

# 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.

### March 27, 2018

**8:30 a.m. 1. PUBLIC COMMENT**

#### **CLOSED SESSION**

2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to paragraph (1) of subdivision (d) of Government Code §54956.9] – County of Inyo v. Los Angeles Department of Water and Power, Inyo County Superior Court Case No. SICVCV 18-61899**
3. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to paragraph (1) of subdivision (d) of Government Code §54956.9] – County of Inyo v. Los Angeles Department of Water and Power, Inyo County Superior Court Case No. SICVCV 18-62064 (Eminent Domain – Independence); Case No. SICVCV 18-62065 (Eminent Domain – Lone Pine); and Case No. 18-62067 (Eminent Domain – Bishop).**
4. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Pursuant to paragraph (1) of subdivision (d) of Government Code §54956.9] – Los Angeles Department of Water and Power v. County of Inyo, Inyo County Superior Court Case No. SICVCV 18-62052**
5. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –** Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 (one case).
6. **CONFERENCE WITH LABOR NEGOTIATORS [Pursuant to Government Code §54957.6] –** Employee organizations: Deputy Sheriff's Association (DSA); Elected Officials Assistant Association (EOAA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. Agency designated representatives: County Administrative Officer Kevin Carunchio, Assistant County Administrator Rick Benson, Deputy Personnel Director Sue Dishion, County Counsel Marshall Rudolph, and Assistant County Counsel John Vallejo.

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

**10:00 a.m. PLEDGE OF ALLEGIANCE**

7. **REPORT ON CLOSED SESSION**
8. **PUBLIC COMMENT**
9. **COUNTY DEPARTMENT REPORTS** (Reports limited to two minutes)

10. **INTRODUCTIONS** – The following new employees will be introduced to the Board: Edith Chavez, HHS Office Clerk II; Nicole Gonzalez, HHS Office Clerk II; Mallory Watterson, HHS Specialist III; Melanie Armstrong, Librarian II; and Nina Weisman, Librarian I.
11. **COUNTY ADMINISTRATOR – Inyo Film Commission** – Request Board receive Inyo Film Commissioner Chris Langley’s spring oral report on local filming activity.

**CONSENT AGENDA** (Approval recommended by the County Administrator)

**COUNTY ADMINISTRATOR**

12. **Recycling & Waste Management** – Request Board approve Amendment No. 1 to the contract between the County of Inyo and American Refuse, increasing the contract limit payable under the agreement from \$108,181.50 to \$128,181.50 for waste tire hauling and recycling; and authorize the Chairperson to sign.

**HEALTH AND HUMAN SERVICES**

13. **Aging and Social Services** – Request Board approve the contract between the County of Inyo and Binti, Inc. for the provision of an online web portal for Resource Family Approval program application and approval process management for the period of May 1, 2018 through June 30, 2021, contingent upon adoption of future budgets, and authorize HHS Director Marilyn Mann to sign.

**PUBLIC WORKS**

14. Request Board approve a resolution titled, “A Resolution of the Board of Supervisors of the County of Inyo, State of California Authorizing the Recording of a Notice of Completion for the Inyo County Jail HVAC Replacement Project.”
15. **Road Department** – Request Board: A) award a bid to Bishop Ford of Bishop, CA for the purchase of one (1) F350 pickup truck; and B) authorize the purchase of one (1) F350 pickup truck from Bishop Ford of Bishop, CA in the amount of \$31,128.28.

**SHERIFF/COUNTY ADMINISTRATOR**

16. **Emergency Services** – Request Board: A) award a bid to BlackPoint LLC of Gardnerville, NV for the purchase of mobile handheld radios; and B) approve the purchase of mobile handheld radios from BlackPoint LLC of Gardnerville, NV in an amount not to exceed \$27,238.

**DEPARTMENTAL** (To be considered at the Board’s convenience)

17. **BOARD OF SUPERVISORS – Supervisor Kingsley** – Request Board: A) take a SUPPORT position on AB 2727 (Flora), a bill that would provide a personal income tax credit for costs incurred for training and equipment by qualified firefighters; and B) review and approve draft correspondence regarding AB 2727, and authorize the Chairperson to sign.
18. **PLANNING** – Request Board accept and provide comments on the draft Inyo County 2017 General Plan Annual Progress Report (APR), and direct staff to forward the APR with any modifications to the State of California’s Department of Housing and Community Development and Governor’s Office of Planning and Research.
19. **AGRICULTURAL COMMISSIONER** – Request Board approve a resolution titled, “A Resolution of the Inyo County Board of Supervisors Approving an Application for Authorization to Access State and Federal Level Summary Criminal History Information for Employment, Volunteers, and Contractors, Licensing or Certification Purposes.”
20. **HEALTH AND HUMAN SERVICES – Public Health & Prevention** – Request Board ratify and approve the Scope of Work, Staffing Plan, and Allocation Agreement Between the County of Inyo and California Department of Public Health for the provision of the local Tobacco Control Program, in an amount not to exceed \$369,105 for the period of July 1, 2017 through June 30, 2018, and authorize HHS Director Marilyn Mann to sign Allocation Agreement No. CTCP-17-14.

21. **HEALTH AND HUMAN SERVICES – Behavioral Health** – Request Board change the Authorized Strength in the Health and Human Services Behavioral Health program by reclassifying one Behavioral Health Nurse I at Range 78 (\$5,410 - \$6,574) to a Public Health Nurse at Range 80 (\$5,671 - \$6,897).
22. **HEALTH AND HUMAN SERVICES** – Request Board:
- A) Establish a Licensed Addictions Services Supervisor classification at Range 82 (\$5,957 - \$7,233).
  - B) Approve the proposed job description for the Addictions Supervisor at two levels: the Certified Addictions Services Supervisor and Licensed Addictions Services Supervisor;
  - C) Find that, consistent with the adopted Authorized Position Review Policy,
    1. the availability of funding for the requested position exists in the Substance Use Disorder (SUD) and Drinking Driver Program (DDP) budgets (no County General Funds), as certified by the Health and Human Services Director 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 open recruitment would be appropriate to ensure qualified applicants apply for that specialized position; and
    3. approve the hiring of one full time Addictions Supervisor at a Certified Addictions Services Supervisor at Range 70 (\$4,479 - \$5,448) or Licensed Addictions Services Supervisor at Range 82 (\$5,957 - \$7,233); contingent upon qualifications; and,
  - D) If necessary, as a result of the level at which the position is filled, authorize adjusting the department's Authorized Staffing by changing Certified Addictions Services Supervisor to a Licensed Addictions Services Supervisor.
23. **PUBLIC WORKS** – Request Board: A) review a draft letter to FEMA regarding the Bishop Creek Flood Hazard Study Project draft database, and authorize the Chairperson to sign; and B) consider authorizing the Public Works Director to sign the Project Charter.
24. **COUNTY ADMINISTRATOR/COUNTY COUNSEL** – Request Board approve Amendment No. 7 to the contract between Gregory L. James, Water/Environmental Attorney Regarding Natural Resources, and the County of Inyo, by increasing the contract limit to \$60,000, which includes an adjustment to increase the Contractor's hourly rate for work directly related to litigation; and, extending the term of the contract an additional 16 months through June 30, 2019, contingent upon the Board's adoption of future budgets; and authorize the Chairperson to sign, contingent upon all appropriate signatures being obtained.
25. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Here It Comes Emergency" that was proclaimed in anticipation of run-off conditions from near-record snowpack posing extreme peril to the safety of property and persons in Inyo County.
26. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Rocky Road Emergency" that was proclaimed as the result of flooding, mud, and rock landslides and deep snow drifts over portions of Inyo County caused by an atmospheric river weather phenomena that began January 3, 2017 and continued throughout February.
27. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation to continue the local emergency known as the "Land of EVEN Less Water Emergency" that was proclaimed as a result of extreme drought conditions that existed until recently in the County, while considering how to address the ongoing hydrologic issues in West Bishop.
28. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Gully Washer Emergency" that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013.
29. **COUNTY ADMINISTRATOR – Emergency Services** – Request Board discuss and consider staff's recommendation regarding continuation of the local emergency known as the "Death Valley Down But Not Out Emergency" that was proclaimed as a result of flooding in the central, south and southeastern portion of Inyo County during the month of October, 2015.
30. **CLERK OF THE BOARD** – Request Board approve the minutes of the regular Board of Supervisors meeting of February 27, 2018 and the special Board of Supervisors meeting of March 10, 2018.

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

- 11 a.m. 31. **AGRICULTURAL COMMISSIONER** – Request Board: A) conduct a public hearing on proposed fees for inspection and North American Invasive Species Management Association certification for hay and other forage; and B) approve a resolution titled, “A Resolution of the Board of Supervisors, County of Inyo, State of California, Establishing a Fee for North American Invasive Species Management Association (NAISMA) Weed-Free Certification of Forage.”
- 11 a.m. 32. **AGRICULTURAL COMMISSIONER – Workshop** – Request Board conduct a workshop with Ag Commissioner Nate Reade on the completed Inyo-Mono agricultural economic study titled, “Agriculture in Inyo and Mono Counties: An Economic Profile.”

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

**CORRESPONDENCE – ACTION**

33. **Inyo County Fish and Wildlife Commission** – Request Board authorize the Inyo County Fish and Wildlife Commission to send a letter to Congressman Paul Cook supporting the proposal to reinstate hunting access in the Castle Mountains Mojave National Monument.
34. **Olancha Community Services District** – Request Board approve the re-scheduling of Olancha Community Services District Governing Board Elections from odd-numbered years to even-numbered years in accordance with Elections Code 1303(b) and Senate Bill 415 (2015-2016 Regular Session), and approve the consolidation of the District's Governing Body Elections with the Statewide General Election pursuant to Elections Code 10404.

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

35. **PUBLIC COMMENT**

**CORRESPONDENCE – INFORMATIONAL**

36. **Inyo County Sheriff** – Sheriff's Office and Jail Overtime reports for February 2018.
37. **California Highway Patrol** – Report submitted pursuant to Health and Safety Code Section 25180.7 (Prop 65) regarding the illegal discharge (or threatened illegal discharge) of hazardous waste, which could cause substantial injury to the public health or safety.

**BOARD MEMBER AND STAFF REPORTS**





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

For Clerk's Use Only:  
AGENDA NUMBER

12

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

**FROM:** Recycling & Waste Management

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Approval of Amendment No.1 to the agreement with American Refuse for waste tire hauling and recycling services.

**DEPARTMENTAL RECOMMENDATION:**

Request that your Board: 1) Approve Amendment No. 1 to the contract between the County of Inyo and American Refuse increasing the contract limit payable under the agreement from \$108,181.50 to \$128,181.50 for waste tire hauling and recycling; and 2) authorize the Chairperson to sign.

**SUMMARY DISCUSSION:**

On August 4, 2015 your Board entered into a three year agreement with American Refuse to provide for tire hauling and recycling services. Tires cannot be disposed of at the landfill and must be transported to an approved recycling facility. Significantly more tires have been removed than anticipated from the Bishop landfill, however, a backlog still exists. Therefore, it is necessary to increase the not to exceed figure in the contract in order to allow American Refuse to continue to remove tires.

The attached amendment increases the not to exceed amount by \$20,000. It is expected that this amount will allow for removal of tires through June 30, 2018 when the current contract expires. The department is currently soliciting bids for a new contract to go into effect on July 1. This amendment does not alter any other terms or conditions.

**ALTERNATIVES:**



If the amendment is not approved by your Board tires will not be removed from the landfill. The County will be in violation of CalRecycle regulations regarding the number of tires allowed on landfill grounds.

**OTHER AGENCY INVOLVEMENT:** None

**FINANCING:**

Funds for this service are included in the Recycling & Waste Management budget unit 045700, 5265.

**APPROVALS**

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.)  Approved:  Date <u>03/07/2018</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 <u>3/8/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  N/A  Approved: _____ Date _____

REQUESTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

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

 Date: 3/9/18

**AMENDMENT NUMBER 1 TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
AMERICAN REFUSE INCORPORATED  
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES**

WHEREAS, the County of Inyo (hereinafter referred to as "County") and  
TIRE HAULING AND RECYCLING, of AMERICAN REFUSE INCORPORATED  
(hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Independent  
Contractor Services dated 08/04/2015, on County of Inyo Standard  
Contract No. 116, for the term from 08/04/2015 to 06/30/2018.

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

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

County and Contractor hereby amend such Agreement as follows:

Revise Section 3 D "Limit upon Amount Payable under Agreement" to read; "the total sum of all payments made by the County  
to Contractor for services and work performed under this agreement shall not exceed \$128,181.50 referred to as "contract limit."  
County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work  
performed which is in excess of the contract limit.

The effective date of this Amendment to the Agreement is 03/15/2018.

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

**AMENDMENT NUMBER 1 TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
AMERICAN REFUSE INCORPORATED  
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES**

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

**COUNTY OF INYO**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**CONTRACTOR**

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Type or Print

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING FORM:

  
\_\_\_\_\_  
County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

\_\_\_\_\_  
Personnel Services

APPROVED AS TO RISK ASSESSMENT:

\_\_\_\_\_  
County Risk Manager

AMENDMENT NUMBER 1 TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
AMERICAN REFUSE INCORPORATED  
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES

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

**COUNTY OF INYO**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**CONTRACTOR**

By: \_\_\_\_\_

*[Signature]*  
Signature

\_\_\_\_\_  
Type or Print

Dated: 3-6-18

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING FORM:

\_\_\_\_\_  
County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

\_\_\_\_\_  
Personnel Services

APPROVED AS TO RISK ASSESSMENT:

\_\_\_\_\_  
County Risk Manager



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

For Clerk's Use Only:  
**AGENDA NUMBER**  
13

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

**FROM:** HEALTH & HUMAN SERVICES – Aging and Social Services

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Approval of contract with Binti, Inc for the provision of an on-line web portal for Resource Family Approval program in Social Services.

**DEPARTMENTAL RECOMMENDATION:**

Request your Board approve the contract between the County of Inyo and Binti, Inc. for the provision of an on-line web portal for Resource Family Approval application and approval process management, for the period of May 1, 2018, through June 30, 2021 contingent upon adoption of future budgets, and authorize Marilyn Mann, Director of Health and Human Services, to sign.

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

The Department of Health and Human Services began implementation of the Resource Family Approval (RFA) program, which replaces the former Foster Care Licensing process, in January 2017. The program blends the approval process for both relatives and non-related individuals who wish to provide care to foster children. Prior to the implementation, our Licensing Division processed applicants for foster parenting and our Child Welfare Division processed requests by relatives or extended family members to be approved caregivers, a slightly more streamlined process than that of a licensed foster parent. RFA not only combined these processes, but increased the approval requirements to mirror those of an adoptive home. Managing the applications, including monitoring completion of training, health clearances, background checks and the status of the family evaluation (psychosocial assessment) can be challenging, especially as the state requires a ninety (90) day turn-around time frame from application to approval for those applicants who have children placed with them on an emergency placement basis.

Binti, Inc. was launched in 2016 in the County of San Francisco in response to RFA and quickly spread to use in 35 other agencies statewide. Binti offers a web portal for county RFA staff and potential Resource Family applicants to access and better manage the approval process. Applicants are able to complete their applications on-line, including e-signing of the application and complete and/or upload paperwork through the portal, resulting in a reduction of time spent by the RFA staff in tracking down documents. Additionally, RFA staff has access to an on-line dashboard that provides an overview of pending applications, level of completion and due date alerts. These two components of the web portal help reduce time spent by staff in manually tracking and contacting applicants, especially those who reside in outlying areas. It will also provide individuals who live in our more remote areas of the county the ability to apply and move through the approval process without the delays caused by mail and/or staff availability to meet with applicant in their own home or community and will allow RFA staff the ability to better use their time when conducting the required home assessments and enhance the ability of staff to better manage the timing of the approvals.

Binti is a unique product and built specifically to meet the needs of counties in their efforts to fully implement RFA. Given the uniqueness of the portal to RFA management for California counties, our Department is respectfully requesting authorization to enter into a contract in order to access these portal tools.

**ALTERNATIVES:**



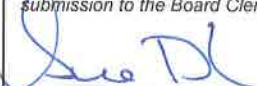
The County could choose to not approve this contract, which would result in RFA staff manually monitoring and processing hard-copy applications.

**OTHER AGENCY INVOLVEMENT:**


Inyo County Probation and California Department of Social Services.

**FINANCING:**

State and Federal funds and Social Services Realignment. This expense will be budgeted in Social Services (055800) in Professional Services (5265). No County General Funds.

<b>APPROVALS</b>	
<b>COUNTY COUNSEL:</b> 	<b>AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS</b> (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.) Approved: <u>YES</u> Date: <u>3/7/18</u>
<b>AUDITOR/CONTROLLER:</b>	<b>ACCOUNTING/FINANCE AND RELATED ITEMS</b> (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: <u>[Signature]</u> Date: <u>3/9/2018</u>
<b>PERSONNEL DIRECTOR:</b>	<b>PERSONNEL AND RELATED ITEMS</b> (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)  Approved: <u>✓</u> Date: <u>3/9/18</u>
<b>BUDGET OFFICER:</b> <u>N/A</u>	<b>BUDGET AND RELATED ITEMS</b> (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.) Approved: _____ Date: _____

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

 Date: 3/15/18

## MASTER SUBSCRIPTION AND SERVICES AGREEMENT

This Master Subscription and Services Agreement ("**Agreement**") is made as of May 1, 2018 ("**Effective Date**"), between Binti, Inc. with an address at 1999 Harrison Street, Oakland, CA 94612 ("**Binti**"), and Inyo County, with an address at 920 N. Main St., Bishop, CA 93514 ("**Licensee**"). Binti and Licensee will be referenced to individually herein as "**Party**" and collectively as the "**Parties**."

Binti has developed a Software-as-a-Service platform, as described at www.binti.com ("**Platform**") that allows users to apply online to become approved to foster children and that allows social workers to manage their approval workflow online ("**Authorized Purpose**"). This Agreement governs a relationship whereby Binti will (i) grant Licensee access to the Platform; and (ii) perform the professional services set forth on **Exhibit A** attached hereto ("**Professional Services**," together with the Platform, the "**Services**"). Accordingly, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### 1. Proprietary Rights.

(a) **Platform.** Subject to the terms and conditions of this Agreement, Binti hereby grants to Licensee during the Term (defined below) a non-exclusive, non-transferable and non-sublicensable license to allow its employees and contractors who have been issued valid access credentials from Binti ("**Authorized Users**") to access and use the Platform solely to help facilitate foster care and adoptions for children. Binti will provide access to the Service to end-users who obtain valid access credentials from Binti, subject to Binti's Terms of Use and Privacy Policy. Binti will provide Licensee with the support services set forth in **Exhibit B** attached hereto.

(b) **Restrictions.** Licensee will not, and will not permit any third party to: (i) copy, modify, translate, or create derivative works of the Platform; (ii) reverse engineer, decompile, disassemble or otherwise attempt to reconstruct, identify or discover any source code, underlying ideas, underlying user interface techniques, or algorithms of the Platform (except to the extent such prohibition is contrary to applicable law); (iii) lend, lease, offer for sale, sell or otherwise use the Platform for the benefit of any third party except as permitted under Section 1(a); (iv) attempt to disrupt the integrity or performance of the Platform; (v) attempt to gain unauthorized access to the Platform or its related systems or networks; or (vi) use the Platform in a manner that violates this Agreement, any third party rights or any applicable laws, rules or regulations.

(c) **Binti Ownership.** Except for the rights granted to Licensee in Section 1(a) above and Licensee's rights to Data (defined below), as between the Parties, Binti retains all right, title and interest, including all intellectual property rights, in and to the Platform (including all Updates thereto) and all aggregated and de-identified information that Binti's systems or applications automatically collect regarding use of the Platform and its performance ("**Diagnostic Data**") (which, notwithstanding anything to the contrary, Binti may fully exploit). All rights that Binti does not expressly grant to Licensee in this Section 1 are reserved and Binti does not grant any implied licenses under this Section 1.

(d) **Licensee Ownership.** As between the Parties, Licensee owns all data, information and other materials submitted to the Platform or Binti by Licensee or Authorized Users (which, for clarity, excludes Diagnostic Data) (collectively, "**Data**"). Licensee hereby grants to Binti a non-exclusive and non-transferable (except under Section 10) license to use and host the Data, solely to provide the Services. Upon termination or expiration of this Agreement for any reason, Binti will permit Customer to download all Data from the Platform in .csv format.

### 2. Use of the Services.

(a) **Binti's Obligations.** Binti will use commercially reasonable efforts to make the Service available at all times, except for planned downtime and any unavailability caused by Force Majeure Events (defined below). Binti will maintain commercially reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of Data.

(b) **Licensee's Obligations.** Licensee acknowledges and agrees that it is responsible for the use or misuse of the Service by Authorized Users, and a breach by any Authorized User of any term of this Agreement will be deemed a breach by Licensee of this Agreement.

### 3. Professional Services.

(a) **General.** Subject to Licensee's compliance with the terms and conditions of this Agreement, Binti will perform the Professional Services in accordance with any specifications set forth in **Exhibit A**. Each Party will communicate with the point of contact set forth in **Exhibit A** in connection with the Professional Services. Licensee will reasonably cooperate with Binti to facilitate provision of Professional Services. This cooperation will include, without limitation, (i) performing any tasks reasonably necessary for Binti to provide the Professional Services and to avoid unnecessary delays; (ii) fulfilling any Licensee obligations described in **Exhibit A** in a timely manner; and (iii) responding to Binti's reasonable requests related to Professional Services in a timely manner. Notwithstanding anything in **Exhibit A** to the



contrary, Binti will not be liable for any delays in performing the Professional Services that arise, in whole or in part, from Licensee's acts or omissions, including, without limitation, its failure to comply with this Section 3(a).

(b) Intellectual Property Rights. Binti solely owns all right, title and interest in and to any software, notes, records, drawings, designs or other copyrightable materials, inventions (whether or not patentable), improvements, developments, discoveries and trade secrets conceived, discovered, authored, invented, developed or reduced to practice by Binti, solely or in collaboration with others, arising out of, or in connection with, Binti performing the Professional Services, including any copyrights, patents, trade secrets, mask work rights or other intellectual property rights relating to the foregoing ("Inventions"). Binti hereby grants to Licensee a non-exclusive, non-transferable, non-sublicensable, royalty-free and worldwide right during the Term to use the portion of the Inventions that is incorporated into any deliverables that Binti provides to Licensee under Exhibit A solely to use any such deliverables. Binti reserves all rights not expressly granted in the prior sentence and does not grant any implied licensed under this Section 3.

#### 4. Fees.

(a) Fees. Licensee will pay Binti (i) \$6,000 per twelve (12) months for access to the Platform during the Term and for Professional Services set forth in Sections 2(a)-(b) of Exhibit A hereto (collectively, "Fees"). Licensee will pay all Fees prorated for each 12 month period at the beginning of each 12 month period. All Fees will be due and payable within thirty (30) days from the date of the applicable invoice issued by Binti. Except as expressly set forth herein, all Fees are non-cancellable and non-refundable. Late Fee payments will accrue interest at the rate of one and one half percent (1.5%) of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid.

(b) Fee Increases. Binti in its sole discretion may increase the fees due for any Renewal Term (defined below) in an amount not to exceed 3% more than the fees payable during the immediately preceding term of the same length to adjust for inflation; provided, however, that Binti may increase the fees by an amount deemed necessary by Binti in its sole discretion during any Renewal Term in connection with enhancements and/or improvements made to the Platform or Professional Services.

(c) Taxes. The Fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including, for example, value-added, sales, use or withholding taxes, assessable by any applicable taxing authorities (collectively, "Taxes"). Licensee is responsible for paying all Taxes associated with its receipt of the Services (except for any Taxes based on Binti's net income).

