

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.

August 4, 2015

8:30 a.m. 1. PUBLIC COMMENT

CLOSED SESSION

2. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: ICEA - Negotiators - County Administrative Officer, Kevin Carunchio, Assistant County Administrator, Rick Benson, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
3. **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: - County Administrative Officer, Kevin Carunchio, Assistant County Administrator, Rick Benson, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
4. **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: County Administrative Officer, Kevin Carunchio, Assistant County Administrator Rick Benson, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
5. **CONFERENCE WITH LEGAL COUNSEL -ANTICIPATED LITIGATION [Pursuant to Government Code §54956.9(d)(4)]** - decision whether to initiate litigation (two case).

OPEN SESSION

10:00 a.m. PLEDGE OF ALLEGIANCE

6. **REPORT ON CLOSED SESSION AS REQUIRED BY LAW.**
7. **PUBLIC COMMENT**

CONSENT AGENDA (Approval recommended by the County Administrator)

COUNTY ADMINISTRATOR

8. **Recycling and Waste Management** – Request Board award the bid to and approve the Contract between County of Inyo and American Refuse, Inc. for waste tire hauling service, in an amount not to exceed \$108,181.50 for the period of August 4, 2015 through June 30, 2018, contingent upon the Board's adoption of future budgets, and authorize the Chairperson to sign the agreement contingent upon the appropriate signatures being obtained.

9. **Recycling and Waste Management** - Request Board A) award the bid for the removal of household hazardous waste (HHW) to Stericycle Environmental Solutions; B) approve the Contract between the County of Inyo and Stericycle Environmental Solutions for removal and proper disposal of HHW in an amount not to exceed \$77,272.50, for the period of August 4, 2015 through June 30, 2018, contingent upon the Board's adoption of future Budgets; and C) authorize the Chairperson to sign the Contract contingent upon the appropriate signatures being obtained.
10. **Recycling and Integrated Waste** – Request Board authorize the increase for the total price of a Caterpillar 826K landfill compactor from \$710,862.29 to \$774,924.30, and a Caterpillar 938K front-end wheel loader from \$225,623.27 to \$245,974.68.

COUNTY ADMINISTRATOR – SHERIFF

11. Request Board A) declare Joe Pecsí a sole source provider of consulting services for the update of the Inyo County Emergency Operations Plan and the Emergency Field Guide; B) approve a contract between the County of Inyo and Joe Pecsí, for the provision of consulting services in an amount not to exceed \$15,000, for the term of August 4, 2015 through March 31, 2016, contingent upon the Board's adoption of a FY 2015-16 Budget; and authorize the Chairperson to sign, contingent upon the appropriate signatures being obtained.

HEALTH AND HUMAN SERVICES

12. **Behavioral Health Services** – Request Board appoint HHS Assistant Director, Marilyn Mann, as the Inyo County Alcohol and Drug Program Administrator consistent with California Health and Safety Code §11800.

SHERIFF

13. Request Board declare Sun Ridge Systems, Inc., as a sole-source provider of RIMS support services and authorize a purchase order and payment to Sun Ridge Systems, Inc., for RIMS annual support services in the amount of \$23,297, contingent upon the Board's adoption of a FY 2015-16 Budget, for the period of July 1, 2015 through June 30, 2016.

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

14. **TREASURER-TAX COLLECTOR** – Request Board A) approve the request by CR Briggs Corporation to submit a partial payment for the 2015-16 unsecured taxes in the amount of \$95,000; and B) direct the Treasurer-Tax Collector to process the payment upon receipt.
15. **PUBLIC WORKS** – Request Board ratify and approve Amendment No. 1 to the Agreement between the County of Inyo and Western Summit Enterprises, Inc., d.b.a. Mountain Investments, increasing the rent for the placement of a second repeater and antenna, increasing the rate by \$333.08 per month to \$666.16 per month, beginning July 1, 2015, contingent upon the Board's adoption of future budgets; and authorize the Chairperson to sign.
16. **SHERIFF** – Request Board A) declare Digital Ally a sole source provider of car cameras; B) approve an appropriation change in the 2014-2015 County Budget moving \$1,822 from Sheriff General Budget Unit 0227700, Office and Other Equipment (*Object Code #5232*) to Law Enforcement Special (*Object Code #5313*); and C) approve the payment of invoice #1078026 to Digital Ally for 2 car cameras and accessories in the amount of 48,050 plus \$639.20 for tax to be paid directly to State for a total of \$8,689.20 from the Sheriff's General Budget Unit 022700, Law Enforcement Special (*Object Code #5313*).
17. **SHERIFF** – Request Board A) change the authorized strength in Animal Services Division of the Sheriff's Department by deleting one full-time Animal Services Shelter Manager position at Range 52 (\$2,824 - \$3,431) and adding one full-time Animal Service Shelter Attendant at Range 42 (\$2,242 - \$2,726); and B) find that, consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for an Animal Service Shelter Attendant position comes from the General Fund, as certified by the Sheriff and concurred with by the County Administrator and Auditor-Controller; (b) where internal candidates meet the qualifications for the position, the position could possibly be filled through an internal recruitment, however, an external recruitment would be more appropriate to ensure qualified applicants apply; and (c) approve the hiring of one Animal Services Shelter Attendant at Range 42.

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 an Office Clerk position exists as certified by the Director of Health and Human Services and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, conducted through the State Merit System's Cooperative Personnel Services, however, an external recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Office Clerk II at Range 50 (\$2,749 - \$3,343).
19. **HEALTH AND HUMAN SERVICES – Social Services** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for a Social Worker position exists as certified by the Director of Health and Human Services and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, conducted through the State Merit System's Cooperative Personnel Services, however, an external recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Social Worker III at Range 70 (\$4,391 - \$5,086) or IV (4) at Range 73 (\$4,709 - \$5,728) depending upon qualifications.
20. **HEALTH AND HUMAN SERVICES – Social Services** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for an Office Technician position exists in various HHS budgets as certified by the Director of Health and Human Services and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, however, an external recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Office Tech I at Range 55 (\$3,088 - \$3,754) or II at Range 59 (\$3,389 - \$4,118) depending upon qualifications.
21. **HEALTH AND HUMAN SERVICES – Social Services – ESAAA – Inyo County Growing Older Living With Dignity** - Request Board find that, consistent with the adopted Authorized Position Review Policy: A) the availability of funding for an Human Services Supervisor position exists as certified by the Director of Health and Human Services and concurred with by the County Administrator and Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, conducted through the State Merit System's Cooperative Personnel Services, however, an external recruitment is more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Human Services Supervisor at Range 70 (\$4,391 - \$5,341).
22. **HEALTH AND HUMAN SERVICES – Behavioral Health Services** – Request Board ratify and approve the Contract between the County of Inyo and Vista Pacifica Enterprise for residential placement for adults in a locked facility, for the period of July 10, 2015 through June 30, 2016, in an amount not to exceed \$50,000, contingent upon the Board's adoption of a FY 2015-16 Budget; and authorize the Chairperson to sign.
23. **Health Services** – Request Board ratify and approve Amendment No. 2 to Agreement No. 13-20052 between the County of Inyo and the California Department of Public Health for the HIV Care Program, identifying the Catalog of Federal Domestic Assistance (CFDA) Number for the Ryan White Part B HIV Care Grant Program as 93.917; and authorize the Chairperson to sign the Agreement, the Contractor Certification and the Darfur Contracting Act Certification.
24. **PLANNING** – Request Board receive a presentation to review a Statement of Work and budget to create a Specific Plan for Charleston View/Southeast Inyo County and provide direction on defining a project area and to begin work on the plan.
25. **WATER DEPARTMENT** – Requests Board input concerning items to be considered at the upcoming Standing Committee tentatively scheduled for later in August.
26. **COUNTY ADMINISTRATOR - Recycling and Waste Management** - Request Board A) award the bids for waste hauling services from the communities of Tecopa, Shoshone, Charleston View, Furnace Creek, and Death Valley Junction to Pahrump, Nevada Waste Disposal Facility to Pahrump Valley Disposal, Inc. *nunc pro tunc (now as then)* to July 1, 2015; B) authorize combining the bids under one Contract; C) approve and ratify the Contract between the County of Inyo and Pahrump Valley Disposal, Inc. to provide waste hauling services to the communities of Tecopa, Death Valley Junction, Shoshone, Charleston View, and Furnace Creek in an amount not to exceed \$550,475.81 for the period of July 1, 2015 through June 30, 2018, contingent upon the Board's adoption of future budgets, and D) authorize the Chairperson to sign, contingent upon the appropriate signatures being obtained

27. **COUNTY ADMINISTRATOR - Recycle and Waste Management** - Request that your Board A) award the bids for document shredding services for County buildings in Independence, Lone Pine and Bishop to ShredPro, Inc., *nunc pro tunc (now as then)* to July 1, 2015; B) approve and ratify the Contract between the County of Inyo and ShredPro for document shredding services in an amount not to exceed \$37,090.80 for the period of July 8, 2015 through June 30, 2018, contingent upon the Board's adoption of future budgets; and C) authorize the Chairperson to sign the Contract contingent upon obtaining appropriate signatures.
28. **COUNTY ADMINISTRATOR - Emergency Services** - Request Board continue 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, as recommended by the County Administrator.
29. **COUNTY ADMINISTRATOR – Emergency Services** - Request Board continue the local emergency, The Gully Washer Emergency that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013, as recommended by the County Administrator.
30. **COUNTY ADMINISTRATOR - Emergency Services** - Request Board continue the local emergency, The Canyon Crusher Emergency, that resulted in flooding in the portions of Inyo County during the month of August, 2013, was recommended by the County Administrator.
31. **COUNTY ADMINISTRATOR - Emergency Services** – Request Board continue the local emergency, known as the "Land of EVEN Less Water Emergency" that was proclaimed as a result of extreme drought conditions that exist in the County as recommended by the County Administrator.
32. **CLERK OF THE BOARD** – Request approval of the minutes of the Board of Supervisors Meeting of July 14, 2015.

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

- 11:30 p.m. 33. **FISCAL YEAR 2015-2016 BUDGET UPDATE** - staff will present an update of where the County Budget stands following department budget meetings.
- 1:30 p.m. 34. **COUNTY ADMINISTRATOR – Film Commissioner** – Request Board receive the Film Commissioner's FY 2014-15 Year End Film Commissioner Report.
- 2:00 p.m. 35. **COUNTY ADMINISTRATOR – Workshop** – Request Board A) conduct the second workshop to receive information on County run kitchens and their related costs; and B) provide direction to staff.

CORRESPONDENCE – ACTION (To be considered at the Board's convenience)

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

36. **COUNTY DEPARTMENT REPORTS** (Reports limited to two minutes)
37. **PUBLIC COMMENT**

BOARD MEMBERS AND STAFF REPORTS

CORRESPONDENCE – INFORMATIONAL

38. **PUBLIC WORKS** – Agenda for the August 3, 2015 Northern Inyo Airport Advisory Committee Meeting.



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: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Award and Approval of Waste Tire Hauling Contract with American Refuse Inc.

DEPARTMENTAL RECOMMENDATION:

That your Board 1) award the waste tire hauling contract to American Refuse, Inc., located in Wasco, California 2) approve the contract between Inyo County and American Refuse, Inc., for waste tire hauling services with a contract term of August 4, 2015 through June 30, 2018 with a not-to-exceed amount of \$108,181.50 subject to Board approval and the adoption of future County budgets, and 3) authorize the Chairperson to sign the agreement contingent upon obtaining appropriate signatures.

SUMMARY DISCUSSION:

Inyo County Waste Management sought bids from various transportation companies to provide for the collection and removal of waste automotive tires. The service provider is required to furnish two (2) empty open top trailers or roll off bins to be staged at the Bishop-Sunland landfill, which will be loaded by landfill personnel on an as needed basis. Upon reaching capacity, and at the County's request, the Contractor will remove the loaded trailer, replacing it with an empty trailer and transport the waste tires to a recycler in Southern California complying with the diversion intent of the Integrated Waste Management Act of 1989.

Waste Management requires that the waste tire hauler complete all of the appropriate documentation required by law, including waste tire manifests and tire trip logs.

Three responses to the Request for Bids for the waste tire hauling services were received, only one was responsive:

1. American Refuse Inc. provided a bid at \$263.75/whole and \$187.00/cut per ton for hauling, dropping, and recycling fees.
2. Nite Owl Transportation could not meet the County's equipment requirements; and
3. Preferred Septic and Disposal could not transport the distance required.

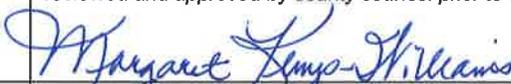
This project is to transport waste tires that cannot be disposed of in Inyo County landfills. As such, the Waste Management Department is recommending that the Board award the bid to American Refuse Inc., the only responsive bidder in a total contract amount of \$108,181.50.

ALTERNATIVES: Your Board may choose not to approve this contract, but waste automotive tires cannot be disposed of in California landfills. If the County landfills are going to accept waste automotive tires from the public then the waste tires must be transported to a certified waste tire processing facility. Inyo County charges a fee for the disposal of the waste tires.

OTHER AGENCY INVOLVEMENT: County Counsel, Auditor, Risk Management

FINANCING: The 2015/2016 Solid Waste Budget 045700, Object Code 5265 , Professional & Special Services, will reflect this service expense contingent upon adoption of the FY 2015/16 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.)  Approved: <u>Yes</u> Date <u>07/15/15</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>7/30/15</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:  Date: 7/29/15
(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

ATTACHMENT A

**AGREEMENT BETWEEN COUNTY OF INYO
AMERICAN REFUSE, INC.**

AND _____
TIRE HAULING AND RECYCLING

FOR THE PROVISION OF _____ SERVICES

TERM:

07-15-2015 06-30-2018
FROM: _____ **TO:** _____

SCOPE OF WORK:

The project scope of work shall include, but not be limited to, all labor, materials, equipment, supplies, and permits necessary for the loading, securing and transporting, and recycling of tires, whole or cut. Said scope of work shall include the following:

1. Material to be transported may include waste tires up to 11:24.5 in size (i.e., no loader or grader tires), tires may be in an altered state, i.e., cut, quartered or sliced.
2. For the County's waste tire diversion program, Contractor shall furnish two (2) empty roll off bin or truck trailer that does not have a cover to stage at the Bishop-Sunland landfill, which shall then be loaded on an as-needed basis by landfill personnel. Upon reaching capacity, and at the County's request, Contractor shall furnish an empty replacement trailer or roll off bin and remove the full trailer or roll off bin for hauling to a tire recycling facility. Regardless of the ultimate destination, waste tires shall be used solely for fuel, recycling, or other waste diversion purposed or beneficial use, consistent with the intent of the Integrated Waste Management Act of 1989.
3. For the waste tire diversion program, Contractor shall complete the appropriate documentation required by law, including waste manifest forms and tire trip logs developed by the California Integrated Waste Management Board.
4. Prior to payment being made by the County, Contractor shall furnish copies of manifests or billing of lading to the County for each trip preformed at the County's request.

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
AMERICAN REFUSE, INC.**

AND _____
TIRE HAULING AND RECYCLING

FOR THE PROVISION OF _____ SERVICES

TERM:
07-15-2015 06-30-2018
FROM: _____ **TO:** _____

SCHEDULE OF FEES:

PROVIDE OPEN TOP BIN, PICK UP, HAULING AND RECYCLING OF
WHOLE TIRES: \$263.75 PER TON

PROVIDE OPEN TOP BIN, PICK UP, HAULING AND RECYCLING OF CUT
TIRES: \$187.00 PER TON



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: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Removal and Proper Disposal of Household Hazardous Waste from County Landfill Storage Lockers

DEPARTMENTAL RECOMMENDATION: Request that your Board 1) award the bid for the removal of household hazardous waste (HHW) to Stericycle Environmental Solutions; 2) approve the Contract between the County of Inyo and Stericycle Environmental Solutions of Rancho Cordova, California for removal and proper disposal of HHW in an amount not to exceed \$77,272.50 for the period of August 4, 2015 through June 30, 2018 subject to Board approval and adoption of future County budgets, and 3) authorize the Chairperson to sign the Contract contingent upon obtaining appropriate signatures.

SUMMARY DISCUSSION:

Inyo County Recycling and Waste Management (RWM) implements HHW programs to meet state directives that require the removal of HHW from the solid waste stream. The program, which is free to the public, allows the public to drop-off HHW during scheduled HHW events at County landfills and manned transfer stations. RWM sought a per item price sheet, and a sample cost based on typical items collected annually through the HHW Program, as well as prior experience for the removal of the collected and stored HHW. Stericycle Environmental Solutions (SES) located in Rancho Cordova, California, submitted the lowest per item cost and the lowest sample cost for the project as well as a list of prior experience working with other jurisdictions on HHW Removal. Clean Harbors also submitted a proposal for the services that had a higher cost to perform these services, as described below.

The sample cost from Stericycle Environmental Solutions was \$13,595.00, including mobilization, proper packaging of the HHW and proper recycling or disposal of the HHW. The only other bidder, Clean Harbors, provided a proposed cost of \$21,525.00. The cost of each HHW item was lower from Stericycle Environmental Solutions, including mobilization, packaging, and recycling or disposal of the HHW. Due to this particular type of service it is difficult to determine exactly what type of HHW items may be in the HHW storage facilities (due to labeling, etc.). The not-to-exceed amount should be more than sufficient to cover the cost of the three (3) years of HHW removal services if we continue to have similar items brought to the landfills as those of past years.

This contract will provide for the removal of HHW that has already been collected from the public and is currently stored at County solid waste facilities, as well as material collected at collection events scheduled through the end of June 2017. The scope of the work calls for SES to provide labor, equipment and materials associated with proper removal and management of household hazardous waste from four locations: 1) Bishop-Sunland Landfill, 2) Lone Pine Landfill, 3) Big Pine Transfer Station, and 4) Independence Landfill, as well as the responsible method of recycling or disposal of the materials in accordance with California State Law.

The project work will include the classification of wastes, packaging and bulking for shipment, transportation, and final disposal at an appropriate recycling, disposal or treatment facility permitted to handle such wastes. More specifically, the contractor will:

1. Prepare a site specific Health and Safety/Emergency Contingency Plan for performing hazardous waste removal and management services in accordance with all applicable regulations.
2. Identify and classify the waste into proper DOT Hazard Classes.
3. Identify any unknown or unlabeled materials using appropriate hazard characterization testing.

4. Properly package and label waste pursuant to DOT & EPA regulations and disposal facility requirements.
5. Provide properly trained personnel to complete all on-site work.
6. Provide all equipment and supplies necessary for project completion, including but not limited to: personal protective equipment, safety equipment, packaging materials and transportation equipment.
7. Profile waste for recycling and disposal facility acceptance.
8. Complete manifests and bills of lading for transporting wastes in accordance with DOT regulations.
9. Transport waste to approved and fully permitted waste recycling and/or disposal facilities.
10. Prepare a report detailing wastes shipped, disposal destination, disposal method and a completed CIWMB Form 303.

Please note that Stericycle requested the County to amend its Standard Contract No. 116, section 20, Post Agreement Covenant. (See attached email and page 19 of Stericycle's Response). Stericycle requested that the County remove the second sentence, which read "Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information." Upon approval by County Counsel, RWM has amended section 20.

ALTERNATIVES: Your Board can choose not to approve the contract for HHW Removal with Stericycle, however this is not recommended. The drop-off and collection of household hazardous waste material is offered free to the public to encourage the proper disposal of this waste material. The household hazardous waste material must be removed and transported to an approved and fully permitted waste recycling or disposal facility. RWM budgeted for the removal of the material in the fiscal year 2015/2016 Budget.

OTHER AGENCY INVOLVEMENT: County Counsel, Auditor

FINANCING: The contract amount is budgeted in the 2015/2016 Solid Waste Budget 045700, Object Code 5265, Professional and Special Services.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: <u>Yes</u> Date <u>7/29/15</u></div>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: <u>Yes</u> Date <u>7/30/15</u></div>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: _____ Date _____</div>

DEPARTMENT HEAD SIGNATURE: Richard J. Thomas Date: 7/29/15
 (Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)

ATTACHMENT A

**AGREEMENT BETWEEN COUNTY OF INYO
STERICYCLE ENVIRONMENTAL SOLUTIONS**

AND _____
REMOVAL OF HOUSEHOLD HAZARDOUS WASTE MATERIAL

FOR THE PROVISION OF _____ SERVICES

TERM:
4 AUG 2015 30 JUNE 2018
FROM: _____ **TO:** _____

SCOPE OF WORK:

SEE ATTACHED REQUEST FOR PROPOSAL AND BID PROPOSAL

County of Inyo
Recycling and Waste Management Program

REQUEST FOR PROPOSALS

For

**LABOR & DISPOSAL SERVICES FOR
THE REMOVAL OF HOUSEHOLD
HAZARDOUS WASTE MATERIAL**



May 2015



COUNTY OF INYO

Administrative Services
163 May Street
Bishop, California 93514

May - 2015

REQUEST FOR PROPOSALS LABOR & DISPOSAL SERVICES FOR THE REMOVAL OF HOUSEHOLD HAZARDOUS WASTE MATERIAL

A. Proposal Submittal Requirements

Inyo County Recycling and Waste Management is accepting proposals for the removal of all Household Hazardous Waste (HHW) materials from storage lockers located at three (3) Inyo County Landfills and one (1) Transfer Station listed below.

Proposals must be received on or before Friday, 3:00 p.m., May 29, 2015, addressed to the County of Inyo, Recycling and Waste Management, 163 May Street, Bishop, California 93514. Proposals must be submitted in a sealed envelope marked: "Proposal – HHW Removal." The company name and address of the respondent must appear (and not be handwritten) on the outside of the envelope. Envelopes handwritten and/or without the name of the respondent and/or without the return address will be disposed of without being opened.

Base your proposal on providing on-call/as needed HHW removal services for the attached HHW Material Inventory List, and please include a cost for each item type typically found in HHW. Include all associated costs related to the pickup, delivery, transport, and proper disposal of these HHW materials. Removal of HHW materials will be performed at the County of Inyo's request and will involve removal of all HHW Materials at each of the three (3) Inyo County Landfills and one (1) Transfer Station.

The facilities to be serviced are in four (4) separate locations:

- Bishop-Sunland Landfill, 110 Sunland Indian Reservation Rd. Bishop, CA. 93514
- Big Pine Transfer Station, Dump Rd, Big Pine, CA. 93513
- Independence Landfill, Independence, CA. 93526
- Lone Pine Landfill, Sub-Station Rd. Lone Pine, CA. 93545

The term of the contract will be for a period of three fiscal years. After year one, beginning with the 2016/2017 fiscal year, and each year thereafter, the contract amount will be adjusted utilizing the Southern California CPI; however, such increases shall not exceed 3% in any fiscal year. The selected proposer will be required to enter into County of Inyo Standard Contract No. 116 and provide proof of insurance coverage as noted in the contract.

B. Compliance Responsibility

Inyo County requires assurance that Proposers are in compliance with all permits for all operations and facilities. All items requested in this section are mandatory. Proposers *must* disclose any compliance orders they are under from any State or the US EPA.

Please provide a brief description of items "I" and "II" below. Please include documentation of these items as an attachment to your proposal.

I) Please briefly describe the Proposer's regulatory compliance over the past five (5) years. Please include any information regarding any activities involving hazardous materials listed in this proposal as follows:

- Disclosure of any violations or infractions of laws, regulations, or any legal requirement regarding the handling, management, disposal or transportation of hazardous materials,
- Include any violation or infraction which would constitute the equivalent of a civil or criminal enforcement action or Class I violation in the State of California.
- For any such violation or infraction, please disclose the amount of any fine imposed, the nature of the violation, the identity of any regulatory entity involved in the enforcement action, and the current status of compliance.

II) In addition to providing regulatory compliance history over the past 5 years, please provide all pending or unresolved regulatory issues backwards in time including recent actions. For any such issues, please disclose the amount of any proposed fine, the proposed nature of the violation, the identity of any regulatory entity involved, and the current status of the alleged complaint.

- Disclosure of pending regulatory issues will not necessarily disqualify the Proposer from this competition. However, the successful Proposer must be willing to provide additional information to the agency to its satisfaction as a condition of the contract award.

C. Execution of County Contract

The selected Consultant will be required to enter into contract with the County of Inyo on the County of Inyo Standard Form Contract No. 116 which is attached as Exhibit C. Please note the insurance requirements in Attachment D of the Contract for worker's compensation, general liability, and vehicle liability.

D. Scope of Work

Please submit a Scope of Work with your submittal, and please provide your COMPANY STANDARD ITEMIZED MATERIAL PRICE LIST with your proposal.

Please show supplies, transportation and disposal costs together.

Please show your mobilization and labor fee separately.

The proposal must be per container price. The container price includes all supplies, transportation and disposal costs along with a description of container size.

It is anticipated that it could take 3-days and 4-staff to complete the material removal project.

The contract amount will include all labor, transportation, handling, and processing of the removed material.

E. Contracting Preferences For Local and Small Businesses

There is a contracting preference of 5% for small business enterprises (or) 8% for local businesses available for this Request for Proposals. To be eligible for a preference, a small business enterprise must submit proof of certification from the State of California or the Small Business Administration as a small business. A local business must provide documentation that it is a local business as defined by Inyo County Code § 6.06.020(B) with its proposal. Please refer to the Inyo County website home page at <http://www.inyocounty.us/> for a copy of the Local Business Verification Form.

F. Prior Experience

Prior experience performing similar HHW removal, transportation and disposal must be documented and provided to Inyo County. The list of prior customers that have been served by the hauler must provide the date services were provided and the nature of the service provided by the hauling company.

G. Proposal Evaluation Criteria

A selection committee composed of County staff will evaluate all submitted proposals. The information provided in the proposal will be the basis for recommending a Contract Award to the Board of Supervisors at a regularly scheduled meeting. The following table describes how proposal items will be scored with the highest point total (after applying a Contracting Preference (see Section “E” of this RFP) to applicable proposal total dollar amounts) being the basis for the award recommendation:

<u>Proposal Item Description</u>	<u>Max. Possible Points</u>
1. Submittal of a Scope of Work	Pass/Fail
2. Lowest responsible price received for “Lowest Total Proposal Amount”	50
3. Prior Experience	40
4. Company’s ability to enter into Inyo County Standard Contract No. 116 (please submit any and all exceptions taken to this Contract)	10
	<hr/>
	TOTAL: 100

H. Confidentiality

Proposals are maintained as confidential by the County of Inyo until officially placed on the Board of Supervisors Meeting Agenda.

