Works Director the time necessary to monitor the more complex fiscal aspects of the of Department in addition to overseeing Building and Maintenance, Water Systems, and Airport operations, as well as special projects. We believe that this will, at a minimum, assist Public Works with more effectively managing projects and fiscal operations. This change in how the position is funded will increase annual costs to the General Fund by approximately \$15,500.

The Department recently lost an Office Technician III funded 70% out of Non – General Fund budget units and and 30% out of General Fund. We are proposing to fill this vacancy as an Office Technician I which will initially generate some budgetary savings. Having eliminated another Office Technician position during previous Service Redesign efforts, the remaining position is critical to Departmental operations. This will provide an initial annual total cost savings of approximatley \$21,000 of which approximately \$6,500 would be General Fund savings.

The Department also recently lost a Senior Engineer. In order to provide recruiting flexibility and possibly cost savings, staff is recommending the creation of an Associate Engineer classification. Currently, there exists and Associate Civil Engineer classification that requires both a requisite level of experience and a registration as a Civil Engineer. This position is at a Range 82. There also exists an Associate Civil Engineer –Water classification that does not require a registration as Civil Engineer but does require the possession of D2 water distribution and T2 water treatment certifications. This position is paid at a Range 78. Staff is recommending that Associate Civil Engineer – Water classification be renamed to Associate Engineer and the requirements be modified to allow for other professional certifications such Professional Land Surveyor or Registered Geologist. The renamed Associate Enegineer position would remain at Range 78.

Staff is requesting that the vacant Senior Civil Engineer be flexibly recruited at Senior Civil Engineer, Associate Civil Engineer, and Associate Engineer levels. It is expected that the position would be filled at the Associate Civil Enginner or Associate Engineer level. However, we would like ability to hire at the Senior Civil Engineer level if an exceptionally qualified applicant were selected. This

would provide a range of cost saving from approximately \$16,000 if filled at the Associate Engineer level to no savings if filled at the Senior Civil Engineer level.

This position is critical because it has primary responsibility for managing State Funded Road Projects.

Summary of Savings(Costs are in parenthesis)

Position	Total Savings	GF Savings
Management Analyst to Admin Analyst	\$7,300	\$1,900
Re-Allocation of Engineer Assistant	(\$15,500)	(\$15,500)
Office Tech III to Office Tech I	\$21,000	\$6,500
Sr. Civil Engineer Replacement	\$0 to \$16,000	\$0 to \$16,000
TOTAL	\$12,800 to \$28,800	\$(7,100) to \$8,900

ALTERNATIVES:

The Board could decide not to fill any or all of the requested positions. This is not recommended as it will have direct impacts of service delivery to the community.

OTHER AGENCY INVOLVEMENT:

Administration
Personnel

FINANCING:

Funding for these positions come form Budget Units 011100-Buildings and Grounds; 011500 – Public Works; 150100 – Bishop Airport; and 034600 Road.

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: yes Date 4/9/15

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: N/A Date 4-9-2015

CAO Signature: _____ Date: 4-9-2015

DEPARTMENT HEAD SIGNATURE: _____ Date: 4/9/15
(Not to be signed until all approvals are received)