#### 5. Confidential Information.

(a) Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a Party ("Disclosing Party") to the other Party ("Receiving Party"), that is marked in writing as "confidential" or by a similar designation. For clarity, Confidential Information of Binti also includes the Binti technology underlying the Platform and any related non-public specifications, documentation or technical information that Binti makes available to Licensee. Confidential Information will not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party without restriction prior to its disclosure by the Disclosing Party and without breach of any obligation owed to the Disclosing Party; (iii) is received from a third party without restriction and without breach of any obligation owed to the Disclosing Party; or (iv) was independently developed by the Receiving Party without use of or reference to any Confidential Information of the Disclosing Party.

(b) Protection of Confidential Information. The Receiving Party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care). The Receiving Party may only use Confidential Information of the Disclosing Party to perform its obligations or exercise its rights under this Agreement. Except as expressly authorized by the Disclosing Party in writing, the Receiving Party will limit access to Confidential Information of the Disclosing Party to those of its and its affiliates' employees, contractors or agents who need such access to perform obligations under this Agreement and who agree to abide by the terms set forth in this Section 5.

(c) Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure.

#### 6. Term and Termination.

(a) Term. This Agreement will commence on the Effective Date and continue for a period of **thirty-eight (38) months. The first twelve (12) months or ("Initial Term")** will be subject to renewal terms.. Thereafter, this Agreement will automatically renew for additional consecutive terms of twelve (12) months (each, a "Renewal Term,"

together with the Initial Term, the “**Term**”), unless either Party provides to the other a written notice, at least thirty (30) days prior to the expiration of the then-current Renewal Term, of its intention not to renew this Agreement.

(b) **Termination.** Either Party may terminate this Agreement for any or no reason (in its sole and absolute discretion), upon written notice to the other Party. Either Party may terminate this Agreement upon thirty (30) days’ prior written notice if the other Party is in material breach of this Agreement and the breaching Party fails to remedy such material breach within the thirty (30)-day notice period. Upon termination (except for termination by Binti pursuant to the immediately preceding sentence), the Licensee will have access to the Platform for the remainder of the then-current Term. Upon termination by either party for any reason, Binti will supply the Licensee with an export of the Licensee’s Data.

(c) **Effect of Termination.** Upon expiration or termination of this Agreement for any reason, the licenses granted by each Party will automatically terminate and all outstanding Fees owed pursuant to Section 4 will become immediately due and payable. The provisions of Sections 1(b), 1(c), 2(b), 3(b), 4, 5, 6(c), 7, 8, 9, 10 and all defined terms used in those Sections will survive any expiration or termination of this Agreement.

#### 7. **Representations and Warranties.**

(a) **Mutual.** Each Party represents and warrants that: (i) it has the right, power and authority to enter into this Agreement and to grant the rights and licenses granted hereunder and to perform all of its obligations hereunder; (ii) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary organizational action of the Party; and (iii) when executed and delivered by both Parties, this Agreement will constitute the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms.

(b) **Licensee.** Licensee further represents and warrants that: (i) it owns or otherwise has sufficient rights to the Data to grant the license set forth in Section 1(d); and (ii) no Data submitted to the Platform does or will violate the privacy, intellectual property or other rights of any person or entity or any applicable laws, rules or regulations.

(c) EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES SET FORTH UNDER THIS SECTION 7, BINTI MAKES NO PROMISES, REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, WITH RESPECT TO THE SERVICES, AND BINTI HEREBY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE, AS WELL AS ANY LOCAL JURISDICTIONAL ANALOGUES TO THE FOREGOING.

8. **Limitations on Liability.** TO THE FULLEST EXTENT PERMITTED UNDER APPLICABLE LAW, (I) EXCEPT WITH RESPECT TO SECTION 9, IN NO EVENT WILL EITHER PARTY’S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE FEES PAYABLE TO BINTI DURING THE TERM; AND (II) EXCEPT TO THE EXTENT SUCH DAMAGES ARE PAID OR PAYABLE TO UNAFFILIATED THIRD PARTIES PURSUANT TO EITHER PARTY’S OBLIGATIONS PURSUANT TO SECTION 9, IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, FOR LOST PROFITS, DATA OR OTHER BUSINESS OPPORTUNITIES), HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER FOR BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE. THIS SECTION 8 DOES NOT LIMIT EITHER PARTY’S LIABILITY FOR INFRINGEMENT OF THE OTHER PARTY’S INTELLECTUAL PROPERTY RIGHTS.

#### 9. **Indemnification.**

(a) **Licensee.** If a third party asserts a claim (each, a “**Third Party Claim**”) against Binti or any of its affiliates, officers, employees or contractors (each, a “**Binti Released Party**”) alleging or arising from (a) that any Data infringes, violates, or misappropriates any intellectual property or proprietary right(s), (b) that any Data, or its provision to Binti, violates any applicable law or regulation, or (c) any negligent act or intentional misconduct by Licensee or any of its Authorized Users in connection with the Service, then Licensee will defend the Binti Released Party from the Third Party Claim and hold such Binti Released Party harmless from and against all damages, settlements, costs, and/or expenses, in each case, that are paid or payable to third party(ies) with respect to the Third Party Claim (including, without limitation, reasonable attorneys’ fees).

(b) **Binti.** If a Third Party Claim is asserted against Licensee or any of its affiliates, officers, employees or contractors (each, a “**Licensee Released Party**”) alleging that the Platform (not including any Data) infringes, violates, or misappropriates such third party’s intellectual property or proprietary right(s) (“**Infringement Claim**”), then Binti will defend the Licensee Released Party from the Infringement Claim and hold such Party harmless from and against all damages, settlements, costs, and/or expenses, in each case, that are paid or payable with respect to the Infringement

Claim (including, without limitation, reasonable attorneys' fees). In the event of an Infringement Claim, Binti, at its sole option and expense, may: (i) procure for Licensee the right to continue using the Platform or infringing part thereof; (ii) modify the Platform or infringing part thereof; (iii) replace the Platform or infringing part thereof with other software having substantially the same or better capabilities; or, (iv) if the foregoing are not commercially practicable, terminate this Agreement and repay to Licensee a pro-rata portion of the Fees. Notwithstanding the foregoing sentences of this Section 9(b), Binti will have no liability for an Infringement Claim if the actual or alleged infringement results from (a) any breach of this Agreement by Licensee or any Authorized Users; (b) any modification, alteration or addition made to the Platform by Licensee or any Authorized Users, including any combination of the Platform with software not provided by Binti; (c) any failure by Licensee or any Authorized Users to use any Updates made available by Binti; or (d) any settlements entered into by Licensee or costs incurred by Licensee for the Infringement Claim that are not pre-approved by Binti in writing.

(c) **Procedures.** Each Party's obligations pursuant to Sections 9(a) and 9(b) above (respectively) are expressly conditioned on: (a) the Party seeking indemnification under this Section 9 ("**Indemnified Party**") providing the other Party ("**Indemnifying Party**") with prompt written notice of the applicable Third Party Claim for which the Indemnified Party seeks indemnification; (b) the Indemnified Party reasonably cooperating in the defense and/or settlement of such Third Party Claim, at the Indemnifying Party's sole expense; and (c) the Indemnifying Party having sole control over the defense and/or settlement of such Third Party Claim. The Indemnifying Party may not agree to any settlement of any Third Party Claim against the Indemnified Party that admits wrongdoing by the Indemnified Party, or otherwise imposes any material obligation on the Indemnifying Party (not entirely covered by an indemnification obligation hereunder), without the Indemnified Party's prior express written consent, which consent will not be unreasonably withheld, conditioned or delayed. The Indemnified Party may participate in the defense of a Third Party Claim through counsel of its own choice at its own expense.

10. **Miscellaneous.** Each Party agrees that any violation or threatened violation of this Agreement may cause irreparable injury to the other Party, entitling such Party to seek injunctive relief in addition to all available remedies. Neither Party may assign this Agreement or any rights under it, in whole or in part, without the other Party's prior written consent; provided that either Party may assign this Agreement or any rights under it without prior written consent to a successor in connection with a merger, acquisition, reorganization, consolidation, or sale of all or substantially all of its assets or the business to which this Agreement relates. Any attempt to assign this Agreement other than as permitted above will be void. If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, then the remaining provisions of this Agreement will remain in full force and effect. This Agreement will be governed by and construed under the laws of California without reference to its conflict of laws principles. This Agreement, including all Exhibits attached hereto, embodies the entire agreement between the Parties with respect to the subject matter set forth herein and supersedes any previous or contemporaneous communications, whether oral or written, express or implied. This Agreement may be modified or amended only by a writing signed by both Parties. If there is any conflict or inconsistency between the terms of any Exhibit and the terms in the body of this Agreement, then the terms in the body of the Agreement will control solely to the extent of the conflict. All waivers made under this Agreement must be made in writing by the Party making the waiver. Any notice required or permitted to be given under this Agreement will be effective if it is (i) in writing and sent by certified or registered mail, or insured courier, return receipt requested, to the appropriate Party at the address set forth above and with the appropriate postage affixed; or (ii) sent via email to the following: in the case of Binti: Felicia@binti.com; and in the case of Licensee: Inyo County HHS – [mmann@inyocounty.us](mailto:mmann@inyocounty.us).

11. Either Party may change its address for receipt of notice by notice to the other Party in accordance with this Section. Notices are deemed given two (2) business days following the date of mailing, one (1) business day following delivery to a courier, and/or on the same day a facsimile or electronic mail is sent to the recipient. Binti will not be liable or responsible to Licensee, nor be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Binti including, without limitation, acts of God, natural disaster, denial or services attacks and/or service provider system outages (collectively, "**Force Majeure Events**"). This Agreement may be signed in counterparts, each of which will be deemed an original, and all of which together will constitute a single agreement.

**BINTI, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**LICENSEE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**  
**PROFESSIONAL SERVICES**

All capitalized terms that are used but not defined in this Exhibit will have the meanings ascribed to them in the body of the Agreement above.

1. Contact. The principal contacts in connection with the Professional Services are as follows:

<b>Binti:</b>	<b>Licensee:</b>
Name: Felicia Curcuru	Name: Marilyn Mann
Title: CEO	Title: HHS Director
Address: 1999 Harrison St, Oakland, CA 94612	Address: 163 May Street, Bishop, CA 93514
Phone: 732-547-3957	Phone: (760) 873-3305
Email: Felicia@binti.com	Email: mmann@inyocounty.us

2. Services. Binti will use commercially reasonable efforts to provide the following Professional Services:

(a) Data Migration. Migrate Data into the Platform based on reasonably written instructions from Licensee within 4 weeks of receiving data with documentation from Licensee.

(b) Form Customizations. Customize up to 60 documents provided to Binti by Licensee for inclusion within the Platform within 4 weeks of Licensee providing the documents.

Any additional Professional Services to be performed by Binti will be mutually agreed upon by the Parties in writing and attached to this Exhibit A as successively numbered Schedule "A"s (e.g., Schedule A-1, Schedule A-2, etc.).

This Exhibit A is accepted and agreed upon as of the Effective Date set forth in the body of the Agreement.

**BINTI, INC.**

**LICENSEE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT B

### SUPPORT

All capitalized terms that are used but not defined in this Exhibit will have the meanings ascribed to them in the body of the Agreement above.

1. Support. Binti will provide technical support to Licensee from 9AM-6PM Pacific Standard time every day during the Term except for national holidays in the United States ("Support"). To request Support, Licensee must contact Binti at 844-424-6844 or via email at [contact@binti.com](mailto:contact@binti.com).

(a) Provision of Support. Binti will provide Support to the following Licensee contact: **Jeannette Torres: [jtorres@inyocounty.us](mailto:jtorres@inyocounty.us)**. Binti will not be responsible for addressing or resolving Events (defined below) that Binti reasonably determines are caused by Licensee's systems or any misuse of the Platform.

(b) Events. "Events" are occurrences that impact the availability of the Platform, except for scheduled downtime, as determined by Binti in its reasonable discretion. Binti distinguishes among three classes of Events as follows:

- (i) **Class 1 Event**: A complete loss of the Platform's functionality such that no user can use the Platform.
- (ii) **Class 2 Event**: The Platform's functionality is materially impaired such that at least approximately 10% of users cannot use the Platform for its intended purpose.
- (iii) **Class 3 Event**: Any other problems or issues, including, without limitation, any general questions about the Platform or problems that do not rise to Class 1 Events or Class 2 Events.

(c) Target Resolution Times. Binti will use commercially reasonable efforts to meet the following target time frames for resolution of Events from the time Binti receives a Support request:

<u>Class</u>	<u>Target Resolution Time</u>
1	4 hours or better
2	24 hours or better
3	5 business days

(d) Scheduled Maintenance Downtime. Binti will schedule maintenance between the hours of 10PM and 4AM Pacific Standard time. Binti will provide Licensee with reasonable advance written notice of scheduled downtime. Binti may access the Platform during the scheduled maintenance downtimes for maintenance purposes and to implement Updates, bug fixes and/or any other changes that Binti deems necessary or advisable.

(e) Resolution. If Binti has not resolved an Event within the targeted time frame, then, upon Licensee's written request, Binti and Licensee will discuss a resolution plan. From that point forward until the issue is resolved, Binti will notify Licensee's designated contact of the status of resolution at least once daily.

2. Training. The Parties may agree in writing upon commercially reasonable training that Binti will provide to Licensee Authorized Users during the Term. This may include, by way of example only, a web-based tutorial about how to use the Platform. Training will not exceed a total of 25 hours during the Term.



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

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

For Clerk's Use  
Only:

AGENDA NUMBER

14

FROM: Public Works Department

FOR THE BOARD MEETING OF: March 27, 2018

SUBJECT: Resolution and Notice of Completion for the Inyo County Jail HVAC Replacement Project.

**DEPARTMENTAL RECOMMENDATIONS:** Request Board approval of a Resolution accepting the work and authorizing the recording of a Notice of Completion for the Inyo County Jail HVAC Replacement Project.

**CAO RECOMMENDATION:** N/A

**SUMMARY DISCUSSION:** Dean's Plumbing and Heating of Bishop recently completed work on the Inyo County Jail HVAC Replacement Project. The objective of the Inyo County Jail HVAC Replacement Project was to replace five (5) HVAC units on the roof of the Inyo County Jail Building. Dean's Plumbing and Heating's bid for the project was \$44,706.00, which was the final invoice amount.

On March 9, 2018, the final inspection was performed and the work was determined to be complete to the satisfaction of the Public Works Director. Accordingly, the Director is requesting that the Board adopt the attached Resolution, which accepts the completed work and authorizes the Public Works Director to record a Notice of Completion for the project.

In addition to formally accepting the work, the Notice of Completion begins the period during which stop notices may be placed against the work. In the event that no stop notices are filed, the retention must be returned to the Contractor.

**ALTERNATIVES:** The Board could choose not to approve the Resolution. Consequently, the project would not be formally accepted and the Notice of Completion could not be filed. Choosing not to approve the Resolution is not recommended as it will extend the period during which stop notices can be filed and will delay return of retention monies to the Contractor.

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

**FINANCING:** The Project is part of the 2017/2018 Deferred Maintenance List. The construction costs will be paid through budget unit 011501, Deferred Maintenance, object code 5650, Structures and Improvements in the amount of \$44,706.00,



**APPROVALS**

COUNTY COUNSEL:

*J. Walker*

AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.)  
Approved: YES Date 3/13/18

AUDITOR/CONTROLLER

*[Signature]*

ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)  
Approved: yes Date 3/15/18

PERSONNEL DIRECTOR

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

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

*S. Williams*

Date: 3/16/18



**RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:**

**Inyo County Public Works Department  
P. O. Drawer Q  
Independence, CA 93515**

The area above this line is for Recorder's Use

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. A work of improvement known as the Inyo County Jail HVAC Replacement Project on the property hereinafter described was completed on March 9, 2018 and was accepted by the Board of Supervisors, County of Inyo on \_\_\_\_\_.
2. The property on which the Inyo County Jail HVAC Replacement Project has been completed and is located on is at 550 South Clay Street, Independence CA 93526.
3. The County of Inyo, a political subdivision of the State of California, the address of which is 224 North Edwards Street, P.O. Drawer N, Independence, CA 93526, owns and maintains the property located at 550 South Clay Street, Independence CA 93526.
4. The undersigned, Clint Quilter, is the Director of Public Works of the County of Inyo and has been duly authorized pursuant to Resolution adopted \_\_\_\_\_, by the Board of Supervisors of the County of Inyo to execute and file this Notice of Completion.
5. The name of the original contractor that constructed the Inyo County Jail HVAC Replacement Project, pursuant to contract with the County, is Dean's Plumbing and Heating.

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

COUNTY OF INYO

Dated:

By: \_\_\_\_\_  
Clint Quilter, Director of Public Works

VERIFICATION

STATE OF CALIFORNIA     )  
  ) SS.  
COUNTY OF INYO         )

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clint G. Quilter



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

For Clerk's Use Only:
<b>AGENDA NUMBER</b>
15

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Consent           | <input type="checkbox"/> Departmental   | <input type="checkbox"/> Correspondence Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Schedule time for | <input type="checkbox"/> Closed Session | <input type="checkbox"/> Informational         |   |

FROM: Inyo County Road Department  
 FOR THE BOARD MEETING OF: March 27, 2018  
 SUBJECT: Request approval to purchase (1) F350 Pickup

**DEPARTMENTAL RECOMMENDATIONS:**

- a) Request your Board authorize the purchase of (1) F350 Pickup from Bishop Ford, Bishop, CA., in the amount of \$31,128.28.

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

The Road department is continuously evaluating its fleet, and as conditions and funding allow, schedule replacement of the vehicles in service. This truck will replace a truck that has met the Road Department replacement criteria, that being age, dependability, high mileage and/or excessive repair costs. This new truck will be assigned to the Tecopa / Shoshone Road yard, and will be replacing two older trucks with excess of 250,000 miles each.

The State of California annually conducts a competitive bid process which results in a list of vehicles available for purchase by counties, municipalities and special districts at a predetermined price. Due to the volume involved in the state contract this price is always competitive, if not lower, than what could be expected if the vehicles were to be acquired through the County's bid process. However, in this case a local vendor, Bishop Ford, was the successful low bidder when the 8% local preference was factored into the bid price. The Road Department is requesting authorization to proceed with the purchase of this vehicle.

Any pickup that is scheduled to be replaced will be evaluated and may ultimately replace an older pickup currently being used within the Road Department. Pickups that are no longer viable as Road Department vehicles will be sold through the sealed bid and auction process.

**ALTERNATIVES:**

Your Board could choose not to approve the purchase of this pickup at this time. This is not recommended as the Road Department's current pickup is quite old and in need of replacement. Pickups are essential to the Road Department's ability to respond to emergencies and to carry out the daily work duty requirements specific to the Road Department. This is a small but necessary step forward in bringing the Road Department's fleet up to an acceptable standard.

**OTHER AGENCY INVOLVEMENT:**

The Inyo County Auditors Office  
 County Counsel's Office

**FINANCING:**

This purchase is budgeted in FY 2017/2018 Road Department Budget 034600 and vehicle object code 5655.

**APPROVALS**

COUNTY COUNSEL:

*R. Walker*

AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.)

Approved: YES Date 3/7/18

AUDITOR/CONTROLLER

*[Signature]*

ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)

Approved: yes Date 3/9/2018

PERSONNEL DIRECTOR

PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)

Approved: \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT HEAD SIGNATURE:**

(Not to be signed until all approvals are received)

*[Signature]*

Date: 3/12/18



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

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

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

**FROM:** Sheriff's Office / Administration-Disaster Services

**FOR THE BOARD MEETING OF:** **March 27, 2018**

**SUBJECT:** Purchase of Mobile Handheld Radios

**DEPARTMENTAL RECOMMENDATION:**

Request Board: A) Award a bid to BlackPoint LLC of Gardnerville, Nevada for the purchase of mobile handheld radios; and B) Approve the purchase of mobile handheld radios from BlackPoint LLC of Gardnerville, Nevada in an amount not to exceed \$27,238.

**SUMMARY DISCUSSION:**

The 2015 Homeland Security Grant includes a pre-approved project for mobile handheld radios for the Bishop Police Department, for the total project cost not to exceed amount of \$27,238. The Homeland Security Grant Program is a jurisdictional grant and will at times include projects for the Bishop Police Department and Bishop Fire Department.

The County of Inyo published Bid Notification 2018-01 and received the following two (2) bid responses by the closing date of January 31, 2018:

- 1) BlackPoint LLC of Gardnerville, Nevada - \$1,670.12 each
- 2) Nielsen's Equipment Maintenance of Mammoth Lakes, California - \$2,559.06 each.

Both bid responses were reviewed by Bishop Police Chief, Ted Stec and the Inyo County Sheriff's Office. In addition to BlackPoint LLC being the lowest bidder, the radios that were proposed in the bid met all compliance regulations and identified specifications.

These radios will provide the Bishop Police Department with portable radios that will enable them to communicate with other jurisdictional first responders and law enforcement. This is a pre-approved project with the California Governor's Office of Emergency Services (Cal OES) Grants Management Division, and this purchase is to be funded exclusively with FY 2015 Homeland Security Grant funds.

**ALTERNATIVES:**

Your Board could choose not to approve this purchase, but this alternative is not recommended.

**OTHER AGENCY INVOLVEMENT:**

The authoritative body for the 2015 Homeland Security Grant includes: Inyo County Sheriff's Office, Inyo County Health and Human Services Department, Bishop Police Department and City of Bishop Fire Department.

**FINANCING:**

Currently there are sufficient funds to cover the \$27,238 for this purchase included in the Fiscal Year 2017-2018 Board approved 2015 Homeland Security Budget #623715, Object Code #5232-Office & Other Equipment.

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>[Signature]</u> Date <u>3/6/18</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: <u>[Signature]</u> Date <u>3/8/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: <u>[Signature]</u> Date <u>3/9/18</u>

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

[Signature]

Date: 03-14-2018

**COUNTY OF INYO BID TABULATION**

Project Title & Bid No. 2018-01 Sheriff's Dept Radios  
 Bid Opening Date: 1/31/2018 Location: Administration

	BIDDER NAME	Bid Amount A	Bid Amount B	Bid Amount C	Bond
1.	Blackpoint LLC	9,670.12/each			
2.	Nielsen's Equipment Maintenance	2,559.06/each			
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Opened By: Darcy Ellis

Present: Emma Bills





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

For Clerk's Use Only:  
**AGENDA NUMBER**  
 17

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

**FROM: Board of Supervisors – Supervisor Matt Kingsley**

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Support of Assembly Bill AB 2727

**DEPARTMENTAL RECOMMENDATION:** Request Board: A) take a SUPPORT position on AB 2727 (Flora), a bill that would provide a personal income tax credit for costs incurred for training and equipment by qualified firefighters; and B) review and approve draft correspondence regarding AB 2727, and authorize the Chairperson to sign.

**SUMMARY DISCUSSION:** The Rural County Representatives of California (RCRC), of which Inyo County is a longtime member, is sponsoring Assembly Bill 2727 by Assembly Member Heath Flora (R – Stanislaus). AB 2727 provides a tax credit to volunteer firefighters for 80 percent of qualified expenses incurred during the taxable year, up to \$1,500. Often times, volunteer firefighters spend monies out of their own pocket for their safety equipment and required training. These costs are part of the reason it is becoming more difficult for these volunteers to continue their service and why it is becoming increasingly difficult to recruit new volunteer firefighters to provide an adequate level-of-service in rural areas. Easing volunteer firefighters' financial burden could go a long way to helping with recruitment and retention efforts.

AB 2727 is scheduled to be heard in the Assembly Revenue & Taxation Committee on Monday, April 2, 2018 at 2:30 p.m. and it's my recommendation the Board take a position to support this legislation, which could have positive impacts here in Inyo County.

**ALTERNATIVES:** Our Board could choose to not take a position, and/or not send a letter of support.

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** There is no fiscal impact to the County budget associated with the sending of this letter.

**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>
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>
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>

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

Date: 03/22/18





# BOARD OF SUPERVISORS COUNTY OF INYO

P. O. DRAWER N • INDEPENDENCE, CALIFORNIA 93526  
TELEPHONE (760) 878-0373  
email: dellis@inyocounty.us



March 27, 2018

The Honorable Heath Flora  
Member, California State Assembly  
State Capitol, Room 3098  
Sacramento, CA 95814

**RE: Assembly Bill 2727 - SUPPORT**

Dear Assembly Member Flora:

The Board of Supervisors of Inyo County offer our support for your Assembly Bill 2727, which provides a personal income tax credit for costs incurred for training and equipment by qualified firefighters. Inyo County has six rural volunteer fire departments serving the citizens living in and visiting its 10,140 square miles.