Please mail proposals to:

**Inyo County Recycling and Waste Management – Proposal - HHW Removal
163 May St.
Bishop, CA. 93514.**

**Proposals must be received no later than 3:00 p.m., Friday, May 29, 2015.
Contact Inyo County Recycling and Waste Management at (760) 873-5577 if you have any
questions.**

Company: _____

By: _____

Contact person: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Proposal Total Amount:

Appendix A
HHW Material Inventory List

Paints	
Item	Total
Latex	8,000 lbs
Oil Base	2,650 lbs
Spray	220 lbs
Thinners	220 lbs
Stains/Varnish	110 lbs
Batteries	
Batteries	1,800 lbs
Fluorescent Tubes	
Fluorescent Tubes up to 10' long	2,500 lbs
Other HHW Materials	
Cleaners	250 lbs
CFL Bulbs	80 lbs
Pest/Herb/Insecticides	1,800 lbs
Construction Material	30 lbs
Gas Thinner	8 lbs
Antifreeze	55 lbs
Flood Bulbs	18 lbs
Auto Supplies	470 lbs
Roofing Tar	220 lbs
Other HHW Materials	80 lbs



Stericycle®

Environmental Solutions



Labor & Disposal Services for the
Removal of Household Hazardous Waste
Material
for
County of Inyo



Submitted by:
Leslie Fischer
HHW Account Manager
Phone: (925) 350-1559
Email: Leslie.Fischer@stericycle.com
Stericycle Environmental Solutions, Inc
11855 White Rock Road
Rancho Cordova, CA 95742

Scott Eagan
Inyo County Recycling
and Waste
Management
163 May Street
Bishop, CA 93514

PROPRIETARY NOTICE

This submittal contains information that is proprietary to Stericycle Environmental Solutions. This information is made available to the company listed on the title sheet of this document solely for the purpose of evaluating this proposal. Stericycle requests that this information not be disclosed to any person outside the company listed on the title sheet of this document responsible for this evaluation. Stericycle requests that the information (technical or financial) contained herein not be reproduced, disclosed, or used without the prior written permission of Stericycle.



Cover Letter

May 29, 2015

Mr. Scott Eagan
Inyo County Recycling and Waste Management
163 May Street
Bishop, CA 93514

Dear Mr. Eagan,

On behalf of Stericycle Environmental Solutions, Inc. (hereinafter referred to as "SES"), we wish to express our appreciation for the opportunity to provide you with this proposal. As is our standard practice to preserve natural resources, we have produced the proposal on recycled content paper, printed double sided.

In 2014, Stericycle combined with PSC Environmental Services, LLC to form Stericycle Environmental Solutions, Inc. As PSC, we have previously provided Household Hazardous Waste (HHW) services to County of Inyo. As such, we have a complete understanding of your collection program as well as service and performance expectations. Supporting your HHW program are SES's fully permitted EPA Part B processing facilities, our in-house transportation network and the most tenured HHW staff in the industry.

Our proposal has been tailored to include disposal methods that consider your environmental and financial objectives. We welcome and encourage you to visit our facilities and contact our references as testimony to our experience and professionalism. We look forward to the opportunity to discuss in more detail the ways in which SES's proposal and service may benefit the County's program.

The pricing submitted in this proposal will remain valid for a period of ninety (90) days following the close of the RFP. We appreciate your consideration of SES as a partner and service provider for the County. If you have any questions regarding this submittal, please contact Leslie Fischer, HHW Account Manager, at 925.350.1559 or via email at leslie.fischer@stericycle.com.

Sincerely,

A handwritten signature in blue ink that reads "Leslie Fischer".

Leslie Fischer
HHW Program Manager
Stericycle Environmental Solutions, Inc.



Please mail proposals to:

Inyo County Recycling and Waste Management – Proposal – HHW Removal
163 May Street
Bishop, CA 93514

Proposals must be received no later than 3:00 p.m., Friday, May 29, 2015.
Contact Inyo County Recycling and Waste Management at (760) 873-5577 if you have any questions.

Company: Stericycle Environmental Solutions, Inc.

By: Leslie Fischer, HHW Account Manager

Contact person: Leslie Fischer, HHW Account Manager

Address: 11855 White Rock Road, Rancho Cordova, CA 95742

Phone: (925) 350-1559

Fax: (916) 351-1707

Email: Leslie.Fischer@stericycle.com

Proposal Total Amount:
\$13,595.00

Table of Contents

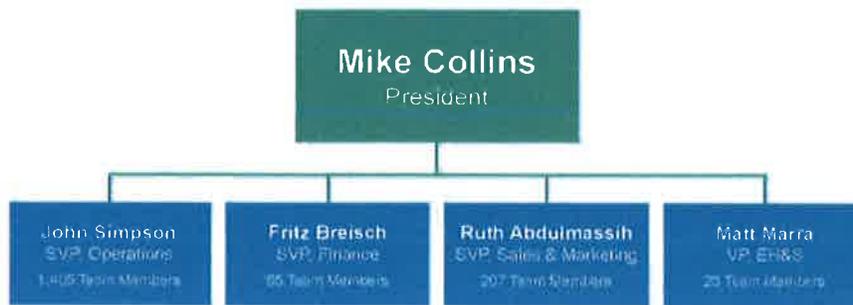


COVER LETTER.....	I
TABLE OF CONTENTS.....	III
SECTION 1. INTRODUCTION	1
SECTION 2. SCOPE OF WORK	5
PROJECT TEAM.....	5
EQUIPMENT AND SUPPLIES	6
WASTE MANAGEMENT PLAN.....	6
WASTE PACKAGING	9
WASTE REMOVAL AND TRANSPORTATION	10
PAINTCARE PROGRAM.....	10
RECYCLING, TREATMENT, AND DISPOSAL.....	11
Primary Disposal Facilities	11
Secondary Receiving Facilities	12
Secondary Receiving Facilities List.....	13
SECTION 3. COMPLIANCE RESPONSIBILITY	15
SUMMARY OF VIOLATIONS	15
SECTION 4. EXECUTION OF COUNTY CONTRACT.....	19
SECTION 5. PRIOR EXPERIENCE	20
SECTION 6. PRICING PROPOSAL	23
TOTAL COST	23

Section 1. Introduction

Stericycle Environmental Solutions (SES) was formed in 2014 as a new subsidiary of Stericycle with the singular focus of managing hazardous waste. This subsidiary represents the consolidation of multiple acquisitions made from 2007 to the present and now constitutes a \$300,000,000+ business unit. A key component of this subsidiary was the acquisition of PSC Environmental Solutions, LLC, organized in 1988 and in business for 25 years, which services cities and municipalities and major industries leaders in health care, research, manufacturing, and retail.

Stericycle Environmental Solutions executes waste management programs with work scopes including: transportation, treatment, storage, and disposal of hazardous and non-hazardous waste, lab packing, technical on-site services, and emergency spill response. SES employs over 1600 personnel nationwide.



Stericycle was founded in 1989 and became a publicly-traded company in 1996. Stericycle's core business to date has been focused on the healthcare industry market segment, providing transportation and disposal of regulated medical waste/sharps and related compliance services to more than 585,000 customers worldwide. Based in Northbrook, and Lake Forest IL, Stericycle operates in the United States, United Kingdom, Ireland, Canada, Mexico, Argentina, Chile, Brazil, Portugal, Romania and Japan.

Stericycle is one of a limited number of national, financially strong companies providing comprehensive waste management services. Stericycle's extensive resource base includes permitted hazardous waste treatment facilities, a significant transportation fleet, dedicated lab pack department, and an on-site services group experienced and prepared to provide reliable service to clients for any environmental service need.



LEGEND
 ☆ TSDF
 ● 10-Day

SES's history in managing HHW programs dates back to 1983, when it was owned by a predecessor entity. Since our original program designs, we have grown to be the premier HHW contractor in North America by developing a team of professionals with unmatched industry experience.

Our experience includes full management of HHW, conditionally exempt small quantity generator (CESQG) and agricultural pesticide management programs throughout the United States. Nationwide SES has operated thousands of HHW drop-off events and our HHW business has more than 300 customers with approximate annual revenues in excess of \$30 million. Additionally, we provide service to 75 permanent (i.e., fixed) HHW collection facility operations.

SES's HHW program capabilities include the following:

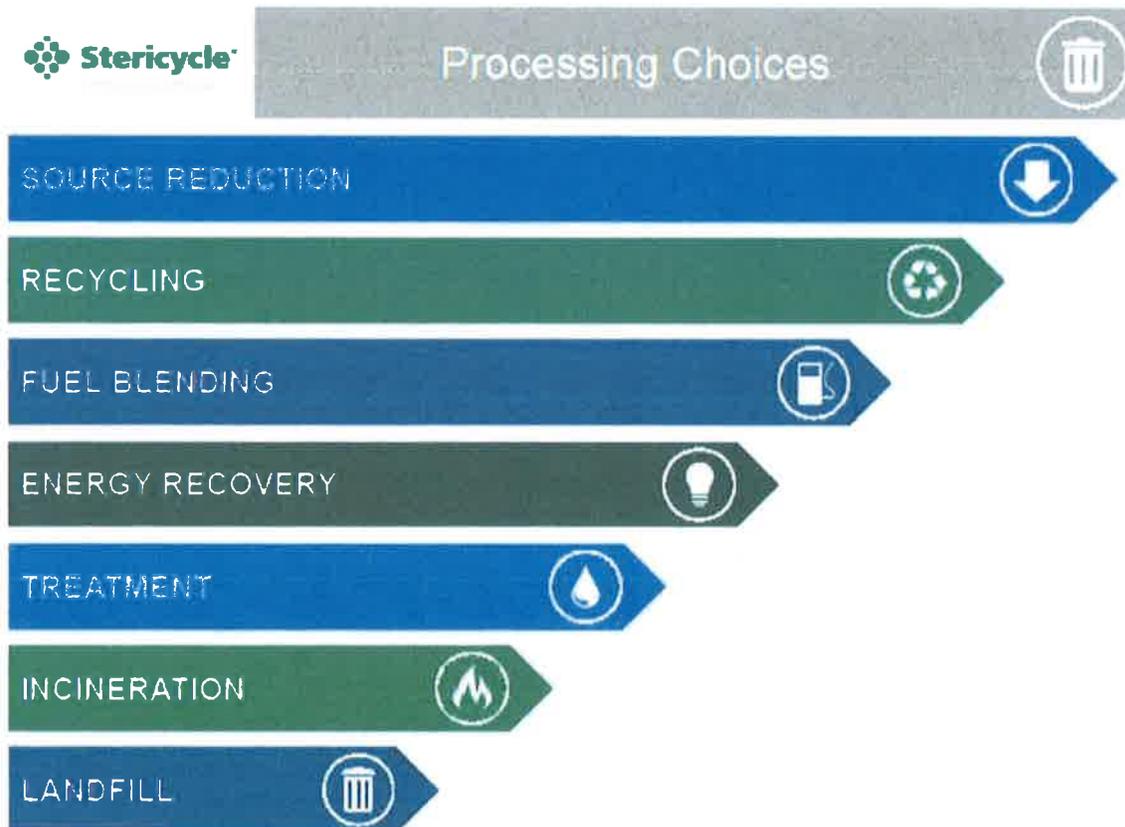
- Mobile collection events
- Permanent facility operations
- CESQG programs
- Door-to-door collections
- Sharps program
- Transportation
- Waste management
- Electronics collection and recycling
- Hotline and appointment system
- Program planning
- Community education/outreach
- Training

SES's approach to servicing any HHW operation is to provide the highest quality of service for the County of Inyo to achieve their goals. Our first priority is to ensure compliance with all applicable regulations and the second is to manage all materials using the highest available waste management hierarchy.

Stericycle Environmental Solutions executes waste management programs with work scopes including: transportation, treatment, storage, and disposal of hazardous and non-hazardous waste, lab packing, technical on-site services, and emergency spill response. We offer a complete range of waste services including reuse, recycling, treatment and disposal of both hazardous and non-hazardous waste. Among the services are:

Transportation and disposal	E-waste
Household hazardous waste	On-site services
Lab pack	Remediation
Universal waste	Emergency response

The primary focus of SES after source reduction is beneficial reuse and recycling, with a wide range of options designed to maximize value while protecting valuable resources. SES works with each of its clients to provide the most effective solutions for their waste disposal requirements while remaining focused upon overall cost reduction.



© 2014 Stericycle, Inc.



This approach to HHW recognizes the hazardous characteristic and potential value of the waste collection and utilizes the best options to mitigate those hazards long term. Little to no waste goes to a landfill directly or after it's burned as an alternate fuel source. We are committed to continue to seek and implement the best practices for HHW management.

The SES entity which would primarily service this contract is permitted as General Environmental Management of Rancho Cordova, LLC, wholly owned by Stericycle. The parent company, Stericycle, holds the overall insurance, bonding and liability coverages for the companies. Operationally, 21st Century EMI of California, LP will provide Project Management and Waste Transportation Services. General Environmental Management of Rancho Cordova, LLC as well as a sister company, 21st Century EMI of Nevada, operate the TSD facilities to which the County's waste will be sent and initially processed, treated and recycled.

Section 2. Scope of Work

SES has carefully reviewed the County of Inyo's scope of services included in the RFP to help support its HHW Program. As a prior service provider, SES understands the complexity and challenges in servicing the County's Program. This section details out SES's methodology and procedures for our performance as it pertains to the County's service requests.

SES is a full service provider and can accommodate the County in concerns to labor, materials, equipment, supplies and expertise in the area of HHW management.

Project Team

SES employs over fifty (50) hazardous waste professionals, including Project Managers, Chemists, Technicians, and Supervisors, to support our HHW program in the State of California. If awarded the contract to service the County's program, SES will dedicate a service team to support the smooth, efficient operation of the County's program. This service team includes both an administrative and operational branch. Many of these personnel are already familiar with the County's staff and its household hazardous waste program operations. Our proposed service team is highlighted below.

SES will provide the County with a dedicated project manager, Richard Allgood, as a single point of contact for all issues and concerns relating to the operations of the County's collection program. Richard will be available via office phone, cell phone or email. All service requests may be directed to Richard. If, for any reason, the project manager is not available, Marc Winkler, HHW Supervisor, will serve as a secondary contact. Supporting Richard and the needs of the County will be SES's service team as described below. The County may contact SES's management team at any time if desired. The single point of contact structure allows the County to focus on the overall advancement of the program by minimizing the time spent on scheduling shipments, addressing routine operational issues, and seeking technical assistance.

SES is dedicated to the success and growth of the County of Inyo's HHW program. It is our intention to assist the County in furthering its goals by continually reviewing current program operations in an effort to identify new opportunities for cost savings, waste reduction, and public outreach. Leslie Fischer, HHW Business Manager and Marc Winkler, Operations Manager will work closely with the County to advance the County's program. This includes developing both short term and long-term action plans to fulfill the County's established goals.



Primary Contacts		
Management	Operations	Administrative
Marc Winkler HHW Operations Manager Phone: (916) 500-1884 Fax: (916) 351-1707 E-Mail: Marc.Winkler@stericycle.com	Richard Allgood Single Point of Contact Project Manager Phone: (707) 980-2323 Fax: (916) 351-1707 E-Mail: Richard.Allgood@stericycle.com	Leslie Fischer HHW Account Manager Cell: (925)350-1559 Fax: (916) 351-1707 E-Mail: Leslie.Fischer@stericycle.com Priscilla Peterson HHW Billing/Reporting Specialist Phone: (916) 351-0980, x215 Fax: (916) 351-1707 E-Mail: Priscilla.Peterson@stericycle.com

SES stands behind our service team and offerings. We are committed to meeting with the County on a regular basis to ensure that we are meeting the needs and service requirements of this contract. SES can meet for monthly or quarterly meetings with the County to discuss operational or administrative issues if desired.

Equipment and Supplies

SES shall provide all necessary materials required for the proper separation, containerization, handling, storage, transport and disposal of collected materials. SES shall provide an adequate number of containers, packaging materials and absorbent for on-site bulking of certain materials. SES will also provide all necessary personal protective equipment, supplies, and administrative materials which includes, but is not limited to, protective clothing, goggles, respirators, tools, portable restrooms, traffic cones, visqueen, forms, manifests, labels, markings, placards, and any other materials/supplies required to independently conduct household hazardous waste collection, reuse, recycling, and disposal activities (standard services) at each collection location. All equipment must meet the requirements of the California Department of Toxic Substances Control, H&SC Chapter 6.5; Department of Transportation HM-181 regulations; CCR Title 22, Division 4, Chapter 30; Occupational Safety and Health Act and any and all other applicable federal, state, and local codes and regulations.

Waste Management Plan

SES recognizes the commitment to the waste management hierarchy that promotes source reduction, reuse, and recycling above other management methods such as incineration and landfill. SES will ensure that the most appropriate waste disposal methods are available for the household waste collected. SES will evaluate each waste stream received on an ongoing basis.

We will continually determine the available technologies and our current capacity for managing the waste according to the following hierarchy of waste management practices.

1. Waste reduction
2. Waste reuse/Stewardship
3. Waste recycle
4. Waste Incineration/Fuels Blending
5. Waste treatment
6. Landfill

SES is committed to these priorities in waste management. We consider all available waste management options in order to manage waste through reduction recycling, or reuse when feasible. When not feasible, SES additionally offers fuels blending of flammable materials to recover their fossil fuel energy content, and treatment and discharge of corrosive materials to render them non-hazardous. Both of these offerings allow the County to avoid the liability associated with the least preferred management methods of incineration or landfilling whenever possible. Materials that can be managed as a non-hazardous waste will not be lab packed but recycled or disposed of as non-hazardous waste.

SES will continue to accept all common household hazardous waste items that the County currently accepts. The following table shows the individual waste streams and the prescribed disposal method and facility. Please refer to the next paragraph for a description of unacceptable items.

<i>Waste</i>	<i>Waste Category</i>	<i>WMM*</i>	<i>HM**</i>	<i>Primary TSDF</i>	<i>Final TSDF</i>
Flammable & Poison	Flammable Solids	FT 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross
	Flammable Liquids	FT 100%	LP	PSC Rancho/21 st Century EMI	Lone Star Industries/Green America/Ash Grove Cement/Systech
	Bulked Flammable Liquids	FT 100%	B	PSC Rancho/21 st Century EMI	Lone Star Industries/Green America/Ash Grove Cement/Systech
	Oil-base Paint & Related	FT 100%	PalntCare	PSC Rancho/21 st Century EMI	Lone Star Industries/Green America /Ash Grove Cement/Systech/Rineco
	Poison Solids	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross
	Poison Liquids	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross
	Reactives	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite/El Dorado)/WTI/Ross
Acid	Inorganic Acid	NE 99%	LP	21 st Century EMI	21 st Century EMI
	Organic Acid	DI 99%	LP	21 st Century EMI	Clean Harbors(Aragonite)/WTI/Ross
Base	Inorganic Base	NE 99%	LP	21 st Century EM	21 st Century EMI
	Organic Base	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross
Oxidizer	Neutral Oxidizer	NE 99%	LP	21 st Century EMI	21 st Century EMI

	Organic Peroxide	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross
	Oxidizing Acid	NE 99%	LP	21 st Century EMI	21 st Century EMI
	Oxidizing Base	NE 99%	LP	21 st Century EMI	21 st Century EMI
	Ammonium Nitrate Fertilizers	DI 99%	LP	21 st Century EMI	21 st Century EMI
PCB-containing	PCB Containing Paint	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)
	Other PCB Waste	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)
Aerosols	Corrosive Aerosols	FT 99%	LO	21 st Century EMI	EEl/Rineco
	Flammable Aerosols	FT 99%	LO	21 st Century EMI	EEl/Rineco
	Poison Aerosols	DI 99%	LO	21 st Century EMI	EEl/Rineco/Ross
Non-RCRA	Antifreeze	R 100%	B	DK	DK
	Latex Paint (Recyclable)	R 100%	Paint Care	21 st Century EMI	Visions Recycling
	Latex Paint (Non-recyclable)	R 100%	Paint Care	21 st Century EMI	Amazon
	Lead Acid Batteries (Automotive)	R 100%	PA	Interstate Battery	Interstate Batteries
	Motor Oil	R 100%	B	DK	DK
	Oil filters	R 100%	LO	21 st Century EMI	DK
	Mercury	R 100%	LP	21 st Century EMI	Mercury Waste Solutions
	Mercury-containing Devices	R 100%	LP	21 st Century EMI	Mercury Waste Solution
	Compact Fluorescent Lights	R 100%	LO	AERC	Lighting Resources
	Household Batteries - Alkaline	R 100%	LO	21 st Century EMI	Battery Solutions/LRI/AERC
	Electronic Ballasts	R 100%	LO	21 st Century EMI	LRI
	Class 9 Non-RCRA Solids	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross Incinerators
	Class 9 Non-RCRA Liquids	DI 99%	LP	21 st Century EMI	Clean Harbors (Aragonite)/WTI/Ross Incinerators
	Asbestos	LF 100%	Bagged	21 st Century EMI	US Ecology/Idaho Waste Management



Propane Cylinders	R 100%	LO	21 st Century EMI	Kamps Propane
Helium Tanks	R 100%	LO	21 st Century EMI	Kamps Propane, Universal Cylinders, SET Environmental

* **Waste Management Method** – R=Recycle, FT=Fuels Treatment, DI=Destructive Incineration, ST=Stabilization, NE=Neutralization, LF=Landfill

** **Handling Method** – BU=Bulk, LP=Lab Pack, LO=Loose Pack, PA=Palletize, TB=Tubskid

Unacceptable Waste

SES treatment facilities are permitted by the federal and state government to accept most types and hazard classes of waste including dangerous waste, extremely hazardous waste, liquid, solid and compressed gasses. The few types of waste we are not permitted to handle at HHW sites include:

- Explosives or explosive waste, with the exception of surface flares
- Ammunition
- Biological or medical waste, including sharps and medications
- Radioactive waste
- Large compressed gas cylinders
- Pressure Treated Wood
- Reactive Wastes
- Asbestos
- Solid Waste (household garbage) and Appliances

SES has the ability to subcontract and manage the above waste streams if they are inadvertently accepted through the County’s program. Disposal pricing for the above unacceptable wastes will be on a case-by- case basis.

Waste Packaging

After screening has occurred, the wastes will be packaged in various containers. Packaging activities may include bulking latex paints, oil and antifreeze, labpacking pesticide materials, acids, alkaline and oxidizers or loosepacking oil base paints. Materials are packaged in accordance with the proper DOT requirements and all Federal, State and local laws.

SES packaging protocols focus on consolidation of material by hazard classification and final disposition. For example, SES does not require the separation of inorganic and organic, liquid and solid acids. All acids are shipped under the same waste profile. This packaging protocol applies to alkaline material as well.

Many waste streams may be packaged by loosepacking as opposed to labpacking. The term “loosepacking” refers to packing chemicals in their original containers by placing them directly into a drum. Unlike a labpack drum, a loosepack drum does not require absorbent, has no spacing restriction, and does not require a written inventory. Paint cans are a typical example of a loosepack waste stream. The cans are sturdy, can be packed densely, are uniform in composition, and are by definition the original container. A loosepack drum typically contains a larger volume of waste than a loosepack drum.



By reducing the number of waste streams shipped and utilizing loosepack techniques whenever possible, SES will consolidate the waste material to the fullest possible extent and utilize the most efficient shipping container.

Cubic Yard Boxes

SES uses cubic yard boxes to ship waste streams such as paint related material, toxic solids, and non-RCRA solids under DOT- special permits 11624 and 12296. These exemptions authorize the manufacture, marking, sale and use of certain UN11G Fiberboard intermediate bulk containers for use as the outer packaging for lab pack application in accordance with 173.12 (b) (2) (i).

SES follows standard (DOT) lab packing procedures when packaging into cubic- yard boxes. The material has to be in the same DOT hazard class. For example, fertilizers that qualify as oxidizing material (hazard class 5.1) may not be commingled with the toxic material (hazard class 6.1).

The use of cubic yard boxes is much more efficient than drums for many reasons. Generally, a cubic yard box holds approximately three times the volume of material of a fifty-five gallon drum. The cubic yard box and pallet unit is easier to handle and stack for transportation than drums. Finally, the overall cost of materials is lower for cubic yard boxes when compared to drums.

Waste Removal and Transportation

SES has all of the necessary permits, licenses, resources, and capabilities to provide the County with complete services for the Household Hazardous Waste Programs. SES proposes to use our company, 21st Century EMI of California, LP (SES) as the primary transporter for the County's Program. SES has been building this transportation fleet since 1969 and is one of this country's safest hazardous waste transportation companies. SES is licensed in all 50 United States. The local SES fleet currently consists of over 40 power units and 100 trailers. Each is designed and maintained to transport a specific chemistry or load type. All waste types that the County currently plans to accept are transportable by SES.

SES will primarily utilize its own transportation fleet of bobtail trucks, full sized tractor/trailers, and roll-off bins. SES will use the most efficient vehicle available based on the type of containers shipped and the total volume of waste. The primary means of waste transportation is a full sized (48-53 foot trailer and tractor). This unit will transport waste from the collection locations directly to a SES ten (10) day transfer station or the designated primary TSDF.

SES carries all appropriate local, regional, state, and federal licenses, permits, and registrations required to transport the County's household hazardous waste. SES is party to a variety of the Special DOT permits allowing us to provide the County with the most efficient packaging and transportation available for household hazardous waste.

SES will load all waste on properly registered and licensed transport vehicles. SES will make provisions to ensure adequate space available on the transport vehicles. In the unlikely event the SES is unable to utilize our internal transportation resources; we have long-standing relationships with local transportation companies

PaintCare Program

As required by California Public Resources Code Section 48700-48706, the "Paint Stewardship Law", SES is under contract with PaintCare Inc. (a Paint Stewardship Organization) and is able to manage eligible materials under



the PaintCare program. The County may elect to enter into a contract directly with PaintCare, Inc. or designate SES as its contractor to manage eligible materials.

SES is committed to transparency in all its programs and understands the County's waste management hierarchy would continue to be a priority under the PaintCare program. SES currently provides paint collections for many local governments in California, segregating all latex, oil base and paint related materials. Latex paint is shipped to a local California based recycler to be processed into recycled paint or alternative product. Oil base and paint related materials are shipped for fuels blending or fuels incineration at fully permitted cement kilns.

SES would not change the current management of latex or oil base paint, preferring local latex recyclers to out of state and fuel blending/incineration of the oil base paint. As new improved technologies become available, SES would make every effort to fully research such outlets and make recommendations to both our local government customers and PaintCare as innovation and disposal solutions evolve.

Recycling, Treatment, and Disposal

This section includes a comprehensive list of disposal facilities, both primary and secondary, intended for use for the County of Inyo's Hazardous Waste Collection Services Program. SES has carefully identified a number of permitted TSDFs to receive waste generated from the County's Program. Should SES determine additional available technologies for managing the waste according to the hierarchy of waste management practices, we will notify the County of any potential substitutes within thirty (30) days. The County of Inyo will have the final authority to designate the hazardous waste management methods used for materials collected through the Hazardous Waste Collection Services Program.

The priorities of management, as stated above, are as follows

1. *Reuse*
2. *Stewardship*
3. *Recycle*
4. *Incinerate*
5. *Neutralize/Stabilize*
6. *Landfill*

Primary Disposal Facilities

SES possesses extensive in-house capabilities for the consolidation, processing, treatment and recycling of hazardous waste. Waste will be recycled, treated or rendered non-hazardous within one of our own treatment facilities. This will insure that the Authority's waste receives the highest feasible management method associated with the federal and state waste management hierarchy. If waste requires final processing or disposal, SES has contracts and relationships with all major firms and a number of specialty waste disposal firms throughout the United States.

As the owner and operator of a large network of Treatment and Recycling facilities, SES offers a guarantee of waste acceptance to all of our customers upon shipping. The extensive treatment and storage capacity at our facilities ensures that, once shipped, the waste will be accepted immediately off the transportation vehicle and managed as soon as possible thereafter.



SES is pleased to provide the Authority with complete facility audit information including a detailed physical description of each primary receiving facility, its capabilities and materials accepted. The corresponding compliance histories have been included already within Section 3, ["Summary of Violations"](#).

Secondary Receiving Facilities

Once accepted into a SES facility, wastes are processed as soon as possible utilizing waste management hierarchy (Reduce, Reuse, Recycle, Fuel Blend, Treatment, Incinerate, Landfill) by treating and recycling as much waste as possible in the plant. If the materials cannot be managed in plant, such as those items requiring incineration or hazardous waste landfilling, they are sent on to companies with which SES has had long-standing relations and who have met our external audit requirements.

Facilities Summary

SES Rancho Cordova and SES Fernley will be the primary receiving facilities for the Authority, with operations services coordinate in Rancho Cordova.

SES Facility Name	Contact	Capabilities
General Environmental Management of Rancho Cordova, LLC 11855 White Rock Rancho Cordova, CA EPA ID: CAD 980 884 183	Brandon, Lemke, General Manager T: 916-351-0980 F: 916- 351-1707	RCRA Part B facility, repacking; consolidation; lab packing; transportation and disposal of hazardous, non-hazardous, and universal wastes; bulk liquid capacity of 360,000 gallons.; containerized waste capacity of 3,140,000. On-site laboratory for testing received waste. 10-day truck-to-truck transfer;
21st Century Environmental Management of Nevada, LLC 2095 Newlands Dr E Fernley, NV 89408 EPA ID: NVD 980 895 338	Tracy Buono, General Manager T: (775) 575-2760 (800) 648-9931 F: (775) 575-2803	RCRA Part B Facility; storage capacity of 182,303 gallons and 2,942 drums (liquid); 3,211 cubic yards (solid); Inorganic waste treatment; Metal-bearing resource recovery; Battery recycling, Transportation services, Lab pack, Emergency Response; Photo waste recycling; Analytical services. 10-day Truck-to-Truck Transfer.



Secondary Receiving Facilities List

The following secondary receiving facilities are companies with which SES has had long-standing relationships and who have met our external audit requirements. The end disposal firms we use all have long-standing contracts with SES Services. Each facility is audited on a routine basis and is approved for a specific end disposal function.

SECONDARY RECEIVING FACILITIES				
Facility	EPA I.D. #	Phone #	Type of Facility	Waste Types
Battery Solutions 2618 North Ogden #105 Mesa, AZ 85215 www.batteryrecycling.com	ARZ 000 450 490	248-446-5634	Recycling	Batteries
Clean Harbors 11600 North Aptus Rd. Aragonite, UT 84029 www.cleanharbors.com	UTD 981 552 177	Chet Leibold 916-416-5038	Destructive Incineration	Poisons, pesticides, herbicides, oxidizers, corrosives, PCBs – CERCLA approved
Green America Recycling 1017 Hwy 79 Hannibal MO, 93401 www.greenamericarecycling.com	MOD 054 018 288	Angela Dillman 573-221-6262 Ext 368	Fuels Blending	Debris and Liquids
Interstate Batteries 3701 Pell Circle Sacramento CA 95838 www.interstatebatteries.com	None	916-921-6074	Recycling	Lead Acid Batteries
Kamps Propane/ Blue Rhino Div. 1915 Moffat Blvd. Manteca, CA 95336 www.kampspropane.com	None	Dan Holt 209-8253986	Recycling	Propane cylinders
Lighting Resources 805 E. Francis Street Ontario CA 91761 www.lightingresourcesinc.com	CAR 000 156 125	Daniel Gillespie 909-923-3132	Recycling	Lamps, Ballasts, and Batteries
Lonestar Industries (Buzzi Unicem USA) 2524 S. Sprigg Street Cape Girardeau MO 63702 www.buzziunicemusa.com	MOD 981 127 319	David Jordan 573-335-8878	Haz Waste Cement Kiln RCRA	Paint related material, oil paints, flam liquids – CERCLA approved
Mercury Waste Solutions 21211 Durand Ave. Union Grove, WI. 53182 www.mwsl.com	WIR 000 000 356	Joseph Carruth 262-878-0235	Recycling RCRA	Mercury wastes
Rineco 819 Vulcan Rd. Benton, AR 72015 www.rineco.com	ARD 981 157 870	Debbie Davis 501-778-9089	Haz Waste Cement Kiln RCRA/Aerosol Crusher	Paint related material, oil paints, flammable liquids/solids/aerosols
Ross Incinerators 394 Giles Road Grafton OH 44044 www.rossincineration.com	OHD 048 415 665	440-366-2052	Destructive Incineration	Poisons, pesticides, herbicides, oxidizers, corrosives

SET Environmental 5738 Cheswood Street Houston TX 77087 www.setenv.com	TXD 055 135 388	Daniel Didier 713-645-8710	Treatment	Cylinders
US Ecology Nevada P.O. Box 578 Beatty, NV 89003 Highway 95, milemarker 48.5 Nevada www.americanecology.com	NVT 330 010 000	Scott Wisniewski 775-553-2203	Class I Hazardous Waste Landfill	Treatment residues, contaminated empty containers
Visions Recycling 4481 Winters Street McClellan, CA www.visionsrecycling.com	CAL 000 336 106	916-564-2351	Recycling	Latex Paint
Heritage - WTI 1250 St George St East Liverpool, OH www.heritage-enviro.com	OHD 980 613 541	330-385-7337	Destructive Incineration	Poisons, pesticides, herbicides, oxidizers, corrosives
Ash Grove Cement 4343 Hwy 108 West Foreman, AR 71836 www.ashgrove.com	ARD 981512270	870-542-3090	Haz Waste Cement Kiln RCRA	Paint related material, oil paints, flam liquids – CERCLA approved
Clean Harbors 309 American Circle El Dorado, AR 71730 www.cleanharbors.com	ARD 069 748 192	870-863-7173	Destructive Incineration	Poisons, pesticides, herbicides, oxidizers, corrosives
Environmental Enterprises, Inc (EEI) 4650 Spring Grove Ave Cincinnati, OH 45232 www.eeenv.com	OHD83377010	Mike Fennen 513-772-2818	Fuels Treatment Destructive Incineration	Aerosols
Demunno Kerdoon 2000 N. Alameda St Compton, CA 90222 www.demunnokerdoon.com	CAT080013352	310-537-7100	Recycling	Used oil, oily water, antifreeze/glycol, RCRA fuels, waste solids.
Universal Cylinder Universal Cylinder 1839 S 900 W. Salt Lake City, UT 84104 www.universalcyl.com	CAL000334220	714-305-6044	Recycling	Propane cylinders
AERC Recycling Solutions 30677 Huntwood Avenue Hayward, California 94544	CAR000170092	T: 510-429-1129 F: 510-429-1498	Recycling	Universal & Electronic Waste

The facilities provided in the list above may or may not be used based on the actual waste collected from the County.

All waste facilities and transporters utilized by SES are fully permitted and licensed to perform services by all applicable local, state and federal agencies.

Section 3. Compliance Responsibility

SES operates under full compliance with all applicable Federal, State and local laws, rules and regulations including but not limited to RCRA, OSHA, DOT, EPA, DTSC and CHP. SES will continue to be available to answer questions regarding the safe and proper management of hazardous waste throughout the contract period.

SES maintains the highest levels of insurance coverage for work at our clients' sites, our facilities, and over-the-road. The asset value of our resources and our business practices, such as third-party facility usage and compliance management systems, are subject to the strict oversight of dedicated EHS risk professionals at every major SES location; and these professionals report directly to the highest levels of SES management. This scrutiny protects our clients and our long-term commercial success. See the following page for SES's general insurance certificate.

Summary of Violations

Within the hazardous waste industry, every major company providing fuel blending, incineration, and recycling services has incurred some level of compliance violation. Thorough regulatory oversight finding some degree of code violation is not necessarily indicative of poor facility operations. All of our approved final outlets are in good financial and regulatory standing. Summaries of the 5-year violation history for both SES Rancho Cordova and SES Fernley have been included on the following pages.

SES Rancho Cordova

Glossary of Terms	
USEPA	U.S. Environmental Protection Agency
USDOT	U.S. Department of Transportation
LOD	Letter of Deficiency
LON	Letter of Non-Compliance
NOV	Notice of Violation
LOW	Letter of Warning

General Environmental Management of Rancho Cordova 11855 White Rock Road Rancho Cordova, CA 95742 CAD 980 884 183			
Issue Date	Issuing Agency	Alleged Violation	Disposition/Settlement
1/22/2010	Bureau of Air Pollution Control (BAPC)	During an inspection involving a request for records, the facility was cited for paperwork discrepancies between permit and actual practice. A regulator will offer guidance on how to correct issues.	All issues were corrected by 6/17/2010. The matter has since been closed.
4/27/2010	EPA Region 9	During a two-day site visit, EPA cited the facility for a number of violations relating to operational compliance issues. A Consent Order has been signed and sent to EPA for final approval. The facility was assessed a fine of \$80,000.	All issues were corrected by 1/15/2011

8/17/2010	Nevada Department of Environmental Protection (NDEP) Bureau of Water Management (BWM)	During a two-day inspection, NDEP cited the facility for a number of violations relating to operational compliance issues. The facility was assessed a fine of \$108,475.	All issues were corrected and the fine was paid by 1/15/2011. The matter has since been closed.
11/01/2011	DTSC	Permitting Branch performed a brief, unannounced inspection of the facility.	No violations noted
03/22/2012	Sacramento County EMD	Scheduled inspection of the facility. One notice to correct identified, resolved following day.	Incident closed
6/21/2012	CA Board of Pharmacy	Citation received from CA Board of Pharmacy for lack of pharmacist on site (for non-functional pharmaceutical program)	\$500 citation paid, case closed.
3/25/2013	CA DTSC	Unscheduled inspection to investigate site event on 3/3/2013. NOV and Compliance Order received April 6, 2014	Corrective actions completed, permit modification submitted. Approved to continue activity 10/19/13.
5/17/2013	CA DTSC	Received mail notification from financial review unit, no violations.	No violations.
5/20/2013	Sacramento County Fire Department	Correction notice delivered requesting information to be posted at off-site 10-day Trailer yard.	Corrected and closed, no violations.
8/19/2013	Sacramento County EMD	Unscheduled inspection. No known violations.	No violations.
11/20/2013	Sacramento County EMD Stormwater	County of Sacramento Environmental Management Department conducted a stormwater compliance inspection.	No violations
03/19/2014	DTSC	DTSC annual inspection. NOV issued	Corrective actions completed in specified time.

SES Fernley

Glossary of Terms	
USEPA	U.S. Environmental Protection Agency
USDOT	U.S. Department of Transportation
LOD	Letter of Deficiency
LON	Letter of Non-Compliance
NOV	Notice of Violation
LOW	Letter of Warning

21st Century Environmental Management, LLC 2095 Newlands Drive Fernley, NV 89408 EPA ID# NVD 980 895 338			
Issue Date	Issuing Agency	Alleged Violation	Disposition/Settlement
6/6/13	OSHA	OSHA inspection. 13 issues noted.	Matter is resolved and closed.
1/8/13	North Lyon County Fire	Minor violations noted.	Violations resolved and closed.
8/10/12	NDEP-Air Pollution Control	Inspection and observation of stack testing. No violations	No violations.
7/12/12	North Lyon County Fire	Five minor violations.	Issues resolved and closed.
6/19/12	NDEP - DWM	Facility inspection. Two alleged violations identified.	Issues corrected and closed.
12/9/2011	Nevada Division of Environmental Protection (NDEP) - Air Quality	Emergency backup generator's exclusion from all facility permits.	Back up generator is included in current air permit renewal. The matter has since been closed.
5/12/2011	North Lyon County Fire, NDEP – BWM,	3 issues identified.	Issues corrected, fines paid, resolved.
08/17/10	Nevada Department of Environmental Protection (NDEP) Bureau of Water Management (BWM)	During a two-day inspection, NDEP cited the facility for a number of violations relating to operational compliance issues. The facility was assessed a fine of \$108,475.	All issues were corrected and the fine was paid by 1/15/2011. The matter has since been closed.
04/27/10	EPA Region 9	During a two-day site visit, EPA cited the facility for a number of violations relating to operational compliance issues. A Consent Order has been signed and sent to EPA for final approval. The facility was assessed a fine of \$80,000.	All issues were corrected by 1/15/2011
01/22/10	Bureau of Air Pollution Control (BAPC)	During an inspection involving a request for records, the facility was cited for paperwork discrepancies between permit and actual practice.	All issues were corrected by 6/17/2010. The matter has since been closed.

21st Century Environmental Management, LLC
 2095 Newlands Drive
 Fernley, NV 89408
 EPA ID# NVD 980 895 338

Issue Date	Issuing Agency	Alleged Violation	Disposition/Settlement
		A regulator will offer guidance on how to correct issues.	
05/27/09	NDEP	containers being stored on asphalt and inadequate aisle spacing.	All issues were corrected by 7/15/2009. Closed.



Section 4. Execution of County Contract

Stericycle Environmental Solutions has reviewed the Standard Form Contract No. 116 in Exhibit C and proposes making the following change. Stericycle would like to remove Paragraph 20, Post Agreement Covenant, from the contract language.



Section 5. Prior Experience

As a services company we distinguish ourselves from our competitors by providing unparalleled service quality, which we use as the primary indicator of a program’s success and efficiency. While many of our competitors in the hazardous waste disposal industry are comparable in the technology that is available and the cost to provide disposal, it is service that distinguishes providers.

SES is dedicated to forming long-term partnerships with our clients, which requires a level of communication and dependability that is only found in premier service providers.

We are confident SES has both the specific experience and corporate qualifications necessary to successfully service the program. SES strongly encourages the County of Inyo to contact our references to confirm the level of service we provide in the planning, implementation, and efficient operation of all aspects of HHW collections event service and operation, including mobile events, permanent collections centers, and conditionally exempt small quantity generator programs. Listed below you will find a list of our Northern CA clients.

Customer Name and Address	Contact and Phone Number	Program Description	Performance Period and Project Cost
Central Contra Costa Sanitary District 5019 Imhoff Place Martinez, CA 94553 Physical Address: 4797 Imhoff Place Martinez, CA 94553	Dave Wyatt HHW Supervisor (925) 335-7714	PHHWCF extensive start-up and on-going staff training, initial operations oversight of the facility, supplemental staffing, technical support, and waste transportation and management services	1997-present \$500,000 annual contract
City of Vacaville Vacaville Sanitary District 855 ½ Davis Street Vacaville, CA 95687	Deirdre Hanners (707) 592-8251	Transportation and disposal of waste from permanent facility	2008-present \$75,000 annual contract
City of Folsom 50 Natoma St. Folsom, CA 95630	Darren Ajax (916) 439-0443	Transportation and disposal of waste from permanent facility	2009-present \$100,000 annual contract
City of Novato 500 Davidson Street Novato, CA 94945	Dee Johnson Envl Consultant (510) 530-6048	Assisting with PHHWCF design planning and operate Novato’s temporary collections	1997-present \$75,000 annual contract
City of Redding P.O. Box 496071 Redding, CA 96049	Christina Piles Recycling Supervisor (530) 224-6209	Temporary events, transportation and disposal of waste from loadcheck	2007-present \$50,000 annual contract
City of San Rafael (in partnership with Marin Recycling) 565 Jacoby Street San Rafael, CA 94901	Kathy Wall HHW Coordinator (415) 485-6806 x4	Program management, operations and waste management from a Regional PHHWCF servicing up to 300 cars one-day each week at a privately owned MRF	1995-present \$600,000 annual contract
Delta Diablo Sanitation District 2500 Pittsburg-Antioch Hwy Antioch, CA 94509	Amanda Roa Environmental Compliance Eng. (925) 756-1900	PHHWCF operations, staffing, on-going technical support, training and waste transportation and management	2012-present \$500,000 annual contract

Customer Name and Address	Contact and Phone Number	Program Description	Performance Period and Project Cost
Eastern Regional Landfill, (Placer County) 645 W. Lake Blvd, Ste #5 Tahoe City, CA 96145	Bert Wallace (530) 362-1103	PHHWCF start-up training for staff, on -going technical support and waste transportation and management	1998-present \$60,000 annual contract
El Dorado County 2850 Fairlane Court, Bldg C Placerville, CA 95667	Amber Forest (530) 621-5308	Permanent facilities start-up training for staff, PHHWCF design consulting & waste transportation and management	1994-2002, 2010-present \$100,000 annual contract
Mendocino Solid Waste Mgmt. County P.O. Box 123 Ukiah, CA 94582	Mike Sweeney General Manager (707) 468-9710	Local Government Agency PHHWCF start-up training for staff, on -going technical support and waste transportation and management	1999-2002, 2007-present \$75,000 annual contract
Monterey Regional Waste Management District P.O. Box 609 Marina, CA 93995	Glen Evett Program Manager (831) 384-5313	PHHWCF start-up training for staff, on -going technical support and waste transportation and management	1996-present \$75,000 annual contract
Napa County 1195 Third Street, Room 101 Napa, CA 94559	John Kara Environmental Health Supervisor (707) 253-4471	PHHWCF operations, staffing, on-going technical support, training and waste management, operation of CESQG and material reuse programs	2004-present \$400,000 annual contract
Nevada County 950 Maidu Avenue Nevada City, CA 95959-8600	Sharon Simpson (916) 437-9032	Full operations and waste management services for temporary events, Transportation and Disposal of permanent facility waste	2002-2003 2005-present \$100,000 annual contract
San Benito County 3220 Southside Road Hollister, CA 95023	Sara Fontanos (831) 636-4000 x18	Part operations and waste management services for monthly events.	1999-2009, 2012-present \$100,000 annual contract
Salinas Valley Waste Management Agency 65 West Alisal Street, Ste. 210 Salinas, CA 93901	David Roel Program Manager (831)758-7925	PHHWCF start-up training for staff, on -going technical support and waste transportation and management	1997-present \$100,000 annual contract
Santa Cruz County Solid Waste Division 701 Ocean Street, Rm 410 Santa Cruz, CA 95060	Dan Chua Env. Programs Coordinator (831) 454.5332	PHHWCF packaging training, on-going technical support and waste transportation and management	1996-2007, 2011-present \$140,000 annual contract
Santa Clara County 1555 Berger Drive, Suite 300 San Jose, CA 95112 Various Temporary Facilities	Rob D'Arcy Program Manager (408) 918-1972	Fixed HHW Facility-start-up and on-going staff training, technical support and waste management services, turnkey operation of temp events throughout County	1997-present \$1,300,000 annual contract
San Joaquin County 1810 East Hazelton Stockton CA, 95205	David Gorton Management Analyst (209) 468-3066	PHHWCF operations, on-going technical support, training and waste transportation and management	2010-present \$500,000 annual contract



Customer Name and Address	Contact and Phone Number	Program Description	Performance Period and Project Cost
San Mateo County 455 County Center Redwood City, CA 94063	Elizabeth Rouan HHW Coordinator (650) 655-6212	Local Government one day HHW collection events	1994-1999, 2006-present \$250,000 annual contract
Siskiyou County Public Works Department PO Box 1127 Yreka, CA 96097	Arthur Boyd Recycling/Grant Coordinator (530) 842-8272	Full operations and waste management services for universal waste	2007-present \$40,000 annual contract
Shasta County 1855 Placer Street, Suite 200 Redding, CA 96001	Jessica Diridoni (530) 225-5789	Full operations and waste management services for temporary events	2012-present \$90,000 annual contract
Stanislaus County 3800 Cornucopia Way Modesto, CA 95358	Beronia Beniamine (209) 525-6746	PHHWCF waste transportation and management, onsite support of latex paint program	2006-present \$175,000 annual contract
South Tahoe Refuse 2140 Ruth Avenue South Lake Tahoe, CA 96150	Jeanne Lear Human Resources Manager (530) 542-8366	PHHWCF operations, on-going technical support, training and waste transportation and management	1996-present \$100,000 annual contract
Trinity County P.O. Box 2700 173 Tom Bell Road Weaverville, CA 96093 Various Sites	Cathie Rash Solid Waste Technician (530) 623-1326	Full operations and waste management services for temporary events	1996-present \$50,000 annual contract
Tuolumne County 2 South Green Street Sonora, CA 95370	Belinda Barlow Solid Waste Specialists 209-533-5604	Turnkey operation of temporary events throughout the County	2008- present \$100-140,000 per year
Waste Connections, El Dorado Disposal 4100 Throwita Way Diamond Springs, CA 95619	Albert Magallanez General Manager (530) 363-6319	PHHWCF waste transportation and management	2007-present \$400,000 per year
West County Resource Recovery (West Contra Costa Integrated Waste Mgmt. County) 101 Pittsburg Avenue Richmond, CA 94801	Peter Nuti Division Manager (510) 412-4500	Permanent facility start-up, design consulting, program operation, and waste transportation and management	1999-present \$500,000 annual contract
Western Placer County 11476 C. Avenue Auburn, CA 95603 Various Sites	Michelle White (530) 886-4923	Full operations and waste management services for temporary events	2006-present \$60,000 annual contract
Yolo County 44090 County Road 28H Woodland, CA 95776	Pam Hendrick Recycling Coord. (530) 666-8856	PHHWCF operations, on-going technical support, training and waste transportation and management	2012-present \$500,00 annual contract

Section 6. Pricing Proposal

Total Cost

Based on Appendix A: HHW Material Inventory List provided in the RFP and the detailed records SES has from servicing the County of Inyo over the past number of years, we have provided the following table below with our new proposed pricing rates to demonstrate the total program cost to the County.

Total Cost: RFP Appendix A – HHW Material Inventory List

Inyo County Total Program Estimate:

Waste Description	Management Method	Units	# of Units	Unit Cost	Extended Costs
Paints – Latex	Recycle	CYB	10	\$0	\$0
Paints – Oil Base	Fuel Substitution	CYB	3	\$0	\$0
Paints – Spray	Fuel Substitution	55g dm	2	\$230.00	\$460.00
Paints – Other	Fuel Substitution	55g dm	5	\$140.00	\$700.00
Batteries	Recycle	Lb	1,800	\$1.10	\$1,980.00
Fluorescent Tubes	Recycle	Lf	3,500	\$0.14	\$490.00
Cleaners	Treatment	55g dm	2	\$210.00	\$420.00
CFL Bulbs	Recycle	Ea	100	\$1.10	\$110.00
Pest/Herb/Insecticides	Incineration	55g dm	10	\$245.00	\$2,450.00
Others	Fuel Substitution	55g dm	3	\$195.00	\$585.00
Mob/Labor		ea	1	\$6,400.00	\$6,400.00
					\$13,595.00

**Latex and oil based paints are assumed to fall under the PaintCare Program



SES's approach to pricing is based on direct cost, overhead, administration and other costs associated with each unit price. Direct cost for the base services provided to the County of Inyo include transportation and waste management services. Should the County require additional support outside the scope of work requested, SES would be happy to provide the resources needed upon mutual agreement of an hourly rate.

With respect to a not to exceed (NTE) value as requested in the RFP, a standard itemized material price list is provided below and is inclusive of supplies and transportation.

Waste Description	Management Method	Packing Method	Unit Price: Transportation & Disposal per 5 gal drum	Unit Price: Transportation & Disposal per 30 gal drum	Unit Price: Transportation & Disposal per 55 gal drum	Unit Price: Transportation & Disposal per Cubic Yard Box	Unit Price: Transportation & Disposal Other
Oil Based Paint	Fuel Substitution	Loosepack					PaintCare Program
Latex Paint	Recycle	Loosepack					PaintCare Program
Flammable Liquids	Fuel Substitution	Bulk/Loosepack	\$50.00		\$140.00	\$415.00	
Flammable Solids	Incineration	Labpack	\$100.00	\$200.00	\$290.00		
Aerosol Cans	Fuel Substitution	Loosepack	\$50.00	\$150.00	\$230.00	\$550.00	
Aerosol Cans	Incineration	Loosepack	\$75.00	\$190.00	\$255.00	\$625.00	
Propane Cylinders (camp stove, gas grill)	Recycle	Loosepack	\$20.00		\$180.00	\$540.00	
Corrosives (acid or base)	Treatment/Neutralization	Labpack	\$50.00	\$170.00	\$195.00		
Oxidizers	Treatment/Neutralization	Labpack	\$95.00	\$300.00	\$350.00		
Poisons	Incineration	Labpack	\$85.00	\$200.00	\$245.00	\$650.00	
Household Dry-Cell Batteries	Recycle	Per Pound					\$1.10
Organic Peroxides	Incineration	Labpack	\$100.00	\$315.00			
Mercury	Recycle	Labpack	\$250.00	\$900.00			
Fluorescent Light Tubes	Recycle	Per Linear Foot					\$0.14
Compact Fluorescent Bulbs	Recycle	Each					\$1.10
Mobilization & Labor		Each					\$6,400.00
Packing Supplies		Each	\$12.00	\$30.00	\$36.00	\$40.00	

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
STERICYCLE ENVIRONMENTAL SOLUTIONS**

AND _____
REMOVAL OF HOUSEHOLD HAZARDOUS WASTE MATERIAL

FOR THE PROVISION OF _____ SERVICES

TERM:

4 AUG 2015

30 JUNE 2018

FROM: _____

TO: _____

SCHEDULE OF FEES:

SEE ATTACHED



SES's approach to pricing is based on direct cost, overhead, administration and other costs associated with each unit price. Direct cost for the base services provided to the County of Inyo include transportation and waste management services. Should the County require additional support outside the scope of work requested, SES would be happy to provide the resources needed upon mutual agreement of an hourly rate.