Rural fire departments rely heavily upon the volunteer services of members from their communities to provide a critical public service, responding to structure fires and emergency response calls. In addition, these firefighters are often on the first line of defense, along with the California Department of Forestry and Fire Protection, on the devastating wildland fires in their own communities. In some parts of rural California, volunteer firefighters are the only local fire department.

Over the years, the training requirements and equipment for volunteer (and paid personnel) have increased in time and expense. While the fire districts generally provide the minimum training and safety equipment, often these individuals are not reimbursed for travel to the required training and incur expenses on additional training or higher quality safety equipment. It has become increasingly difficult for the rural fire districts to recruit and retain volunteer firefighters.

AB 2727 would provide a personal income tax credit up to 80 percent of the amount incurred by qualified firefighters, not to exceed \$1,500 a year. This is a small recognition that these individuals that put their lives on the line to protect the lives and properties of others within their community deserve to have some of their self-paid costs mitigated with a tax credit.

For these reasons, Inyo County supports AB 2727. If you should have any questions or concerns, please do not hesitate to contact Supervisor Matt Kingsley at (760) 878-8508.

Sincerely,

Dan Totheroh, Chair  
Inyo County Board of Supervisors

## CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

ASSEMBLY BILL

No. 2727

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**Introduced by Assembly Member Flora**February 15, 2018

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An act to add and repeal Section 17053.55 of the Revenue and Taxation Code, relating to taxation, to take effect immediately, tax levy.

**LEGISLATIVE COUNSEL'S DIGEST**

AB 2727, as introduced, Flora. Personal income taxes: credit: volunteer firefighters.

The Personal Income Tax Law authorizes various credits against the taxes imposed by that law.

This bill would authorize a credit against that tax for each taxable year beginning on and after January 1, 2019, and before January 1, 2028, in an amount equal to 80% of the amount paid or incurred by a qualified firefighter during the taxable year for qualified firefighter expenses, as defined, not to exceed \$1,500.

This bill would take effect immediately as a tax levy.

**Digest Key**

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

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**Bill Text****THE PEOPLE OF THE STATE OF CALIFORNIA DO  
ENACT AS FOLLOWS:**

**SECTION 1.** Section 17053.55 is added to the Revenue and Taxation Code, to read:

17053.55. (a) For each taxable year beginning on or after January 1, 2019, and before January 1, 2028, there shall be allowed as a credit against the “net tax,” as defined in Section 17039, of a qualified

firefighter an amount equal to 80 percent, not to exceed one thousand five hundred dollars (\$1,500), of the amount paid or incurred during the taxable year for qualified firefighter expenses.

(b) For purposes of this section, all of the following apply:

(1) "Certifying entity" means any fire department, as specified in this section, the Department of Forestry and Fire Protection, and any county forestry or firefighting department or unit, to which the qualified firefighter reports.

(2) "Qualified firefighter expenses" means the amount paid or incurred by a qualified firefighter, for which the qualified firefighter was not reimbursed, for training and equipment that was obtained in order to serve as a qualified firefighter.

(3) "Qualified firefighter" means either of the following:

(A) A volunteer firefighter who is registered as an active firefighting member of any regularly organized volunteer fire department having official recognition, and full or partial support of the government of the county, city, town, or district in the state in which the volunteer fire department is located.

(B) A professional firefighter who is employed as a firefighter by the Department of Forestry and Fire Protection, or any county forestry or firefighting department or unit in this state, or any firefighter hired to serve as a firefighter by a fire department of a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state.

(c) In order to be eligible for a tax credit authorized by this section, the qualified firefighter shall do all of the following:

(1) Submit a request to the certifying entity for certification of both of the following:

(A) That the firefighter is a qualified firefighter as provided by this section.

(B) That the equipment for which the qualified firefighter is claiming a credit under this section was obtained in order to serve as a qualified firefighter.

(2) Retain for his or her records a copy of the certificate issued by the certifying entity as specified in subdivision (d).

(3) Provide a copy of the certification to the Franchise Tax Board upon request. If the qualified firefighter fails to comply with the requirements of this subdivision, no credit shall be allowed to that qualified firefighter under this section for any taxable year unless the qualified firefighter subsequently complies.

(d) The certifying entity shall do all of the following:

(1) Certify that the firefighter is a qualified firefighter as provided by this section.

(2) Certify that the equipment for which the qualified firefighter is claiming a credit under this section was obtained in order to serve as a qualified firefighter.

(3) Provide the qualified firefighter with a copy of the certification to retain for his or her records.

(e) No deduction shall be allowed as otherwise provided in this part for that portion of expenses paid or incurred for the taxable year which is equal to the amount of the credit allowed under this section attributable to those expenses.

(f) No credit may be claimed under this section with respect to any amount for which any other credit has been claimed under this part.

(g) If a qualified firefighter that claims a credit under this section sells, transfers, or otherwise disposes of, either directly or indirectly, any equipment within three years of the taxable year during which he or she first claimed the credit, there shall be added to the "net tax" of the qualified firefighter for the taxable year of sale, transfer, or disposition an amount equal to the total credit claimed multiplied by a fraction, the numerator of which is the remaining term of the three years and the denominator of which is three.

(h) In the case where the credit allowed by this section exceeds the "net tax," the excess may be carried over to reduce the "net tax" for the next three taxable years, or until the credit has been exhausted, whichever occurs first.

(i) This section shall remain in effect only until December 1, 2028, and as of that date is repealed.

**SEC. 2.** This act provides for a tax levy within the meaning of Article IV of the California Constitution and shall go into immediate effect.



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

For Clerk's Use Only: AGENDA NUMBER  18
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- Consent       Departmental       Correspondence Action       Public Hearing  
 Scheduled Time for       Closed Session       Informational

**FROM:** Inyo County Planning Department

**FOR THE BOARD MEETING OF:** March 27, 2017

**SUBJECT:** Inyo County 2017 General Plan Annual Progress Report

**DEPARTMENTAL RECOMMENDATION:** Accept and provide comments on the draft Inyo County 2017 General Plan Annual Progress Report (APR), and direct staff to forward the APR with any modifications to the State of California's Department of Housing and Community Development (HCD) and Governor's Office of Planning and Research (OPR).

**SUMMARY DISCUSSION:** Government Code Section 65400 requires that local agencies prepare a General Plan APR. The purpose of the document is to report on the County's progress in implementing its General Plan. The document is being presented to the Board of Supervisors for its review and comment. Subsequently, it is intended to be submitted to OPR and HCD.

As indicated in the draft APR, the General Plan is the County's constitution and guiding vision, and upkeep and maintenance of the General Plan is a continuous process. The County implements the General Plan's vision on a day-to-day basis with its many planning projects, and strives to include the public in the decision-making process. The County participated in a variety of planning activities in 2017, as identified in the APR. The County continued its project review responsibilities to further the General Plan's goals, policies, programs, and implementation measures.

**ALTERNATIVES:**


- Direct changes to the APR.
- Do NOT accept the APR.
- Return the APR to staff with direction.

**OTHER AGENCY INVOLVEMENT:** State of California – OPR and HCD

**FINANCING:** Resources to participate in annual State reporting requirements (such as the APR) are provided for by General Fund resources.

<b><u>APPROVALS</u></b>	
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 (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)

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

  
\_\_\_\_\_ Date: 3/14/18

Attachment: Draft APR

# **General Plan Annual Progress Report 2017**

County of Inyo



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**Prepared by Inyo County Planning Department  
April 2018**

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- Appendix B Housing and Community Development Department Annual Element Progress Report Forms



## **I. Introduction**

This report has been prepared pursuant to the requirements of Government Code Section 65400. Guidance for preparation of the report is provided by the Governor's Office of Planning and Research (OPR)<sup>1</sup>.

The purpose of the document is to report on Inyo County's progress in implementing its General Plan. The document will be provided to the Planning Commission and Board of Supervisors for their review and submitted to OPR and the Department of Housing and Community Development (HCD).

## **Background**

The County adopted a comprehensive update to the General Plan on December 11, 2001, and has amended the Plan on several occasions since. The planning process for the update took over four years, many public hearings and meetings, and substantial effort on the part of staff, the Board of Supervisors, the Planning Commission, local organizations and interest groups, and the general public.

The Plan replaced, reformatted, and/or updated a number of older General Plan Elements and other planning documents that had been adopted over the years. In addition to the many working documents, staff reports, and outreach materials, the Plan resulted in the following major documents that are utilized on a day-to-basis in the County's planning processes:

- General Plan Summary
- Background Report
- Goals and Policies Report
- Land Use and Circulation Diagrams
- Environmental Impact Report (EIR)

The Inyo County General Plan received awards of excellence from local chapters of the American Planning Association in 2001. The policy document and diagrams are available on the Planning Department's website at the following link: [http://inyoplanning.org/general\\_plan/index.htm](http://inyoplanning.org/general_plan/index.htm).

## **Informational Document**

This document is a reporting document, and does not create or alter policy. The content is provided for informational purposes only, and is exempt from the requirements of the California Environmental Quality Act (CEQA) per Guidelines Section 15306.

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<sup>1</sup> General Plan Annual Progress Report Guidance. State of California, Governor's Office of Planning and Research, State Clearinghouse and Planning Unit. Revised July 11, 2007. Refer to [https://www.opr.ca.gov/s\\_planningassistance.php](https://www.opr.ca.gov/s_planningassistance.php)

## Organization

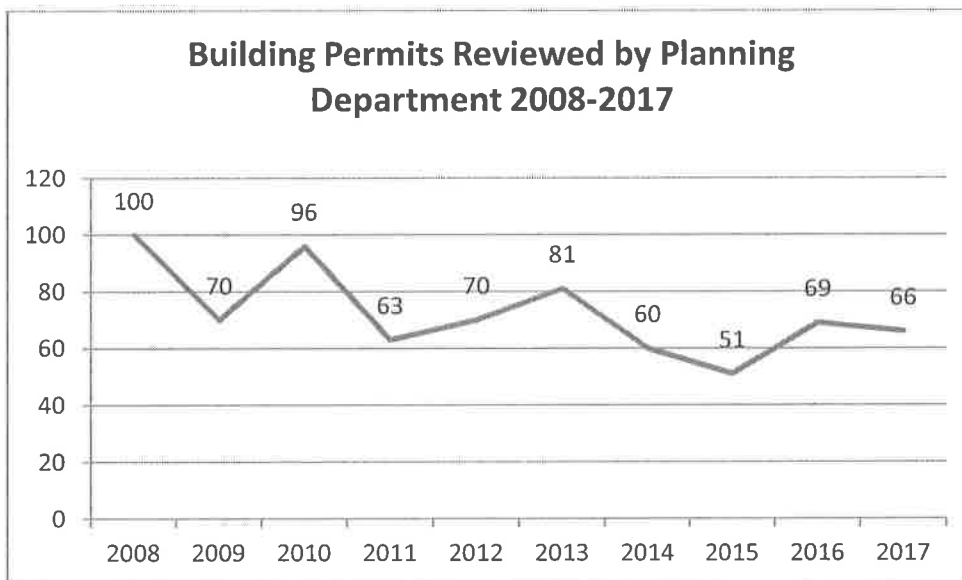
After this Introduction, a summary of projects and issues addressed over last year is provided, and then each General Plan element is addressed. Following these topics, the County's planned General Plan and Zoning Ordinance update are addressed. Appendix A includes Government Code Section 65400. Appendix B includes the HCD reporting forms.

## II. Plans, Projects, and Accomplishments

During 2017 the County processed numerous projects and participated in a variety of planning programs. The following summaries provide a brief overview of these projects and programs, and are not intended to be exhaustive.

### Building Permits

The Department of Building and Safety issued approximately 400 building permits in 2017. Sixty Six building permits were reviewed by the Planning Department for zoning consistency issues. Building permits were reviewed for 5 new single-family homes, for a net decrease of 12 and 7 certificates of occupancy were issued for single-family homes.

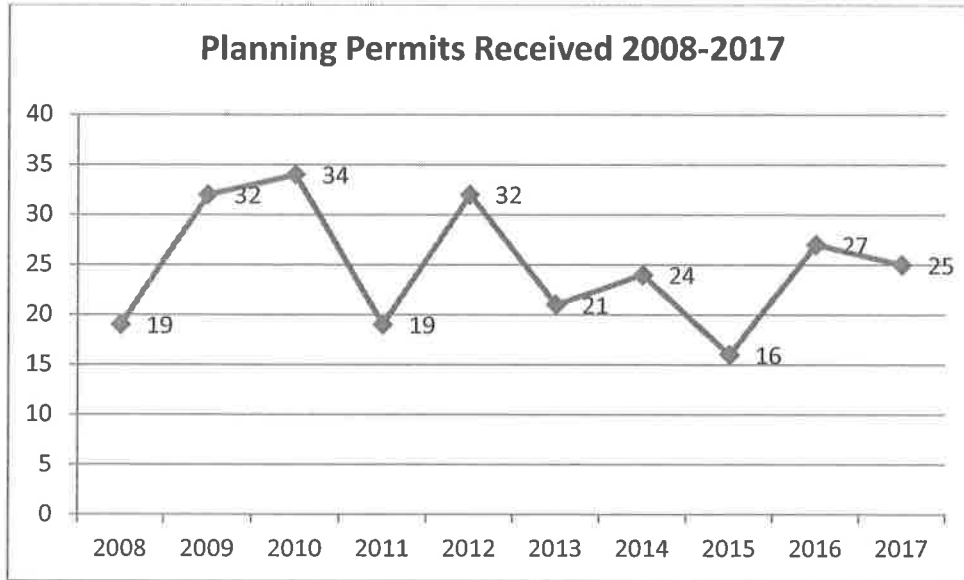


### Planning Permits

The Planning Department processed a variety of planning permits during 2017, including variances, conditional use permits (CUP), subdivisions, and associated environmental reviews. The breakdown in applications received is as follows:

- One Parcel Merger
- Three Lot Line Adjustments
- Six Tentative Parcel Maps (TPM)

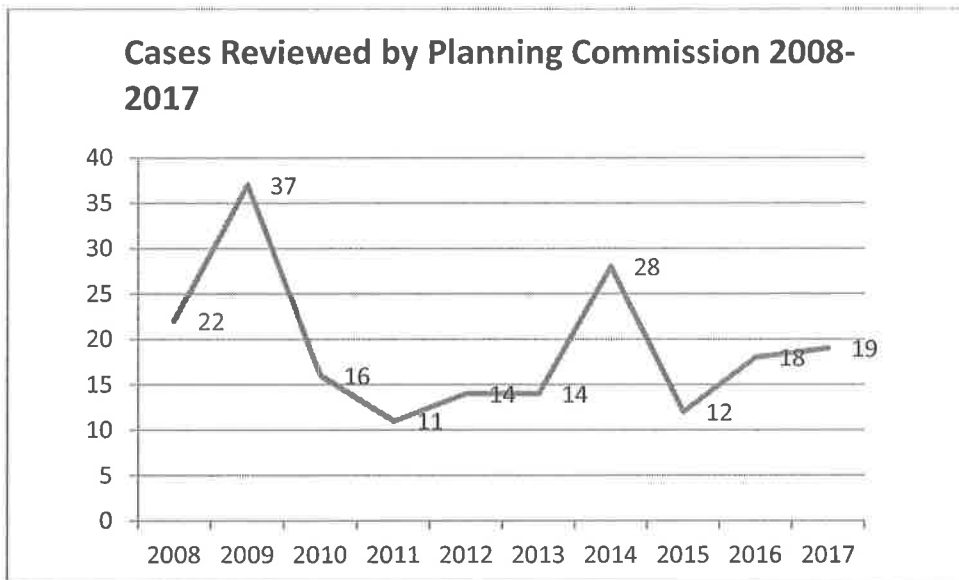
- Zero Telecom Plan Amendments
- Three CUPs
- Three Variances
- One Reclamation Plan
- Two General Plan Amendment (GPA)



In addition, 15 zoning violations were logged, continuing the significant increase that has been occurring since 2015 over the previous years.

During the past year, the Planning Commission agendas included the following application types:

- 4 CUPs
- 3 TPM
- 2 GPAs
- 4 Zoning Reclassifications (ZR)
- 2 Zone Text Amendments (ZTA)
- 3 Variances
- 1 Mitigated Negative Declaration (MND)



In addition, the Planning Commission reviewed ordinances related to Cannabis activities and Short-Term Rentals, and reviewed and/or provided input regarding the Southeast County Specific Plans (SECSP), the County’s mining programs, the North Sierra Highway Specific Plan (NSHSP), Combined-Use Route project, and storage containers. Of the projects reviewed by the Planning Commission, six projects were presented to the Board of Supervisors. The Lone Pine Architectural Design Review Board did not review any design review cases in 2017. No emergencies were proclaimed in 2017, and one emergency ordinance that was enacted and extended twice in 2016 was made permanent with the Entitled Non-Groundwater Neutral Agriculture Use Overlay District (ENGNAUO) ordinance.

### **Projects Reviewed by the Planning Commission During 2017**

In addition to the SECSP, and NSHSP, Combined-Use Route project, storage containers, and ENGNAUO the following applications were reviewed by the Planning Commission and/or Board of Supervisors during the past year:

*Amended CUP No. 2014-01/711 Materials Inc.* – The applicant requested to amend CUP No. 2014-01 for a temporary batch plant in Keeler by extending the time period for one year. The Planning Commission approved the CUP Amendment.

*CUP No. 2016-02/711 Materials Inc.* – The applicant requested to locate a portable Portland Cement Concrete Plant near Swansea to furnish materials to the Owens Lake Dust Mitigation Project. The Planning Commission approved the CUP.

*CUP No. 2017-01 and VAR No. 2017-01/ Frontier Motel* – The applicant requested to make an existing nonconforming sign compliant under the County’s Sign Ordinance and under the setback requirements of the Highway Service and Tourist Commercial (C2) zoning district. The sign is located at the Best Western, Frontier Motel at 1008 S. Main Street in the community of Lone Pine. The sign has been at the motel since the early

1980s and the electronic component has been there since 2012. The Planning Commission approved the CUP and VAR.

*TPM No. 409/Steward & Steward* – The applicant proposed to subdivide a 159.3-acre parcel into four parcels plus a remainder. The new parcels and remainder ranged from 18.54 acres to 39.82 acres. The property is located at 120 Death Valley Road and 125 Steward Ranch Road and is approximately 2.8 miles east of the community of Big Pine. The proposed parcels and remainder are zoned Rural Residential with a 2.5-acre minimum (RR-2.5) and are designated by the General Plan Land Use Element as Rural Residential Medium Density (RRM). The Planning Commission approved the TPM.

*CEQA - Inyo County Public Works South Lake Road Improvement Project Mitigated Negative Declaration* – Inyo County proposed project involved resurfacing, rehabilitation and restoration work for 6.9 miles of South Lake Road. The Planning Commission is conducting a public hearing, to review and consider for adoption the Mitigated Negative Declaration (MND) of Environmental Impact and Mitigation, Monitoring & Reporting Program (MMRP) prepared pursuant to the California Environmental Quality Act (CEQA) and the County's CEQA Procedures for the project. The Planning Commission adopted the MND.

*TPM No. 415/French and VAR 2017 03/French* – The applicant proposed to subdivide a 13,602-square-foot parcel of land into 2 parcels. Parcel 1 consisting of 7,686-square-foot and Parcel 2, 5,916-square-feet. The applicant is also requested a rear yard setback variance for Parcel 2. The Planning Commission approved the TPM and VAR.

*CUP 2017-02 and VAR 2017-02/Lone Pine Communications* – The applicant applied for a CUP and VAR to install a 50-foot small-tower that will replace an existing 30-foot pole, to house wireless internet service antennas to serve the rural communities of Cartago, Keeler and the Owens Dry Lake area. This small-tower will replace an existing 30-foot wooden pole that needs to be upgraded to withstand the high winds common to the area. The Planning Commission approved the CUP and VAR.

*ZR 2017-02/Silcott and GPA 2017-02 Silcott* – The applicant proposed to change the Zoning and General Plan Designations on a property they own, located between South Lake Road and Mt. Tom View Drive, west of the community of Bishop. The Planning Commission recommended the Board approve both the GPA and ZR, which they did.

*TPM No. 413/Sorrells; GPA 2017-01/Sorrells and ZR 2017-01/Sorrells* The applicant applied for a Tentative Parcel Map (TPM) to divide an existing parcel totaling 225.04 acres into four parcels plus a remainder. The proposed parcel sizes range from 0.50 acres to 7.84 acres and the remainder is 212.08 acres. The proposed project also includes a Zone Reclassification (ZR) to update the zoning for the community of Shoshone on the two existing parcels (6 parcels after the Parcel Map subdivision), bringing the zoning into compliance with the actual and possible future development. The proposed project also consists of a General Plan amendment (GPA) to bring the general plan designations into conformance with the proposed zoning and to better match current and future uses. The Planning Commission approved the TPM, reviewed the ZR and GPA and recommended that the Board approve the project, which they did.

*ZR No. 2017-03/Inyo County, Adding Chapter 18.67 Entitled Non-Groundwater Neutral Agricultural Use Overlay District to the Inyo County Code* – Inyo County proposed a zone text amendment that required Agricultural Uses within an Overlay District, that will adversely impact the groundwater basin, to have a Conditional Use Permit. The County’s Zoning Map will also be updated to include this Overlay District at the community of Pearsonville in the Indian Wells Valley Groundwater Basin within Inyo County. The Planning Commission reviewed the ZR and GPA and recommended that the Board approve it, which they did.

*ZTA No. 2017-04/Inyo County - Short-Term Rentals* Inyo County proposed a zone text amendment to allow Short-term rentals in the One Family Residential (R1), Single Residence and Mobile Home Combined (RMH), Rural Residential (RR), Rural Residential Starlite Estates (RR- Starlite), and Open Space (OS) Zones. The Planning Commission reviewed the ZTA and recommended that the Board approve it, which they did.

*ZTA No. 2017-05/Inyo County - Commercial Cannabis Activities in the Open Space; Rural Residential; Central Business; General Commercial and Retail; Highway Services and Tourist Commercial; Heavy Commercial; Light Industrial; General Industrial and Extractive.*

*ZTA No. 2017-06/Inyo County Expedited Abatement Procedure for Nuisances Caused by Cannabis Cultivation.* The Planning Commission reviewed the ZTAs and recommended that the Board approve them, which they did.

## **Other Plans and Projects**

The following discussion summarizes other current projects regarding which the County expended substantial efforts.

*Specific Plans for Charleston View/Tecopa/Shoshone* – Based on interest from local residents, the County embarked on preparation of Specific Plans for Tecopa, Shoshone, and Charleston View in Southeast Inyo County in 2015. Public meetings were conducted in both Charleston View and Tecopa in 2016 to kick-off the project and vision the Plan. In addition, background reports were developed for each planning area. Work continued on the plans in 2017 with visioning work.

*North Sierra Highway Corridor/Specific Plan* – In 2015, Caltrans selected the County and the City of Bishop for a grant to prepare a Corridor Plan for North Sierra Highway (generally between the Tri-County Fairgrounds and the Bishop Paiute Palace on the north side of Bishop) in 2015. The County, City of Bishop, and the Bishop Paiute Tribe worked with other interested parties in the Corridor to expand the scope of work to a Specific Plan, and the Eastern Sierra Transit Authority pledged to provide financial support to assist doing so. In 2016, the County and its partners selected a consultant to assist in the planning process and convened an Advisory Committee to assist with

coordination between the many participating agencies. Preliminary outreach commenced, existing conditions were assessed, and a visioning was initiated. A Charrette was conducted to brainstorm ideas for the Plan, and a draft Plan is anticipated in 2017. The Corridor Plan was completed in 2017 and the specific plan is still be worked on.

***Sol Smart*** – Through the Department of Energy’s Sun Shot – Roadmap, Inyo County deployed a program to encourage small solar energy systems and energy efficiency for local residents and businesses. The County developed an expedited permitting process for small-scale solar energy systems and institutes a small-scale solar-friendly zoning ordinance. In cooperation with Southern California Edison (SCE), the County updated its General Plan to incorporate energy efficiency goals, policies, and implementation measures. Also in cooperation with SCE, the County has prepared an Energy Efficiency Revolving Loan Fund program, and is seeking seed funds to implement. Through these programs, Sol Smart, a program funded by the U.S. Department of Energy Sun Shot Initiative, has recognized Inyo County as second in the nation for taking important first steps to encourage solar energy for homes and businesses.

***Cannabis*** – In 2016, the California voters enacted Proposition 64, which permits and regulates recreational use of marijuana in California. Several statutes to regulate medical marijuana were passed in the 2015 legislative session – Assembly Bill (AB) 266 (Bonta, 2015), AB 243 (Wood, 2015), and Senate Bill (SB) 643 (McGuire, 2015) – becoming effective January 1, 2016. The County also included Advisory Ballot Measures G, H, and I in the 2016 election: Measure G inquired whether the voters support medical commercial cannabis businesses, H inquired whether the voters support recreational cannabis businesses, and I was for a tax on cannabis businesses. All three measures were decided in favor cannabis businesses and taxation. The County continues to monitor implementation of the legislation. The County worked throughout 2017 on cannabis regulations and adopted them in January 2018.

***Tribal Consultation Policy*** – In response to input from the Big Pine Tribe, the County developed a draft Tribal Consultation Policy to guide its consultation efforts under Senate Bill 18 (Burton, 2004) and Assembly Bill 52 (Gatto, 2014). The County shared the draft Policy with local Tribes and conducted multiple workshops in 2015 and 2016. The County approved the Policy in late 2016, and invited the Tribes to consult regarding development of Tribe-specific agreements. The County continues to work with the Tribes on establishing good communications and possible Tribal-specific agreements.

***Inyo National Forest Plan Revision*** – The County participated extensively in development of the 2012 Planning Rule for the National Forests and was instrumental in ensuring that coordination with local government was included in the Rule’s requirements. The Inyo National Forest was selected to be an early adopter of the new rule, and the County has been working with the Forest Service in developing the new Plan. The County and the Forest Service worked for several years to develop a MOU to guide coordination, which was approved in 2014. The County reviewed numerous documents and provided input in 2016, and in particular the draft Environmental Impact

Statement (EIS) and draft Plan Revision. The County has continued to stay abreast of the Plan Revision as the Final is expected in Spring 2018.

***Inyo National Forest Travel Management Implementation*** – The County continues to monitor implementation of the 2009 Travel Management Plan. In 2016, the Forest Service finalized the Travel Analysis Report pursuant to Subpart A of the Travel Management Rule. The County continues to monitor travel management implementation.

***Forest Service Coordination*** – The County reviewed notices from the U.S. Forest Service and selectively provided input regarding the Bishop and Pine Creek Fuels Reduction, Oak Creek Post-Flood Stream Restoration, and Mammoth Base Land Exchange projects.

***Desert Renewable Energy Conservation Plan (DRECP)*** – The DRECP covers the Mojave and Colorado deserts to provide binding, long-term endangered species permit assurances and facilitate renewable energy project review and approvals. The DRECP planning area includes portions of Inyo County: roughly in the Owens Valley to just north of Independence, the Panamint Valley, Death Valley, and other southeast portions of the County. The County has been participating in the project since the late 2000s, which was to have been a General Conservation Plan/Natural Communities Conservation Plan. In 2014, a phased approach was taken to the DRECP whereby the Bureau of Land Management's (BLM) Proposed Land Use Plan Amendment was separated out from the NCCP component. The Final EIS and Proposed Decision were released in late 2015, which the County protested. The County approved a Programmatic Agreement regarding cultural resources related to the Plan in early 2016, and reviewed BLM's recirculation of the Areas of Environmental Concern from the draft DRECP. The Record of Decision was issued later in 2016, which dismissed the County's protest and implemented the BLM's DRECP components. In early 2017 the BLM published a Segregation Notice for mineral entry on California Desert National Conservation Land. The County provided comments on this action and continues to monitor DRECP activities.

***Renewable Energy Transmission Initiative 2.0*** – The State embarked on a new Renewable Energy Transmission Initiative (RETI) in 2015, building upon the first RETI from the late 2000s and subsequent planning work. The County is monitoring RETI 2.0 and has requested public meetings in Inyo County.

***West-wide Energy Corridors*** – This project, approved in 2009, involves numerous federal agencies led by the BLM. Pursuant to a settlement agreement, the federal agencies are conducting reviews of the approved corridors. In 2016, a Corridor Study and regional reviews were released. The County provided input regarding the Region 1 Review and continues to monitor the program.

***Motorized Vehicle Management in Western Mojave Planning Area (WEMO)*** – The County is participating in development of this plan as a Cooperating Agency, which proposes a plan amendment and alternatives covering the management of motorized vehicles on public lands in the Western Mojave area. The County reviewed and



submitted comments to the BLM for the Draft EIS in 2015; BLM subsequently reopened the comment period in late 2015 and 2016, and the County did not provide any additional input.

***BLM Planning Rule 2.0*** – BLM is updating its planning rule. The County reviewed the proposed rule and provided input in 2016. BLM completed its rulemaking late in 2016.

***Inyo County Consolidated Office Building*** – The County continued in 2017 to work towards developing a consolidated office building to house multiple departments currently located in various facilities throughout Bishop. The proposed consolidated office building will house County Counsel, the District Attorney office, the Public Guardian, Health and Human Services, Waste Management, Motor Pool, Building and Safety, Parks and Recreation, Personnel, Information Systems, Sheriff, and Probation, and possibly an Adult Education Center. The County has been considering a consolidated office building for about 20 years.

***Twenty-first Century Obsidian Project*** – Digital 395 (an American Reinvestment and Recovery Act project) equipped the Owens Valley with a middle-mile broadband conduit. The County issued a Request for Proposals (RFP) in November of 2014 to leverage this resource to the fullest extent and stimulate economic development by offering entrepreneurs access to this technical infrastructure. Two qualified responses to the RFP were received. The County is currently in contract negotiations with Inyo Networks. The County would oversee contracted mechanisms to design, finance, construct, operate and maintain an Open Access, last-mile fiber-optic network providing connections between all premises in the Owens Valley and the Digital 395 middle-mile conduit creating one of the few true Gigabit districts in the Country.

***Yucca Mountain Repository Assessment Office*** – Funding for development of the Yucca Mountain Repository was terminated by the Obama Administration, consequently eliminating the funding to all Affected Units of Local Government. Staff continues to monitor litigation and other activities. In 2016, the County reviewed and provided input regarding the Final Supplemental EIS for groundwater, which largely responded to the County's previous input. The County has continued through 2017 to support groundwater monitoring in its southeast to provide data for the project.

***Renewable Energy Revolving Loan Fund (RLF) for Southern California Edison*** – Inyo County was selected in 2011 by SCE to prepare a Cost, Energy, and Service Efficiencies Action Plan (CESEAP), which outlines ways that the County can reduce energy use, identifies goals and milestones for energy reduction, serves as an educational tool for other groups, identifies the highest and lowest energy users within the County, offers strategies that the County can use in achieving its energy reduction goals, and provides a template that other organizations can use to develop their own Action Plan. In 2013, SCE selected the County to implement the CESEAP by establishing an RLF for energy efficiency projects in County facilities to be implemented once seed funding is obtained. The final RLF report was approved by the Board in early 2016.

***Crystal Geyser Roxane Cabin Bar Ranch Water Bottling Plant Project*** – The CGR Cabin Bar Ranch Water Bottling Plant project proposes the construction and operation of a spring water bottling facility on a 34-acre site on the northeastern portion of the 420-acre Cabin Bar Ranch property, adjacent to the southern boundary of the community of Cartago and on the east side of US Highway 395. Approved in 2013, the project will pump 360 acre feet of groundwater per year. Project facilities include a 198,000-square foot water bottling plant containing four bottling lines and an associated 40,000-square foot warehouse facility. The County continues to monitor implementation, and issued building permits for components of the proposed facilities in 2017.

***Crystal Geyser Olancha Bottling Plant Water Quality Investigation*** – The Lahontan Regional Water Quality Control Board is investigating unpermitted arsenic discharges from CGR’s water bottling plant in Cartago. The County coordinated with the Water Board to conduct two public meetings regarding the investigation in 2016, as well as responding to the Grand Jury’s findings regarding the issue.

***Mining*** – Pursuant to the Surface Mining and Land Reclamation Act (SMARA), the County continued its oversight activities to encourage production and conservation of mineral resources while minimizing associated environmental impacts. Staff has been involved in education and formulation of new policies relating to changes in SMARA that were enacted by the State Legislature and signed by the Governor this year. Staff is responsible for the inspection and administration of reclamation policy for approximately 80 SMARA mines.

***Brownfields Grant*** – In 2011 Inyo County entered into a Memorandum of Understanding (MOU) with Nye, Esmeralda, Lincoln, and White Pine counties of Nevada for the Environmental Protection Agency Brownfields Coalition Assessment Grant to conduct environmental site assessments and area-wide planning in support of renewable energy, transmission, and economic development in the vicinity of identified Brownfields sites. A subsequent grant was obtained, and the Coalition was expanded to include Esmeralda County. The County continued to participate in the Coalition during 2016, including coordinating efforts for the Pittsburg Plate Glass site near Owens Lake, the Mt. Whitney Fish Hatchery, and the Wye Road property. The Coalition is seeking additional funding for the coming years, and anticipates including the Duckwater Shoshone Tribe.

***Natural Resource Advisory Committee (NRAC)*** – The NRAC provided input on various natural resource based projects that the County participated in during 2016 including the DRECP, OVSES, NSHSP, SECSP, the Forest Plan Revision, and the Sierran Amphibians. There were no NRAC meetings in 2017.

***2018 Regional Transportation Improvement Program*** – This project involved the development and selection of transportation projects that are then programmed in specific amounts and program years for the next five year funding cycle. The development of this program required local and regional coordination. This program was approved by the Inyo County Local Transportation Commission in December 2017. The Statewide Transportation Improvement Program (STIP) has been implemented in an ongoing basis

by Caltrans, County, and City of Bishop. The County completed the Dehy Park Improvement Project and the Ed Power Bicycle Lanes project during 2017. The County also worked on the West Bishop Resurfacing Project in 2017. Each of these projects is included as a part of the STIP and underwent review under the California Environmental Quality Act.

***South Lake Road Reconstruction*** – This project will reconstruct South Lake Road between SR 168 and South Lake and add bicycle lanes on the lower 2.1 miles of roadway. The County, in partnership with the Federal Highway Administration completed a review of this project under the California Environmental Quality Act and the National Environmental Policy Act. The Design component of this project was initiated in 2017.

***Regional Transportation Plan (RTP)*** – The County hired a consultant and initiated an update to the RTP in 2014, and public meetings were held to gather public input. The update to the County's RTP was completed in 2015. The RTP serves as the planning blueprint to guide transportation investments in the County involving local, state, and federal funding over the next 20 years. In 2017, local agencies and the LTC continued to implement goals and policies set forth in the prior RTP and the updated RTP. The County will initiate an update to the RTP in 2018.

***Inyo County Active Transportation Program Plan*** – In response to the MAP-21 Federal Reauthorization and the California Active Transportation Program, Inyo County entered into a contract with a consultant to draft an Active Transportation Program (ATP) Plan and held public outreach meetings. A draft ATP was released during late in 2015 for public review and comment and then approved by the Inyo County Local Transportation Commission in April 2016. The Draft ATP Plan includes:

1. Bicycle Element – an update of the 2009 Inyo County Collaborative Bikeways Plan;
2. Pedestrian Element – this describes existing facilities, examines past accident records, estimates the current number of pedestrians, lists and prioritizes potential projects, and identify funding sources;
3. Recreation Trails Element – this identifies areas where there are deficiencies in motorized and non-motorized recreational trails, lists and prioritizes potential projects, estimates the number of users for a given trail segment, and describes how the projects provide for the viewing of points of interest; and
4. Safe Routes to School Element – this section creates Safe Routes to Schools maps for all areas in Inyo County and updates the Safe Routes to School maps for schools inside the City of Bishop.

***Eastern Sierra ATV Adventure Trails System Project*** – The County certified an EIR for this project in early 2015, which included potentially up to 38 combined-use routes on County roads for Off-highway vehicles. The Board approved seven of the routes for a pilot program, three of which opened in the summer of 2015. The County reached an agreement with the City of Los Angeles Department of Water and Power (DWP) to open the remaining four routes in December 2016. The County completes an annual

monitoring report that is submitted to DWP for their review. Each of the annual monitoring reports for the combined-use routes will be submitted to the California Legislature before January 1, 2019.

***Inyo-Mono Integrated Regional Water Management Plan (IRWMP)*** - The ICWD participates in this collaborative body made up of public, private and not-for-profit entities, including Inyo and Mono counties, the town of Mammoth Lakes, tribes, water districts, and community service districts. The group consists of 32 voting members. The mission of the Inyo Mono Regional Water Management Group (RWMG) is to “To research, identify, prioritize, and act on regional water issues, and related social and economic issues, so as to protect and enhance our environment and economy.”

***A Phase II Inyo Mono IRWMP*** was complete in 2012, which was again revised in 2014. In January 2016, DWR awarded the Inyo-Mono IRWMP \$1,816,943 for various projects in the region, including funding of \$280,234 to Inyo County for a project titled “Recycled Water for Restoration and Community Projects in Big Pine” to examine the feasibility for using water from the waste water treatment plant operated by the Big Pine Community Service District for projects in Big Pine. The feasibility study is being prepared by R.O. Anderson, LLC and is nearing completion (as of February, 2018). The IRWM Plan will again be revised and updated during 2018.

***Inyo/Los Angeles Long Term Water Agreement*** – The Inyo/Los Angeles Long Term Water Agreement (Agreement) is settlement to litigation between the County and Los Angeles concerning the operation of Los Angeles’s second aqueduct. The Agreement requires Los Angeles to manage surface water and groundwater so as to avoid any significant adverse impacts that cannot be acceptably mitigated. Joint activities conducted by the County and Los Angeles include annual planning of water management activities, implementation of mitigation projects, monitoring of habitat and hydrologic conditions, and evaluation of current conditions relative to the Agreement’s goals. Specific activities undertaken during 2017 include management of historically high runoff conditions, evaluation of conditions in an area previously impacted by groundwater pumping, development of a plan for testing the environmental and hydrologic effects of a well that Los Angeles modified to withdraw water only from deeper aquifer zones, and ongoing monitoring of phreatophytic vegetation conditions on Los Angeles’s land throughout the Owens Valley floor.

***Lower Owens River Project (LORP)*** - The LORP is a mitigation project under the Long Term Water Agreement with the Los Angeles Department of Water and Power (LADWP). The project is compensatory mitigation for impacts considered difficult to quantify or mitigate directly.

Ten years into the project, the goals of the LORP – to establish a healthy, functioning ecosystem for the benefit of biodiversity and Threatened and Endangered species – are in

part being met. The river riparian corridor has greened up considerably, but the rate of recovery of tree willow and cottonwoods has been slow. These trees provide habitat for a number of avian species that are listed as indicators of project. Bulrush and cattails line much of the project's wetted area, and are in many areas limiting recreational access, as well as occupying land where tree willow might have otherwise established. In the river, the combination of warm water and high flows, which stir up accumulated organic material, can cause a decrease in dissolved oxygen. On occasion this situation has led to a fish kill. However, the fishery is robust and has proven to be resilient—recovering after water quality returns to normal. 2017 imposed unusual conditions on the LORP. The EIR prepared for the LORP (2004) prescribes a baseflow of not less than 50 cubic feet per second (cfs), plus an annual habitat flow indexed to runoff that peaks at 200 cfs over a 14-day ramp-up/ramp-down period during years of above average runoff; however, due to extremely high runoff, Los Angeles used the LORP as a conveyance for surplus water and flows peaked at 326 cfs and exceeded 200 cfs for approximately one month in mid-summer. These high flows resulted in a fish kill as described above and appeared to move significant dissolved organic matter through the river system.

***Owens River Water Trail (ORWT)*** - The County applied for a grant from the CA Natural Resources Agency (CRA), for an Owens River Water Trail, which would open up 6.3 miles of river east of Lone Pine. The grant criteria were two-fold; create new opportunities for recreation and improve environmental condition. The section of river chosen for the ORWT was identified in the preferred LORP Recreation Plan as suited for this purpose. This stretch of river is mostly open, but is occluded in areas that developed tule blockages under low-flow conditions (1906-2006). These blockages were not breached prior to the release of the LORP flow. On July 19, 2016 the County was notified that they had been selected by CRA to receive a \$500,000 award to build the trail. Construction of the trail has been held up by a LADWP requirement that CEQA be completed before the City issues any type of site agreement. Los Angeles has agreed to fund the CEQA study for the project, and that work has begun as of February, 2017 and is anticipated to conclude later in the year.

***Mitigation Projects*** - One of the key roles of the ICWD is to monitor and report on the implementation and ongoing management of 63 environmental projects and Enhancement/Mitigation projects, which are LADWP obligations in the Owens Valley. These mitigation projects include civic improvement, revegetation, wildlife enhancement, habitat recovery, and the LORP. These projects are mitigation measures adopted by LADWP in the 1991 EIR; projects that are provided for in the 1997 MOU; and projects developed subsequently. If mitigation goals are not being met, or projects are not being managed as stipulated, or simply not being implemented, the ICWD works with the LADWP and MOU parties to either help implement or modify the project. The full list of these projects and their status, as well as other useful information can be found in the Inyo County Water Department's webpage [www.inyowater.org/mitigation](http://www.inyowater.org/mitigation).

In 2017, Los Angeles and the County worked on a joint assessment of the status of mitigation projects and other activities mandated under the Agreement. Inyo County and LADWP agreed on the status of all but four of the mitigation projects, and one of the other mandated commitments. Of the 64 mitigation projects, the County and Los Angeles agreed on the status of all but three projects. In Inyo County's assessment, 48 projects were either complete or implemented and ongoing, and 16 projects were either implemented but not meeting goals or not fully implemented.

***Sustainable Groundwater Management for the Owens Valley*** - Groundwater management under the Sustainable Groundwater Management Act of 2014 (SGMA) is implemented within individual groundwater basins by local agencies. The Owens Valley Groundwater Basin (OVGB) is a medium priority basin; therefore, local agencies in the Basin must form a GSA or multiple GSAs such that the entire basin is covered by a GSA. The Basin includes Chalfant, Hammil, and Benton valleys and extends to the Nevada-California border in Benton Valley. In order to bring the OVGB into compliance with SGMA's GSA formation requirements, Inyo County pursued three general strategies during 2017 for GSA formation.

First, to meet SGMA's GSA formation timeline, the County sought to have all areas of the basin are covered by a GSA by June 30, 2017. This entailed working with other local eligible agencies to ensure that the entire basin was covered with no overlap. Inyo County, Mono County, City of Bishop, and Tri Valley Groundwater Management District each submitted a GSA notification for their respective portions of the basin to DWR, DWR accepted these notices, and the basin was in compliance by the June 30 deadline. At present (February, 2018), these are the four GSAs established in the Basin.

Second, Inyo County developed a Joint Powers Agreement (JPA) titled "Joint Exercise of Powers Agreement Creating the Owens Valley Groundwater Authority" whereby a single GSA for the basin would be formed through local eligible agencies membership in the JPA, with opportunities for other entities such as tribes, LADWP, mutual water companies, federal agencies, and other interested parties to participate by agreement with the JPA board. Development of the JPA was guided by the principles that the GSA would be consistent with SGMA, to be fair to and inclusive of the variety of entities interested in groundwater management, and balance disparities size, stake, and resources among the parties that could potentially participate.

Third, the County applied for a grant from the Department of Water Resources for development of a Groundwater Sustainability Plan (GSP). DWR issued their preliminary recommendations for grant awards and recommended that the County's be funded at the full requested amount of \$713,155. These funds will be used to retain a consultant to prepare a GSP for the Basin.

***DWP Solar Ranch*** – The County is monitoring DWP's Solar Ranch proposal in the Southern Owens Valley, which intends to develop approximately 200 megawatts of photovoltaic. DWP issued a Notice of Preparation for the project in 2010, and the County provided responses regarding the scope of the EIR. Originally, the project had

two locations and in 2013, DWP decided to develop a third site, located south of Independence. The County provided input regarding the Draft EIR for the project in 2013, and continues to monitor for any progress.

***Big Pine Veteran's Path*** – The County is working with DWP to entitle and construct a walking path from Big Pine to the Veteran's Memorial north of town. During 2017, the County continued to coordinate with DWP to authorize the activities and begin permitting.

***Property Assessed Clean Energy Program (PACE)*** – During 2016 and 2017, the County evaluated the feasibility of participating in PACE, which provides alternative financing homeowners and businesses for renewable energy, energy efficiency, and other authorized improvements. PACE providers are coordinating with the Tax Collector and Auditor to assist in determining if the County should proceed.

***Short-term Vacation Rentals*** – In 2005 the County determined that short-term vacation rentals are not permitted within the Residential Zoning Districts. The County is beginning to investigate if this decision should be revisited, and if so, how it might proceed. During 2016, the Board conducted several workshops, and directed staff to begin public outreach. Public workshops were conducted in 2017 and Draft regulations were prepared.

***Public Lands*** – The Board is investigating public lands issues in the County, including, but not limited to, the following: (1) County gravel pits along Saline Valley Road; (2) Wilderness Study Areas; (3) Surprise Canyon and the Amargosa River; (4) Death Valley National Park land and boundary adjustments; (5) Land tenure and potential releases of public lands; (6) Inyo County road rights-of-way on federally-managed public lands; and, (7) New federally-managed lands designations. Subtopics that could be explored through the effort include recreation, sustainable economics, and community development. The Board considered a scope of work to evaluate these issues, and directed staff to continue its efforts in 2017.

***Rovana Wastewater Treatment Plant*** – The State Water Resources Control Board is requiring that the operator of the Rovana Wastewater Treatment Plant hire a full-time employee to run the system, which would substantially increase costs to renters in the Village. The County requested that the Water Board and others support alternatives to maintain affordable housing opportunities in Rovana.

***Coso Hay Ranch Water Export Project*** – The County approved a project in 2009 that pumps water from the Hay Ranch in the Rose Valley to the Coso Geothermal plants at China Lake Air Weapons Naval Station. The County continued to monitor pumping activities in 2017.

***Quadstate Local Government Authority*** – The County joined this body in 2010, which was established in response to issues surrounding the desert tortoise. The authority is guided by a Joint Powers Agreement, and includes counties in Arizona, Utah, Nevada,

and California. The organization is active regarding numerous issues relevant in the desert southwest, in addition to the tortoise.

***Saline Valley Plan*** – Death Valley National Park has embarking on a management plan for the warm springs in Saline Valley. An active user group utilizes the springs, which have been extensively altered from their natural state and now include concrete pools and other infrastructure. The Plan is intended to address the springs and nearby lands, which were not included in the Park’s Management Plan due to their sensitivity. In 2012, the County entered into an MOU with the Park, including memorializing the County’s cooperating agency status for the Plan and related EIS. The County continues to participate in the development of the management plan and EIS, although little activity occurred in 2017.

***Hazard Mitigation Plan*** – The County completed assessment of the risk from all hazards, natural and manmade, within the County and neighboring Counties, evaluate the vulnerability of structures and infrastructures to these hazards, and assist participating jurisdictions to identify and plan mitigation initiatives to address the vulnerabilities. The plan will provide a set of action items that, if implemented, can help reduce the risk from natural hazards. The Draft Plan was released for Public Comment and meetings were held with local Tribes. The California Office of Emergency Services and the Federal Emergency Management Agency approved the plan at the end of 2017.