With respect to a not to exceed (NTE) value as requested in the RFP, a standard itemized material price list is provided below and is inclusive of supplies and transportation.

Waste Description	Management Method	Packing Method	Unit Price: Transportation & Disposal per 5 gal drum	Unit Price: Transportation & Disposal per 30 gal drum	Unit Price: Transportation & Disposal per 55 gal drum	Unit Price: Transportation & Disposal per Cubic Yard Box	Unit Price: Transportation & Disposal Other
Oil Based Paint	Fuel Substitution	Loosepack					PaintCare Program
Latex Paint	Recycle	Loosepack					PaintCare Program
Flammable Liquids	Fuel Substitution	Bulk/Loosepack	\$50.00		\$140.00	\$415.00	
Flammable Solids	Incineration	Labpack	\$100.00	\$200.00	\$290.00		
Aerosol Cans	Fuel Substitution	Loosepack	\$50.00	\$150.00	\$230.00	\$550.00	
Aerosol Cans	Incineration	Loosepack	\$75.00	\$190.00	\$255.00	\$625.00	
Propane Cylinders (camp stove, gas grill)	Recycle	Loosepack	\$20.00		\$180.00	\$540.00	
Corrosives (acid or base)	Treatment/Neutralization	Labpack	\$50.00	\$170.00	\$195.00		
Oxidizers	Treatment/Neutralization	Labpack	\$95.00	\$300.00	\$350.00		
Poisons	Incineration	Labpack	\$85.00	\$200.00	\$245.00	\$650.00	
Household Dry-Cell Batteries	Recycle	Per Pound					\$1.10
Organic Peroxides	Incineration	Labpack	\$100.00	\$315.00			
Mercury	Recycle	Labpack	\$250.00	\$900.00			
Fluorescent Light Tubes	Recycle	Per Linear Foot					\$0.14
Compact Fluorescent Bulbs	Recycle	Each					\$1.10
Mobilization & Labor		Each					\$6,400.00
Packing Supplies		Each	\$12.00	\$30.00	\$36.00	\$40.00	



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: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 4, 2014

SUBJECT: Approve the Increase in Purchase Price of a Landfill Compactor and Front-End Wheel Loader for use in Recycling and Waste Management Program.

DEPARTMENTAL RECOMMENDATION:

That your Board increase the total price of a Caterpillar 826K landfill compactor from the amount of \$710,862.29 to \$774,924.30, and a Caterpillar 938K front-end wheel loader from the amount of \$225,623.27 to \$245,974.68.

SUMMARY DISCUSSION:

Inyo County Recycling and Waste Management (RWM) brought to this Board a bid for the purchase of a Landfill compactor and Front-End Wheel Loader on January 6, 2015. The Board was presented costs that did not include taxes and interest for the purchase of these two pieces of heavy equipment.

The sales tax for the landfill compactor is \$52,680.47. The sales tax for the front-end wheel loader is \$16,616.83. The interest over seven (7) years for the Landfill Compactor will be \$63,839.00. The interest over seven (7) years for the front-end wheel loader will be \$20,144.88.

The total cost for the landfill compactor will be \$774,924.30, including the sales tax and the 3.2% interest on the lease over seven (7) years. The total cost for the front-end wheel loader will be \$245,974.68, including the sales tax and the 3.2% interest on the lease over seven (7) years.

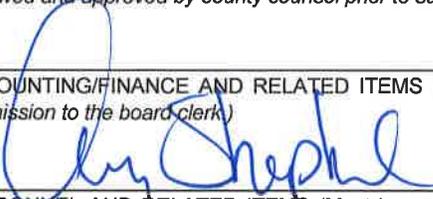
ALTERNATIVES:

Your Board could choose not to approve the increase in the total cost of the front-end wheel loader and landfill compactor, but this is not recommended because Inyo County has already received these pieces of equipment and without them the landfills would not be able to operate according to state and federal laws.

FINANCING:

The financing has been structured to allow the County to make seven (7) annual payments of \$146,825. The first annual payment will be made from the 2015/2016 Solid Waste Budget 045700, Object Code 5561. The Inyo County Financial Advisory Committee has reviewed and is recommending the purchase utilizing the proposed financing package. The six (6) principal and interest payments will be budgeted for in future Solid Waste budgets. The financing rate is 3.2% for a seven year lease with a \$109.08 buyout at the end of the seven years.

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: <u>yes</u> Date <u>7/30/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:  _____ Date: 7-30-15
(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

For Clerk's Use Only: AGENDA NUMBER
11

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

FROM: County Administrator
Sheriff

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Declare consultant, Joe Pecs, a Sole Source Provider and request Board Approve the contract between the County of Inyo and Joe Pecs for the provision of consulting services pursuant to CAL OES HOMELAND SECURITY GRANT number 2014-93 to update the Inyo County Emergency Operations Plan (EOP) and Emergency Field Guide

DEPARTMENTAL RECOMMENDATION:

Request your Board:

1. Declare Joe Pecs a sole source provider of consulting services for the update of the Inyo County Emergency Operations Plan and the Emergency Field Guide; and,
2. Approve the contract between the County of Inyo and Joe Pecs, for the provision of consulting services, in an amount not to exceed \$15,000, for the term of August 4, 2015 through March 31, 2016; and,
3. Authorize the Board Chairperson to sign the contract, contingent upon obtaining the appropriate signatures and future adoption of the Inyo County Fiscal Year 2015/2016 budget.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The State of California mandates that all counties develop and maintain an Emergency Operations Plan (EOP) for their responsible jurisdiction. Keeping the EOP up to date is the responsibility of the Sheriff's Office, in coordination with the County Administrator's Office, whom the Board has appointed as the Director of Emergency Services for the County of Inyo. Updating the EOP is not only important for the purpose of preparation in the event of a disaster, but it is also important to comply with these mandates to retain our eligibility to receive California Disaster Assistance Act (CDAA) and Federal Emergency Management Agency (FEMA) disaster relief funding, as well as remain eligible to apply for the numerous State and Federal emergency preparedness grants that several departments within the County apply for each year.

Our procurement policy allows for sole sourcing a contract:

IV. PROCUREMENT OF SERVICES – (Service Contracts-Independent Contractors)

I. Sole Source Request for Independent Contractors

2. Justification for Requesting Sole Source:

- a. Capability of proposed contractor that is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the same general field.
- b. Prior experience of a highly specialized nature that contractor has that is vital to the proposed effort.
- d. Proposed Contractor has a substantial investment that would have to be duplicated at the County's expense by another contractor entering the field.

In evaluating the justifications for sole sourcing this contract we considered the feasibility of soliciting bids for this project and the probability of increased costs associated with paying to educate a new person/entity on (a) the unique

qualities of the County impacting the EOP; (b) the history of the EOP; and (c) the potential recreation of work already completed. In recognition that the EOP represents a dynamic process running from 2007 to date, we determined it was infeasible and duplicative to solicit bids.

We then evaluated Mr. Peci who has been involved in the EOP since its inception in one way or another. Mr. Peci updated the Inyo County EOP in 2011 and he worked side by side with Walt Matell, the initial developer of the County EOP in 2007. Mr. Matell has since retired and his services are unavailable. In addition to being the retired Chief of Police for the City of Bishop, Mr. Peci has a tremendous amount of experience and knowledge as an emergency responder and as a training consultant in National Incident Management Systems (NIMS) compliance courses. Mr. Peci already has much of the field and research work completed for the EOP project due to the work he did previously for the County. Mr. Peci gave a quote of \$15,000 for this project, which sum includes approximately \$5,500 in materials

For the stated reasons, staff believe this contract for consulting services complies with the Sole Source criteria set forth in the Inyo County Purchasing Policy. These findings will allow your Board to approve Mr. Peci as a Sole Source provider and approve his contract for consulting services for the EOP update project.

Therefore, we ask your Board to Sole Source the consultant, Joe Peci, as the contractor for this project.

ALTERNATIVES:

Your Board could choose not to approve this contract, but this would not be in the best interest of the County. Doing so could jeopardize the County's eligibility for disaster relief and grant funding.

OTHER AGENCY INVOLVEMENT:

FINANCING:

The EOP update project is a state-approved project that was built into the 2014 Homeland Security Grant application. Funds for this contract have been included in the Fiscal Year 2015/2016 Budget #623714, Object Code #5265-Professional Services.

<u>APPROVALS</u>	
COUNTY COUNSEL:	<p>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.)</p> <p><i>Margaret Kemp-Williams</i> Approved: <input checked="" type="checkbox"/> Date <u>07/29/15</u></p>
AUDITOR/CONTROLLER:	<p>ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</p> <p><i>Clay Shepherd</i> Approved: <u>Yes</u> Date <u>7/25/15</u></p>
PERSONNEL DIRECTOR:	<p>PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</p> <p>Approved: _____ Date _____</p>

[Handwritten Signature]

DEPARTMENT HEAD SIGNATURE:

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



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: August 4, 2015

SUBJECT: Appointment of Inyo County Alcohol and Drug Program Administrator

DEPARTMENTAL RECOMMENDATION:

Request Board appoint HHS Assistant Director Marilyn Mann as the Inyo County Alcohol and Drug Program Administrator consistent with California Health and Safety Code (HSC) Section 11800.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The previous HHS Assistant Director, who also had been the appointed County Alcohol and Drug Program Administrator, retired in March 2015; that vacancy recently was filled by Marilyn Mann. Health and Safety Code Sections 11800, 11801 and California Code of Regulations (CCR) Title 9, Sections 9412 and 9414 outline the requirements for this state-county liaison and title. Ms. Mann more than meets the requirements as outlined in CCR Section 9414; further, she directly supervises both HHS Deputy Directors who provide mandated primary prevention as well as addiction treatment services. As such she will be able to assure an appropriate local continuum from prevention to intervention services, as well as perform the duties as outlined in HSC 11801, including representing Inyo County at the required Association meetings in Sacramento.

ALTERNATIVES:

The Department has one or more other managers who may be able to be hold this title.

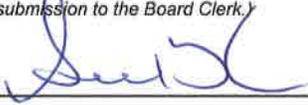
OTHER AGENCY INVOLVEMENT:

California Department of Health Care Services, County Behavioral Health Directors Association of California

FINANCING:

There is no money involved in this action.

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>✓</u> Date: <u>07/17/15</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: <u>J</u> Date: <u>7/22/15</u>
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:  Date: 7-22-15
(Not to be signed until all approvals are received)

11800.

(a) The board of supervisors shall designate a health-related county agency or department that shall administer the county alcohol and other drug program. The board of supervisors or the head of the designated health-related agency or department shall appoint an alcohol and drug program administrator, who shall report to the head of the agency or department through administrative channels designated by the board of supervisors. The county alcohol and other drug program shall be placed at the same administrative level and have responsibility and authority similar to other major health programs in the county.

(b) In accordance with regulations adopted by the department, the alcohol and drug program administrator shall be qualified by his or her ability, training, and experience to administer or coordinate and monitor the county alcohol and other drug program.

11801.

The alcohol and drug program administrator, acting through administrative channels designated pursuant to Section 11795, shall do all of the following:

(a) Coordinate and be responsible for the preparation of the county contract.

(b) Ensure compliance with applicable laws relating to discrimination against any person because of any characteristic listed or defined in Section 11135 of the Government Code.

(c) Submit an annual report to the board of supervisors reporting all activities of the alcohol and other drug program, including a financial accounting of expenditures, number of persons served, and a forecast of anticipated needs for the upcoming year.

(d) Be directly responsible for the administration of all alcohol or other drug program funds allocated to the county under this part, administration of county operated programs, and coordination and monitoring of programs that have contracts with the county to provide alcohol and other drug services.

(e) Ensure the evaluation of alcohol and other drug programs, including the collection of appropriate and necessary client data and program information, pursuant to Chapter 6 (commencing with Section 11825).

(f) Ensure program quality in compliance with appropriate standards pursuant to Chapter 7 (commencing with Section 11830).

(g) Participate and represent the county in meetings of the County Alcohol and Drug Program Administrators' Association of California pursuant to Section 11811.5

for the purposes of representing the counties in their relationship with the state with respect to policies, standards, and administration for alcohol and other drug abuse services.

(h) Perform any other acts that may be necessary, desirable, or proper to carry out the purposes of this part.

11811.6.

The department shall consult with alcohol and drug program administrators in establishing standards pursuant to Chapter 7 (commencing with Section 11830) and regulations pursuant to Chapter 8 (commencing with Section 11835), shall consult with alcohol and drug program administrators on matters of major policy and administration, and may consult with alcohol and drug program administrators on other matters affecting persons with alcohol and other drug problems. The alcohol and drug program administrators may organize, adopt bylaws, and annually elect officers. The administrators shall consist of all legally appointed alcohol and drug administrators in the state as designated pursuant to subdivision (a) of Section 11800.

CCR Title 9

§ 9412. Application.

- (a) The education and experience considerations set forth in Section 9414 shall not apply to an **administrator** appointed prior to the adoption of these regulations.
- (b) Waiver of the considerations in Article 3 may be granted by the Director in situations of extreme hardship. Requests for waiver shall be submitted by the county board of supervisors.

Note: Authority cited: Section 11836, Health and Safety Code. Reference: Section 11800(b), Health and Safety Code.

9 CCR § 9414

§ 9414. Education and Experience.

(a) It shall be the responsibility of the county board of supervisors to assure that the **administrator** is qualified by his/her ability, training, and experience to administer or coordinate and monitor the county **alcohol program**. In carrying out this responsibility, the county board of supervisors shall not impose categorical requirements for such qualifications. Instead, the county board of supervisors shall utilize the following considerations to determine whether applicants are qualified:

- (1) Administrative experience in such areas as **program** development, **program** coordination, community organization, **program** organizations, **program** procedure, and budgeting.
 - (2) Relevant educational background, such as courses or degrees in public administration, public health administration, or social sciences.
- (b) Degrees in those areas stated in subsection (a)(2) may be substituted for work experience referred to in subsection (a)(1).
- (c) Work experience listed in subsection (a)(1) may be substituted for the educational considerations in subsection (a)(2).



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only
AGENDA NUMBER
13

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

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Approval of Payment for Sun Ridge Systems, Inc.

DEPARTMENTAL RECOMMENDATION:

- A. Declare Sun Ridge Systems Inc. as sole source, and
- B. Approve the purchase order and payment to Sun Ridge Systems, Inc. for RIMS annual support services in the amount of \$23,397.00 from July 1, 2015 through June 30, 2016, contingent upon adoption of the 2015-2016 budget

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

In 2006, this office purchased the Jail Records Management and Computer Aided Dispatch System from Sun Ridge Systems, Inc. Each year, we pay a yearly fee for Annual Support Services.

ALTERNATIVES:

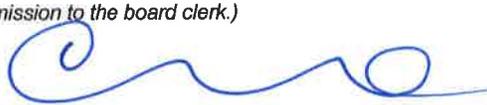
Not approve the purchase order and payment. This is not recommended as we need the maintenance to keep the system up to date.

OTHER AGENCY INVOLVEMENT:

Purchasing
Auditor's office

FINANCING:

Funding is included in the requested 2015-2016 CAD RIMS budget 022950, Object Code 5265 Professional Services. The Warrant Automation Trust 502202 will reimburse for the JLAN portion of the bill (\$1,734).

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: <u>yes</u> Date <u>7/23/2015</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

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



Date: _____

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)

<p>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.</p> <p>RIMS Annual support for 7/1/15 – 6/30/2016 for our record management system. \$23,397.00 (\$1,734 is for JALAN, which will be reimbursed by the Warrant Automation Trust 502202).</p>	
<p>DEPARTMENT CONTACT PERSON & TITLE Janis L. Odum, Administrative Assistant</p>	
<p>DEPARTMENT NAME Sheriff</p>	<p>PHONE Ext. 0326</p>
<p>REQUESTED SUPPLIER/CONSULTANT NAME Sun Ridge Systems, Inc. (PEID T021067)</p>	<p>SUPPLIER CONTACT PERSON Carol Jackson</p>
<p>SUPPLIER ADDRESS P.O. Box 5071 El Dorado Hills, CA 95762</p>	<p>SUPPLIER CONTACT'S PHONE NUMBER 530.676.7128</p>

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.

Janis L Odum
Signature of Requestor

7/22/15
Date

President/CEO Approval

Date



Sun Ridge Systems, Inc.
www.SunRidgeSystems.com

PO Box 5071
El Dorado Hills, CA 95762
530-676-7128

Invoice

Date	Invoice #
7/21/2015	4045

Bill To
Inyo County Sheriff Attn: Lauri Harner PO Drawer S Independence, CA 93526

Ship To

P.O. Number	Terms
	Due on receipt

Quantity	Item Code	Description	Price Each	Amount
	Warranty and Sup...	RIMS Annual Support Services - CAD	4,506.00	4,506.00
	Warranty and Sup...	RIMS Annual Support Services - RMS	4,506.00	4,506.00
	Warranty and Sup...	RIMS Annual Support Services - E911	902.00	902.00
	Warranty and Sup...	RIMS Annual Support Services - Mugshot/Digital Imaging	902.00	902.00
	Warranty and Sup...	RIMS Annual Support Services - InCustody	4,506.00	4,506.00
	Warranty and Sup...	RIMS Annual Support Services - Mapping	1,967.00	1,967.00
	Warranty and Sup...	RIMS Annual Support Services - Property Room	573.00	573.00
	Warranty and Sup...	RIMS Annual Support Services - Identix	492.00	492.00
	Warranty and Sup...	RIMS Annual Support Services - Collaborate	819.00	819.00
	Warranty and Sup...	RIMS Annual Support Services - CLETS	1,311.00	1,311.00
	Warranty and Sup...	RIMS Annual Support Services - TIMS	459.00	459.00
	Warranty and Sup...	RIMS Annual Support Services - JALAN	1,734.00	1,734.00
	Warranty and Sup...	RIMS Annual Support Services - Citizen RIMS	720.00	720.00
		Support Dates: July 1, 2015 - June 30, 2016		
		Sales Tax	8.00%	0.00
Please remit to the above address For Questions please e-mail cubs@sunridgesystems.com			Total	\$23,397.00



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: Alisha McMurtrie, Treasurer-Tax Collector

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Request Board approve a request by CR Briggs Corporation to submit a partial payment for the 2015/16 unsecured taxes in the amount of \$95,000.00 and direct the Treasurer-Tax Collector to process the payment upon receipt.

DEPARTMENTAL RECOMMENDATION:

1-Approve the request by CR Briggs corporation to submit a partial payment for the 2015/16 unsecured taxes in the amount of \$95,000.00; and

2-Direct the Treasurer-Tax Collector to process the payment upon receipt.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Pursuant to Revenue and Taxation Code Section 2927.6, the Tax Collector may only accept a partial payment of current year unsecured property taxes upon approval of your Board. The aforementioned assessee's 2015/16 unsecured tax billings total approximately \$301,000.00. Payment in the amount of \$95,000.00 will be remitted to the Inyo County Treasurer on or before the delinquent date of August 31, 2015 should your Board accept the request.

The assessee is currently undergoing an informal assessment appeal with the County Assessor. All indicators available lead to the conclusion that there will be a significant reduction in value for this assessment. While California Codes dictate that the amount of tax charged by the Auditor-Controller to the Treasurer-Tax Collector must be billed and collected, Revenue & Taxation Code §2927.6 allows your Board to make an exception for extenuating circumstances.

Should your Board deny this request, I will be obligated to collect the entire amount enrolled. With advance knowledge of a pending reduction, the Auditor-Controller will then have to consider impounding a significant portion of the taxes paid, pending finalization of the valuation and a potential future refund. Should this happen and the Auditor-Controller impounds any excess funds she determines to be appropriate and a reduction in value is approved by the Assessor, The County will then be responsible for interest due on the refund. The current interest rate is 3% or the Pool Rate, whichever is HIGHER.

Should your Board approve this request, the amount being recommended should be slightly under any agreed upon amount between the Assessor and the Assessee. This should result in an additional billing for the balance due. This avenue should preclude the County from paying interest on any over-collected funds. In addition, it allows the assessee to remit an amount that may be closer to their annual tax obligation for the 2015/16 tax-year. This option is a win-win for all parties involved. The Assessee for not having to pay taxes they may not owe, the County saves on any interest payment for over collected funds, and the Special Districts and Schools do not have to be subjected to the impound process and potential negative apportionment.

ALTERNATIVES:

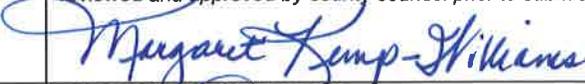
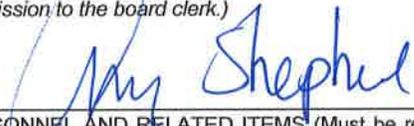
If your Board does not approve this request, the County and assorted taxing agencies will not have use of the funds collected.

OTHER AGENCY INVOLVEMENT:

All local governmental agencies that receive a share of the subject property tax.

FINANCING:

As stated above, your Board's approval will enable this office to apply the partial property tax payment to the 2015/16 unsecured tax billing, and enable the Auditor's office to subsequently distribute the payment to various local public entities.

<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>  Approved: <input checked="" type="checkbox"/> Date <u>07/23/15</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: <input checked="" type="checkbox"/> Date <u>7/23/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> N/A 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: 7/23/15



CR Briggs Corporation
P.O. Box 668
Trona, CA 93562
Phone (760) 372-4233
Fax (760) 372-4250

Ms. Alisha McMurtrie
Treasurer-Tax Collector
Inyo County
(amcmurtrie@inyocounty.us)

July 24, 2015

Dear Ms. McMurtrie:

For reasons we have discussed, this letter is to request that Inyo County accept a partial payment in the amount of \$95,000.00 for credit towards CR Briggs' account 056008-108, pending completion of the County's assessment review.

Sincerely,

A handwritten signature in cursive script that reads "Rodney D. Gloss".

Rodney D. Gloss
Vice-President



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
15

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

FROM: Public Works Department

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Amendment No. 1 to the Agreement between Inyo County and Western Summit Enterprises, Inc., a California corporation d.b.a. Mountain Investments for EMS/Health Department for a rent increase due to the addition of a second repeater & antenna to be located on Cerro Gordo Peak.

DEPARTMENTAL RECOMMENDATION:

Request that your Board ratify and approve Amendment No. 1 to the Agreement between the County of Inyo and Western Summit Enterprises, Inc., a California corporation d.b.a. Mountain Investments increasing the rent for the placement of a second repeater & antenna. Original monthly lease of \$225.00 in 2003 increased automatically 4% annually; current rate of \$333.08 will increase by \$333.08 per month to \$666.16 beginning July 1, 2015, subject to Board approval of the 2015-2016 budget and subsequent budgets.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Health and Human Services received grant approval through the Public Health Emergency Preparedness (PHEP) to fund upgrading the current EMS repeater availability by adding another channel to alleviate communication problems and benefit pre-hospital emergency services and communications with hospital base stations during medical transports. Adding a repeater will increase the availability of redundant radio frequencies for all county emergency responders. One of the repeaters is being placed on Cerro Gordo leading to a rent increase with the contracting agency. EMS repeater rental costs are paid out of the Health budget.

ALTERNATIVES:

Denying this amendment would result in not being able to have this equipment installed and available for all parties to use.

OTHER AGENCY INVOLVEMENT:

Inyo County Sheriff's Department, Bishop Fire Department, Symons Emergency Specialties, Big Pine Volunteer Fire Department, Independence Volunteer Fire Department, Lone Pine Volunteer Fire Department, Olancho Volunteer Fire Department, Northern Inyo Hospital and Southern Inyo Hospital.

FINANCING:

Funds for this contract have been included in the Fiscal Year 2015/2016 budget in Health (045100) in the object code – Rents (5291). 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</u> Date <u>7/22/15</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>7/24/2015</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.) by <u>KNeade</u> Approved: <u>✓</u> Date <u>7/27/15</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Williams

Date:

7/24/15

FIRST AMENDMENT TO THE ANTENNA SITE LEASE AGREEMENT

This First Amendment to the Antenna Site Lease (the "Amendment"), dated as of July 1, 2015 for reference purposes only, is by and between Western Summit Enterprises, Inc., a California corporation d.b.a. Mountain Investments ("Lessor") and the County of Inyo ("Lessee") for premises located at Cerro Gordo, near Keeler, California.

RECITALS

A. Pursuant to that certain Antenna Site Lease Agreement dated December 1, 2003 (the "Original Lease"), Lessor has leased to Lessee and Lessee has leased from Lessor, the right to install and operate certain "Site Equipment" on the "Antenna Site" (as such terms are defined in the "Original Lease").

B. Lessee and Lessor desire to amend the Original Lease, on the terms and conditions set forth herein.

AGREEMENTS

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

1. Exhibit C of the Original Lease shall be replaced with exhibit C-1 below:

EXHIBIT C-1 SITE EQUIPMENT

COUNTY EMS RADIO SYSTEM

Approximately four (4) sq.ft. of floor space inside Lessor's building and equipment rack for two (2) Kenwood rack mounted repeaters, duplexers and/or cavity type filters;

One (1) Telewave ANT150F2 VHF whip antenna mounted on the tower at the approx. 40 ft level;

One (1) Telewave ANT150F2 VHF whip antenna mounted on the tower at the approx. 60 ft level;

Frequencies (Mhz): 154.310, 154.3775

Rent: Effective July 1, 2015 the Rent will be Six Hundred Sixty Six Dollars and 16/100 (\$666.16) per month. There will be an automatic increase of four percent (4%) per year during the term of this Agreement.

3. This Amendment may be executed in counterparts, each of which shall be deemed an original as against the party signing such counterpart, but together shall constitute one and the same instrument.

4. Except as otherwise expressly amended by this Amendment, all of the terms and conditions of the Original Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Antenna Site Lease Agreement as of the date first written above.

LESSOR

**WESTERN SUMMIT ENTERPRISES, INC.
D/B/A MOUNTAIN INVESTMENTS**

By: [Signature]

Name: [Signature]

Title: PRESIDENT

Date: 7-6-15

LESSEE

COUNTY OF INYO

By: _____

Name: _____

Title: _____

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only

AGENDA NUMBER

16

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

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Approval of Payment to Digital Ally

DEPARTMENTAL RECOMMENDATION:

- A. Declare Digital Ally as sole source, and
- B. Approve an appropriation change in the 2014-2015 budget moving \$1,822 from Budget Unit 022700 Sheriff General, Object Code 5232 Office & Other Equipment to Budget Unit 022700 Sheriff General, Object 5313 Law Enforcement Special and,
- C. Approve payment of Invoice #1078026 to Digital Ally for 2 car cameras and accessories in the amount of \$8,050 plus \$639.20 for tax to be paid direct to the state for a total of \$8,689.20 from the 2014-2015 Sheriff's General budget 022700, Object Code 5313 Law Enforcement Special.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This department had received two new vehicles, and they needed to be outfitted with car cameras. We had received a quote from Digital Ally (who is our sole source supplier for the car cameras), and we were going to request a Purchase Order after the new fiscal year began. There was a mix-up in communication, and they sent the cameras to us in June. We have sufficient budget in the board approved 2014-2015 Sheriff General budget, with the requested appropriation change. We are requesting approval of Digital Ally as a sole source vendor, approval of appropriation change & approval of the payment of the invoice.

ALTERNATIVES:

Not approve the recommendations as listed. This is not recommended as otherwise we would have to send the cameras back at our expense, get another quote, generate a purchase order and then order and pay for them.

OTHER AGENCY INVOLVEMENT:

CAO
Auditor's office

FINANCING:

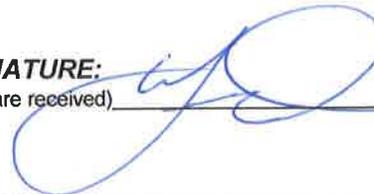
This expense will be paid from Sheriff General budget 022700, Object Code 5313 Law Enforcement Special.

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: <u>yes</u> Date <u>7/24/2015</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 7-24-15

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





Invoice	1078026
Date	6/17/2015
Page	1

9705 Loiret Blvd
Lenexa KS 66219

Bill To:

Inyo County Sheriff's Department
Accounts Payable
PO BOX S
Independence CA 93526

Ship To:

Inyo County Sheriff's Department
Lt. Andrew Marsh
550 South Clay St
Independence CA 93526

Purchase Order No.	Customer ID	Salesperson	Tracking No.	Shipping Method	Terms	Req Ship Date	Master No.
MARSH	INYCA0	JM2	644036631789	FEDERAL EXPRESS	Net 30	6/16/2015	135,461
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
2	2	0	001-00038-10	DVM-800 Complete Kit	\$0.00	\$3,495.00	\$6,990.00
2	2	0	012-00031-00	Premium Package Option	\$0.00000	\$500.00000	\$1,000.00
2	2	0	006-0030	ASSY, CAM Visor MTG Plate, Original	\$0.00000	\$0.00000	\$0.00
2	2	0	002-05136-12	Kit, CAM-12XC Plus Backseat Option	\$0.00000	\$0.00000	\$0.00
2	2	0	CAR TYPE	Ford Explorers	\$0.00	\$0.00	\$0.00

For your convenience, we accept the American Express® Card and other major credit cards.
Please fill in the information below.

Account Number _____ Mo. Yr. _____
Expiration Date

X _____ \$ _____
Cardmember Signature Amount Date



Subtotal	\$7,990.00
Misc	\$0.00
Tax	639.20 \$0.00
Freight	\$60.00
Trade Discount	\$0.00
Total	\$8,050.00

Questions? Contact AR@digitalallyinc.com or 913-814-7774

Please Remit Payment to:

P.O. Box 413183

Kansas City, MO 64141-3183

Standard terms and conditions for this transaction are on the reverse side

8689.20

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).

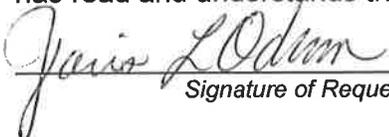
Please attach a memorandum to explain why the goods or services are not available elsewhere, include names and phone numbers of firms contacted.

See attached letter from vendor.

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

<p>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. This is for 2 car cameras with the premium package option, and other accessories needed. Digital Ally is a sole source provider as it is their equipment that works with the VuVault. The total cost is \$8,689.20</p>	
<p>DEPARTMENT CONTACT PERSON & TITLE Lt. Marsh/Janis Odum</p>	
<p>DEPARTMENT NAME Sheriff's</p>	<p>PHONE 878.0326</p>
<p>REQUESTED SUPPLIER/CONSULTANT NAME Digital Ally</p>	<p>SUPPLIER CONTACT PERSON Cody Swope</p>
<p>SUPPLIER ADDRESS 9705 Loiret Blvd. Lenexa, KS 66219</p>	<p>SUPPLIER CONTACT'S PHONE NUMBER 913.814.7774</p>

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



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerks Use Only

AGENDA NUMBER

17

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

FROM: Sheriff's Department

FOR THE BOARD MEETING OF: **August 4, 2015**

Subject: Animal Services Re-design

DEPARTMENTAL RECOMMENDATION:

Request Board: 1) Change the authorized strength with the Sheriff's Department, Animal Services Division by deleting one full-time Animal Services Shelter Manager, Range 52 (\$2,824-\$3,431) and by adding one full-time Animal Service Shelter Attendant, Range 42 (\$2,243-\$2,726);
2) Request your Board find consistent with the adopted Authorized Position Review Policy: (a), the availability of funding for the requested position comes from the General Fund, as certified by the Sheriff and concurred with by the County Administrator and Auditor-Controller; (b), and the position could be filled by internal recruitment; however, an open recruitment would be more appropriate to ensure qualified applicants apply; and (c), approve the hiring of an Animal Services Shelter Attendant at range 42 (\$2,243-\$2, 726).

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 removing the Shelter Manager position from the departments Authorized Staffing and adding a Shelter Attendant position.

The change confers immediate budgetary savings and while enhancing department efficiencies. For these reasons, it is not advisable to wait until the conclusion of the Fiscal Year 2015-2016 Budget process to recommend these changes and I recommend that your Board act on them today.

SUMMARY DISCUSSION:

In May 2014, the Animal Control Supervisor retired with over 20 years of service. In restructuring the Animal Services Division, and with service redesign in mind, we are requesting to delete the Animal Services Shelter Manager and add the Manager duties to the Supervisor which will oversee all supervision of both the shelter as well as the operations portion of this Division. In order to maintain current operations at the shelter we are requesting to hire a full time Shelter Attendant. The overall cost savings will be \$19,476. (See attached spreadsheet prepared by the budget analyst)

ALTERNATIVES:

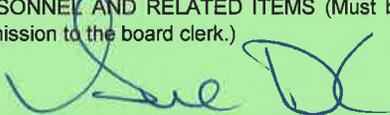
Deny the change in job title and description.

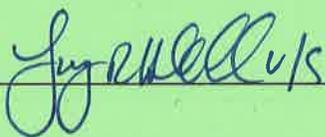
OTHER AGENCY INVOLVEMENT:

Personnel
Auditor's office

FINANCING:

This position will be paid from the Animal Control budget 023900, and there is sufficient money budgeted for the 2015-2016 fiscal year.

<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.)  Approved: <u>yes</u> Date <u>7/15/2015</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.)  Approved: <u>✓</u> Date <u>7/13/15</u>

DEPARTMENT HEAD SIGNATURE:  (Not to be signed until all approvals are received) _____ Date: 7/14/15

Animal Control Staffing

Current (Board Approved Staffing)	Range	PMOD Salaries and Benefits	Proposed Service Redesign	Range	PMOD Salaries and Benefits
Animal Control Supervisor	64	\$ 81,309	Animal Control Supervisor	64	\$ 81,309
Shelter Manager	52	\$ 73,496	Add 1 FT Shelter Attendent (C Step)	42	\$ 54,020
Senior Animal Control Officer	60	\$ 98,066	Senior Animal Control Officer	60	\$ 98,066
Animal Control Officer	56	\$ 68,610	Animal Control Officer	56	\$ 68,610
Office Tech III	63	\$ 87,273	Office Tech III	63	\$ 87,273
APAR Shelter Assistant	42 PT	\$ 13,504	APAR Shelter Assistant	42 PT	\$ 13,504
APAR Shelter Assistant	42 PT	\$ 14,152	APAR Shelter Assistant	42 PT	\$ 14,152
		\$ 436,410	Delete Shelter Manager	52	\$ -
					\$ 416,934
			Potential Savings		\$ 19,476



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 18

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

FROM: HEALTH & HUMAN SERVICES – Social Services

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Request for authorization to hire a full time Office Clerk II in the HHS Social Services Eligibility and Employment division.

DEPARTMENTAL RECOMMENDATION:

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

- 1) the availability of funding for the requested position exists in the Social Services budget, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
- 2) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, conducted through the State Merit System's Cooperative Personnel Services; however, an external recruitment is more appropriate; and
- 3) approve the hiring of one Office Clerk II at Range 50 (\$2,749-\$3,343) dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

We are requesting to fill a full time Office Clerk II position in the Employment and Eligibility Division, which recently became vacant. This position ensures smooth office operations in an office that regularly has a heavy volume of telephone and in person client contact. This position is the primary, first point of contact for persons seeking assistance in person or by telephone. In addition to handling the telephone and lobby traffic, the Office Clerk manages client schedules and office assignments for the Employment and Eligibility office. The position also provides support to the Integrated Case Workers in all areas of the office as well managing all regular clerical assignments. The Department is respectfully requesting permission to hire an Office Clerk II to fill the vacant position.

ALTERNATIVES:

Your Board could deny this request. This would impact our ability to ensure coverage of reception duties in the Bishop office, one of our most busy offices. It would also result in the reception duties being performed by higher-paid professional staff.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

Federal, State and Social Services realignment. This position is budgeted in Social Services (055800) in the Salaries and Benefits object codes. No County General Fund.

<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> 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>Chris Shepherd</u> Date: <u>7/22/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i> Approved: <u>Joe DC</u> Date: <u>7/22/15</u>

DEPARTMENT HEAD SIGNATURE: Jean Turner Date: 7-22-15
 (Not to be signed until all approvals are received)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 19

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

FROM: HEALTH & HUMAN SERVICES – Social Services

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Request for authorization to hire a full time Social Worker III or Social Worker IV in the Social Services Division.

DEPARTMENTAL RECOMMENDATION:

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

- 1) the availability of funding for the requested position exists in the Social Services budget, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
- 2) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment through the State of California's Merit Systems, but an open recruitment would be more appropriate to ensure qualified applicants apply; and
- 3) approve the hiring of one Social Worker III at Range 70 (\$4,391-\$5,086) or a Social Worker IV at Range 73 (\$4,709-\$5,728) dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

A Social Worker in our child welfare division recently accepted a transfer to another HHS division, resulting in a vacancy. The Child Welfare program is responsible for investigating and managing issues related to child abuse and neglect. As previously indicated, the Child Welfare program continues to experience increased requirements from the federal, state and local level, including legislation that extends foster care eligibility up to the age of twenty-one. The program continues to see an increase in reports related to high-risk families with very young children, as well as a high number of referrals from the courts related to family law child custody conflicts. The program, which has experienced significant staff shortages over the last three to four years, is beginning to see stabilization in our staffing pattern, which helps HHS to better ensure the safety and well-being of some of our most vulnerable residents. Filling the recent vacancy will help to ensure the continued high quality work performed by this division.

HHS is requesting permission to hire a Social Worker III or IV, depending upon qualifications, to fill the vacant position.

ALTERNATIVES:

Your Board could deny this request. This would impact our ability to ensure coverage of reception duties in the Bishop office, one of our most busy offices. It would also result in the reception duties being performed by higher-paid professional staff.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

Federal, State and Social Services realignment. This position is budgeted in Social Services (055800) in the Salaries and Benefits object codes. No County General 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> 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>Andy Shepherd</u> Date: <u>7/22/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i> Approved: <u>Joe D</u> Date: <u>7/22/15</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Jean Turner

Date: 7-22-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:

AGENDA NUMBER

20

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

FROM: HEALTH & HUMAN SERVICES – Social Services

FOR THE BOARD MEETING OF: August 4, 2015

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

DEPARTMENTAL RECOMMENDATION:

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

- 1) the availability of funding for the requested position exists in the various HHS budgets, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
- 2) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, however, an external recruitment is more appropriate; and
- 3) approve the hiring of one Office Tech I at Range 55 (\$3,088 - \$3,754) or Office Tech II at Range 59 (\$3,389-\$4,118) dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

We are requesting to fill a budgeted full time Office Tech I/II position in the HHS Fiscal Division, which recently became vacant when an employee accepted a promotion within HHS. This position is responsible for receiving and processing payables for all HHS divisions, depositing and tracking payments as well as State and Federal revenue, assisting the Administrative Analysts in maintaining more complex tracking for revenues/expenditures, compiling monthly program Account Director Reports, processing weekly General Assistance payments, applying re-payments and tax intercepts to consumer cases in C-IV system, the State Automated System for Employment and Eligibility. This position also cross-trains within HHS Fiscal to insure that there is coverage across multiple budgets in case of vacancies. The Department is respectfully requesting permission to hire an Office Tech I/II to fill the vacant position.

ALTERNATIVES:

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

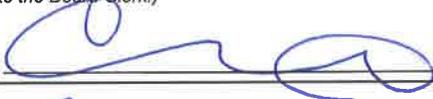
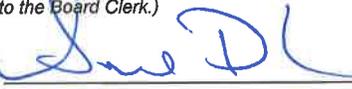
OTHER AGENCY INVOLVEMENT:

County Auditor's Office, multiple State Departments

FINANCING:

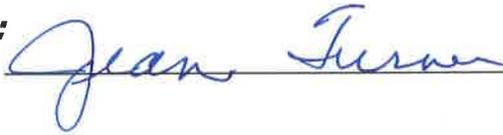
This position is budgeted 15% in Health (045100), 35% in Mental Health (045200), 36% in Social Services (055800), 6% in ICGOLD (056100), 5% in CHDP (045102) and 3% in CCS (045501) in the Salaries and Benefits object codes.

APPROVALS

COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.) Approved: _____ Date: _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.) Approved:  Date: 7/24/2015
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: 7/23/15

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 7-27-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER AGENDA NUMBER 21

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

FROM: HEALTH & HUMAN SERVICES – Social Services, ESAAA, IC-GOLD

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Request for authorization to hire a full time Human Services Supervisor in our blended position at the Lone Pine HHS office and Senior Center.

DEPARTMENTAL RECOMMENDATION:

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

1. the availability of funding for the requested position exists, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
2. where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, conducted through the State Merit System's Cooperative Personnel Services; however, an external recruitment is more appropriate; and
3. approve the hiring of one Human Services Supervisor at Range 70 (\$4,391-\$5,341) dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Your Board previously authorized the blending of the Site Coordinator at our Lone Pine Senior Center with our Human Services Supervisor position the Lone Pine HHS office, which provided cost efficiencies in our Social Services, ESAAA and I.C.GOLD programs. The employee currently in this position has given us notification of her intent to resign from this position as of October 7, 2015, so that she and her spouse can enjoy their retirement. This position not only supervises our Senior Site functions, but also provides supervisory oversight at our HHS office where she has taken a lead in enhancing our Employment Services through curriculum development and provision of job readiness classes. HHS is respectfully requesting your Board's permission to fill the upcoming vacancy.

ALTERNATIVES:

Denying this request would mean we would need to either return to the prior staffing structure or not fill the vacancy which likely would result in significant reductions to senior services in Lone Pine.

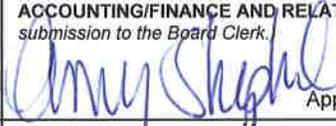
OTHER AGENCY INVOLVEMENT:

California Department of Social Services, California Department of Aging

FINANCING:

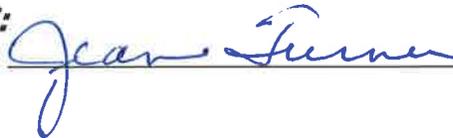
Federal, State, Realignment and County General Funds. This position is budgeted in Health (045100), Mental Health (045200), ICGOLD (056100), Social Services (055800) and ESAAA (683000) in the Salaries and Benefits object codes.

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: <u>✓</u> Date: <u>7/22/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i>  Approved: <u>✓</u> Date: <u>7/22/15</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 7-22-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's use only: AGENDA NUMBER 22
--

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

FROM: HEALTH & HUMAN SERVICES: BEHAVIORAL HEALTH

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Approval of Contract between County of Inyo and Vista Pacifica Enterprises

DEPARTMENTAL RECOMMENDATION:

Request Board ratify and approve the contract between County of Inyo and Vista Pacifica Enterprises for residential placement for adults in a locked facility in an amount not to exceed \$50,000 for the period of July 10, 2015 to June 30, 2016; contingent upon Board's adoption of FY 2015/2016 Budget and authorize the Chairperson to sign.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This contract comes before your Board for ratification due to the complex and difficult process necessary to obtain access to placement for persons in need of care in a locked psychiatric facility. The Inyo County Deputy LPS Conservator and staff have looked for appropriate placement for a conserved adult for the past several months as a "step down" from the State Hospital. Vista Pacifica provides specialized services that meet both the physical and emotional needs of persons with severe mental illness. This illness has resulted in grave disability and potential risk to self or others. While we have not had a contract with Vista Pacifica for several years, persons placed in this facility in the past have completed the treatment and have successfully "stepped down" intensity of treatment. Several persons eventually were able to move from conservatorship status to live independently or in a board and care facility in the community. Vista Pacifica works closely with the deputy conservator and provides treatment updates and planning as appropriate.

ALTERNATIVES:

Vista Pacifica Enterprises offers appropriate treatment services for vulnerable persons within a locked setting. They are committed to providing services in the least restrictive setting. Your Board could choose not to approve this contract. Appropriate placements are difficult to obtain and there is no guarantee that another facility that offers proper care will be found. The conserved adult would then remain in the State Hospital setting.

OTHER AGENCY INVOLVEMENT:

Inyo County Courts

FINANCING:

100% Mental Health Realignment Funds (clients may be able to partially reimburse with SSI payments). This expense will be budgeted in Mental Health (045200) in Support & Care (5508). 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</u> Date <u>07/17/15</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>7/17/2015</u>
PERSONNEL DIRECTOR: <u>N/A</u>	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: 7-28-15

ATTACHMENT A

**AGREEMENT BETWEEN COUNTY OF INYO
AND Vista Pacifica Enterprises
FOR THE PROVISION OF RESIDENTIAL TREATMENT SERVICES**

TERM:

FROM: July 10, 2015 **TO:** June 30, 2016

SCOPE OF WORK:

Residential care in a locked Psychiatric Skilled Nursing Facility Provided by Vista Pacifica Enterprises. Facility shall maintain skilled nursing licensure and certification. Treatment services to include daily needs: food, bed, monthly barber, hairstyling services, and basic hygiene products. Special needs to be provided: activities, nursing services, special treatment program to provide a structured educational living environment, which provides for each resident's psychosocial needs.

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
AND Vista Pacifica Enterprises
FOR THE PROVISION OF RESIDENTIAL TREATMENT SERVICES**

TERM:

FROM: July 10, 2015

TO: June 30, 2016

SCHEDULE OF FEES:

The new basic rates effective 7/1/2015 are \$191.89
Bedhold rates are \$185.05

The Patch Levels are as follows:

Patch Level A: \$60.00

Residents on this patch level require increased supervision and resources from staff. Examples of behavioral/medical needs that meet this requirement are:

- AWOL Risk patients
- Extremely verbally aggressive/threatening
- Allegations of abuse towards staff and peers

Patch Level B: \$130.00

Residents on this patch level require frequent supervision and resources from multiple departments. Examples of behavioral/medical needs that meet this requirement are:

- Periodic physical aggression towards staff or peers
- Property destruction
- Suicidal risk
- Maladaptive behaviors that require frequent counseling and attention from direct care staff
- Severe psychosis which requires frequent redirection/counseling/behavior modification from unit staff

Patch Level C: \$170.00

Residents on this patch level require near constant supervision and resources from the facility because their behaviors make them a danger to themselves or others. Examples of behavioral/medical needs that meet this requirement are:

- Physically aggressive behavior that requires the use of 1:1 or LOS (Line of Sight) staff to keep others safe.
- Suicidal behavior that requires the use of 1:1 or LOS staff to keep the resident safe.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
23

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

FROM: HEALTH & HUMAN SERVICES – Public Health and Prevention

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Amendment to the agreement between the County of Inyo and the California Department of Public Health for the Ryan White CARES program.

DEPARTMENTAL RECOMMENDATION:

Request Board ratify and approve Amendment Number 2 to Agreement Number 13-20052 between the County of Inyo and the California Department of Public Health for the HIV Care program, identifying the Catalog of Federal Domestic Assistance (CFDA) Number for the Ryan White Part B HIV Care Grant Program as 93.917, and authorize the Chairperson to sign the Standard Agreement Amendment, Contractor Certification and the Darfur Contracting Act Certification.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

The Inyo County Health and Human Services Department has a current multi-year contract with the California Department of Public Health through March 31, 2016 for the HIV/AIDS care and support program. The HIV/AIDS care and support program is designed to assure the availability of comprehensive social and medical services and to assist in the development of a support network for individuals in Inyo County who are living with HIV/AIDS or are at risk of HIV infection. Under this program, specific responsibilities of Inyo County Health and Human Services staff include functioning as the Fiscal Agent, providing case management services, reaching out to potential clients, and collaborating with other agencies to develop client services.

The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government, including the Ryan White Part B HIV Care Grant Program. The purpose of this amendment is to identify the CFDA number for this program, which is 93.917. There are no funding changes associated with this Amendment.

ALTERNATIVES:

The Board could choose not to approve Amendment Number 2 which would mean that Inyo County would not acknowledge being informed of the CFDA number for this program.

OTHER AGENCY INVOLVEMENT:

Bi-annual meetings for the HIC care and support program 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:

There are no financial changes associated with this amendment.

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>7/21/15</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)



Date: 7-24-15

STATE OF CALIFORNIA
STANDARD AGREEMENT AMENDMENT
 STD 213A (Rev 6/03)

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

Agreement Number 13-20052	Amendment Number A02
Registration Number:	

- 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)
- The term of this Agreement is: July 1, 2013 through March 31, 2016
- The maximum amount of this Agreement after this amendment is: \$ 222,727
Two Hundred Twenty Two Thousand, Seven Hundred Twenty Seven Dollars
- 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:

Purpose of amendment:

- This amendment identifies the Catalog of Federal Domestic Assistance (CFDA) Number, an administrative requirement for the implementation of the Ryan White Part B HIV Care Grant Program, ensuring that all funded contractors/subcontractors are informed of the corresponding number: CFDA Number 93.917.
- 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~~).

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.) <u>County of Inyo</u>		
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing <u>Matt Kingsley, Chairperson</u>		
Address <u>Inyo County Health & Human Services</u> <u>207 A South Street, Bishop, CA 93514</u>		
STATE OF CALIFORNIA		
Agency Name <u>California Department of Public Health</u>		<input checked="" type="checkbox"/> Exempt per: OA Budget Act 2014
By (Authorized Signature) 	Date Signed (Do not type)	
Printed Name and Title of Person Signing <u>Yolanda Murillo, Chief, Contracts Management Unit</u>		
Address <u>1616 Capitol Avenue, Suite 74.317, MS 1802, P.O. Box 997377,</u> <u>Sacramento, CA 95899-7377</u>		

III. Exhibit A – Scope of Work, Introduction, Service Overview, is hereby amended to read as follows:

Introduction

2. Service Overview

CDPH/OA utilizes federal Health Resources Services Administration (HRSA) funds to provide support for HIV/AIDS services in local areas. Federal HRSA funds include Part B and Minority AIDS Initiative funding. HIV care services are funded using a Single Allocation Model to consolidate HRSA program funds into a single Cooperative Agreement in each local health jurisdiction or service area.

The corresponding Catalog of Federal Domestic Assistance (CFDA) Number for Ryan White Part B HIV Care Grant Program is 93.917. For more information on the CFDA number, please refer to www.cfda.gov.

Darfur Contracting Act

Pursuant to Public Contract Code (PCC) sections 10475-10481, the Darfur Contracting Act's intent is to preclude State agencies from contracting with scrutinized companies that do business in the African nation of Sudan. A scrutinized company is a company doing specified types of business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot, contract with a State agency for goods or services (PCC section 10477(a)) unless obtaining permission from the Department of General Services according to the criteria set forth in PCC section 10477(b).

Therefore, to be eligible to contract with the California Department of Public Health, please initial one of the following three paragraphs and complete the certification below:

1. _____ We do not currently have, or we have not had within the previous
Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b) or submit a contract/purchase order. A copy of the written permission from DGS is included with our bid, proposal or contract/purchase order.

OR

3. _____ We currently have, or we have had within the previous three years,
Initials business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind this company to the clause listed above. This certification is made under the laws of the State of California.

Company Name (Printed)	Federal ID Number
<i>Inyo County Health and Human Services</i>	<i>95-0005445</i>
By (Authorized Signature)	
Printed Name and Title of Person Signing	
<i>Matt Kingsley, Chairperson</i>	
Date Executed	Executed in the County and State of
	<i>Inyo, California</i>

Darfur Contracting Act

Pursuant to Public Contract Code (PCC) sections 10475-10481, the Darfur Contracting Act's intent is to preclude State agencies from contracting with scrutinized companies that do business in the African nation of Sudan. A scrutinized company is a company doing specified types of business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot, contract with a State agency for goods or services (PCC section 10477(a)) unless obtaining permission from the Department of General Services according to the criteria set forth in PCC section 10477(b).

Therefore, to be eligible to contract with the California Department of Public Health, please initial one of the following three paragraphs and complete the certification below:

1. _____ We do not currently have, or we have not had within the previous
Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b) or submit a contract/purchase order. A copy of the written permission from DGS is included with our bid, proposal or contract/purchase order.

OR

3. _____ We currently have, or we have had within the previous three years,
Initials business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind this company to the clause listed above. This certification is made under the laws of the State of California.

Company Name (Printed) <i>Inyo County Health and Human Services</i>	Federal ID Number <i>95-6005445</i>
By (Authorized Signature)	
Printed Name and Title of Person Signing <i>Matt Kingsley, Chairperson</i>	
Date Executed	Executed in the County and State of <i>Inyo, California</i>

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
Inyo County Health and Human Services		95-6005445
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
Matt Kingsley, Chair person		
<i>Date Executed</i>	<i>Executed in the County of</i>	
	Inyo	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

24

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

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Statement of work and budget for a Specific Plan for Charleston View/Southeast Inyo County.