***Bishop Airport Layout Plan and Narrative*** – The County received a grant to update the Bishop Airport Layout Plan and Narrative in 2014. Several public meetings were held and work to complete a Phase I and II of a passenger traffic study was done. The Airport Layout Plan and Narrative is completed and with the FAA for final review/approval.

***Lone Pine-Death Valley Airport Layout Plan and Narrative*** – The County received a grant to update the Lone Pine-Death Valley Airport Layout Plan. Final submittal to the FAA will occur by end of Quarter 1, 2018 and FAA approval is expected by end of Quarter 2, 2018.

***Zoning Code/General Plan Update*** – The County adopted a comprehensive General Plan update in 2001. One of the follow-up actions directed in the 2001 General Plan was to update the Zoning Code, which is a component of the Inyo County Code. Staff worked with Willdan in 2011 to prepare updated Zoning Code sections and incorporated the Planning Commission’s and Board of Supervisors’ input into a comprehensive Zoning Code update and prepared a related General Plan update. Staff received direction from the Board regarding several issues related to the update in 2014, including code enforcement, Digital 395, and special event permits. Environmental review is anticipated in 2018.

***Endangered Species Coordination*** – The County has been monitoring the US Fish and Wildlife Service’s endangered species listing work program.



**Local Agricultural Study** – The Agriculture Department worked with a consultant to complete a study aimed at quantifying the value of local agriculture to our economy. This study was completed in 2017 and provides more in-depth analysis than the gross production value that is presented in the annual Crop and Livestock Report. Areas of analysis include comparison to other local industries, valuation of industries reliant on or linked to agriculture, economic ties between Inyo and Mono Counties, number of jobs maintained by this industry, economic contributions by crop and land ownership, a valuation of taxes generated by this industry, and estimated value of ecosystem services provided by agricultural producers.

### **III. General Plan Elements**

The General Plan details the County’s guiding principles for a variety of planning topics and is the constitution for future development. California Government Code Section 65300 et seq. provides direction and specifications for the content of the General Plan. The following seven elements are required:

- Land Use
- Circulation
- Conservation
- Open Space
- Noise
- Safety
- Housing

The elements may be combined or renamed, but basic requirements must be included. An agency may adopt any type of optional element, such as an Economic Element, at its discretion. Only the Housing Element must be certified by another agency (i.e., HCD), although the State Geologist and CalFire provide some oversight of other aspects.

The Inyo County General Plan consists of the following Elements:

- Government
- Land Use
- Economic Development
- Housing
- Circulation
- Conservation/Open Space
- Public Safety

Subtopics are included in the elements to meet California’s requirements. The following sections address implementation for each of the County’s General Plan Elements.

#### **Government Element**

The Government Element includes the following goals (i) promoting consistency of other agencies’ actions with General Plan (Goal Gov-1), (ii) encouraging collaborative

planning and public participation (Goal Gov-2), (iii) increasing private land ownership (Goal Gov-3), (iv) guiding federal land actions and encouraging economic development (Goal Gov-4), (v) protecting and developing water resources (Goal Gov-5), (vi) preserving and expanding agriculture (Goal Gov-6), (vii) enhancing opportunities for recreation, including for off-road vehicles, hiking, and biking (Goal Gov-7), (viii) encouraging improved management of wildlife and fisheries (Goal Gov-8), (ix) promoting exploration, development, and reclamation of mineral resources (Goal Gov-9), (x) balancing energy development (Goal Gov-10), and (xi) enhancing transportation and preserving access (Goal Gov-11)

To achieve these goals, the County has continued dialogue with local, regional, State, and federal agencies on a variety of projects, as discussed elsewhere in this report, thereby continuing the previous coordination efforts with other agencies. The County constantly strives to ensure collaboration between national, California, and regional agencies as required by federal, State, and local regulations. The County works to make such agencies aware of County programs and policies and bring their actions into conformance with the General Plan. During 2017, the County worked with the US Forest Service, BLM, the US Fish and Wildlife Service, the National Park Service and other state and federal agencies in regional planning efforts affecting Inyo County resources.

The County also involves citizens, Native American tribes, and public interest groups in the planning process whenever feasible. Staff works to ensure that the public is made aware of all planning projects through mailings and notices in the newspaper to allow for their participation. Routine feedback and public input is requested, and the County's website is maintained to provide for current up-to-date information regarding planning issues.

### **Land Use Element**

The Land Use Element guides County land use policy and insures that appropriate development takes place, with adequate provision of public services and utilities. Land use designations are specified, defined, and mapped in the Land Use Diagrams. The land use designations roughly correspond to the County's zoning districts. Public services and utilities are also addressed in the Land Use Element. Development in and around existing towns is encouraged, which is where most building permits are issued.

Potential impacts from new development are assessed under CEQA. Additional conditions of approval and mitigation may be required if deemed necessary to provide for issues such as screening, habitat conservation, parking, and noise-reduction, or otherwise address issues per the General Plan's direction. During 2017, the County processed and completed an MND for the South Lake Road Improvement Project. The County also completed significant work on Specific Plans for North Sierra Highway and communities in Southeast Inyo County.

## **Economic Development Element**

The Economic Development Element works to support long-term efforts to improve economic conditions for all County residents, and addresses tourism, natural resources, and retail sales. Towards these ends, the County has continued to promote access to public lands and limit any new restrictions being planned. Promotions regarding Inyo County in major population centers elsewhere in the State (including at the State fair) are carried out. Filming opportunities are exploited, and several dramatic locations were featured in film, television, and other venues in 2017.

## **Housing Element**

The Housing Element works to provide housing for all of the community, and addresses the needs of specified populations. In 2014, the County updated the Housing Element, which was certified by HCD. Preliminary data indicate that in 2016 five new units were produced, and that constructions began on a significant number of new units.

The County continues to work with service providers to provide for the needs of lower-income households, the disabled, and other special needs populations, per the direction provided by the Housing Element. The County is also working to update the Zoning Ordinance, which incorporates new State zoning requirements regarding housing.

## **Circulation Element**

The Circulation Element addresses a wide variety of topics, including roads, scenic highways, public transportation, bicycles and trails, railroads, aviation, canals, pipelines, and transmission cables. These planning programs prioritize improvement to achieve implementation measures for roadway repaving and reconstruction projects.

As discussed previously, projects are reviewed to minimize impacts, provide for parking, reduce vehicle trips, and optimize transportation access. Continuing improvement in telecommunications infrastructure provides opportunities for telecommuting and economic development, and Digital 395 provides an excellent opportunity for telecommunications enhancements locally. The County continues to work with Caltrans regarding the Olancho-Cartago Four-Lane project. Several major road projects were worked on during 2017, including Whitney Portal Road and the Ed Powers Bicycle Lanes project. The Adventure Trails project works to provide access and encourage economic development. Viewshed issues along scenic highways are also addressed, as they may apply. The County continues to encourage the Forest Service and other federal agencies to address local concerns regarding appropriate motorized transport on federal lands and to otherwise maintain and improve access.

The County continues to work with and support ESTA to implement transit service throughout the County and beyond. The Short Range Transit Plan completed in 2016 and the Roles and Responsibilities Analysis started in 2010 implement the General Plan's

direction to support and promote public transit and accessibility. In 2016, the County approved the Inyo County Active Transportation Plan (ATP), which includes bicycles, pedestrians, safe-routes-to-schools, and recreation trails. An update to the Regional Transportation Plan (RTP) update was also completed in 2015.

The County worked with the City of Bishop, Caltrans, and other local stakeholders to implement the Collaborative Bikeways Plan, which was adopted in 2008. This project implements the Circulation Element's bicycle goals, policies, and implementation measures. As discussed above, the Inyo 2016 ATP built upon and incorporated the policies and goals set forth in the 2008 bikeways plan. Continued coordination with LADWP, the Forest Service, and the BLM ensures appropriate trail maintenance and access to public lands.

The County continues its planning efforts to improve the Bishop Airport, and continued implementation of a planning grant for the airport in 2017. The County is working on improving other airports in its jurisdiction by seeking grant funds and coordinating with Caltrans and the Federal Aviation Administration.

### **Conservation/Open Space Element**

The Conservation and Open Space Element works to provide for resource management, open space for recreation, and park development. Inyo County's Open Space Element includes sections on soils, agriculture, minerals and energy, water, biology, cultural (i.e., archaeology), visual, and recreation.

The County continues its programs to support agriculture and ranching. Mineral resource development is encouraged, and the County reviews projects to ensure compliance with SMARA and other regulations. As discussed above, the Planning Commission continues its work providing oversight for reclamation plans, and staff inspected approximately 80 mines in 2017. The County is working with State and federal agencies to encourage appropriate mineral production.

The Environmental Health Department provides oversight and permitting for potable water and wastewater treatment systems in order to manage and improve water quality. Individual projects are reviewed to ensure that they do not adversely impact groundwater quality or quantity. Work on the LORP and other enhancement projects improve surface water quality through biological filtering. Water transfers are reviewed to minimize environmental and economic effects. Potential impacts on biological, cultural, and visual resources are analyzed for projects and programs through environmental review processes. Architectural Design review in Lone Pine is carried out to ensure compatibility. The County continues to work to improve its parks and provide access to federal lands.

The County continued to participate in the Quadstate Local Government Authority. The County served on the Desert Tortoise Oversight Group, the Desert Managers Group, and

the Desert Advisory Council as a way of providing a voice in regional planning initiatives and policy development.

### **Public Safety Element**

The Public Safety Element works to reduce hazards regarding air quality, floods, avalanches, wildfires, geology and seismicity, and noise. The County continues to cooperate with DWP to reduce dust from Owens Lake, and evaluates air quality issues for major discretionary projects. Building permits and other development proposals are reviewed for flooding, fire, avalanche, and faulting hazards. The County continued its work on a Hazard Mitigation Plan in 2017. The mitigation requirements developed and approved in the General Plan EIR are enforced in areas subject to avalanche hazards. FEMA Flood Maps for the County were updated in 2011 and are being used to evaluate whether projects are in potential flood zones. Noise issues are addressed through environmental review.

## **IV. General Plan and Zoning Code Update**

The County comprehensively updated its General Plan on December 11, 2001. One of the follow-up actions was to update the County's Zoning Code per the direction provided in the General Plan. During the past several years staff has been working to update the Zoning Code and conducting workshops on proposed changes with both the Planning Commission and the Board of Supervisors. As a result of those changes to the Zoning Code, related changes to the General Plan are being considered to maintain consistency between the two documents.

During 2013, staff held numerous meetings with stakeholders and public workshops throughout the County to provide information, and receive input and feedback on the updated general plan and zoning code update. Results of the stakeholder and public outreach were presented to the Planning Commission in late 2013 and to the Board of Supervisors in early 2014. Staff is incorporating the results of public outreach, as well as comments from the Planning Commission and Board of Supervisors, and working to conduct environmental review in 2018.

## **V. Conclusion**

The General Plan is the County's constitution and guiding vision. Due to the world's ever-changing nature, upkeep and maintenance of the General Plan is a continuous process. The County implements the General Plan's vision on a day-to-day basis in its many planning projects, and strives to include the public in the decision-making process.

The County provided leadership and participated in many planning activities in 2017, as identified in this report. It continued its project review responsibilities to further the General Plan's goals, policies, programs, and implementation measures. Updates to remainder of the General Plan and the zoning ordinance are expected to move forward in 2018.

## Appendix A

### Government Code Section 65400

(a) After the legislative body has adopted all or part of a general plan, the planning agency shall do both of the following:

(1) Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.

(2) Provide by April 1 of each year an annual report to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development that includes all of the following:

(A) The status of the plan and progress in its implementation.

(B) The progress in meeting its share of regional housing needs determined pursuant to Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Section 65583.

The housing element portion of the annual report, as required by this paragraph, shall be prepared through the use of forms and definitions adopted by the Department of Housing and Community Development pursuant to the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2). Prior to and after adoption of the forms, the housing element portion of the annual report shall include a section that describes the actions taken by the local government towards completion of the programs and status of the local government's compliance with the deadlines in its housing element. That report shall be considered at an annual public meeting before the legislative body where members of the public shall be allowed to provide oral testimony and written comments.

The report may include the number of units that have been substantially rehabilitated, converted from nonaffordable to affordable by acquisition, and preserved consistent with the standards set forth in paragraph (2) of subdivision (c) of Section 65583.1. The report shall document how the units meet the standards set forth in that subdivision.

(C) The degree to which its approved general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan.

(b) If a court finds, upon a motion to that effect, that a city, county, or city and county failed to submit, within 60 days of the deadline established in this section, the housing element portion of the report required pursuant to subparagraph (B) of paragraph (2) of subdivision (a) that substantially complies with the requirements of this section, the court shall issue an order or judgment compelling compliance with this section within 60 days. If the city, county, or city and county fails to comply with the court's order within 60 days, the plaintiff or petitioner may move for sanctions, and the court may, upon that motion, grant appropriate sanctions. The court shall retain jurisdiction to ensure that its order or judgment is carried out. If the court determines that its order or judgment is not carried out within 60 days, the court may issue further orders as provided by law to ensure that the purposes and policies of this section are fulfilled. This subdivision applies to proceedings initiated on or after the first day of October following the adoption of forms and definitions by the Department of Housing and Community Development pursuant to paragraph (2) of subdivision (a), but no sooner than six months following that adoption.

## **Appendix B**

Housing and Community Development Department Annual Element Progress Report  
Forms.





**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: Nathan D. Reade, Agricultural Commissioner**

**FOR THE BOARD MEETING OF: March 27, 2018**

**SUBJECT: DOJ/FBI Background Check for Commercial Cannabis Business License Applicants**

**DEPARTMENTAL RECOMMENDATION:**

Request Board A) approve a resolution entitled "A Resolution of the Inyo County Board of Supervisors approving an application for authorization to access state and federal level summary criminal history information for employment, volunteers, and contractors, licensing or certification purposes".

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

HdL, a consultant retained by Inyo County for the development of commercial cannabis regulations, has advised that a background check at the local government level should be required as part of the applicant review process for commercial cannabis business licensing. The background check suggested was a Live Scan that would cover California Department of Justice and Federal Bureau of Investigation records. This background check could be completed through the Inyo County Sheriff's Office.

HdL presented several reasons to Inyo County staff regarding why this background check would be prudent, including deficiencies that exist in the background check required to obtain a state commercial cannabis license. Among these considerations is that a state background check will not screen for out-of-state criminal history or property liens.

Additionally, there is potential that if no local background check is completed, an entity could obtain a local license from Inyo County and fail to obtain a state license due to a criminal or some other disqualifying history. This could have the effect of granting a license to a non-viable business entity while precluding a lower scoring applicant from obtaining a license until the next license cycle.

Staff agrees with HdL's recommendation, and asks your board to approve the resolution requiring the Live Scan background check covering history from both the California Department of Justice and the Federal Bureau of Investigation.

**ALTERNATIVES:**

Your Board could not approve the resolution and allow local commercial cannabis business applications to be assessed without the benefit of the Live Scan background check.

**OTHER AGENCY INVOLVEMENT:**

**FINANCING:**

If approved, this resolution would result in no net change in cost to the county.

APPROVALS

COUNTY COUNSEL:

AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.)

Approved: 

Date: 03/15/2018

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



Date: 3-15-18

RESOLUTION NO. \_\_\_\_\_ (XXX)

**A RESOLUTION OF THE INYO COUNTY BOARD OF SUPERVISORS APPROVING AN APPLICATION FOR AUTHORIZATION TO ACCESS STATE AND FEDERAL LEVEL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, VOLUNTEERS, AND CONTRACTORS, LICENSING OR CERTIFICATION PURPOSES**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize counties to access state and local summary criminal history information for employment, licensing, or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes counties to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject or record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the Board of Supervisors to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO that the County of Inyo is hereby authorized to access state and federal level summary criminal history information for employment, including volunteers and contract employees, licensing and certification of commercial cannabis operations including cultivation, distribution, delivery, manufacturing, retail sales, microbusiness, testing and transportation purposes and may not disseminate the information to a private entity.

PASSED AND APPROVED this \_\_day of March 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Dan Totheroh, Chairman of the Board

ATTEST:

\_\_\_\_\_  
XXX, Clerk of the Board of Supervisors



**COUNTY OF INYO**  
**Commercial Cannabis Business**  
**Employee/Owner Background Information**

207 West South Street  
 Bishop, CA 93514  
 (760) 873-7860

Page 2 of 2

**ADDITIONAL ARREST INFORMATION**

ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	CHARGE / REASON FOR ARREST
DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		
ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	CHARGE / REASON FOR ARREST
DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		
ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	CHARGE / REASON FOR ARREST
DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)		

**LIST ALL REGULATED ONLY COMMERCIAL CANNABIS EMPLOYMENT HISTORY**

BUSINESS NAME	CITY / STATE	PHONE	START DATE	END DATE

**BACKGROUND INVESTIGATION RELEASE**

To Whom It May Concern:

I am an applicant/employee with a Commercial Cannabis Business in the County. I desire and request the County Chief Executive Officer, or Sheriff of the County of Inyo, and/or his/her agents, employee or lawful representative(s) to take my photograph and fingerprints or use the information in this application for the purpose of conducting a background check to verify that I meet the qualifications required to obtain a Commercial Cannabis Business Permit to operator or to be employed with such business as required by the County Code and/or State Law.

I agree to provide any information requested or deemed necessary to provide the State of California Department of Justice and the Federal Bureau Investigation, or any other law enforcement agency or third-party consultant authorized by the Chief Executive Officer or Sheriff.

I understand this will serve to disclose any record of arrests to which I have been the subject that resulted in conviction. I further agree to hold the County of Inyo, its officers, agents, or lawfully delegated representatives, harmless from any action(s), or damages whatsoever or at all, which may result from the taking of such fingerprints or forwarding them to the appropriate law enforcement agency for a record's check and/or obtaining access to any other documentation which pertains to meeting the qualification for a Commercial Cannabis Business Permit or Employee Permit.

Furthermore, I hereby authorize the Chief Executive Office, or Sheriff of Inyo County and/or his/her agents, employee or lawful representative(s) to obtain and review my consumer credit report and/or any other credit related information pertaining to me. I hereby confirm I have received a copy of my consumer rights.

By signing this form, I am acknowledge and agree to comply with all the conditions and terms of this application. I also understand that falsifying and/or omitting any information on this application may be grounds for denial of a permit or is grounds for termination of employment per the County Ordinance.

APPLICANT'S SIGNATURE	DATE	PERSON REVIEWING APPLICATION	DATE
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# COUNTY OF INYO

## Commercial Cannabis Business Employee/Owner Background Application

207 West South Street  
Bishop, CA 93514  
(760) 873-7860

Page 1 of 2

### COMMERCIAL CANNABIS BUSINESS APPLICANT INFORMATION

Name as Shown On Application	LAST NAME ON APPLICATION	FIRST NAME ON APPLICATION	MIDDLE NAME ON APPLICATION
	<input type="text"/>	<input type="text"/>	<input type="text"/>

### APPLICANT INFORMATION

Social Security Number	LAST NAME ON SOCIAL SECURITY CARD	FIRST NAME ON SOCIAL SECURITY CARD	MIDDLE NAME ON SOCIAL SEC CARD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
California Driver's License	LAST NAME ON CALIFORNIA DRIVER'S LICENSE	FIRST NAME ON CAL. DRIVER'S LICENSE	MIDDLE NAME ON CAL. DRIVER'S LIC.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	AGE	DATE OF BIRTH	RACE	HEIGHT	WEIGHT	HAIR	EYES
--	-----	---------------	------	--------	--------	------	------

LIST YOUR CURRENT HOME ADDRESS, CITY, ZIP CODE (NO P.O. BOXES ALLOWED)	CELL PHONE #
<input type="text"/>	<input type="text"/>

LIST ANY OTHER NAMES YOU HAVE EVER USED (Maiden, Married, Nicknames, etc.)	BIRTH COUNTRY/STATE	LANGUAGES SPOKEN
<input type="text"/>	<input type="text"/>	<input type="text"/>

### CRIMINAL HISTORY

List all arrest or convictions other than infractions for traffic violations IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS TO THE APPLICATION PLEASE NOTE ANY FALSE STATEMENTS, MISLEADING STATEMENTS OR OMISSIONS ON THIS APPLICATION OR ON THE CCB PERMIT SHALL BE GROUNDS FOR DISQUALIFICATION.

ARREST DATE	ARRESTING AGENCY / LOCATION / COURT NAME	CHARGE / REASON FOR ARREST
1	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)	
2	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)	
3	DISPOSITION (WHAT WAS THE OUTCOME OF THE CASE: Were you sentenced? Did you have to pay a fine? Probation? Parole? Etc.)	

### STATEMENT OF PERJURY

I DECLARE UNDER THE PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA AND THE COUNTY OF INYO, THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT'S SIGNATURE	JOB TITLE (POSITION ON THE APPLICATION)	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

### COUNTY STAFF USE ONLY

DATE / TIME	\$ FEE AMOUNT PAID	\$ RECEIPT #	COUNTY STAFF'S NAME	COUNTY DEPARTMENT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





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

For Clerk's Use Only: <b>AGENDA NUMBER</b>
20

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

**FROM:** HEALTH & HUMAN SERVICES – Public Health & Prevention

**FOR THE BOARD MEETING OF: March 27, 2018**

**SUBJECT: Approval and Ratification of Fiscal Year 2017-2018 Tobacco Control Program Scope of Work, Staffing Plan and Allocation Agreement**

**DEPARTMENTAL RECOMMENDATION:**

Request your Board ratify and approve the Scope of Work, Staffing Plan, and Allocation Agreement between the County of Inyo and California Department of Public Health for the provision of the local Tobacco Control Program, in an amount not to exceed \$369,105.00, for the period of July 1, 2017, through June 30, 2018, and authorize Marilyn Mann, Director of Health and Human Services to sign Allocation Agreement No. CTCP-17-14.

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

The California Tobacco Control Program (CTCP) has been in existence since 1989. The goal of CTCP is to change the social norms surrounding tobacco use in order to make tobacco less desirable, less acceptable, and less accessible. CTCP focuses on policy, system, and environmental change rather than individual behavior change as a way to use funds most effectively and efficiently for the greatest impact on society.

The 2017-18 fiscal year represents the first year of a 4-year contract period between CTCP and the County of Inyo, covering July 1, 2017- June 30, 2021. The comprehensive 4-year plan for 2017-2021 incorporates additional tobacco tax funding, bringing the total allocation to \$369,105.00 for FY 2017-18, \$318,270.00 for FY 2018-19, \$311,550.00 for FY 2019-20 and \$305,085.00 for FY 2020-21.

After receiving additional input from your Board in December 2017, staff have continued to work with our assigned State Tobacco Control contract manager to ensure our plan and budget meet program requirements. The budget associated with the FY 17/18 Scope of Work is under review and pending approval by CTCP. HHS will bring forward appropriate changes to the county tobacco control budget as part of the third quarter budget revision process in order to reflect the final state budget. The funds the County will receive will not be used to supplant existing funding and will be spent according to the budget approved by the California Department of Public Health.

The Scope of Work and Staffing Plan reflect new minimum staffing and evaluation requirements, most notably the requirement to fund one full-time Project Director (County Title: Human Services Supervisor, formerly 0.6 FTE), a minimum 0.5 FTE Coalition and Community Engagement Coordinator (County Title: Prevention Specialist, formerly 0.3 FTE), and a 0.1 FTE external evaluator. A small portion (0.05 FTE) of two HHS staff in Tecopa will also be funded by Tobacco Control in order to support additional youth engagement activities in southeastern Inyo County. Contingent upon your Board's approval of the Scope of Work and Staffing Plan, HHS will bring a separate agenda item before your Board to request authorization to delete an HHS Specialist II position that is part of the Departmental Authorized Strength and add a Prevention Specialist position in order to meet the increased staffing requirements. The current Project Director will be reassigned exclusively to Tobacco Control.

Required Scope of Work objectives include activities to support adult and youth coalitions, a retail objective that focuses on limiting tobacco promoting influences and includes a required legislated policy (for example, establishing a minimum package or volume size for tobacco products), and a second policy objective focused on reducing exposure to secondhand smoke (for example, a policy that restricts smoking in entryways). The Scope of Work for Inyo also includes an optional

cessation objective that will allow us to promote cessation materials and provide training and coordination with partner agencies.