RECOMMENDATION: Receive a presentation from staff to review a Statement of Work and budget to create a Specific Plan for Charleston View/Southeast Inyo County and provide direction on defining a project area and to begin work on the plan.

SUMMARY DISCUSSION: On April 14, 2015, your Board received a presentation from staff describing what a Specific Plan for Charleston View would entail and accomplish and heard reactions from members of the local community about the idea. The public that was in attendance was in favor of a planning effort for the area and expressed a desire to have the plan include along with Charleston View, Shoshone and Tecopa, making it a Southeast County Plan. Your Board directed staff to provide more detailed information about a Specific Plan for Southeast Inyo County.

A specific plan is a tool that local jurisdictions in California can use to guide development in a specified sub-area of the jurisdiction and provides actions to implement the jurisdiction's general plan in that specified area. A specific plan also provides for more detailed development planning than a general plan does. The Specific Plan would focus on an explicit area to help the County and residents: evaluate and understand land use issues in the area; create a vision and goals for the future of the area; and, prepare a strategy to implement the vision and goals. The planning effort will entail:

1. A current conditions report:
 - Mapping of current land use designations
 - Mapping of current land uses on the ground
 - Mapping of current infrastructure
 - Distance to basic services
 - Income survey
 - Schools/community service districts, roads, water, waste – evaluations
 - Opportunities and Issues, analysis
 - Review of General Plan policy
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 want the area to look like in the future
 - Implementation strategies

- Workshops to design the vision:
 - Map it, draw it
 - Preparation of Draft Plan
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

A detailed Scope of Work and budget has been prepared for this work (Attachment A). There are two defined options within it. One is to go with the original proposal to prepare a specific plan for just Charleston View. The other is to create a specific plan for Southeast Inyo County that would include Tecopa and Shoshone.

Option 1

The advantages to limiting the plan to Charleston View are: specific plans are generally prepared for individual, consolidated, areas, such as Charleston View; Charleston View contains the County's largest amount of vacant, privately owned, land, it would in the best interest of the County to plan for it; the land in Charleston View is currently subdivided into 2-3-acre and 20-acre lots with residential zoning, this creates a situation where likely development would be exclusively residential and given its location the potential development would likely serve as a bedroom community for Pahrump or Las Vegas; and, a Solar Energy Development Area (SEDA) was identified in Charleston View.

The disadvantages of including Tecopa and Shoshone are:

The issues in Charleston View warrant a lot of attention; spreading resources to include Tecopa and Shoshone could affect the ability to provide a thorough planning effort for Charleston View; there is considerable distance and acreage (under federal land management) between the three communities making it a disjointed planning area; there is the potential that if just planning for Charleston View based on its SEDA, much of the environmental analysis could tier off of the PEIR completed for the County's Renewable Energy General Plan Amendment saving the County a considerable amount of money compared to creating a plan that includes Tecopa and Shoshone.

Option 1 is estimated to cost the County approximately \$133,000, as staff could prepare the appropriate environmental documents.

Option 2

The advantages of a Southeast County Plan are: the public who attended the April 14, 2015 meeting were in favor of a southeast county plan that included all three communities; people from the three communities indicated that they really are one community; Charleston View, Tecopa and Shoshone would be included in the planning effort and the three communities in many respects (socio-economically) are interconnected; although the communities are far apart the planning effort could identify ways for them to operate in a more conjoined manner; Tecopa and Shoshone could benefit as much as Charleston View from a planning effort

as they are currently haphazardly zoned and there are no clear goals or direction for their future landuse development; and, there is a current effort among the residents of the three communities to take advantage of area's beauty and uniqueness to further eco-tourism in the area and work together for a National Monument designation for land that surrounds the area, such a designation would affect all of the communities.

Option 2 is estimated to cost the County approximately \$484,000 as hiring consultants to prepare an Environmental Impact Report would be necessary.

ALTERNATIVES:

1. Do not receive a presentation from staff and do not consider a Specific Plan for Charleston View or Southeast Inyo County.
2. Direct Staff to prepare a Specific Plan for Charleston View only.
3. Direct Staff to prepare a Specific Plan for Southeast Inyo County.
4. Direct Staff to prepare a Specific Plan for a different geographic location than already described above.

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.

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: 7/29/15

Attachment A

A Specific Plan for Southeast Inyo County – Statement of Work

Background

The southeast part of Inyo County has often been 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, however, due to the Renewable Energy General Plan Amendment (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 many of these issues to the forefront. Charleston View had a Solar Energy Development Area (SEDA) identified within it that is about 16,000-acres and 2,400-acres of those 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 Southeast Inyo County, as well. Potential National Land Landscape Conservation Lands were identified in the Draft Desert Renewable Energy Plan for public lands in the area and local interests are working on a National Monument designation.

Specific Plans

A specific plan is a tool that local jurisdictions in California can use to guide development in a specified sub-area of the jurisdiction. It provides actions to implement the jurisdiction's general plan in that specified area. A specific plan also provides for more detailed development planning than the general plan does.

Project Description

A Specific Plan is proposed for Southeast Inyo County to help the County and residents:

- evaluate and understand land use issues in the area
- create a Southeast County vision and goals for the future
- prepare a strategy to implement the vision and goals.

The planning effort will entail preparing an existing conditions report that will evaluate the area's current land use patterns, state of the service infrastructure and basic economics. This evaluation will be used to identify opportunities and issues in Southeast County and pinpoint places for enhancement and/or situations in need of change. These evaluations will then be used to create a vision and identify goals for the area's future, and prepare a strategy to reach those goals and vision.

Work Plan – Tasks and Deliverables

Task 1 - Existing Conditions Report

A current conditions report will be prepared to evaluate southeast Inyo County in its present state. This will serve as a baseline for evaluations, vision and goal setting and further planning efforts

- 1a. Mapping of current land use designations: using County GIS data, zoning and general plan maps will be prepared to evaluate land use patterns based on current land use designations.
 - Deliverables: Zoning and General Plan maps for each community in South East County and maps of the surrounding area.
 - *Due Date: August 31, 2015*
 - *Cost: \$730*

- 1b. Mapping of current land uses on the ground: Staff will conduct site visits to inventory current land uses in the communities. This will be compared with land use based on zoning/general plan designations.
 - Deliverables: Maps showing the results from the site visits will be prepared for each community showing the current land uses.
 - *Due Date: October 30, 2015*
 - *Cost: \$3,085*

- 1c. Mapping of current infrastructure: Planning staff will work with public works and environmental health staff to map the current services' infrastructure.
 - Deliverables: Maps illustrating roads, sewer/septic, water lines/wells and etc.
 - *Due Date: October 30, 2015*
 - *Cost: \$4,368*

- 1d. Distance to services: using County GIS software staff will evaluate how far residents in Southeast County must travel for basic services (food, medical, financial, etc. services).
 - Deliverables: maps and report describing the availability of services to the communities.
 - *Due Date: November 6, 2015*
 - *Cost: \$1,410*

- 1e. Income survey door to door: staff will supplement US Census income data by conducting door to door income surveys of the residents in Southeast County.
 - Deliverables: Report describing the incomes of each community and how it compares to the County's in general.
 - *Due Date: November 13, 2015*
 - *Cost: \$5,555*

- 1f. Schools/community service districts, roads, water, waste – evaluations: evaluate how services are being delivered, where they are/are not located evaluate where potential upgrades may be needed.
 - Deliverables: Report on community services available to area residents and how convenient they are.
 - *Due Date: November 13, 2015*
 - *Cost: \$8,884*

- 1g. Opportunities and Issues, analysis: based on the information collected and public outreach staff will provide a draft analysis of where there are issues in the area that need attention and factors in the area that are currently working well and should be enhanced.
 - Deliverables: Report on issues and opportunities regarding land use patterns and service provision based on the evaluations from the maps, site visits, and community meetings. The report will also identify gaps in need and examine the opportunities in the area that should be enhanced.
 - *Due Date: November 20, 2015*
 - *Cost: \$7,358*

- 1h. Policy review, review of General Plan policy: staff will review current General Plan policies against the current land use patterns and the identified opportunities and issues analysis to determine where, if any, changes or tweaks need to be made to provide consistency between current on the ground land use and/or desired conditions and the designations.
 - Deliverables: Report on relevant general plan policies, issues with mismatched designations and current use patterns and potential changes.
 - *Due Date: November 13, 2015*
 - *Cost: \$4,860*

- 1i. Existing Conditions Report, prepare the report: A report including all maps, evaluations, results of surveys, policy review and opportunities and issues review will be prepared. This will be used to develop the vision, goals and implementation strategies for the area.
 - Deliverables: Existing Conditions Report.
 - *Due Date: December 31, 2015*
 - *Cost: \$7,155*
 - *Total Cost – Existing Conditions Report: \$43,405*

Task 2 - Public Outreach

A robust public outreach effort will be part of the Southeast County specific plan development. Staff will work with people in the communities to develop the opportunities and issues evaluations, the vision, goals and implementation strategies.

- 2a. Identify and invite local people for a community committee: staff will work with the people who identified themselves as wanting to participate in the southeast county planning process at previous meetings and send invitations to others in the area to participate.
 - Deliverables: A list of Southeast Inyo County community members who wish to participate in the planning process.
 - *Due Date: September 15, 2015*
 - *Cost: \$349*

- 2b. Tribe working meetings: staff plans to hold at least 2 meetings with local tribes to identify tribal issues and opportunities in the area.
 - Deliverables: Meeting notes and summary.
 - *Due Date: September 23-25, 2015*
 - *Cost: \$1,923*

- 2c. Initial meetings to identify opportunities and issues: staff will hold 3 meetings, 1 each in Tecopa, Shoshone and Charleston View to work with community members in identifying the issues and opportunities based on their perspectives as residents.
 - Deliverables: Meeting notes and summary.
 - *Due Date: September 23-25, 2015*
 - *Cost: \$5,235*

- 2d. Visioning meeting: staff will hold 3 meetings, 1 each in Tecopa, Shoshone and Charleston View to work with community members in developing a vision for Southeast County and setting goals.
 - Deliverables: Meeting notes and summary.
 - *Due Date: January 6-8, 2016*
 - *Cost: \$5,235*

- 2e. Workshops to design the SE County vision: staff will hold 6 meetings, 2 each in Tecopa, Shoshone and Charleston View to work with community members in creating a vision for Southeast County and discussing implementation strategies.
 - Deliverables: Meeting notes and summary.
 - *Due Date: Visioning, February 3-5, 2016; Implementation Strategies, February 17-19, 2016*
 - *Cost: \$10,069*

- 2f. Review draft plan: Staff will make the draft plan available to Southeast County residents for review.
 - Deliverables: compilation of comments.
 - *Due Date: May 11, 2016*
 - *Cost: \$4,290*

- 2g. Planning Commission
 - Deliverables: Meeting notes and summary; compilation of comments.
 - *Due Date: April 27, 2016*
 - *Cost: \$1,197*

- 2h. Board of Supervisors
 - Deliverables: Meeting notes and summary; compilation of comments.
 - *Due Date: May 11, 2016*
 - *Cost: \$1,197*
 - *Total Cost – Public Outreach Draft Plan Development: \$30,890*
 -

Task 3 – Draft Plan

Staff will prepare a draft Specific Plan for Southeast Inyo County.

- 3a. Prepare draft plan: the draft Specific Plan will be prepared based on what was learned during the Existing Conditions Report process and that includes the mandatory structure as provided for in Section 65451 of the Government Code for Specific Plans, as follows:
 - (a) A specific plan shall include a text and a diagram or diagrams which specify all of the following in detail:
 - (1) The distribution, location, and extent of the uses of land, including open space, within the area covered by the plan.
 - (2) The proposed distribution, location, and extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan.

- (3) Standards and criteria by which development will proceed, and standards for the conservation, development, and utilization of natural resources, where applicable.
- (4) A program of implementation measures including regulations, programs, public works projects, and financing measures necessary to carry out paragraphs (1), (2), and (3).
- (b) The specific plan shall include a statement of the relationship of the specific plan to the general plan.

- Deliverables: Draft Specific Plan.
 - *Due Date: March 15, 2016*
 - *Cost: \$7,826*

- 3b. Review and comment: the draft Specific Plan will be shared with the Southeast County communities and the greater public; a Planning Commission meeting will be held to provide the opportunity for public comment and a recommendation from the Planning Commission to the Board of Supervisors; and, a Board of Supervisors meeting will be held to provide opportunity for public comment and direction from the board to staff on the draft.

- Deliverables: Meeting notes and summary; compilation of comments.
 - *Due Date: May 11, 2016*
 - *Cost: \$6,973*

- 3c. Revise and prepare final draft plan: the draft specific plan will be revised based on public comment and direction from the Board of Supervisors. This final draft version will be used for the Environmental Review.

- Deliverables: final draft specific plan.
 - *Due Date: May 20, 2016*
 - *Cost: \$6,578*
 - *Total Cost – Draft Plan Preparation \$21,377*

Task 4 – Environmental Review

There are two options for the environmental review piece of the specific plan project. One is to use the Program Environmental Impact Report (PEIR) that was prepared for the Renewable Energy General Plan Amendment for the Solar Energy Development Areas (SEDAs) in Southeast County, and prepare a Mitigated Negative Declaration for the Specific Plan tiering off the PEIR. This option would require limiting the plan to the smaller subset of Charleston View (a large area of Charleston View is designated as a SEDA) for the specific plan. The other option is to prepare an EIR for the entire Southeast County Specific Plan, planning area. This option would require the county to hire a consultant to prepare the EIR. Both will use the final draft version of the specific plan and information collected from the existing conditions report for the environmental review.

Task 4 - Option 1 – Staff Prepares a Mitigated Negative Declaration (MND), Tiering off PEIR.

- 4a. Prepare checklist: staff will prepare an Initial Study in compliance with the California Environmental Quality Act (CEQA).
 - Deliverables: completed checklist.

- *Due Date: June 10, 2016*
 - *Cost: \$4,836*
- 4b. File Notice of Availability (NOA), prepare notices and mailings: staff will prepare and publish public notices and file the Notice of Availability with the County Recorder and the State Clearinghouse. A comment period of at least 21-days will be required under this option.
 - Deliverables: NOA; notices/ads.
 - *Due Date: June 10, 2016*
 - *Cost: \$361*
- 4c. Prepare response to comments: staff will prepare responses to any comments submitted on the MND.
 - Deliverables: compilation of comments and responses.
 - *Due Date: August 5, 2016*
 - *Cost: \$4,609*
- 4d. File Notice of Determination (NOD): following an update to the draft Specific Plan and Board Approval a NOD will be filed with the County Recorder and the State Clearinghouse.
 - Deliverables: NOD.
 - *Due Date: November 4, 2016*
 - *Cost: \$361*
 - *Total Cost – MND REGPA PEIR Tiering: \$10,166*

Task 4 - Option 2 – Hire Consultant, Prepare an Environmental Impact Report.

- 4a. Prepare a Request For Proposals (RFP) and hire a consultant.
 - Deliverables: RFP; contract with consultant.
 - *Due Date: March 1, 2016*
 - *Cost: \$3,513*
- 4b. Prepare an Initial Study and file Notice of Preparation (NOP): consultant will prepare an Initial Study in compliance with CEQA and file a NOP with the County Recorder and the State Clearinghouse. Notices will be mailed and advertised announcing places, dates and times of scoping meetings. A comment period of at least 30-days will be required with this option.
 - Deliverables: NOP, notices/ads.
 - *Due Date: June 10, 2016*
 - *Cost: \$21,100*
- 4c. Scoping meetings: consultant team and staff will conduct 2 scoping meetings to collect public comment. One will be held in Southeast County and one will be held with the Planning Commission.
 - Deliverables: compilation of comments.
 - *Due Date: June 22-23, 2016*
 - *Cost: \$17,487*

- 4d. Screen Draft Environmental Impact Report - analysis: consultants will prepare a screen draft EIR for internal review and comment that is compliant with CEQA. The Screen Draft will include:
 - a) Project Description: a project description based on the information, mapping and evaluations generated during the Existing Conditions Report. The project description will also include the vision and goals created for the specific plan.
 - b) Alternatives: the Existing Conditions Report, public comment and staff comments will be used to help define alternatives for the Screen Draft EIR.
 - c) Cumulative impacts: CEQA requires that a cumulative impact analysis be prepared as part of an EIR. This will require an analysis of the effects of the project along with other effects of other projects in the area.
 - d) Areas of concern: The Initial Study will determine which areas of concern the EIR will evaluate. These could include: Aesthetics, Agriculture, Air Quality, Biological Resources, Cultural Resources, Geology and Soils/Mineral Resources, Greenhouse Gasses/Climate Change, Hazards/Hazardous Materials, Hydrology and Water Quality, Land Use and Planning,
 - Deliverables: Screen Draft EIR.
 - *Due Date: October 28, 2016*
 - *Cost: \$89,300*

- 4e. Review and comment - screen draft: County planning, public works, environmental health, county council staff will review and provide comments on the screen draft.
 - Deliverables: compilation of comments.
 - *Due Date: December 2, 2016*
 - *Cost: \$5,421*

- 4f. Responses to comments: county planning and consultant will prepare responses to public scoping comments.
 - Deliverables: compilation of comments and responses.
 - *Due Date: January 10, 2017*
 - *Cost: \$40,521*

- 4g. Consultants will prepare the Draft EIR that addresses scoping and internal comments. The draft EIR will be made available for public comment. Notices of Completion and Availability will be sent to the County Recorder and State Clearinghouse, mailed to appropriate and interested parties and advertised in the Inyo Register. A 45-day, or longer, review period will be required per CEQA for the draft review period.
 - Deliverables: Draft EIR.
 - *Due Date: January 20, 2017*
 - *Cost: \$29,183*

- 4h. Public Comment Meetings: Three public meetings will be held to collect public comments on the Draft EIR. One each in: Southeast Inyo County, a Planning Commission hearing and a Board of Supervisors hearing.
 - Deliverables: meeting materials, hands outs, etc.
 - *Due Date: February 22-23, 2017 and March 7, 2017*

- *Cost: \$13,837*
- 4i. Responses to Comments: consultant and planning staff will prepare responses to the comments provided on the Draft EIR.
 - Deliverables: compilation of comments and responses.
 - *Due Date: March 31, 2017*
 - *Cost: \$22,581*
- 4j. Prepare Findings: consultant and planning staff will prepare Findings of Fact if relevant. If Findings of Fact are necessary, they will describe the significant impacts that may occur due to the Specific Plan and make a determination as to whether mitigation measures can reduce the anticipated impacts to a level less than significant and if not, a Statement of Overriding Conditions will be prepared.
 - Deliverables: Findings of Fact and Statement of Overriding Conditions as appropriate.
 - *Due Date: March 31, 2017*
 - *Cost: \$17,947*
- 4k. Prepare Final EIR (FEIR): A FEIR will be prepared by the consultant team and reviewed by County staff. It will include updates based on public comment and recommendations and direction from the Planning Commission and Board of Supervisors. The FEIR will contain responses to comments, a Mitigation and Monitoring Program, and Findings of Fact and Statements of Overriding Conditions if required. The Draft Specific Plan will also be updated based on public comments and the EIR analysis (Task 5), both will be taken to the Planning Commission for recommendation and Board of Supervisors for approval.
 - Deliverables: Final Draft Environmental Impact Report.
 - *Due Date: April 28, 2017*
 - *Cost: \$25,687*
- 4l. Public Hearing Planning Commission: A public hearing will be held with the Planning Commission to present the Draft Final Environmental Impact Report, and Specific Plan. Public comments will be taken and the Planning Commission will provide a recommendation to the Board of Supervisors.
 - Deliverables: meeting materials, hands outs, Planning Commission recommendation, and compilation of public comments.
 - *Due Date: May 24, 2017*
 - *Cost: \$16,744*
- 4m. Public Hearing Board of Supervisors: public hearing will be held with the Board of Supervisors to present the Draft Final Environmental Impact Report, and Specific Plan. Public comments will be taken and the Planning Commission recommendation will be presented to the Board of Supervisors.
 - Deliverables: meeting materials, hands outs, compilation of public comments and direction from Board of Supervisors.
 - *Due Date: June 13, 2017*

- *Cost: \$16,744*
- 4n. Prepare Final EIR: consultant and planning staff will prepare the FEIR.
 - Deliverables: FEIR
 - *Due Date: June 30, 2017*
 - *Cost: \$14,000*
- 4o. File Notice of Determination (NOD). Staff will file a NOD with the State Clearinghouse.
 - Deliverables: NOD.
 - *Due Date: June 30, 2017*
 - *Cost: \$402*
- 4p. Administration (Contract).
 - *Due Date: Throughout Project*
 - *Cost: \$26,235*
 - *Total Cost of EIR prepared by consultants: \$361,101*

Task 5 – Final Draft Specific Plan for Southeast Inyo County

- 5a. Draft Final Plan. A Draft Final Specific Plan will be prepared by updating based on public comments, Planning Commission recommendations, Board direction and EIR evaluations.
 - Deliverables: Draft Final Plan
 - *Due Date with Task 4 Option 1: August 26, 2016*
 - *Due Date with Task 4 Option 2: March 3, 2017*
 - *Cost: \$9,688*
- 5b. Review and comment: the draft Final Specific Plan will be shared with the Southeast County communities and the greater public for review and comment.
 - Deliverables: compilation of comments and responses.
 - *Due Date with Task 4 Option 1: September 16, 2016*
 - *Due Date with Task 4 Option 2: March 24, 2017*
 - *Cost: \$4,354*
- 5c. Revise the Final Draft based on public comments.
 - Deliverables: Revised Draft Final Plan.
 - *Due Date with Task 4 Option 1: October 7, 2017*
 - *Due Date with Task 4 Option 2: April 10, 2017*
 - *Cost: \$4,311*
- 5d. A Planning Commission meeting will be held to provide the opportunity for public comment and a recommendation from the Planning Commission to the Board of Supervisors
 - Compilation of comments and responses, recommendation to the Board of Supervisors.
 - *Due Date with Task 4 Option 1: October 26, 2016*

- *Due Date with Task 4 Option 2: April 28, 2017*
 - *Cost: \$3,179*

- 5e. The Board of Supervisors will meet to provide an opportunity for public comment and direction from the board to staff on the draft.
 - Deliverables: compilation of comments and responses.
 - *Due Date with Task 4 Option 1: November 8, 2016*
 - *Due Date with Task 4 Option 2: May 24, 2017*
 - *Cost: \$3,179*

- 5f. Revise and prepare the final plan: the draft final specific plan will be revised based on public comment, EIR evaluations and direction from the Board of Supervisors.
 - Deliverables: Final Specific Plan for Southeast Inyo County.
 - *Due Date with Task 4 Option 1: November 4, 2016*
 - *Due Date with Task 4 Option 2: June 30, 2017*
 - *Cost: \$4,106*
 - *Total Cost – Final Specific Plan: \$27,609*

 - *Total Cost with an EIR: \$484,381*
 - *Total Cost without an EIR: \$133,446*



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 25
--

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

FROM: Water Department

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Agenda items for August, 2015 Standing Committee Meeting

DEPARTMENTAL RECOMMENDATION:

A meeting of the Inyo/Los Angeles Standing Committee meeting is tentatively scheduled for later in August, 2015. The Water Department requests input concerning agenda items to be considered at the Standing Committee meeting.

SUMMARY DISCUSSION:

Water Department staff has identified that these items should be included on the Standing Committee agenda:

1. Approval of documentation of actions from the June 4, 2015 meeting.
2. Runoff and Operations update.
3. Owens Lake
 - a. Status of Owens Lake shallow flooding variance
 - b. Status of Owens Lake Master Project
4. Program for reasonable reduction in irrigation water supply for Los Angeles-owned lands in Owens Valley, for recreation and wildlife projects, for projects implemented as part of the Inyo/Los Angeles Long Term Water Agreement, and for enhancement/mitigation projects.
5. Discussion of agreement to retain some portion of water saved through water conservation on Owens Lake for use in Owens Valley.
6. Report on evaluation of vegetation monitoring protocols.

The Water Department requests input on these items and any additional items that your Board desires to have on the Standing Committee agenda.

ALTERNATIVES:

OTHER AGENCY INVOLVEMENT:

LADWP

FINANCING:

N/A

APPROVALS

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

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



Date: _____

7/28/15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
26

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

FROM: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Contract Between the County of Inyo and Pahrump Valley Disposal, Inc. for Waste Hauling Services from the communities of Tecopa, Shoshone, Charleston View, Furnace Creek, and Death Valley Junction to Pahrump, Nevada Waste Disposal Facility

DEPARTMENTAL RECOMMENDATION: Request that your Board 1) award the bids for waste hauling services from the communities of Tecopa, Shoshone, Charleston View, Furnace Creek, and Death Valley Junction to Pahrump, Nevada Waste Disposal Facility to Pahrump Valley Disposal, Inc., *nunc pro tunc*, "now as then," to July 1, 2015; 2) approve the combination of the bids under one Contract with Pahrump Valley Disposal, Inc.; 3) approve and ratify the Contract between the County of Inyo and Pahrump Valley Disposal, Inc. to provide waste hauling services to the communities of Tecopa, Death Valley Junction, Shoshone, Charleston View, and Furnace Creek in an amount not to exceed \$550,475.81 for the period of July 1, 2015 through June 30, 2018 subject to Board approval and adoption of future County budgets, and 4) authorize the Chairperson to sign the Contract contingent upon obtaining appropriate signatures.

SUMMARY DISCUSSION: Pahrump Valley Disposal, Inc. is the only provider of solid waste hauling and transfer services in Tecopa, Death Valley Junction, Shoshone, Charleston View, and Furnace Creek and is the only waste hauler that currently holds the required permit to operate the service. The request for bids for these services was advertised in the local newspaper and Pahrump Valley Disposal, Inc. was the only company to submit a bid. Pahrump Valley Disposal, Inc. will place a total of thirty six (36) trash dumpsters, and four (4) recycling containers in the multiple communities and transport the waste to the Pahrump, Nevada landfill.

The waste hauling services from the communities of Tecopa, Shoshone, Charleston View, Furnace Creek, and Death Valley Junction to Pahrump, Nevada Waste Disposal Facility were the subject of four RFB's dated May 8, 2015. Pahrump Valley Disposal, Inc. was the only responder to the RFBs and responded to all bids in one Response. Pahrump Valley Disposal, Inc. was under four separate contracts with the County that provided the same services as in this proposed Contract. Those four separate contracts all terminated on June 30, 2015. Pahrump Valley Disposal, Inc. continued to provide services under those contracts despite their termination. Under this situation, it is requested that the bids be awarded to Pahrump Valley Disposal, Inc., the sole Responder to the bids, effective July 1, 2015. It is further requested that your Board issue one Contract for all services covered under all four bids, which will provide economies in service and administration, and your Board approve and ratify the Contract effective July 1, 2015.