The Allocation Agreement in the amount of \$369,105.00 for FY 2017-18 requires ratification because it was issued in late July 2017 and was not brought before your Board earlier due to ongoing negotiations with CDPH. The signed "Acceptance of Allocation Agreement" serves as acceptance of the allocation for FY 17/18 and acknowledges the conditions attached to the funds.

**ALTERNATIVES:**




Your Board could choose to not ratify and approve this agreement, which would disallow Inyo County from accepting the funds for FY 17/18 and would make Inyo County noncompliant with Tobacco Control program requirements. If Inyo County is deemed noncompliant by CDPH, the State will fund another agency to administer the mandated Tobacco Control program in Inyo County.

**OTHER AGENCY INVOLVEMENT:**

Inyo County Superior Court, Inyo County Superintendent of Schools, Inyo County Wellness Center, Toiyabe Indian Health Project, Owens Valley Career Development Center, Bishop Union High School, and Lone Pine High School.

**FINANCING:**

State and Federal funding for the local Tobacco Control Education Program is \$369,105.00. Funds will be brought into the Tobacco Prevention budget (640315) in State Grants (4498) as reported on the reimbursement requests submitted to the State. No County General Funds.


<b><u>APPROVALS</u></b>	
<b>COUNTY COUNSEL:</b> 	<b>AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS</b> <i>(Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)</i> Approved: <u>YES</u> Date: <u>3/9/18</u>
<b>AUDITOR/CONTROLLER:</b> 	<b>ACCOUNTING/FINANCE AND RELATED ITEMS</b> <i>(Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)</i> Approved: <u>yes</u> Date: <u>3/12/2018</u>
<b>PERSONNEL DIRECTOR:</b>  n/a	<b>PERSONNEL AND RELATED ITEMS</b> <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i> Approved: _____ Date: _____
<b>BUDGET OFFICER:</b> N/A	<b>BUDGET AND RELATED ITEMS</b> <i>(Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.)</i> Approved: _____ Date: _____

**DEPARTMENT HEAD SIGNATURE:**  Date: 3/14/18  
 (Not to be signed until all approvals are received)

# Inyo County HHS/Public Health & Prevention Division

## Tobacco Control Program Scope of Work 2017-21

**Limit Tobacco Promoting Influences**




**Retail Objective (Required): Minimum Package or Volume Size for Tobacco Products**

Sample Activities:

- Conduct a literature review.
- Develop 1-2 fact sheets.
- Hold 1-2 strategy meetings.
- Conduct 1-3 trainings on data collection and on the topic.
- Conduct an annual Youth Tobacco Purchase Survey.
- Give 40 educational presentations and outreaches.
- Provide 1-2 presentations to decision makers.
- Create and place 1 article, 6 print ads, and 100 radio ads annually.

**Reduce Exposure to Secondhand Smoke**




**Voluntary Policy Objective (A Second Objective in a Different Priority Area is Required): Smoke-free Entryways**

Sample Activities:

- Conduct a literature review.
- Create a directory of businesses.
- Develop 1-2 fact sheets.
- Hold 1-2 strategy meetings.
- Conduct 1-2 trainings.
- Conduct public opinion polls.
- Give 50 educational presentations and outreaches.
- Provide locally developed signage to businesses.
- Create and place 1 article, 6 print ads, and 100 radio ads annually.
- Provide 200 quit kits.

**Youth and Adult Engagement in Tobacco Control**



**Coalition Objective (Adult Coalition Work is Required): Youth and Adult Coalitions**

Sample Activities:

- Coordinate with administration, teachers, and counselors at 2-3 high schools.
- Hold 10-12 Adult Coalition meetings annually.
- Take 5-10 students to Youth Quest annually.
- Organize 1 Youth Summit annually.
- Hold 2-3 youth strategy meetings annually.
- Give 2-3 parent workshops annually.
- Participate in 2-4 outreach events annually.
- Develop 2 orientation packets.
- Develop 5 promotional materials annually.
- Hold 60 Youth Coalition meetings annually.
- Give 6-12 presentations annually with Youth Coalition members at middle schools.
- Give 15 recruitment presentations annually.

**Promote Tobacco Cessation**



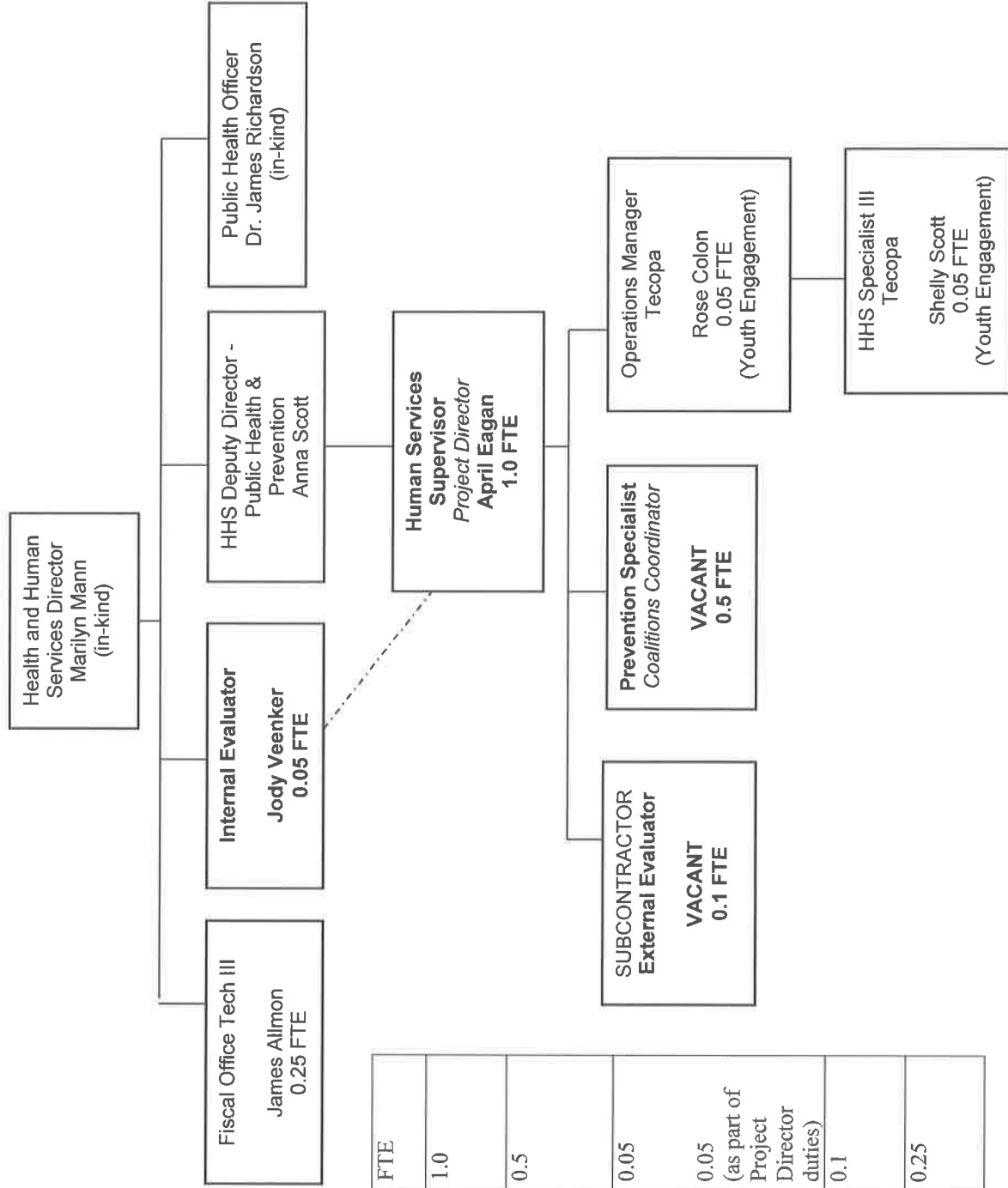
**Cessation Objective (Optional): Ask/Advise/Refer Protocol in Health Care Settings**

Sample Activities:

- Develop educational material in English and Spanish.
- Give 10 community presentations on cessation resources.
- Promote cessation 4 times annually through events.
- Provide evidence-based cessation training.
- Give 4 trainings on Ask/Advise/Refer.



# Inyo County HHS/Public Health & Prevention Division Tobacco Control Staffing Plan 2018-21



CTCP REQ	MIN FTE	COUNTY TITLE	FTE
Project Director	1.0	Human Services Supervisor	1.0
Coalition & Community Engagement Coordinator	0.5	Prevention Specialist	0.5
Internal Evaluator	0.1	Management Analyst	0.05
		Human Services Supervisor	0.05 (as part of Project Director duties)
External Evaluator	0.1	Contract pursuant to RFP	0.1
Fiscal & Administrative Staff	Recommended	Fiscal Account Tech III	0.25

**ACCEPTANCE OF ALLOCATION AGREEMENT**

**County of Inyo**

**Agreement Number: CTCP-17-14**

**Agreement Amount: \$369,105.00**

**Proposition 56: \$219,105.00**

**Proposition 99: \$150,000.00**

**FUNDING PERIOD: July 1, 2017 through June 30, 2018**

I certify this Tobacco Control Program will comply with all applicable policies, procedures, and legal requirements as described in the Comprehensive Tobacco Control Plan Guidelines including: the Allocation Agreement Terms; Local Lead Agency Administrative and Policy Manual; and, any statutes, program letters, and other conditions stipulated by the California Tobacco Control Program.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

## Scope of Work, Exhibit A

**Procurement Name:** LLA 2017-2021 Plan

**Contract Number:** CTCP-17-14

**Agency Name:** Inyo County Health & Human Services

**Project Name:** Inyo County Tobacco Prevention

**Project Type:** Local Lead Agency

**Contract Term:** 07/01/2017 - 06/30/2021

**Effective Date:** 07/01/2017

**Plan Version ID:** 0.7

**Report Generated:** 03/01/2018 04:43 PM

Inyo County Health & Human Services  
CTCP-17-14

### Exhibit A

#### Scope of Work

**Project Name:** Inyo County Tobacco Prevention

*(For specific due dates and deliverables please see the detailed scope of work available on the California Tobacco Control Program's Online Tobacco Information System (OTIS).)*

#### Objective 1

26.50%

By 06/30/2021, at least one jurisdiction (such as Inyo County Board of Supervisors) in Inyo County will adopt a policy that establishes a minimum package or volume size for tobacco products and/or that eliminates the sale and distribution of individual or small unit packages of tobacco and/or electronic nicotine delivery device products.

Activity #	Activity	Responsible Parties	Tracking Measures
1-1-1	Contact the Rover library and conduct a literature review for any recent information about minimum packaging, little cigars/cigarillos, and flavored tobacco products.	Prevention Specialist	Retail Literature Review
1-1-2	Meet 2-4 times each year with county and community nutrition and alcohol partners, school officials, and the Tobacco Use Prevention Education (TUPE) coordinator to inform and update them on the minimum packaging campaign and identify possible collaborations around the retail environment. This activity will be met by attending Team Inyo for Healthy Kids, chronic disease prevention collaborative, meetings and keeping members informed of tobacco prevention topics sensitive to youth.	Project Director	Retail Team Inyo Meeting Agendas
1-1-23	Hold 1, 1-2 hour meeting in collaboration with the coalition to complete the minimum packaging Communications Plan which will identify communications objectives, target audiences, locations, messages, the communications tactics - paid advertising, earned media and social media and key metrics. Update annually and submit to the California Tobacco Control Program's (CTCP) Media Unit via Partners in addition to the July-December 2017 progress report.	Project Director	Minimum Packaging Communications Plan
1-1-24	Create and maintain an annotated list of tobacco retailers. Update directory and contact all retailers at least annually.	Project Director	Retail Directory
1-1-27	In collaboration with the youth coalition and the local health department, recruit 2-5 young adults ages 18-19 years old to conduct an annual Young Adult Tobacco Purchase Survey (YATPS). Recruitment methods will include the following: tabling at Cerro Coso Community College and placing flyers and notices throughout the community.	Coalition Members Project Director	YATPS Log of Recruitment Methods
1-2-3	Conduct 5-10, 15-30 minute educational presentations for community	Coalition Members	Retail Community

	groups with a focus on positive youth outcomes, such as school board meetings in Bishop and Lone Pine, Parent Teacher Organization meetings, Rotary and Lions Club meetings. Presentations will educate participants on the issue of flavored cigarillos and little cigars and the results of local community surveys, county-wide Healthy Stores for a Healthy Community (HSHC) surveys, local YATPS, and local youth tobacco use surveys, including surveys of young people ages 18-21.	Prevention Specialist	Presentation Materials Retail Community Presentations Log
1-2-4	Work with youth/adult coalition members and key stakeholders such as Inyo County Superintendent of Schools and Owens Valley Career Development Center Tribal Temporary Assistance for Needy Families (TANF) at regular meetings to develop talking points on minimum pack size that will be incorporated into City Council, Board, and community presentations. Staff will consult Change Lab Solutions and other statewide grantees.	Coalition Members Project Director	Retail Talking Points
1-2-5	Participate in at least 1 community event per year, such as Health Fairs, Earth Day Events, and Farmer's Markets, to educate attendees about the campaign and issues around little cigars/cigarillos, flavored tobacco products, and minimum packaging. Staff will also use these opportunities to administer public opinion surveys (see 1-E-5).	Prevention Specialist	Retail Community Events Log Retail Community Events Photos
1-2-6	Develop content for social media pages and websites hosted by community partners that partners can share and post regarding single, flavored cigarillos, electronic cigarettes, and marijuana use in combination with other tobacco products. The content will emphasize other tobacco product use rates among youth and local retail data. The purpose of the content will be to educate the public about package size and flavors. Staff will develop content for Facebook pages and websites hosted by community partners, such as the Team Inyo website and monthly email newsletter. Staff will develop 1 article and post every quarter, for a total of 4 articles and posts each year. This activity will incorporate campaign information from all 4 campaigns/objectives in the current tobacco control plan. Staff will review and capture information on use of the posts (likes, shares) and comments received for media tracking evaluation (see activity 1-E-2).	Prevention Specialist	Retail Register of Posts
1-2-8	Create, display and place educational materials in the local tobacco education three-dimensional window at the Tri-County Fair each year to educate the public on flavored tobacco, minimum packaging, and the retail environment. The display will incorporate information from all 4 campaigns/objectives in the current tobacco control plan. Display will incorporate statewide messaging and locally developed messaging in collaboration with the Mono County Tobacco Control Program.	Prevention Specialist Project Director	Retail Fair Report Retail Fair Window Photos
1-2-25	Conduct 30 retailer educational visits each year approximately 15 minutes in length regarding minimum packaging and advertising and placement of products. Distribute 30 educational packets each year on minimum packaging, HSHC, and other retail information pertaining to tobacco control.	Project Director	Retail Educational Visits List of Packet Materials Retail Educational Visits Log
1-2-26	Conduct 1-2, 30-45 minute presentations to 10-25 attendees from public health programs and community organizations, including Alcohol and Drug Prevention, Nutrition, Chronic Disease, Sexually Transmitted Diseases Control, Black Infant Health, Diabetes, Environmental Health, Violence Prevention, Behavioral Health, Problem Gambling, Built Environment, and Food Security to educate them about the HSHC Campaign and to recruit a diverse group of 5-10 partners to assist with HSHC data collection and training activities. Coordinate regular meetings among recruited partners to develop and strategize around training and implementation of joint activities.	Project Director	HSHC Presentation Log HSHC Presentation Materials
1-3-9	Staff will develop 1, 6-8 page educational packet containing information	Project Director	Educational Packet

about little cigars/cigarillos, flavored tobacco products, and minimum packaging restrictions. A total of 20-50 packets will be distributed to adult/youth coalition members and to decision makers, key supporters, and community groups during educational meetings and presentations. The final packet will be submitted to the Tobacco Education Clearinghouse of California (TECC).

1-3-10	Develop 1-2 brochures or fact sheets and make 300 copies to distribute to community members on topics relevant to the objective, such as flavored tobacco products, minimum packaging and youth use of cigarillos, tobacco, and marijuana. Fact sheets will also be used to highlight local retail data and public opinion poll results. Target audiences will be decision makers, parents, and other community members. Review materials for cultural and language appropriateness with 5-10 members of the target audience. Once completed, market materials to appropriate audiences to facilitate distribution. Consumer testing of materials is described in the Evaluation Plan. Submit materials to TECC Material Submission page upon completion.	Prevention Specialist	Educational Materials
1-4-32	Provide incentives, such as merchandise cards, plaques, bus passes, snacks, and merchandise certificates to youth and adult volunteers who conduct community education and evaluation activities. No merchandise cards or other incentives will be purchased this fiscal year. Snacks and refreshments will be provided, and merchandise cards from past years will be used. BMMs are provided to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and requires action on the part of the recipient to receive the incentive. The cost of the incentive may not exceed \$50 in value per person per year and shall not include gift cards that can be used to purchase tobacco or alcohol products. The project is responsible for the possession, security (under lock and key), and accountability of the merchandise cards. The grantee will prepare a log sheet that will track and identify each of the merchandise cards, value, merchandise card transfer date, and recipient.	Coalition Members Project Director Youth Coalition	Retail BMM Distribution Log
1-7-7	With staff and key supporters, provide 1-2, 15-30 minute presentations to Board of Supervisors and/or City Council flavored tobacco products, youth use, local public intercept surveys, and local retail data, and introduce in the presentation the option of creating tobacco retailer licensing or adopting a minimum packaging policy.	Coalition Members Project Director	Retail Board or Council Agendas Retail Board Presentation Materials
1-7-11	Conduct 1-2, 60-90 minute, strategic planning sessions with youth and adult coalition members to update the Midwest Academy Strategy Chart for each potential target jurisdiction which will identify short, intermediate, and long term goals, organizational considerations, constituents, allies, opponents, targets, and tactics. Work with statewide grantees as appropriate to plan and prepare for the strategic planning sessions. Strategic planning session will also be used to identify the jurisdiction in which to target the intervention. We will review and update the charts annually.	Coalition Members Project Director	Retail Midwest Academy Strategy Chart Retail MWA Meeting Agenda and Notes
1-7-13	Meet 1-2 times for 30-60 minutes with law enforcement representative(s) in the targeted jurisdiction to coordinate a local YATPS and to discuss the potential impacts and benefits of tobacco retailer licensing (TRL) and/or minimum packaging and enforcement of the policy.	Coalition Members Project Director	YATPS Enforcement Meeting Notes YATPS Summary
1-7-14	Meet one-on-one for 20-30 minutes with 5-10 key stakeholders and community leaders in the targeted jurisdiction to educate them about the issues associated with single or small pack tobacco products and to invite stakeholders to participate in ongoing adult coalition meetings and activities. Educational packets will be distributed during the meetings.	Coalition Members Project Director	Retail Decision Maker Meeting Summaries Retail Decision Makers Meeting Log
1-11-22	Along with nutrition and alcohol partners, provide a total of 10-20 hours of	Project Director	Retail TTA Log

	technical assistance to retailers regarding minimum packaging.		
1-11-29	Conduct 6-8 hours of training for 5-10 youth and adults who will be collecting data using an agenda and training materials provided by CTCP, TECC, Stanford University, and others. The training will include hands on practice with electronic handheld devices.	Project Director	HSHC Data Collection Training Agenda HSHC Data Collection Training Materials
1-11-30	Provide logistical support to coordinate 1-3 local trainings, 1-2 hours in length, for coalition, youth and spokespeople on the HSHC media event, including helping to identify space, recruit spokespersons, and promoting the event. Trainers will be provided by CTCP. These trainings will help build capacity of coalition members and spokespersons and will cover topics such as public speaking techniques, media landscape, social media, talking points, and the use of press conference materials provided by CTCP.	Coalition Members Project Director	HSHC Media Spokesperson Training Agenda HSHC Media Spokesperson Training Materials
1-11-31	Conduct a training for 2-5 young adults, lasting 60-90 minutes which will train them how to comply with the YATPS protocol. The training will include didactic, practice in identifying tobacco products, asking to purchase tobacco products and conducting a transaction.	Coalition Members Project Director	YATPS Data Collection Training Agenda YATPS Data Collection Training Materials YATPS Data Collection Training Protocol
1-13-21	With youth involvement, create and place 1 paid media informational campaign each year related to the retail objective. With the assistance of bilingual staff, translate 1 unique, locally adapted print ad per year covering the minimum packaging campaign to reach the Spanish speaking population of Inyo County and place in El Sol De La Sierra. Approximately 3 print ads will be placed in El Sol for the campaign for a total of 3 print ads in Spanish on the topic of minimum packaging and flavors for each fiscal year. Create and place 2-3 unique print ads in 2 local papers as part of campaign for a total of 6 ads placed on the topic of minimum packaging and flavors for each fiscal year. The program will create and record unique radio ads for the retail campaign on the topic of minimum packaging and flavors and will air approximately 33 ads on 3 radio stations in the local area for the campaign for a total of 99 radio ads each year. In addition, staff will create and purchase 1 banner each in English and Spanish for 2 total banners each year as part of the campaign to place in strategic outdoor advertising locations. A Communications Plan will be prepared detailing specific ads and placement in coordination with the CTCP Media Unit. Consumer testing of the advertisements is described in the Evaluation Plan.	Prevention Specialist Project Director Youth Coalition	Retail Ad Log Retail Print Ads
1-14-18	Develop and disseminate 1 press release, letter to the editor (LTE), or opinion editorial (OpEd) each year to local media, including local newspapers and local radio stations as well as local tribes and other agencies, describing the minimum packaging campaign and/or highlighting activities and achievements related to the campaign.	Coalition Members Prevention Specialist Project Director	Retail Articles Printed Retail Press Releases/LTE/OpEd Pieces
1-14-28	In coordination with the CTCP and other local lead agencies (LLAs) in the region, plan and conduct one regional press event or a strategic media activity that is designed to generate news coverage about HSHC local survey results, which will be released simultaneously across the state. This may include obtaining a location for the press event and coordinating event logistics. Any press event conducted will be held in a media-friendly location (e.g., convenient to news outlets, media-worthy/interesting location, etc.). Media activities include coordination of local	Coalition Members Project Director	HSHC Copies of News Stories Published HSHC Press Packet Contents

spokespersons, developing spokesperson materials (e.g., notes, remarks), arranging visuals and props, tailoring sample media materials and local press release provided by CTCP, outreach to local media outlets directly or arranged by CTCP media contractor, coordination and distribution of press packets, and use of a centralized HSHC website hosted by CTCP.

1-E-3	<p>Collection of Process Data - Key Informant Interview</p> <p>Develop key informant interview questions which will include the following topics: flavored tobacco, youth use, healthy retail, minimum packaging, education, TRL. The key informant interview questions will be developed in consultation with TCEC. Conduct 5-10 telephone and/or in person interviews with retailers to determine facilitators and barriers to implementing a tobacco retail licensing and/or minimum packaging policy in Inyo County. Each interview will be approximately 20-30 minutes in length.</p>	<p>Project Director Program Evaluator</p>	<p>Retail Interview Questionnaire Retail Interview Results Summary</p>
1-E-6	<p>Collection of Process Data - Tobacco Purchase Survey</p> <p>CTCP's YATPS protocol will be used. Onsite inspections will be conducted to assess illegal sales to youth aged 19-20 years old and compliance with other local and state retail laws (e.g., posting age-of-sale warning sign, self-service display). The survey will be conducted using a convenience sample in Inyo County. Ten to fifteen tobacco retailers will be included in the survey. Tobacco retailers will be selected from a list of licensed tobacco retailers provided by the state. \$20 gift cards will be provided to data collection participants to encourage participation. Gift cards will be distributed to participants after the completion of the focus groups. The cost of the gift card will not exceed \$50 in value per person, per year. The project is responsible for the possession, security (e.g., will keep under lock and key), and accountability of the gift cards. A tracking log will be prepared and maintained to track and identify each of the gift cards, value, gift card transfer date, and recipient. Gift cards cannot be used to purchase tobacco, nicotine products, and/or alcohol products.</p>	<p>Project Director Program Evaluator Coalition Members</p>	<p>YATPS Dataset YATPS Instrument YATPS Summary Report</p>
1-E-8	<p>Final Evaluation Reporting</p>	<p>Program Evaluator</p>	<p>Retail Evaluation Report</p>
1-E-9	<p>Collection of Process Data - Focus Group</p> <p>Develop a focus group guide to assess feedback on the look and feel of educational and media material regarding the content, language, approach, and appropriateness of the action steps in the educational materials and advertisements. The focus group guide will be developed in consultation with TCEC. Conduct 1 to 2 focus groups with parents and youth to assess the appropriateness of educational materials developed to promote the minimum packaging campaign. Each focus group will include purposive sample of 5 to 10 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of participant responses. A report will summarize participant responses to materials and make recommendations for revisions and/or new materials. \$20 gift cards will be provided to focus group participants to encourage participation. Gift cards will be distributed to participants after the completion of the focus groups. The cost of the gift card will not exceed \$50 in value per person, per year. The project is responsible for the possession, security (e.g., will keep under lock and key), and accountability of the gift cards. A tracking log will be prepared and maintained to track and identify each of the gift cards, value, gift card transfer date, and recipient. Gift cards cannot be used to purchase tobacco, nicotine products, and/or alcohol products.</p>	<p>Project Director Program Evaluator</p>	<p>Retail Focus Group Summary Retail Focus Group Survey</p>
1-E-10	<p>Collection of Process Data - Key Informant Interview</p> <p>Utilizing and/or adapting a survey instrument developed by TCEC, conduct 5 -20 Key Informant Interview surveys using face-to-face or telephone,</p>	<p>Program Evaluator</p>	<p>HSHC Key Informant Interview Instrument</p>

	with administrators and decision makers (city council members, city managers, city commissioners, city attorneys, city administrators, city clerks, etc.) to follow-up on current knowledge and attitudes regarding minimum packaging and other topics relevant to the HSHC campaign. Qualitative analysis of interview results will be used to summarize and report interview findings. The results will be shared with project staff and coalition members and help guide campaign interventions.		HSHC Key Informant Summary Report
1-E-11	<p>Collection of Process Data - Media Activity Record</p> <p>Using a tool developed by TCEC, LLA staff will perform a record of earned media placement through online news, social media websites and blogs, area and local radio, area and local television, hard-copy community newspapers and newsletters will be tracked, including details of media placement, data, and coverage. Paid media will be similarly tracked. A media content analysis will be conducted to evaluate the earned media pieces' effectiveness at delivering/disseminating the message, their accuracy and neutrality of facts, and to gauge the level of public support for the HSHC campaign strategies.</p>	Program Evaluator	HSHC Media Activity Record Media Tracking Form
1-E-12	<p>Collection of Process Data - Observation Data</p> <p>Observation data will be collected in tobacco retail stores using electronic handheld devices, and a survey instrument developed by CTCP. The LLA will complete the core HSHC observation survey and may complete additional modules based on priorities and resources available. Completion of the core survey will take approximately 20 minutes. The number of stores to be surveyed (30 stores) is based on cohort sample provided by CTCP. See Guidelines Appendix 6, Table A. Store Ranges - Store Observation Data Surveys and insert the correct sample size for your LLA. With technical assistance by TCEC, as needed, the LLA will review and perform initial cleaning of survey data. CTCP will coordinate remaining data cleaning and analysis and provide results to LLA's to support their HSHC intervention activities, CX Needs Assessment and Media Release. *OPTIONAL* More advanced analyses will be done by the LLA (e.g., comparing results by store type or area demographics, looking at change over time, etc.) and be based on training provided via the HSHC Advanced Data Analysis Webinar. Provide stipends or gift cards for youth and adult volunteers who participate in local data collection effort including training and completion of data collection forms.</p>	Program Evaluator	HSHC Observation Data Instrument HSHC Observational Survey Dataset
1-E-13	<p>Collection of Process Data - Policy Record</p> <p>A public policy meeting observation form will be developed to document policymaker support/opposition, key issues raised by policymakers and their staff, and other insights from public policy meetings and participation in/comments on the HSHC campaign. Tobacco control program project staff will observe and record this information during the meetings. In addition, official policy records such as city council agendas, meeting minutes, presentations, testimony, and policies enacted will be collected and coded to track: 1) support/opposition; 2) key issues that surface during the intervention, which could help shape changes to the intervention plan during the process; 3) the policy adoption process so that it can be described in the final evaluation report; and 4) to confirm adoption of a policy that meets the objective for this project. Documentation of the signed policy will also be included.</p>	Program Evaluator	HSHC Public Policy Records Tracking Form HSHC Signed Policy
1-E-14	<p>Collection of Process Data - Public Intercept Survey / Opinion Poll</p> <p>Utilizing a survey instrument developed by TCEC, use electronic handheld devices to collect follow-up data of knowledge, attitudes, and perception of the community, regarding the retail environment. The sample size will be 75-100 and is based on the one recommended by CTCP. Frequencies and percentages will be calculated to document support/opposition to policy</p>	Program Evaluator	HSHC Public Intercept Survey Instrument HSHC Public Intercept Survey Summary Report



strategies for the HSHC campaign, knowledge, and demographic information provided by survey participants. The results will be shared with project staff and coalition members and help guide campaign interventions.

1-E-15	Collection of Process Data - Education/Participant Survey A pre/post-test will be developed and administered to participants in the data collection and spokesperson trainings to assess changes in knowledge, confidence/preparation, intent to engage in advocacy activities to promote minimum packaging and HSHC. The survey will also capture information about training feedback and anticipated needs for additional advocacy support after the training. A pen-to-paper instrument will be used to collect the data. The pre-and post-test will be administered to a total of 10-20 training participants. The survey results will be analyzed using descriptive statistics such as percentages, frequencies and means will be used to analyze findings.	Program Evaluator	Retail Participant Survey Instrument Retail Participant Survey Summary Report
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**Objective 2**

19.25%

By 06/30/2021, a minimum of 50% of businesses (100 businesses) in the downtown districts of Bishop and Lone Pine will adopt a voluntary smoke-free policy that prohibits smoking within 20 feet or more of doorways, including electronic nicotine delivery devices and marijuana.

Activity #	Activity	Responsible Parties	Tracking Measures
2-1-21	Hold 1, 1-2 hour meeting in collaboration with the coalition to complete the secondhand smoke Communications Plan template which will identify communications objectives, target audiences, locations, messages, the communications tactics - paid advertising, earned media and social media and key metrics for the objective that utilize media. Update annually and submit to the California Tobacco Control Program's (CTCP) Media Unit via Partners in addition to the July-December 2017 progress report.	Coalition Members Project Director	SHS Communications Plan
2-1-22	Contact the Rover library and other statewide grantees for information and resources on this topic. Conduct a literature review for any recent information about secondhand aerosol and secondhand marijuana smoke.	Prevention Specialist	SHS Literature Review
2-1-23	Create and maintain an annotated list of downtown businesses in the main city centers in Inyo County. Update directory at least annually and send communications to all of those in the directory at least annually.	Project Director	SHS Business Directory
2-2-2	Conduct 4-8, 15-30 minute presentations to community groups, such as parent meetings, school board meetings, and health advisory meetings, to educate the community regarding secondhand smoke and to encourage voluntary policies and eventually a legislated policy. Letters of support from community group members will be solicited. These presentations will be separate from those in other objectives.	Prevention Specialist	SHS Community Presentation Materials SHS Letters of Support
2-2-4	As policies are adopted, provide Tobacco Education Clearinghouse of California (TECC) or locally designed signage to businesses. Program will purchase 200 signs.	Project Director	SHS Signage Photos SHS Signage Samples
2-2-7	Conduct outreach at a minimum of 1 community event per year (tabling at youth events/health fair type venues) to enhance community media, education, and key opinion leader support of protections from secondhand smoke, including marijuana secondhand smoke. In Inyo County's media-poor environment, youth events offer access to diverse socio-economic and cultural groups of parents and families.	Coalition Members Prevention Specialist	SHS Community Event Materials SHS Community Event Photos
2-2-12	Before and after adoption of policies, conduct 100, 10-30 minute educational visits to businesses about secondhand marijuana smoke and options. Before policy adoption, provide education to 100 retail businesses, restaurants, and hotels in Bishop and in Lone Pine, offering	Coalition Members Project Director	SHS Business Educational Visits Materials SHS Business

	voluntary 20 foot doorway signage, technical assistance, and cessation materials for employees. After policy adoption, provide follow-up visits to 100 businesses to provide signs, answer questions, and troubleshoot implementation of policy.		Educational Visits Tracking Log
2-2-16	In conjunction with radio ad cessation promotion, provide a total of 200 quit kits to businesses in the downtown areas of city centers in Inyo County. Staff will check with businesses at least twice annually to replenish supplies. Quit kits will be given by businesses to the public in support of voluntary policy. The quit kits will include a variety of items geared to support cessation, including educational information and other resources for smokers and non-smoking proxies.	Prevention Specialist	SHS Quit Kit Contents SHS Quit Kit Tracking Log
2-3-13	After consulting TECC, CTCP, and other Local Lead Agencies (LLAs) for existing presentations, develop a 20-30 minute presentation for business owners based on local data indicating support for the policy protecting people from secondhand smoke exposure.	Project Director	SHS Presentation
2-3-20	Develop 1-2 brochures or fact sheets and make 300 copies for distribution on topics relevant to the objective, such as secondhand smoke, marijuana and tobacco control, and youth use of tobacco and marijuana. Fact sheets will also be used to highlight local youth survey and public opinion poll results. Target audiences will be businesses, parents, and community members and maybe even tourists. Review materials for cultural and language appropriateness with 5-10 members of the target audience. Once completed, market materials to appropriate audiences to facilitate distribution. Consumer testing of materials is described in the Evaluation Plan. Submit materials to the TECC Material Submission page upon completion.	Prevention Specialist	SHS Educational Materials
2-4-24	Provide incentives such as merchandise cards, plaques, bus passes, snacks, and merchandise certificates to youth and adult volunteers who conduct community education and evaluation activities. No merchandise cards or other incentives will be purchased this fiscal year. Snacks and refreshments will be provided, and gift cards from past years will be used. BMMs are provided to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and requires action on the part of the recipient to receive the incentive. The cost of the incentive may not exceed \$50 in value per person per year and shall not include merchandise cards that can be used to purchase tobacco or alcohol products. The project is responsible for the possession, security (under lock and key), and accountability of the merchandise cards. The grantee will prepare a log sheet that will track and identify each of the merchandise cards, value, merchandise card transfer date, and recipient.	Project Director	SHS BMM Distribution Log
2-7-8	Work with ChangeLab Solutions and the Center for Tobacco Policy and Organizing (The Center) to obtain materials, policy samples, and updates from other counties to inform presentations and local policy formation.	Project Director	SHS Model Policy
2-7-11	Coordinate 5-10, 20-30 minute face-to-face meetings with key stakeholders, including business owners, to open the conversation with business owners and to offer education on secondhand smoke effects, including marijuana smoke.	Coalition Members Project Director	SHS Educational Materials SHS Meeting Summaries
2-11-9	Provide 20-40 hours of technical assistance to businesses for development of policy and assistance with implementation and signage.	Project Director	SHS Business TA Log
2-11-18	Provide 1-2, 30-45 minute trainings to adult and youth partners assisting with program and evaluation activities, such as one-on-one meetings, visits to businesses, data collection, and public opinion polls.	Project Director	SHS Data Collection Training Agenda
2-13-15	With youth involvement, create and place 1 paid media informational campaign each year related to secondhand smoke objective. With the	Project Director	SHS Ad Log SHS Banners

	assistance of bilingual staff, translate 1 unique, locally adapted print ad per year to reach the Spanish speaking population of Inyo County and place in El Sol De La Sierra. Approximately 3 print ads will be placed in El Sol for the campaign for a total of 3 print ads in Spanish each year. Create and place 2-3 unique print ads in 2 local papers as part of campaign for a total of 6 ads placed each fiscal year. The program will create and record unique radio ads and will air approximately 33 ads on 3 radio stations in the local area for the campaign for a total of 99 radio ads each year. In addition, staff will create and purchase 1 banner each in English and Spanish for 2 total banners each year as part of the campaign to place in strategic outdoor advertising locations. A Communications Plan will be prepared detailing specific ads and placement in coordination with the CTCP Media Unit. Consumer testing of the advertisements is described in the Evaluation Plan.		SHS Print Ads SHS Radio Ads
2-14-3	Write and submit at least 1 press release, letter to the editor (LTE), or Opinion Editorial (OpEd) per year to newspaper outlets and radio stations and place 2-3 announcements in 3 school newsletters and 2 tribal newsletters.	Project Director	SHS Media Log SHS Press Releases, LTE, OpEd
2-E-4	Collection of Process Data - Public Intercept Survey / Opinion Poll A public intercept survey and a protocol will be developed in consultation from TCEC. The survey instrument will be used to collect data about community knowledge, attitudes, and perceptions regarding secondhand smoke, including marijuana smoke, and doorways. Surveys will be collected from community members through face-to-face interactions pen to paper; 150 surveys will be completed. A convenience sample will be used. Data will be collected from the following locations: Inyo County, majority from Bishop area. Community partners will assist program staff in conducting the survey.	Project Director Program Evaluator	SHS Public Intercept Survey Instrument SHS Public Intercept Survey Results Summary
2-E-5	Final Evaluation Reporting	Program Evaluator	SHS Evaluation Report
2-E-6	Collection of Process Data - Public Intercept Survey / Opinion Poll Program will utilize a Community Readiness Survey designed for face-to-face administration with a census approach to assess the attitudes of businesses toward the adoption of a voluntary and a comprehensive city or county-wide smoke-free entryways policy. The survey will be administered to as many of the businesses in Inyo County as will agree to complete it, approximately 25-50. Youth coalition members will assist program staff in conducting this survey.	Project Director Program Evaluator Youth Coalition	SHS Community Readiness Survey Instrument SHS Community Readiness Survey Results Summary
2-E-8	Collection of Process Data - Key Informant Interview Develop key informant interview questions which will include the topics of secondhand smoke, secondhand marijuana smoke, voluntary policies, and legislated policies. The key informant interview questions will be developed in consultation with TCEC. Conduct 5-10 phone or in-person interviews with key stakeholders and community leaders to determine facilitators and barriers to implementing smoke-free entryways policy. Each interview will be approximately 20-30 minutes in length.	Project Director Program Evaluator	SHS Interview Questionnaire SHS Interview Results Summary
2-E-9	Collection of Process Data - Media Activity Record A media record analysis tool will be developed in consultation with TCEC. Paid media, press releases, news articles, editorials and letters to the editor regarding smoke-free outdoor policies will be collected, quantified, and analyzed to determine coverage, support and opposition for the subject and the need for further community education. The number, length, placement, slant (positive/negative/neutral) and amount of exposure to audiences will be monitored and reported.	Program Evaluator	Media Tracking Form SHS Media Activity Record
2-E-10	Collection of Process Data - Focus Group Develop a focus group guide to assess feedback on the look and feel of	Project Director Program Evaluator	SHS Focus Group Summary

educational and media material regarding the content, language, approach, and appropriateness of the action steps in the educational materials and media materials. The focus group guide will be developed in consultation with the Tobacco Control Evaluation Center. Conduct 2-3 focus groups, one with parents and one with youth, and potentially one for Spanish language speaker, to assess the appropriateness of educational and media materials developed to promote the smoke-free entryways campaign. Each focus group will include purposive sample of 5 to 10 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of participant responses. A report will summarize participant responses to materials and make recommendations for revisions and/or new materials. A BMM will be provided to focus group participants to encourage participation. BMMs will be distributed to participants after the completion of the focus groups.

SHS Focus Group  
Survey Instrument

2-E-11	<p>Collection of Process Data - Education/Participant Survey</p> <p>A pre/post-test will be developed and administered to participants in the data collection training to assess changes in knowledge, confidence/preparation, intent to engage in advocacy activities to promote secondhand smoke policy. The survey will also capture information about training feedback and anticipated needs for additional advocacy support after the training. A pen-to-paper instrument will be used to collect the data. The pre-and post-test will be administered to a total of 5-10 training participants. The survey results will be analyzed using descriptive statistics such as percentages, frequencies and means will be used to analyze findings.</p>	Program Evaluator	<p>SHS Data Collection Survey Instrument SHS Data Collection Survey Summary Report</p>
2-E-12	<p>Collection of Process Data - Policy Record</p> <p>A public policy meeting observation form will be developed to document policymaker support/opposition, key issues raised by policymakers and staff, and other insights from public policy meetings. Tobacco control program project staff will observe and record this information during the meetings. In addition, official policy records such as city council agendas, meeting minutes, presentations, testimony, and policies enacted will be collected and coded to track: 1) support/opposition; 2) key issues that surface during the intervention, which could help shape changes to the Intervention plan during the process; 3) the policy adoption process so that it can be described in the final evaluation report; and 4) to confirm adoption of a policy that meets the objective for this project.</p>	Program Evaluator	SHS Policy Record

### Objective 3

30.75%

By 06/30/2021, Inyo County Tobacco Prevention (Prevention) will incorporate at least 3 new youth members in its Adult Coalition meetings, and together youth and adults will plan, prepare, and conduct at least 1 major community outreach activity to reach priority populations in Inyo County with tobacco prevention information, specifically Lone Pine (rural, low socioeconomic status (SES) population). Prevention will seek to obtain a 90% satisfaction level from the Youth Coalition surveys, and members will participate in at least 2 coalition and/or workplan activities per year.

Activity #	Activity	Responsible Parties	Tracking Measures
3-1-2	<p>Annually coordinate with health teachers and counselors at 2-3 high schools to schedule youth coalition recruitment lunchtime presentations; coordinate with school staff at the high schools to reserve a meeting room for the coalition meetings and activities and to place meeting notifications in the schools' daily bulletins.</p>	<p>Prevention Specialist Project Director Youth Coalition</p>	<p>Youth Coalition School Bulletins Youth Coalition School Communication Records</p>
3-1-15	<p>The Inyo County Local Lead Agency (LLA) will utilize fiscal year (FY) 2017/18 Proposition 56 first and second quarterly prospective allocation payments to obtain space, hire and train new staff, and develop a three-year tobacco control comprehensive plan that meets FY 2018-2021 LLA</p>	<p>Fiscal Supervisor Office Technician 2 Prevention Specialist</p>	<p>Prop 56 Implementation Plan</p>

	Guidelines requirements (Guidelines to be released in June 2017), and aligns with the California Tobacco Control Program (CTCP) Policy Manual.	Program Evaluator Project Director	
3-1-16	In collaboration with the adult coalition, hold one (1) meeting 1-2 hours in length to complete the Communications Plan template which will identify communications objectives, target audiences, locations, messages, the communications tactics—paid advertising, earned media and social media and key metrics for the objective that utilize media. Update annually and submit to the CTCP Media Unit via Partners in addition to the July-December 2017 progress report.	Coalition Members Prevention Specialist Youth Coalition	Adult Coalition Communications Plan
3-1-17	Facilitate 10-12 community-based adult coalition meetings each year to carry out tactics in the coalition work plan and policy campaigns. Youth coalition members will be invited to participate in meetings at least quarterly.	Coalition Members Prevention Specialist Youth Coalition	Adult Coalition Meeting Agendas Adult Coalition Meeting Minutes
3-1-18	Conduct a minimum of one (1) strategic planning session for the adult coalition, with community partners and stakeholders for 2-4 hours, to identify short-term/intermediate/long-term goals and organizational considerations, to create a plan for the coalition's activities for the year. Update the coalition's strategic plan (annually or bi-annually).	Coalition Members Prevention Specialist Youth Coalition	Adult Coalition Strategic Plan
3-1-19	Annually participate in 5-8 non-Prop 99/56-funded committees, coalitions, board, and other collaborative meetings, such as Addictions Taskforce, Mental Health Advisory Board, Team Inyo for Healthy Kids, Toiyabe Bishop Collaborators meeting, Inyo Mono Advocates for Community Action Health Advisory meetings, and others, to identify opportunities for collaboration, educate on emerging tobacco-related issues, and recruit potential members.	Prevention Specialist Project Director	Coalition Outside Collaboration Log of Meetings
3-1-20	Regularly contact CTCP-funded statewide projects, including The Center for Tobacco Policy and Organizing (The Center), to receive training and technical assistance on adult engagement, coalition development and advocacy, as well as tobacco control issues as they pertain to Inyo County.	Prevention Specialist	Adult Coalition Communications Records
3-1-21	Regularly contact CTCP-funded statewide projects including the California Youth Advocacy Network (CYAN) to receive training and technical assistance on youth engagement, development and advocacy, as well as tobacco control issues as they pertain to youth populations.	Prevention Specialist	Youth Coalition Communication Records
3-1-22	Weekly, log onto Partners to identify upcoming trainings, new information and advocacy campaign tools. Monthly, contribute a minimum of one post to InfoHub to share information and foster a learning and networking environment. Annually, write a minimum of one Spotlight On Including significant steps taken, milestones achieved and barriers encountered at the completion of the campaign.	Prevention Specialist	Coalition Copies/Screenshots of InfoHub and Spotlight On Posts Coalition Copy of Partners' Six-Month Log-in Report
3-1-25	Conduct 2-5 one-on-one meetings per year with each newly recruited member to the adult coalition, to review the orientation packet, answer questions, and build a relationship with the new member.	Coalition Members Prevention Specialist	Adult Coalition Log of New Member Orientation Meetings
3-1-26	Conduct one strategic planning session with the youth coalitions for 1-2 hours, to identify short, intermediate, and long-term goals and organizational considerations, to create a plan for the youth coalitions' activities for the year. Consult with CYAN to prepare for and/or facilitate the strategic planning sessions. Update the youth coalitions' strategic plans annually.	Prevention Specialist Project Director Youth Coalition	Youth Coalition Strategic Plan (Annually)
3-2-5	In collaboration with youth and adult partners, plan, prepare, and conduct 1 joint annual tobacco community outreach event or activity lasting 2-4 hours and involving 50-75 community members to reach underserved, priority population in Inyo County, such as coordinating a health fair in Lone Pine with Lone Pine community organizations for health promotion	Coalition Members Prevention Specialist Project Director Tecopa HHS Specialist III	Coalition Tobacco Event Outreach Materials Coalition Tobacco Event Photos

	and networking, and to foster relationships with nontraditional community partners. This event is separate from events noted in activities 1-2-5 and 2-2-7 and 3-2-40.	Tecopa Operations Manager	
3-2-27	Create and maintain a listserv of contact information for all adult and youth coalition members. Email information, resources and offers of technical assistance 10-12 times annually through the listserv.	Prevention Specialist Project Director	Adult Coalition Listserv Adult Coalition Listserv Copy of Communications Sent Youth Coalition Listservs
3-2-38	With youth partners, conduct 2-3 informational workshops each year for youth coalition members' parents and family members, approximately 1.5 hours in length to 10-25 attendees. The workshops will introduce parents to tobacco control issues and inform them of youth coalition, mission, and sample projects. The workshops will be held at informal locations, such as county office or Pizza Factory. The workshops will offer staff an opportunity to build relationships with parents and recruit potential chaperones for youth events and trips. Many of the youth coalition parents are Spanish-speaking so materials will be provided in Spanish.	Prevention Specialist Project Director Youth Coalition	Youth Coalition Parent Agenda Youth Coalition Parent Presentation Materials Youth Coalition Parent Sign-in Sheet
3-2-40	Staff 2-4 tables/booths annually at strategic sites to recruit adults person-to-person to the coalition. Take photos of people holding up a sign saying they support protecting kids from tobacco. Obtain releases and use photos on Facebook, in advertising and other appropriate social media venues. Seek tie-in with events such as Earth Day, Great American Smokeout, and Kick Butts Day. Educational table/booth events will be approximately 2-4 hours in length.	Coalition Members Prevention Specialist	Coalition Photos of Tabling Events Coalition Recruitment Tracking Form Coalition Tabling Event Log
3-3-28	Develop and maintain a new adult coalition orientation packet and distribute to a minimum of 5-10 new adult coalition members annually for a total of 30 packets. The orientation packet will include member contact information, membership expectations, the coalition bylaws and mission statement, existing fact sheets, calendar of meetings and events, and any additional information about the coalition's existing work. Packet materials will be reviewed regularly and the packet content will be updated at least annually. Prevention will provide a final packet to the Tobacco Education Clearinghouse of California (TECC).	Coalition Members Prevention Specialist	Adult Coalition Orientation Packet Contents Log Adult Coalition Packet Distribution Log
3-3-29	Develop a youth coalition membership packet and distribute to a minimum of 5-10 youth advocates in each youth coalition (2-3 coalitions) for a total of 20 packets each year. The membership packet will include contact information, membership expectations, tobacco control history, and fact sheets on current tobacco issues. Prevention will provide a final packet to TECC.	Prevention Specialist Project Director Youth Coalition	Youth Coalition Packet Contents Log Youth Coalition Packet Distribution Log
3-3-32	With youth partners, develop 1 educational material on youth tobacco use and tobacco industry's marketing to youth to distribute to 300 people at the local youth summit and other community events and also as a leave-behind at Youth Quest and Information and Education (I & E) Days that can be printed and/or downloaded. Target audiences will include youth, parents, and decision makers. Develop in consultation with statewide grantees to adapt existing materials or develop new materials as appropriate. Consumer testing of materials is required and described in the Evaluation Plan. Once completed, market materials to appropriate audiences to facilitate distribution. Submit material(s) to the TECC Material Submission page upon completion.	Prevention Specialist Project Director Youth Coalition	Youth Coalition Educational Materials Youth Coalition Verification of Submission to TECC
3-3-33	With adult partners, develop 1 promotional material, such as a promotional flyer, membership application form, or logo, that will be used at community events, partner meetings, I & E Days, and recruitment events to distribute	Coalition Members Prevention Specialist	Adult Coalition Recruitment Material

Adult Coalition  
Verification of  
Submission to  
TECC

to 300 people in the community to help increase awareness of the adult coalition and tobacco control issues and work. Target audiences will include community members, partners, and decision makers. Develop in consultation with statewide grantees to adapt existing materials or develop new materials as appropriate. Consumer testing of materials is required and described in the Evaluation Plan. Once completed, market materials to appropriate audiences to facilitate distribution. Submit material(s) to the TECC Material Submission page upon completion.