The service Contract, if approved would be scheduled for a three-year term. The annual cost of providing the trash services in all identified areas, as outlined in the Scope of Work in the attached Contract, will be \$178,095.64 for Fiscal Year 2015/2016 and to be adjusted in 2016/2017 and 2017/2018 by not more than 3%, from the previous year based upon the Los Angeles-Riverside-Orange County, California, Consumer Price Index, as determined by the United States Department of Labor, Bureau of Labor Statistics. The three (3) year not-to-exceed amount is \$550,475.81.

ALTERNATIVES: Your Board could choose to not implement this Contract and not place bins in the communities of Tecopa, Shoshone, Charleston View, Furnace Creek, and Death Valley Junction; however, this would require the residents to transport their waste to the Pahrump landfill.

OTHER AGENCY INVOLVEMENT: County Counsel, Auditor

FINANCING: These services are budgeted in the 2015/2016 Solid Waste Budget 045700, Object Code 5265 Professional and Special Services.

APPROVALS

COUNTY COUNSEL: 	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <u>Yes</u> Date <u>7/27/15</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: _____ 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:  Date: 7/29/15
(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

ATTACHMENT A

**AGREEMENT BETWEEN COUNTY OF INYO
PAHRUMP VALLEY DISPOSAL**

AND _____
WASTE HAULING IN PERMIT AREAS D & E
FOR THE PROVISION OF _____ **SERVICES**

TERM:
07-01-2015 06-30-2018
FROM: _____ **TO:** _____

SCOPE OF WORK:

Furnace Creek:

20- 3 cubic yard containers for solid waste, serviced two (2) times per week

1- 6 cubic yard container for recycling, serviced every other week

- Aluminum cans, Tin/metal and foil, Plastics# 1-7, Glass, Cardboard, newspaper

Tecopa:

1- 3 cubic yard container serviced one (1) time per week (Community Center)

1- 3 cubic yard container serviced one (1) time per week (Anderson and Downey)

1- 6 cubic yard container serviced one (1) time per week (Anderson and Downey)

1- 3 cubic yard container serviced one (1) time per week (Grimshaw and Downey)

1- 3 cubic yard container serviced one (1) time per week (Bonita and Bob White)

2- 6 cubic yard containers serviced one (1) time per week (Tecopa Park)

1- 15 cubic yard covered container serviced 1 time per week or as needed (Solid waste) (Tecopa Park)

1- 15 cubic yard container serviced one (1) time per week or as needed. (Brush) (Tecopa Park)

1- 30 cubic yard enclosed roll-off container for recycling, serviced on an as needed basis

- Aluminum cans, Tin/metal and foil, Plastics# 1-7, Glass, Cardboard, newspaper

Shoshone/Charleston View:

1 - 3 yard containers serviced one (1) time per week

3- 6 yard containers serviced one (1) time per week (Charleston View)

1- 15 cubic yard covered container serviced one (1) time per week or as needed (Solid waste)

1- 15 cubic yard container serviced one (1) time per week or as needed (Brush)

1- 30 cubic yard enclosed roll off container for recycling, serviced on an as needed basis

- Aluminum cans, Tin/metal and foil, Plastics# 1-7, Glass, Cardboard, newspaper

Death Valley Junction:

1- 3 cubic yard container serviced one (1) time per week

1- 1 cubic yard container for recycling, serviced every other week

- Aluminum cans, Tin/metal and foil, Plastics# 1-7, Glass, Cardboard, newspaper

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
PAHRUMP VALLEY DISPOSAL**

AND _____
WASTE HAULING IN PERMIT AREAS D & E
FOR THE PROVISION OF _____ SERVICES

TERM:
07-01-2015 06-30-2018
FROM: _____ **TO:** _____

SCHEDULE OF FEES:

Furnace Creek
Annual Service/ Twice Weekly: \$54,477.68
Tecopa
Annual Service/ Once per Week Pick Up: \$57,837.17
Shoshone/Charleston View
Annual Service/ Once per Week Pick Up: \$64,279.56
Death Valley Junction
Annual Service/ Once Per Week Pick Up: \$1,501.23



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
27

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

FROM: Recycling and Waste Management

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Contract between the County of Inyo and ShredPro, Inc. for Document Shredding Services for County Buildings in Independence, Lone Pine, and Bishop.

DEPARTMENTAL RECOMMENDATION: Request that your Board 1) award the bids for document shredding services for County buildings in Independence, Lone Pine, and Bishop to ShredPro, Inc., *nunc pro tunc*, "now as then," to July 8, 2015; 2) approve and ratify the Contract between the County of Inyo and ShredPro, Inc. of Mammoth Lakes, California for document shredding services in an amount not to exceed \$37,090.80 for the period of July 8, 2015 through June 30, 2018 subject to Board approval and adoption of future County budgets, and 4) authorize the Chairperson to sign the Contract contingent upon obtaining appropriate signatures.

SUMMARY DISCUSSION: Inyo County Recycling and Waste Management (RWM) implemented an office paper-recycling program in September 2004. The program has been well received and the County offices are recycling an average of 4,000 pounds of paper per month; other non-County offices are averaging 7,000 pounds per month. The recycling of office paper not only helps Inyo County in achieving our waste diversion goals but also keeps the paper out of the landfills.

ShredPro, Inc. previously had a contract with Inyo County to provide shredding services, this previous contract terminated on June 30, 2015. ShredPro, Inc. has continued providing shredding services despite the termination of the contract. Under this situation, it is requested that the bid be awarded to ShredPro, Inc. effective July 8, 2015.

Advantages to utilizing a document destruction company include the recycling of the shredded material rather than the disposal of the materials in our landfills. It should be noted that the first step in recycling paper in a paper recycling facility is shredding the paper before being converted into pulp.

The cost is minimal especially when compared to the cost in labor and equipment required to bury the documents. ShredPro, Inc. will provide various sizes of office collection bins. Cost for services varies depending on the size of the bin and the service schedule. The bin will range from \$25.00 to \$75.00 per pick up per bin and multiple departments can share the cost of the service.

Not only is this a safe secure way to dispose of private and confidential and other office material, it will also assist the County in meeting our "good faith efforts" of implementing State mandated waste diversion programs and meeting state diversion goals. ShredPro, Inc. will provide RWM with diversion tonnages for reporting purposes. The shredded material is taken to a paper recycler out of the area.

Material to be removed include, but are not limited to, proposals, reports, product/vendor information, financial information, correspondence, brochures, legal documents, invoices, billing information, pamphlets, magazines, newspaper, file folders, contracts, and leases.

This process complies with the HIPAA Privacy Act. ShredPro, Inc. will issue a Certificate of Destruction upon completion of shredding and a copy is kept on file.

RWM sought bids for document shredding services. Bidding closed on Wednesday, May 27, 2015. ShredPro, Inc. was the sole responder with a bid for \$12,000 annually. It is requested that the bid be awarded to ShredPro, Inc., the sole responder to the bid, effective July 8, 2015. It is further requested that your Board approve and ratify the contract effective July 8, 2015.

The service Contract, if approved would be scheduled for a three-year term. The annual cost of providing the shredding services, as outlined in the Scope of Work in the attached Contract, will be \$12,000.00 for Fiscal Year 2015/2016 and will be adjusted in 2016/2017 and 2017/2018 by not more than 3%, from the previous year based upon the Los Angeles-Riverside-Orange County, California, Consumer Price Index, as determined by the United States Department of Labor, Bureau of Labor Statistics. The three (3) year not-to-exceed amount is \$37,090.80

ALTERNATIVES: Your Board could choose not to approve this contract with ShredPro, Inc. but this is not recommended because the alternative is to bury the material in a landfill, which would require each department to coordinate special times with landfills to ensure that burial is performed in a manner that ensures confidentiality is maintained. The collecting, shredding and removal of this material is a very inexpensive alternative compared to land-filling the material, while providing recycling for the County of Inyo.

OTHER AGENCY INVOLVEMENT: County Counsel, Auditor, and all County Departments which require shredding services.

FINANCING: The Recycling and Waste program manages the paper-shredding contract. The Fiscal Year 2015/2016 Budget #045700, Object Code #5265, Professional and Special Services reflect this expense.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: <u>Yes</u> Date <u>7/29/15</u></div>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: <u>Yes</u> Date <u>7/30/15</u></div>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> <div style="text-align: right;">Approved: _____ Date _____</div>

DEPARTMENT HEAD SIGNATURE:  Date: 7/29/15
 (Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)

ATTACHMENT A

AGREEMENT BETWEEN COUNTY OF INYO
SHRED PRO INC

AND _____
DOCUMENT SHREDDING

FOR THE PROVISION OF _____ SERVICES

TERM:
JULY 8, 2015 JUNE 30, 2018
FROM: _____ TO: _____

SCOPE OF WORK:

The contractor is required to perform document shredding services for County offices in the communities of Bishop, Big Pine, Independence and Lone Pine California. The contract is required to service the department bins on a once per month schedule, or more often if requested by the County. The contractor will enter the office during normal business hours, empty the office recycling bin into a larger container, and transport the material to the contractors document destruction vehicle where the contents of the bin will be shredded and bagged. Once the shredding has been completed the shredded paper will be taken from the vehicle and stored in a secure manner and will be transported by the contractor to a recycling mill.

The contractor will be required to provide a variety of bin sizes to meet the County department needs. The contractor will be required, as part of the services, to provide all necessary equipment and tools to provide the required services. Attached is a list of the required bins, bin sizes and locations. (Please note that bin size and locations may change during the contract term.)

In the event Contractor knows or reasonably believes that the refuse included materials which are hazardous wastes or toxic materials in such amounts as may be transported or disposed of only pursuant to lawfully issued permits and/or licenses. Contractor shall promptly notify the Administrator of Recycling Waste Management for Inyo County and shall not transport such materials.

Pursuant to Sections 2021.1(a) of the Diesel Particulate Matter Regulations, your company must be in compliance with all applicable air pollution control laws.

DOCUMENT SHREDDING LOCATIONS

INDEPENDENCE

Administration Building, 224 N Edwards (1) 64-gallon bin
Board Clerk
CAO
County Counsel
Personnel
Purchasing

Annex Building, 168 N Edwards (2) 96-gallon bins
Assessor
Environmental Health
Planning
Probation
Public Works

Courthouse, 168 N Edwards
First Floor (Basement) (1) 38 gallon bin
Library
Municipal Court
Museum

2nd Floor (1) 38 gallon bin
Court
County Clerk
Information Services
Treasurers
Auditor - 1/4 of 2nd flr bin
Auditor's Office - their own 38 gal bin (3) 38 gallon bin

3rd Floor-District Attorney (1) 38 gallon bin
3rd Floor-Superior Court (1) 38 gallon bin

Health/Human Services, 155 N Edwards (1) 64-gallon bin

Jail, 550 S Clay Street (1) 96-gallon bin

Juvenile Hall, 201 Mazourka Road (1) 38 gallon bin

135 S Jackson Street, Water Dept, Yucca Mtn (1) 38 gallon bin
Water
Yucca Mtn

LONE PINE

380 N. Mt. Whitney Road, Health & Probatio (1) 38 gallon bin
Probation
Social Services

726 N Main Street, Sheriff's Substation, (1) 38 gallon bin

BISHOP

163 May Street - Administration & Health
Administration (1) 38 gallon bin
Health Department (1) 64 gallon bin
CAO
HHS
Motor Pool
Parks
Personnel
Risk Management
Solid Waste

Central Services, 207 West South Street (1) 96 gallon bin
Ag Commissioner
Animal Control
Building & Mtce
Farm Advisor
Public Health (1) 38 gallon bin
Veterans Office

162-J Grove Street
Behavioral Health (1) 96-gallon bin
ESAAA (1) 38 gallon bin
Public Admin/Guardian

230 W Line Street, Child Support (1) 96-gallon bin

301 W Line Street
Sheriff Substation (1) 38 gallon bin
Superior Court (1) 38 gallon bin
District Attorney (1) 38 gallon bin

920 N Main Street, Probation/Social Services
Probation (1) 38 gallon bin
Health (2) 38 gallon bin

ATTACHMENT B

AGREEMENT BETWEEN COUNTY OF INYO
SHRED PRO INC

AND _____
DOCUMENT SHREDDING

FOR THE PROVISION OF _____ SERVICES

TERM:
JULY 8, 2015 JUNE 30, 2015
FROM: _____ TO: _____

SCHEDULE OF FEES:

County will pay contractor \$12,000 annually for all the work in Attachment A, to be invoiced monthly.

ANNUAL SERVICE TOTAL FOR FISCAL YEAR 2015/2016: \$12,000.00

The term of the contract will be for a period of three fiscal years. Beginning with 2015/2016 fiscal year, and each year thereafter, the contract amount will be adjusted utilizing the Southern California CPI, however, such increases shall not exceed 3% in any fiscal year.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 28

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF August 4, 2015

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
 29

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING August 4, 2015

SUBJECT: Continuation of declaration of local emergency

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

SUMMARY DISCUSSION: - During your August 6, 2013 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Gully Washer Emergency, which was a result of flooding in the central, southern and southeastern portion of Inyo County during the month of July. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a 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
 30

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF August 4, 2015

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Canyon Crusher Emergency, that resulted in flooding in the portions of Inyo County during the month of August, 2013.

SUMMARY DISCUSSION: - During your September 17, 2013 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Canyon Crusher Emergency, which was a result of flooding in the portions 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

<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> 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) _____ Date: _____
 (The Original plus 20 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 31

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF August 4, 2015

SUBJECT: Continuation of proclamation of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, known as the "Land of EVEN Less Water Emergency" that was proclaimed as a result of extreme drought conditions that exist in the County.

SUMMARY DISCUSSION: - During your January 28, 2014 Board of Supervisors meeting your Board took action to proclaim a local emergency, which has been named the Land of EVEN Less Water Emergency, that is a result of severe and extreme drought conditions that exist in the County. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the resolution be considered on a by-weekly basis.

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



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

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

FROM: CLERK OF THE BOARD
By: Patricia Gunsolley, Assistant Clerk of the Board

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: Approval of Minutes

DEPARTMENTAL RECOMMENDATION: - Request approval of the minutes of the Board of Supervisors Meeting of A) July 14, 2015; and B) July 21, 2015

SUMMARY DISCUSSION: - The Board is required to keep minutes of its proceedings. Once the Board has approved the minutes as requested, the minutes will be made available to the public via the County's web page at www.inyocounty.us.

ALTERNATIVES: - Staff awaits your Board's changes and/or corrections.

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



AGENDA REQUEST FORM
 BOARD OF SUPERVISORS
 COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 34

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for 1:30 p.m. Closed Session Informational

FROM: County Administrator – Film Commissioner

FOR THE BOARD MEETING OF: August 4, 2015

SUBJECT: FY 2014-2015 Year End Film Commissioner Report

DEPARTMENTAL RECOMMENDATION

Request your Board receive the Film Commissioner's FY 2014-2015 Year End Film Commissioner Report.

SUMMARY DISCUSSION

Per Attachment A-Scope of Work, (Section III. Reporting -Item #7) of the Inyo County Contract with Chris Langley for Film Commissioner Services, the Scope of Work states that the Film Commissioner shall submit a written report no later than June 1st, to the County Administrator, to be agendized for an upcoming Board of Supervisor's meeting.

ALTERNATIVES

N/A

OTHER AGENCY INVOLVEMENT

N/A

FINANCING

Film Commissioner Services are paid through the Advertising County Resource Budget #011400.

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: 7/30/15

ATTACHMENT A

AGREEMENT BETWEEN COUNTY OF INYO AND Chris Langley FOR THE PROVISION OF Film Commissioner SERVICES

TERM:

FROM: April 1, 2013

TO: December 31, 2014

SCOPE OF WORK:

Section I. General Duties & Responsibilities

The Contractor shall act in the capacity of Inyo County Film Commissioner. As the Inyo County Film Commissioner, the Contractor must perform the duties necessary for County to maintain a formal relationship with the California Film Commission, and ensure the County's continued participation in the California Film Commission's *Film Liaisons In California, Statewide* (FLICS) Program. These duties include, but are not limited to:

- A. Actively working to attract film production into all areas of the County;
- B. Responding to production requests in a timely manner, not to exceed one week from the date of initial inquiry; and,
- C. Serving as a liaison between the film industry and the County and the community, including public and private landowners and other public agencies in the region.

In carrying out these duties, the Contractor shall regularly and routinely publicize contact information for the Office of the County Administrator as the venue where members of the film industry and the community can register compliments or complaints regarding the provision of Film Commissioner services. At a minimum, this information shall be included in the local crew lists, production guide, and resources database that the Contractor is required to develop, maintain, and distribute (in paper and electronic form acceptable to the County), and on any web site the Contractor develops, maintains, or operates in conjunction with these services.

In performance of these duties, the Contractor shall:

- Maintain a working knowledge of the County and local business and government practices;
- Stay informed on production issues in Inyo County communities and convey this information to producers;
- Serve as an experienced trouble shooter for producers and the communities in which they work;
- Know how to secure permission to film on a variety of properties within the County;
- Be familiar with potential filming locations within the County;
- Remain sensitive to the needs of the communities within the County;

- Never solicit or accept fees, payments, donations, or other contributions for the provision of Film Commissioner services or on behalf of any entity or organization unless so authorized pursuant to and in conjunction with the County's film permit requirements;
- Adhere to the FLICS Code of Responsibilities, including avoiding actual or apparent conflicts of interest between the official duties and services provided and private financial interests, as well as the provision of:
 - ✓ location scouting assistance;
 - ✓ referral and liaison services with industry facilities and services;
 - ✓ liaison services to and among communities, production companies, and government agencies;
 - ✓ augmented outreach; and,
 - ✓ timely and accurate information to production companies, the local community, governmental entities, and the California Film Commission;
- Provide film liaison and location services, including photography of locations;
- Provide service and support to each production company from the initial contact to the close of the production, including problem solving on film related matters;
- Act as a liaison between production companies and all levels of government, including the facilitation of permitting;
- Network with regional and state organizations related to filming;
- Only use the title of Inyo County Film Commissioner when acting in an official capacity pursuant to this agreement, and never for personal gain; and,
- Refrain from taking positions or engaging in activities, in an official capacity, contrary to the established policies of the County of Inyo or which might otherwise bring discredit to the County.

In addition, the Contractor shall:

1. Develop, maintain, and distribute local available crew lists in written and electronic form;
2. Develop, maintain, and distribute a local resources database, including photography of locations throughout all regions of the County, in written and electronic form;
3. Develop, maintain and distribute a current local production guide in written and electronic form; and,
4. Create and have published at least four (4) articles for the local and/or national and/or international media.

With regard to the crew lists, resources database, and production guide noted above, the Contractor will be required to provide it in an electronic format acceptable to the County. In addition, if the material is to be hosted on a web site, the web site must be developed using software approved by the Inyo County Information Services Director.

Section II. Administrative Services

The Contractor is responsible for providing for all administrative functions necessary to support the Inyo County Film Commission, including:

1. Maintaining physical office space, including a telephone line and answering machine or service, and payment of all utility costs;
2. Maintaining and, as appropriate, publicizing:
 - a. a physical mailing address or Post Office Box;
 - b. a cellular telephone;
 - c. an e-mail account; and,
 - d. an internet-based photo hosting service
3. Arranging for clerical support, and any other personal contract services that may be necessary to support the duties and responsibilities of the Film Commissioner
4. Providing all office supplies and, as necessary, photocopying and facsimile transmittal services

In addition, the Contractor shall maintain an active membership in FLICS, and attend between two (2) and four (4) FLICS membership meetings during the term of the contract. Attendance may be in person or via teleconference. The Contractor is responsible for preparing, maintaining, and administering all notifications and paperwork to the California Film Commission necessary to designate the Contractor as the Inyo Film Commissioner.

Furthermore, as directed during the course of this contract, the Contractor may be required to research and work with County staff to evaluate and make a recommendation to the Inyo County Board of Supervisors regarding the feasibility of modifying the County's film permit requirements, including the levying of fees to support the Inyo County Film Commission.

If the County's film permit requirements are modified, the Contractor will be expected to implement and administer the County film permit process for non-County facilities and properties, as directed. If adopted, implementation and administration of the modified film permit may include but not be limited to:

- Publicizing the need for a County film permit;
- Determining the applicability of the County film permit requirements and associated fee schedule to specific filming activities;
- Ensuring all filming activities subject to the film permit requirements apply for a County film permit;
- Working with film permit applicants to ascertain the information necessary for the Film Commissioner to prepare a film permit, including the appropriate(s) fee for the filming activity in question, for submission to the County;
- Promptly notifying the County office responsible for finalizing film permits when a film permit has been prepared for submission; and,
- Preparing a monthly compilation of all film permits prepared by the Film Commissioner, to be submitted to the County with the Contractor's monthly invoice for payment of services.

Section III. Reporting

The Contractor shall keep the County Administrator or his designee, and the Inyo County Board of Supervisors apprised of its activities and accomplishments in the performance of the Agreement. At a minimum, the Contractor shall:

1. Within 30-days of execution of the Agreement for the provision of Film Commissioner Services, the Contractor shall prepare all notifications and paperwork required by the California Film Commission necessary to designate the Contractor as the Inyo Film Commissioner. These documents shall be transmitted to the Office of the County Administrator for review and approval in advance of their submittal to the California Film Commission and, if necessary, for submittal to the California Film Commission by the County. Any subsequent modifications that may be required to this documentation will be processed in the same manner.
2. As soon as practicable, but no later than seven (7) days of receipt, the Contractor shall transmit to the Office of the County Administrator any notices or other communications the Contractor receives from the California Film Commission.
3. Within 60-days of execution of the Agreement for the provision of Film Commissioner Services, the Contractor shall submit to the Office of the County Administrator, in paper and electronic form, the local crew lists, local production guide and local resources database, including photography of locations throughout all regions of the County, that the Contractor is required to develop, maintain and distribute under the terms of this agreement. These products will become property of the County, and must be submitted in an electronic format acceptable to the County for viewing, reproduction and posting to a County web site. As part of their submittal, the Contractor must identify all physical and electronic locations where these resources are available.
4. As needed, and at least once every 12 months and one (1) month prior to the expiration of the Agreement for the provision of Film Commissioner Services, the Contractor shall update the local crew lists, local production guide and local resources database, including photography of locations throughout all regions of the County, and transmit this information to the County as required in item 3 above.
5. Copies of all articles generated by the Contractor and published by local and/or national and/or international media will be transmitted to the Office of the County Administrator with the Contractor's next monthly invoice for services;
6. Make at least two (2) Verbal Reports a year, once in April and once in October, to the Board of Supervisors during the course of this contract. The Contractor is encouraged to make additional Verbal Reports to the Board of Supervisors as may be warranted based on filming activity in the County. The Contractor will be responsible for contacting the Assistant Board Clerk to make arrangements to be placed on the Board of Supervisors' agenda.
7. In addition to the two (2) Verbal Reports required in item 6 above, the Contractor shall prepare and present, in person, two (2) Written Reports a year to the Board of Supervisors. The Written Reports shall be submitted to the County Administrator, to be agendaized for an upcoming Board of Supervisors' meeting, no later than June 1st and December 1st of each year during the term of the Agreement for the provision of Film Commissioner Services.

8. During the last year of the Agreement, a Final Written Report shall be prepared and submitted no later than November 1st in lieu of the December 1st deadline. At a minimum, the Written Reports must include:
- a. A summary of the Contractor's activities and accomplishments relative to carrying-out the duties and responsibilities of Inyo County Film Commissioner;
 - b. A tally, by type of production (e.g., major motion picture, minor film, commercial, still photography or other categories deemed meaningful by the Film Commissioner) since execution of the Agreement or since submittal of the last Written Report of:
 - i. production requests received by the Contractor;
 - ii. production contacts initiated by the Contractor; and,
 - iii. (if applicable) County Film Permits prepared by the Contractor;
 - c. Identification and itemization, by category, of all productions filmed in Inyo County since execution of the Agreement or since submittal of the last Written Report. For each production identified, the Contractor shall provide their best estimate as to:
 - i. The number of out-of-county personnel involved in the production;
 - ii. The number of hotel/motel room nights encumbered by the production, and the estimated value;
 - iii. The number of local residents directly employed by the production, and the estimated aggregate compensation of those employed; and,
 - iv. The number and types of local businesses providing goods or services to the production, and the estimated aggregate value of the goods or services;
 - d. Discussion of specific marketing efforts including copies of tear sheets, copies of web-pages, identification of events attended, and, photos of any Contractor exhibits or displays at attended events;
 - e. Copies of the current local crew list, current local production guide, and current local resources database, including photography of locations throughout all regions of the County; and,
 - f. Copies of all Contractor-generated articles published since the last written report.

The parties agree that it would be impracticable and extremely difficult to ascertain the amount of actual damages caused by a material breach of these reporting requirements. Therefore, the parties agree that, in the event that Contractor fails to comply with these reporting requirements and associated deadlines, Contractor shall pay County, as liquidated damages, the amount of Contractor's monthly fee, as established in the Fee Schedule of the Agreement for the provision of Film Commissioner Services, for each failure to comply, which amount will be deducted from amounts due the Contractor.

Section IV. Additional Marketing Activities

In addition to marketing the County as a filming location through active participation in FLICS and its California Location Request Service and creating articles for the local, national, and/or international media, the Contractor may perform, and be compensated separately for, additional marketing activities identified in the Contractor's proposal and associated budget, and agreed to in the Fee Schedule included in the Agreement for the provision of Film Commissioner Services. Separately compensated marketing activities may include but are not limited to:

1. Develop and maintain an interactive Inyo County Film Commission web-site. In developing and maintaining any web-site, the Contractor must:
 - a. Register Inyo County as the owner of the domain name for the web site, and provide the County's Information Services Director with the information necessary to maintain the registration;
 - b. Develop the web site using software specified by the County's Information Services Director;
 - c. Host the web site on a server to specified or approved by the County's Information Services Director and to which the County's Information Services staff has access; and,
 - d. Provide back-up electronic copies of all web site content to the Information Services Director. Electronic copies of all subsequent updates to the web site must be transmitted to the County's Information Services Director within 14-days of implementation.

Payment for website services performed by the Contractor is dependent on the Contractor's adherence to these requirements.

2. Attend appropriate industry events, and maintain a professional and attractive presence at industry trade shows by engaging the use of creative booth space and collateral material (e.g., artwork, hand-outs, etc.), including the COLA awards dinner and show and/or the Association of Film Commissions International (AFCI) Locations Show.

All resource materials and promotional materials developed in conjunction with this Scope of Work, including but not limited to the Inyo County Film Commission web-site, domain name, artwork and hand-outs distributed at industry events, local crew lists, local production guide, and local resources database (including photography of locations throughout all regions of the County), in written and electronic form, shall:

- A. Identify the Office of the County Administrator as the venue where members of the film industry and the community can register compliments or complaints regarding the provision of Film Commissioner services, and provide the telephone number and e-mail address for the Office of the County Administrator for this purpose.
- B. Become the property of the County of Inyo.



Inyo County Kitchen Costs Workshop

Part II

August 4, 2015

Jail & Juvenile Hall

Let's make some decisions

35

Where We Left Off

- Cost of Meals in the Jail (all costs*) = \$8.43
- Cost of Meals in the Juvenile Hall (all costs*) = \$13.90
- Both rates above include feeding staff as agreed to in the Jail Operations Manual and the Juvenile Hall Operations Manual, approved by the Board of Supervisors

*Food/Supplies, Cook Salaries, % of Workers Comp, % of Public Liability, travel and Nutritionist

Food – Overview of Meals Served

- Total Meals served in the Jail for Fiscal Year 2013-2014
 - Inmate Meals = 77,745
 - Staff Meals = 15,330
 - **Total Meals = 93,075**
 - Cost Per Year = \$784,869 (Average Meal per day \$8.43)
- Total Meals served in the Juvenile Hall for Fiscal Year 2013-2014
 - Juvenile Meals = 6,570
 - Staff Meals = 3,285
 - **Total Meals = 9,855**
 - Cost Per Year = \$136,943 (Average Meal cost \$13.90)

California Code of Regulations – Title 15 - Comparison

Jail

CALIFORNIA CODE OF REGULATIONS
TITLE 15. CRIME PREVENTION AND CORRECTIONS
DIVISION 3. DEPARTMENT OF CORRECTIONS
CHAPTER 1. RULES AND REGULATIONS OF THE DIRECTOR OF
CORRECTIONS
ARTICLE 4. FOOD SERVICES
s 3050. Regular Meals.

(a) Each inmate shall be provided a wholesome, nutritionally balanced diet. Nutrition levels shall meet the recommended daily allowances established by the Food and Nutrition Board of the National Research Council.

(1) Inmates confined in segregated housing shall be served food representative of that being served to general population inmates. Food shall not be withheld nor standard menu varied as a disciplinary sanction for any inmate.

(2) Inmates shall be provided three meals each day, one of which shall be served hot. Variations to the one hot meal per day requirement may be allowed to accommodate religious observances, religious meal programs, and institution emergencies. The breakfast meal shall be served not more than 14 hours following the previous day's evening meal.

Juvenile Hall

California Code of Regulations
Title 15 Minimum Standards for Juvenile Facilities
Article 9. FOOD

Section 1460. Frequency of Serving.

Food shall be served three times in any 24-hour period. At least one of these meals shall include hot food. Supplemental food shall be offered to minors at the time of initial intake; shall be served to minors if more than 14 hours pass between meals; and shall be served to minors on medical diets as prescribed by the attending physician.

A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those minors on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for minors who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and minors on medical diets shall be provided with their prescribed meal.

Sample Menu from another County

Proposed 5/12
Implemented:
Revised: 9/13

CALIFORNIA CONSTRUCTION MENU

Weekly Average 2500 Calories Per Day
Less Than 30% of calories from fat and less than 5 g sodium weekly average

ARAMARK
Correctional Services
© 2004 ARAMARK Correctional Services, LLC. ARAMARK, Correctional Services and proprietary to ARAMARK. All rights reserved. Unauthorised use or copying will subject user or copier to civil and/or criminal penalties and enforcement.

Week: 1
THURSDAY
Meal Name: Breakfast

FRIDAY

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

Dry Cereal 1 1/4 cup							
T. Bologna 2 ozw	Peanut Butter 1 each	T. Bologna 2 ozw	Peanut Butter 1 each	T. Bologna 2 ozw	Peanut Butter 1 each	T. Bologna 2 ozw	Peanut Butter 1 each
Wheat Bread or Rolls 2 each							
Jelly 2 packet							
1% Milk Protein Fortified(Half Pint) 2 each							
Sugar Sub 2 packet							

Meal Name: Lunch

T. Salmi 4 ozw	T. Bologna 4 ozw	Turkey 4 ozw	T. Salmi 4 ozw	T. Bologna 4 ozw	Turkey 4 ozw	T. Salmi 4 ozw	T. Bologna 4 ozw
Mayo Dressing & Mustard Packets 1 each							
Wheat Bread or Rolls 4 each							
Carrot Sticks or Coins (A) 4 each	Fresh Fruit 1 each	Carrot Sticks or Coins (A) 4 each	Celery Sticks 3 ozw	Carrot Sticks or Coins (A) 4 each	Single Serve Chips 1 bag	Fresh Fruit 1 each	Sandwich Cookie 4 each
Sandwich Cookie 4 each							
Fruit Drink w/ Vitamin C 1 cup							

Meal Name: Dinner

Baked Meatloaf 3 ozw	T. Ham 4 ozw	Crispy Chicken Pate 4 ozw	T. Hot Dogs (1.5 oz each) 2 each	Crunchy Country Patis 4 ozw	Farmhouse Slew LP/LF (3 oz soy / 1 c yog) 12 ozw	Tex-Mex Taco Filing (3 oz soy) 4 ozw
Gravy LP/LF 3 fl oz	Pinto Beans 1 1/2 cup	Cajun Potatoes 3/4 cup	Chili Sauce (2 oz soy) 4 ozw	Mashed Potatoes 1 cup	Brown Rice 3/4 cup	Pinto Beans 1 1/2 cup
O'Brien Potatoes 3/4 cup	Kettle Blend Mixed Vegetables LF (A) 1/2 cup	Gravy LF 3 fl oz	Pinto Beans 1 1/2 cup	Gravy LP/LF 3 fl oz	Carrots (A) 3/4 cup	Cheese Sauce 1 fl oz
Cabbage LF (C) 3/4 cup	Wheat Bread or Rolls 2 each	Broccoli LF (C) 3/4 cup	Carrots (A) 3/4 cup	Broccoli LF (C) 3/4 cup	Cabbage LF (C) 3/4 cup	Shredded Lettuce 1 cup
Wheat Bread or Rolls 2 each	Coleslaw Vinaigrette (C) 3/4 cup	Wheat Bread or Rolls 2 each	Taco Sauce 1 packet			
Whipped Margarine 1/3 ozw	Whipped Margarine 1/3 ozw	Whipped Margarine 1/3 ozw	Creamy Coleslaw (C) 3/4 cup	Whipped Margarine 1/3 ozw	Whipped Margarine 1/3 ozw	Tortilla Chips 1 ozw
Fruit (1@ or 1/2 cup) 1 portion	Fruit (1@ or 1/2 cup) 1 portion					
Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet	Fruit Drink w/ B12, C, D, E & Calcium 1 packet

All entree portions purchased fully cooked, within manufacturer tolerance specifications, are weight measurements prior to reheating. Casseroles and combination items made from scratch are based upon approximate cooked weight measurements. Weights on cookies, bread, rolls, and breadsticks made from mix or scratch are batter volume measurement prior to cooking. Side dishes are volume measurements. All combination dishes are made with soy unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine unless indicated as LF (Low Fat). No pork is used unless item is named pork. Imitation cheese with calcium is used.

NUTRITION STATEMENT: This menu meets the nutritional guidelines of the American Correctional Association which are based upon the current DRIs for males and females 19 to 50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium, and iron are included.

FLM QUARTERLY MENU REVIEW (initial/date) C1 _____ C2 _____ C3 _____ C4 _____
In accordance with ACA Standard (ref. 3-ALDF-4C-04) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed: 9/13

ARAMARK Dietitian's Signature: _____

Client's Signature: _____

Date: _____

FLM Signature: _____

Date: _____

Average Cost per Meal (Food Only) = \$

Inyo County Jail Menu

NOV 2014

<u>26</u>	Sunday**** CEREAL TOAST/MARG/JELLY SAUSAGE JUICE/MILK	***** SPAGHETTI SALAD/VEGGIE GARLIC BREAD JUICE	***** SACK DINNERS MILK/FRUIT	<u>2</u>	Sunday*** HOT CEREAL SAUSAGE TST/JELLY JUICE/MILK	***** BEEF STEW SALAD/DESSERT ROLL/MARG JUICE	***** SACK DINNERS MILK FRUIT
<u>27</u>	Monday*** BACON, EGGS HASH BROWNS MILK/JUICE	***** POZOLE W/FIXINGS TORTILLA PUDDING JUICE	***** HOT DOGS FF/SALAD VEGGIE MILK/FRUIT	<u>3</u>	Monday*** WAFFES BACON MARG/SYRUP FRUIT/JUICE MILK	***** TUNA SANDWICH CUCUMBER SALAD SOUP/CRACKERS JUICE	***** MEAT & CHZ PIZZA/SALAD COOKIES MILK/FRUIT
<u>28</u>	Tuesday** DENVER SCRAM HASH BROWNS 1-TOAST W/MARG./JELLY MILK/JUICE	***** TACOS W/FIXINGS BEANS/RICE SALSA JUICE/FRUIT	***** POTATO SOUP W/SOUP BOWL SALAD PUDDING MILK	<u>4</u>	Tuesday** COLD CEREAL BACON TST/MARG/JELLY MILK/JUICE	***** BLT SANDWICH W/FIXINGS PASTA SALAD VEGGIE JUICE	***** RAVIOLIS VEGGIE/SALAD GARLIC BREAD FRUIT MILK
<u>29</u>	Wednesday BISCUITS/GRAVY EGGS JUICE/MILK	***** BEEF BROCCOLI RICE/EGG ROLL SOUP JUICE	***** TAMALES/CHILE W/CHZ & ONION SALAD/VEGGIE FRUIT/MILK	<u>5</u>	Wednesday BISCUITS/GRAVY EGGS JUICE/MILK	***** S/S PORK RICE/SOUP EGG ROLL JUICE	***** SLOPPY JOES FF/SALAD VEGGIE MILK/FRUIT
<u>30</u>	Thursday* EGG CHZ SAUSGE ON MUFFIN HASH BROWNS JUICE/MILK	***** PHILLY CHZ SAND FF/SALAD VEGGIE JUICE	***** LASAGNA GARLIC BREAD VEGGIE/ SALAD MILK/FRUIT	<u>6</u>	Thursday* PANCAKES W/SYRUP/MARG SAUSAGE PATTY JUICE/MILK	***** GR. CHEESE SANDWICH SOUP/SALAD JUICE	***** 2-ENCHILADAS RICE/BEANS* SALAD MILK FRUIT
<u>31</u>	Friday***** FRENCH TST WMARG/SYRUP BACON JUICE/MILK	***** EGG SALAD SAND SOUP/SALAD CRACKERS JUICE	***** HOME MADE *CHILE/SALAD CORN BREAD VEGGIE/MILK FRUIT	<u>7</u>	Friday***** BACON, EGGS HASH BROWNS MILK/JUICE	***** MAC & CHZ W/HAM VEGGIE/SALAD JUICE	***** CHICKEN TENDERS FF/SALAD VEGGIE MILK/FRUIT
<u>1</u>	Saturday** OMELETS BACON TST/JELLY MILK/JUICE	***** TACO SOUP* TORTILLA SALAD JUICE	***** CHICKEN TINGA W/RICE SALAD/VEGGIE MILK/FRUIT	<u>8</u>	Saturday** EGGS SAUSAGE TST/ JELLY MILK/JUICE	***** PINTO BEANS W/HAM HOCKS RICE/SALAD 1-BISCUIT JUICE	*** POPCORN CHIX SALAD SOUP.CRACKERS PUDDING/FRUIT MILK.

MENU IS NOT TO CHANGE WITHOUT AUTHORIZATION

PREPARED BY BM 10-15-2014

*BEANS

Inyo County Juvenile Hall Menu

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:						
Breakfast						
Buttermilk Pancakes-3 Syrup-2oz Butter -1oz Sausage-1 Orange Juice-5oz Banana - 1/2c Milk-8oz	Cold Cereal-12oz Wheat Toast-2sl Peanut Butter-1oz Mixed Fruit-1/2c Apple Juice-5oz Milk-8oz	Hot Cereal-12oz White Toast-2sl Butter-2oz Sausage-1 Orange Juice-5oz Fruit-1/2c Milk-8oz	Egg Cheese Sausage Burrito-1 Flour Tortilla-1 Salsa-1/2c Peaches - 1/2c Grape Juice-5oz Milk-8oz	French Toast-3 Syrup-2oz Butter-2 Bacon-2sl Orange Juice-5oz Banana -1/2 Milk-8oz	Hot Cereal-12oz Bagel-1 Cream Cheese-2oz Bacon-2sl Peaches- 1/2c Grape Juice-5oz Milk-8oz	Cold Cereal-12oz Wheat Toast-2sl Jam-2 Peanut Butter-2oz Orange Juice-5oz Yogurt-4oz Milk-8oz
Lunch						
Roast Beef-3oz Cheese-2sl Wheat Bread-2sl Lettuce Chips-1.5oz Tomato Soup-12oz Orange-1 Milk-8oz Cookie-1	Tuna Salad-1/2c Wheat Bread-2sl Pasta Salad-1/2c Vegetable Soup-12oz Milk-8oz Apple-1sm	Egg Salad-3oz Wheat Bread-2sl Potato Salad-1/2c Navy Bean Soup-12oz Milk-8oz Orange-1	Peanut Butter Jam-2 White Bread-2sl Cream of Chicken Soup-12oz Chips-1 Milk-8oz Banana-1	Chicken Salad French Roll Cream of Mushroom Soup-12oz Mixed Fruit-1/2c Milk-8oz Cookie-1	Pepperoni Cheese Pizza-2sl Green Salad-12oz Ranch-1oz Wild rice Soup-12oz Mixed Fruit-1/2c Milk-8oz Cup cake-1	Double Chicken Burger Sesame Bun-1 Lettuce Tomato Pickle Onion Fries-1/2c Milk-8oz
Dinner						
Three Cheese Tortellini Alfredo Sauce /1c Mixed vegetables- 1/2c Green Salad-1/2c Ranch-1oz Garlic Bread-1 Milk-8oz Apple-1	Barbequed Chicken-4oz Baked Potato-1 Mixed Vegetables 1/2c Green Salad-12oz Ranch-1oz Milk-8oz	Spaghetti & Meat balls- 12oz Green Salad-1c Ranch-1oz Garlic Bread-2sl Mixed Fruit-1/2c Milk-8oz Vanilla Pudding- 1/2c	Baked Glazed Ham-2oz Scalloped Potatoes- 1/2c Mixed vegetables - 1/2c Bread-2sl Butter-1 Milk-8oz Apple-1	Beef Burrito-2 Chili Beans-1/2c Cheese-2oz Green Salad-1c Ranch-1oz Salsa-1/2c Pears-1/2c Milk-8oz	Savory Chicken-3oz Rosemary Potatoes- 1/2c Carrots- 1/2c Mixed Green Salad-1/2c Ranch-1oz Milk-8oz	Meat Loaf-3oz Mashed Potatoes- 1/2c Gravy-2oz Broccoli- 1/2c Wheat Bread-2sl Butter-2 Milk-8oz Vanilla Pudding-1c

Senior Center Menu

July 2015

Mon	Tue	Wed	Thu	Fri
		1 CHICKEN ENCHILADA Refried Beans Spanish Rice Green Salad Pears	2 BBQ PORK RIBS Oven Brown Potatoes/Corn Watermelon Ice Cream	3 CLOSED Happy Independence Day
5 CHICKEN ITALIAN Italian Veggies Dinner Roll Garden Salad Fruit Cup	7 TURKEY DIVAN Linguini Spinach /Bread Lime & CC Jell-O	8 PORK CARNITA TACOS Salsa, Cheese, Lettuce Beans / Rice Coleslaw	9 BEEF RAVIOLI Marinara Sauce Broccoli / Roll Spinach Salad Fruit Cup	10 SWISS STEAK Mashed Potatoes Gravy / Bread Corn / Fruit Green Salad
13 SLOPPY JOES French Fries Peas & Carrots Coleslaw Banana Pudding	14 TERIYAKI CHICKEN STRIPS Rice / Broccoli Tomato Cuke Salad Pineapple	15 ROAST BEEF Mashed Potatoes Gravy Peas Spinach Salad Grapes	16 LASAGNA Italian Veggies Garlic Bread Green Salad Pear Crisp	17 ROAST TURKEY Stuffing / Gravy Green Beans Cranberry Sauce Pumpkin Dessert
20 SPAGHETTI Broccoli Bread Green Salad Tropical Fruit	21 BBQ CHICKEN French Fries Baked Beans Broccoli & Cauliflower Salad / Fruit	22 SALMON Garlic Potatoes Green Beans Tropical Fruit Ice Cream	23 HUNGARIAN GOULASH Pasta Cabbage Dinner Roll Cantaloupe	24 BAKED HAM Au Gratin Potatoes Succotash Cornbread Ambrosia Salad
27 MACARONI & CHEESE W/HAM Winter Veggies Bran Muffin Green Salad Peaches	28 CHICKEN & CHILI QUICHE Zucchini W/ Tomatoes Muffin Honeydew	29 PIZZA DELUXE Mixed Squash Green Salad Watermelon	30 BBQ PORK SANDWICH French Fries Baked Beans Coleslaw Strawberries	31 MEATLOAF Baked Potato Gravy Peas Spinach Salad Peach Crisp

Breakfast Comparison

Aramark Menu

- Dry Cereal
- Protein
- Bread
- Milk

Inyo Jail Menu

- Bacon
- Eggs
- Hash Browns
- Milk/Juice

Inyo Juvenile Hall

- Cold Cereal
- Wheat Toast
- Peanut Butter
- Mixed Fruit
- Milk/Juice

Senior Center Menu

- No Breakfast Served – only lunches

Lunch Comparison

Aramark Menu

- Sandwich Meat – 4 oz
- Bread – 4 slices
- Vegetable or Fruit
- Sandwich Cookies
- Fruit Drink

Inyo Jail Menu

- Pazole w/fixings
- Tortilla
- Pudding
- Juice
- Fruit

Inyo Juvenile Hall

- Tuna Salad
- Wheat Bread
- Pasta Salad
- Vegetable Soup
- Milk
- Apple

Senior Center Menu

- Chicken Italian
- Italian Veggies
- Dinner Roll
- Garden Salad
- Fruit Cup
- Milk/Juice

FOOD FACTS

- Food Only Costs were calculated at \$4.09 - \$6.01 per meal for Inyo County for Fiscal Year 2013-2014 by departments
- Sutter County Jail – in their 2013 Annual Report – calculated food only costs at \$1.19 - \$1.72 per meal
- The food budget for California Department of Corrections has recently been raised from \$2.30 **PER DAY** to \$2.45 **PER DAY** for each inmate

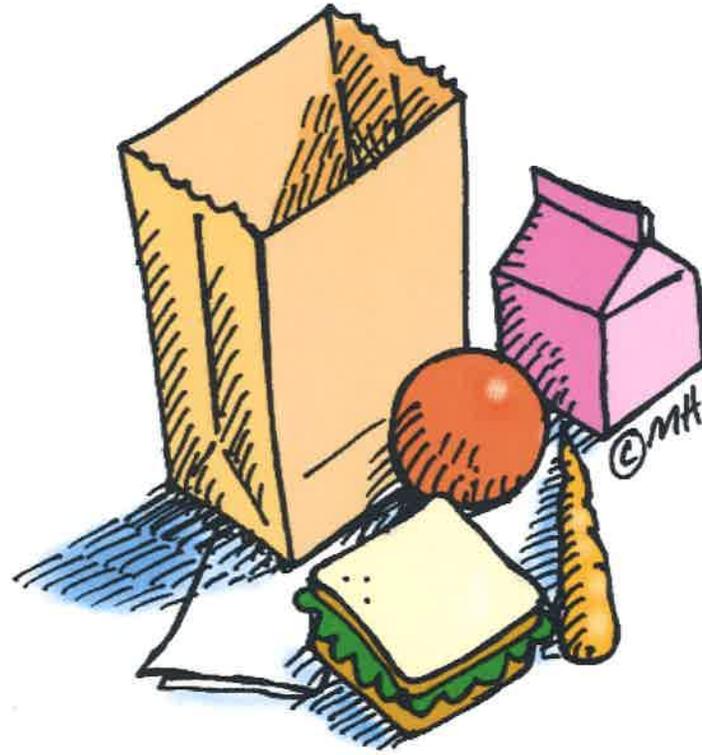
Food – Cost Saving Opportunities

- Meals – required to serve one hot meal (jail).
 - Hot meal could be considered oatmeal in the morning (not bacon, waffles, pancakes, etc.)
- 1 – 2 “sack lunches” can be served daily
 - Doesn’t specify when the cold meals could be served – could be dinner (**requires less prep time and staff**)
- Stop purchasing condiments?
 - Some facilities don’t provide condiments, but the inmates are allowed to purchase them from the commissary...consideration? (Ketchup, mustard, mayonnaise, jelly, peanut butter, honey)

Food – Cost Saving Opportunities continued

- Possibility of freezing leftovers?
 - Currently our facility cooks 6-10 extra meals per day for bookings, late transports.
 - Serve a sack lunch for the late admits?
- What type of food/drink is required or appropriate?
 - Iced Coffee (French Vanilla and Caramel); Hot Chocolate; French Vanilla Creamer; Soda; Ice Cream; Froot Loops; etc.
- Cost Savings
 - Condiments = ~\$5,500
 - Cooking Extra Meals = ~\$30,000
 - Iced Coffee/Vanilla Flavored Creamer, etc. = ~\$5,850
 - Serving 2 sack lunch meals a day instead of 3 hots = ~\$15,500 - \$25,000 (could be more/less)

Food Discussion?



Operations Manual Comparison

Jail Operations Manual – Section J107.2

J107.20 – EMPLOYEE JAIL MEALS

Employees assigned to the Independence facility will be allowed meals at no cost under the following regulations:

(1) Only scheduled on-duty personnel assigned to the Independence facility will be allowed meals. This will include:

- A. Jail staff
- B. Dispatchers
- C. Administrative personnel
- D. Jail cooks

(2) Employees requesting meals must notify the cook that they are requesting a meal by the following times:

Breakfast - When the cook arrives for work

Lunch - By 1000 hours

Dinner - By 1630 hours

(3) Inmates will be fed line meals before employees eat.

(4) Employees will eat regular line food. No special meals will be prepared.

(5) Employees may not consume meals in an area open to public view.

EXCEPTIONS: Only the Sheriff, Undersheriff, Lieutenant or Sergeant may request a line meal for any person not listed above.

Juvenile Hall Operations Manual – Section 230

230 - MEALS – STAFF

The Board of Supervisors approved “on-duty” employees to eat lunch or dinner meals at no cost while on duty at the Juvenile Center. “On-duty” employees are those who do not have a meal hour and cannot leave the institution to eat.

- A. Day shift usually has a light breakfast after morning programming is complete.
- B. Lunch for staff will be served in the Juvenile Center from approximately 1230 to 1300 hours. Dinner will be served from approximately 1730 to 1800 hours. Staff working 8-hour or 10-hour shifts without designated lunch hours is entitled to eat one meal per shift at no charge.
- C. Meals will be left for graveyard shift or they may help themselves from containers specifically marked for staff.

Operations Manual Considerations

- Jail – Current list of staff allowed to eat meals:

- Jail Staff
- Dispatchers
- **Administrative Personnel**
- Jail Cooks

What would be considered Administrative Personnel? All staff working there? Or only those that are not allowed to leave the jail during their shift? Opportunity for staff to purchase meals?

- Juvenile Hall – Current list of staff allowed to eat meals:

- On Duty Employees – those employees who do not have a meal hour and cannot leave the institution to eat.

Does this policy work? Are there exceptions?

- Reminder – Adding the staffing meal counts does reduce the cost of meals, however if the staff were not being provided meals, the cost of the food would be reduced
- Cost Savings Opportunities?

Operations Manual Discussion?



Kitchen Staff



Jail

Current Authorized Kitchen Staff:

- 1 Food Supervisor = \$83,410
- 3 Full Time Cooks* = \$196,271
- 1 BPAR Cook = \$23,961

Total Salaries and Benefits =
\$303,642

*1 FT Cook vacant since 11/05/14
During the vacancy the OT earned
was \$19,075.24

Juvenile Hall

Current Authorized Kitchen Staff:

- 1 Full Time Cook = \$69,341
- 1 BPAR Cook = \$32,163

Total Salaries and Benefits =
\$101,504

Staff – Cost Savings Opportunities

\$117,000 - \$162,000

- Can the jail prepare an additional 27 meals per day for the Juvenile Hall? Yes!
 - With its current staffing configuration?
 - 1 Supervisor, 2 FT Cooks, and 1 BPAR Cook = \$242,634
 - Savings from deleting vacancy in the jail, and deleting juvenile hall (FT and BPAR) positions = \$162,512
 - Another Configuration?
 - 1 Supervisor, 3 FT Cooks = \$288,014
 - Delete 1 FT Cook (vacant), and all BPAR positions = \$117,132

Staffing Discussion?



Other Saving Opportunities

- Can other changes be made to start saving money in the kitchen?
 - Portion sizes –
 - Are leftovers being thrown away?
 - Is money being wasted on any of this?
- Bulk Purchasing???
 - Could the Jail and Senior Centers work together to start buying product in bulk and save money?
 - Currently Administration and the Auditor-Controller is working with a local vendor
- What are other jails doing to save \$\$\$
- Food Division for all meal programs

Review of Possible Savings

- Meals
 - 1 Hot, 2 cold – estimated savings ~ \$15,500-\$25,000
 - Frozen/Brown Bag Extras – estimated savings ~ \$30,750
- Operations Manual
 - Restrict Meals - estimated savings ~ \$27,500
 - Pay for Meals – estimated savings ~ \$0
- Staffing
 - 1 Supervisor, 2 FT Cooks, 1 BPAR – savings \$162,512
 - 1 Supervisor, 3 FT Cooks – savings \$117,132

Board Discussion/Direction