3-4-7

Provide incentives such as merchandise cards, plaques, bus passes, snacks, and gift certificates to youth and adult volunteers who conduct community education and evaluation activities. No merchandise cards or other incentives will be purchased this fiscal year. Snacks and refreshments will be provided, and merchandise cards from past years will be used. Incentives are provided to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and requires action on the part of the recipient to receive the BMM. The cost of the incentive may not exceed \$50 in value per person per year and shall not include merchant cards that can be used to purchase tobacco or alcohol products. The project is responsible for the possession, security (under lock and key), and accountability of the merchant cards. The grantee will prepare a log sheet that will track and identify each of the merchant cards, value, merchant card transfer date, and recipient.

Prevention Specialist

Coalition BMM  
Distribution Log

3-7-30

Participate in the 2018 and 2020 I & E Days at the State Capitol to educate policymakers about key tobacco control issues. Coordinate the participation of 2-3 adult coalition members to annually visit key state elected officials in their District Offices.

Coalition Members  
Prevention Specialist  
Project Director

Information and  
Education Days  
Attendance Records

3-7-31

Recruit a minimum of 5-10 youth to attend CYAN's annual Youth Quest, where youth will educate policymakers about key tobacco control issues. Coordinate the participation of youth, chaperones and travel to the Capitol in Sacramento for the event.

Prevention Specialist  
Project Director  
Youth Coalition

Youth Quest  
Attendance Records

3-11-8

Conduct 3-5, 30-60 minute trainings each year for youth and adult coalition members on tobacco control issues such as the intersection of marijuana and tobacco use, tobacco marketing, retail environment, tobacco waste, and thirdhand smoke, as well as leadership topics such as talking to elected officials, media advocacy, and spokesperson training. Trainings will help prepare coalition members to participate in all campaigns/objectives in the current tobacco control plan.

Prevention Specialist  
Project Director  
Youth Coalition

Coalition Training  
Agendas  
Coalition Training  
Materials

3-11-34

Organize and facilitate 1 annual youth summit event, bringing together youth from different schools and coalitions. The summit will be attended by 25-50 students from various school districts in Inyo County. The summit will be youth-led, and the purpose will be to train youth in policy advocacy. Content for the summit will include youth development, tobacco control issues related to youth. Collaborate with tribe, youth, and school partners to plan, promote and implement the summit. A minimum of 2 presentations of 30 minutes related to tobacco control issues will be provided by staff and/or youth coalition members.

Prevention Specialist  
Project Director  
Tecopa HHS  
Specialist III  
Tecopa Operations  
Manager  
Youth Coalition

Youth Summit  
Agenda  
Youth Summit  
Materials  
Youth Summit  
Photos  
Youth Summit  
Presentations

3-12-10

Conduct approximately 30 youth coalition meetings at Bishop Union High School, 15 youth coalition meetings at Lone Pine High School, and 15 youth coalition meetings at Big Pine High School each school year. Program provides materials, including agendas, orientation sheets, registration forms, sign-in sheets, and parent permission forms. Program may conduct 1 additional celebratory meeting for all youth coalition members at the end of the school year.

Prevention Specialist  
Project Director

Youth Coalition  
Meeting Agendas  
Youth Coalition  
Meeting Summaries  
Youth Coalition  
Photos  
Youth Participation  
Tracking Log

3-12-13

Conduct 3-4 tobacco prevention outreach activities at Cerro Coso

Prevention Specialist

Coalition Cerro

	Community College each year such as cessation promotion during Great American Smokeout and Chew Week. Prevention will promote the California Smokers' Helpline services at these outreaches. Outreach will include information about the adult coalition and flyers inviting students to participate in the coalition.		Coso Outreach Log Coalition Cerro Coso Outreach Materials Coalition Cerro Coso Photos
3-12-36	Conduct 6-12 special presentations with Youth Coalition members 1 time each year at Home Street Middle School, Big Pine School, and Lo Inyo Elementary about tobacco products, including flavors/menthol and new and emerging tobacco products such as electronic smoking devices (ESDs), through 20-30 minute class presentations or school assemblies. Part of the presentation will include recruiting future high school students to the youth coalition.	Prevention Specialist Project Director Youth Coalition	Youth Presentation Log Youth Presentation Materials
3-12-37	Annually, prepare youth coalition members to recruit 50-75 of their high school peers at Bishop Union High School, Big Pine High School, and Lone Pine High School. Youth will set up tables to promote the coalition at freshmen orientation, club-introductory days/weeks, or other recruitment events during or after school days. With youth partners, create a flyer each year to recruit 10-15 youth coalition members at each school through various venues and events, such as Bronco Pride Night. Conduct 2-5, 10-15 minute recruitment presentations annually to high school health classes at 2-3 high schools. These will be specifically for targeted recruitment only.	Coalition Members Prevention Specialist Program Evaluator Youth Coalition	Youth Recruitment Outreach Log Youth Recruitment Outreach Materials Youth Sign-up Sheets
3-E-1	Collection of Process Data - Education/Participant Survey Participant surveys for individual trainings. Assess youth for readiness/how confident they are in relaying the information after the training. Youth will practice relaying information and rate themselves on readiness.	Prevention Specialist	Survey Survey Results Summary
3-E-2	Collection of Process Data - Education/Participant Survey The Annual Coalition Satisfaction Survey, which has been used in the past, will be reviewed and revised. We will have a goal of achieving at least 90% satisfaction as reported by the coalition surveys, with both youth and adults. The format of the survey allows students to offer input anonymously. We will use the feedback to improve coalition meetings and activities in future years.	Prevention Specialist	Survey Survey Results Summary
3-E-3	Collection of Process Data - Other A record review form will be developed to track participation at meetings, trainings, and community engagement opportunities. A summary of youth engagement with the community and attendance information will be provided.	Prevention Specialist	Youth Participation Summary Youth Participation Tracking Log
3-E-4	Final Evaluation Reporting	Program Evaluator	Coalition Brief Evaluation Report
3-E-5	Collection of Process Data - Focus Group Develop or adapt an existing focus group guide that will ask questions related to the following topics: youth coalition meetings and activities, youth advocacy. The focus group questions will be developed in consultation with TCEC. Conduct 1 to 2 focus groups with youth coalition members. Each focus group will include a purposive sample of 10 to 15 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of participant responses. The format of the focus group allows the evaluator to ask follow-up questions and gather feedback from youth we wouldn't otherwise hear. A report will summarize participant responses and compare themes and comments both within and across groups. Gift cards will be provided to focus group participants to encourage participation. Gift cards will be distributed to participants after the completion of the focus groups.	Program Evaluator	Focus Group Summary Focus Group Survey
3-E-6	Collection of Process Data - Other	Project Director	Coalition Asset



TCEC's Asset Mapping Tool will be used to uncover assets and needs in Inyo County; two asset mapping sessions will be facilitated with a purposive sample of 5-10 community members. This information will be used to strengthen the coalition, leverage support for tobacco control program initiatives, help coalition members get to know one another, partner organizations, create lasting working relationships, and facilitate creation of new partnerships.

Mapping Summary Report  
Coalition Asset Mapping Tool

3-E-7

**Collection of Process Data - Focus Group**  
Develop or adapt an existing focus group guide that will ask questions related to consumer testing of educational materials. The focus group questions will be developed in consultation with TCEC. Conduct 1 to 2 focus groups with a range of ages and populations. Each focus group will include a purposive sample of 10-15 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of participant responses. A report will summarize participant responses and compare themes and comments both within and across groups.

Project Director  
Prevention Specialist  
Program Evaluator

Focus Group Summary  
Focus Group Survey

**Objective 4**

23.50%

By 06/30/2021, at least two health care systems and/or social service agencies serving low socio-economic status (SES) clients, behavioral health clients, and veterans in Inyo County, such as Alcohol/Drug Programs, Mental Health Programs, Employment/Eligibility Programs, First 5, Veterans Services, and Rural Health Clinic, will adopt and utilize the Ask/Advise/Refer protocol to assess the smoking/chewing status for all clients upon intake and provide referrals to resources for clients who smoke or chew tobacco, including the California Smoker's Helpline cessation services and any local evidence-based cessation programs. This intervention will result in an increase in the number of calls made to the California Smokers' Helpline from Inyo County residents by 15% from 21 total calls in 2016-17 and an increase in attendance at local evidence-based cessation programs by Inyo County residents to 10 participants from 0 participants.

Activity #	Activity	Responsible Parties	Tracking Measures
4-1-1	Contact the Rover library and other statewide grantees for recent data/research on tobacco use and cessation in relation to substance abuse and low socioeconomic status consumers. Conduct a literature review for any recent information about tobacco cessation, secondhand smoke, and thirdhand smoke that would be appropriate information to share with health care providers.	Prevention Specialist	Cessation Literature Review
4-1-4	Identify at least 8 local health care systems and/or social service agency decision makers through phone, emails, or face-to-face meetings to learn who to meet with to discuss implementing the Ask/Advise/Refer protocol. Activity will include outreach to decision makers throughout the county, including Lone Pine and Tecopa.	Prevention Specialist	Cessation Agency Decision Maker List
4-1-19	Hold 1, 1-2 hour meeting in collaboration with the coalition to complete the Communications Plan template which will identify communications objectives, target audiences, locations, messages, the communications tactics - paid advertising, earned media and social media and key metrics for the objective that utilize media. Update annually and submit to the California Tobacco Control Program's (CTCP) Media Unit via Partners in addition to the July-December progress report.	Prevention Specialist	Cessation Communications Plan
4-2-3	Twice annually and during tobacco prevention promotional events, such as Great American Smokeout, contact and offer support to our active partners, Northern Inyo Hospital, Rural Health Clinic, Toiyabe clinics, Inyo County agencies, tribal agencies, individual providers, dentists, and pharmacists, through distribution of educational materials and resources. These materials will include items specific to the dangers of tobacco use, secondhand smoke, and thirdhand smoke, as well as cessation. Expand the same distribution to new partners as they progress toward adoption of the Ask/Advise/Refer protocol.	Prevention Specialist	Cessation Partner Tracking Log

4-2-5	Place 10-15 "Ready to Quit Smoking" stand/card holders, with Gold/Regale Salud cards, in health care provider offices, behavioral health provider offices, dentist offices, and pharmacies. Supplies will be replenished twice yearly or sooner if contacted by the provider or pharmacy. Also, staff will investigate the possibility of placing stands and/or materials at non-traditional locations to reach the young adult population, such as at the brewery, hostels, bars, etc. A total of 10-15 stands will be placed at 10-15 different locations.	Prevention Specialist	Cessation Stand Tracking Log
4-2-6	Conduct a minimum of 10, 10-15 minute presentations to community agencies/organizations, such as Mental Health Advisory Board, First 5 Inyo County, Inyo Medical Association, Senior Center Recreation Committee, Veterans programs, and Superintendent of Schools Foster and Homeless Youth Program, to provide education on tobacco cessation, the California Smokers' Helpline, including online chat, the app, and text, and the campaign of increasing the calls to the Helpline.	Prevention Specialist	Cessation Presentation Log
4-2-7	At a minimum of 2 community events per year, promote the California Smokers' Helpline services and any local evidence-based tobacco cessation program through the distribution of flyers and brochures. Community events include Toiyabe Health Fair, Lone Pine Film Festival, and Bishop Earth Day, among others. These outreaches will be separate from activities in other objectives.	Prevention Specialist	Cessation Community Event Photos Cessation Community Events Log
4-2-8	Promote and provide a link to the California Smokers' Helpline on 2-3 community partner websites, such as First 5, Toiyabe, Team Inyo, and medical providers. Along with the link, provide educational information about the benefits of quitting.	Prevention Specialist	Cessation Screenshots
4-2-9	Conduct at least 2, 10-15 minute presentations to Spanish-speaking groups, such as parent meetings at the schools for Spanish-speaking parents, to provide information on tobacco cessation, the California Smokers' Helpline services, including chat, text, and app. Educational materials on tobacco cessation will be distributed at each presentation.	Prevention Specialist	Spanish Cessation Presentation Log Spanish Cessation Presentation Materials
4-2-11	Promote and participate in at least 2 tobacco cessation promotional events per year, such as World No Tobacco Day, Great American Smokeout, and Lose the Chew Week, by assembling materials, assembling quit kits, and tabling on site at the offices of other agencies and organizations, such as schools, Cerro Coso Community College, social service providers, and others. The quit kits will include a variety of items geared to support cessation, including educational information and other resources for smokers and non-smoking proxies.	Prevention Specialist	Cessation Outreach Log Cessation Photos Quit Kit Distribution Log
4-2-20	Provide regular, evidence-based tobacco cessation courses consistent with the U.S. Public Health Service Clinical Practice Guidelines to reach 5-10 participants. Followup evaluation would occur at 3 months, 6 months, and 12 months to determine whether participants stay quit. Communicate quit data to the California Smokers' Helpline.	Fiscal Supervisor Project Director	Cessation Course Enrollment Data Cessation Course Schedule
4-3-12	Create at least 1 appropriate educational material in Spanish and produce 300 copies promoting the California Smokers' Helpline services along with information on tobacco cessation, local programs, secondhand smoke, and thirdhand smoke. Target audiences will include Spanish-speaking adults. Develop in consultation with statewide grantees to adapt existing materials or develop new materials as appropriate. Review materials for cultural and language appropriateness with 10-25 members of the target audience. Once completed, market materials to appropriate audiences to facilitate distribution. Consumer testing of materials is described in the Evaluation Plan. Submit material to Tobacco Education Clearinghouse of California (TECC) Material Submission page upon completion.	Prevention Specialist	Cessation Verification of Submission to TECC Spanish Cessation Educational Material
4-3-13	Develop and distribute 10-25 educational packets during trainings about	Prevention Specialist	Cessation Training

Sign-in Sheets  
List of Cessation  
Packet Contents

	<p>Ask/Advise/Refer using existing materials to include fact sheets and sample tobacco cessation promotional materials. The target audiences for the educational packet are health care and social service providers. Develop the educational packet in consultation with statewide grantees to adapt existing materials or develop new materials as appropriate. Prevention will provide a final packet to TECC.</p>		
4-4-14	<p>Provide incentives, such as merchandise cards, plaques, bus passes, snacks, and gift certificates to youth and adult volunteers who conduct community education and evaluation activities. No merchandise cards or other incentives will be purchased this fiscal year. Snacks and refreshments will be provided, and gift cards from past years will be used. Incentives are provided to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and requires action on the part of the recipient to receive the incentive. The cost of the incentive may not exceed \$50 in value per person per year and shall not include merchandise cards that can be used to purchase tobacco or alcohol products. The project is responsible for the possession, security (under lock and key), and accountability of the merchandise cards. The grantee will prepare a log sheet that will track and identify each of the merchandise cards, value, merchandise card transfer date, and recipient.</p>	Prevention Specialist	Cessation BMM Distribution Log
4-7-15	<p>Conduct one 1-2 hour strategic planning session with community partners and stakeholders to complete the Midwest Academy Strategy (MWA) Chart to identify short, intermediate, and long-term goals, organizational considerations, constituents, allies, opponents, targets, and tactics regarding the adoption of policies to implement the Ask/Advise/Refer protocol by 8-10 local health care systems and/or social service agencies. 8-10 MWA Charts will be completed. Charts will be updated annually.</p>	Prevention Specialist	Cessation Strategy Session Agenda Completed Cessation Midwest Academy Strategy Charts
4-7-16	<p>Conduct at least 5 meetings, 15-30 minutes in length, with policy makers of the targeted health care systems and/or social service agencies to discuss the possibilities of adopting a policy to implement the Ask/Advise/Refer protocol at their facility. This meeting will include an overview of the protocol and sample policy language. The educational packet will be distributed to attendees.</p>	Prevention Specialist	Cessation Decision Maker Meeting Log Cessation Meeting Materials Provided
4-11-10	<p>Twice annually contact health care and social service providers who have participated in the Ask/Advise/Refer training to update them on the number of calls the Helpline has received and provide technical assistance. This activity will be accomplished by phone, email, and in-person meetings.</p>	Prevention Specialist	Cessation technical assistance log
4-11-18	<p>Conduct at least 4 trainings on the Ask/Advise/Refer process to one or more of the following: social services, health care providers, or behavioral health providers. Each training will be 1-2 hours in length with at least 4 training participants per training. The topics will include smoking cessation success rates, priority population smoking rates, cessation services offered tobacco medication, and referral systems.</p>	Prevention Specialist	Cessation Training Agenda Cessation Training Materials
4-13-21	<p>After reviewing all of the cessation ads available through CTCP that have been tested, create and place 4 paid media informational campaigns each year related to the cessation objective. With the assistance of bilingual staff, translate 4 unique, locally adapted print ads per year to reach the Spanish speaking population of Inyo County and place in El Sol De La Sierra. Approximately 4 print ads will be placed in El Sol for the campaign for a total of 16 print ads in Spanish each year. Create and place 4 unique print ads in 2 local papers as part of each campaign for a total of 32 ads placed each fiscal year. The program will create and record unique radio ads and will air approximately 33 ads on 3 radio stations in the local area for the campaign for a total of 396 radio ads each year. In addition, staff will create and purchase 1 banner each in English and Spanish for 2 total</p>	Prevention Specialist Youth Coalition	Cessation Ads Log Cessation Banners Cessation Print Ads Cessation Radio Ads

	banners as part of the campaign to place in strategic outdoor advertising locations. A Communications Plan will be prepared detailing specific ads and placement in coordination with the CTCP Media Unit. Consumer testing of the advertisements is described in the Evaluation Plan.		
4-14-17	Write and submit at least 1 article per year to 2-3 local newsletters, such as the Inyo County Senior Newsletter, the Schools Newsletter, and the Bishop Paiute Tribe Newsletter. The articles will focus on the benefits of tobacco cessation, strategies for quitting, and the promotion of the California Smokers' Helpline services, including text, chat, and the app.	Prevention Specialist	Cessation Article Text Cessation Newsletter Clips
4-E-1	Collection of Process Data - Education/Participant Survey A pre/post-test will be developed and administered to participants in the Ask/Advise/Refer training to assess changes in knowledge, confidence/preparation, intent to engage in advocacy activities to promote the California Smokers' Helpline services and other tobacco cessation resources. The survey will also capture information about training feedback and anticipated needs for additional advocacy support after the training. A pen-to-paper instrument will be used to collect the data. The pre-and post-test will be administered to a total of 16 training participants. The survey results will be analyzed using descriptive statistics such as percentages, frequencies and means will be used to analyze findings.	Prevention Specialist Program Evaluator	Cessation Training Survey Instrument Cessation Training Survey Summary Report
4-E-2	Collection of Process Data - Media Activity Record A media record analysis tool will be developed in consultation with TCEC. Paid media, press releases, news articles, editorials and letters to the editor regarding tobacco cessation will be collected, quantified, and analyzed to determine coverage, support and opposition for the subject and the need for further community education. The number, length, placement, slant (positive/negative/neutral) and amount of exposure to audiences will be monitored and reported.	Prevention Specialist Program Evaluator	Cessation Media Activity Record Cessation Media Tracking Form
4-E-3	Collection of Process & Outcome Data - Key Informant Interview Develop key informant interview questions regarding readiness to adopt the Ask/Advise/Refer protocol. The key informant interview questions will be developed in consultation with TCEC or local evaluator. Conduct 8-10 telephone and/or in-person interviews with local health care, behavioral health, and social service providers to determine facilitators and barriers to implementing Ask/Advise/Refer protocol in at least 2 health care or other agency systems in Inyo County. Each interview will be approximately 20-30 minutes in length. A second wave of interviews will take place 2 years later to help program staff determine if the protocol is working and facilitators and barriers after adoption.	Prevention Specialist Program Evaluator	Cessation Key Informant Interview Instrument Cessation Key Informant Summary Report
4-E-4	Collection of Process Data - Education/Participant Survey An online training and technical assistance satisfaction survey and protocol will be developed in consultation with TCEC or local evaluator. It will consist of 5-10 open and closed-ended answers. The survey will measure the satisfaction of training and technical assistance users. It will be disseminated to a census of 16 training participants and distributed once annually. The survey results will be analyzed using descriptive statistics such as percentages, frequencies and means will be used to analyze findings. Results will be summarized annually and used to improve training and technical assistance services, the website, and marketing of training and technical assistance services.	Prevention Specialist Program Evaluator	Cessation TTA Survey Instrument Cessation TTA Survey Summary Report
4-E-5	Collection of Process Data - Other A Training Project Output Tracking Form developed in consultation with TCEC or local evaluator will be used to record instances of technical assistance provided and materials provided. The form will track topics, mode of technical assistance, materials or resources provided, and	Prevention Specialist Program Evaluator	Cessation TTA Tracking Form

	information about the requestor (e.g., type of agency, contact information), total number served, and the unique number of people served.		
4-E-6	<p>Collection of Outcome Data - Other</p> <p>On an annual basis, records from the California Smokers' Helpline will be obtained and reviewed for the number of callers from Inyo County and the referral source. The number of calls from each referral source will be charted and compared to intervention activities. A summary report will be created to highlight any relationship between promotional activities and the number of calls. This will be considered Outcome Data Collection showing whether or not the objective is reached of increasing the number of calls to the Helpline.</p>	Prevention Specialist Program Evaluator	Call Monitoring Summary Report List of Callers
4-E-7	Final Evaluation Reporting	Program Evaluator	Brief Evaluation Report
4-E-8	<p>Collection of Process Data - Focus Group</p> <p>Develop a focus group guide to assess feedback on the look and feel of educational material regarding the content, language, approach, and appropriateness of the action steps in the educational materials. The focus group guide will be developed in consultation with TCEC or local evaluator. Conduct 1-2 focus groups to assess the appropriateness of educational materials developed to promote tobacco cessation, particularly among Spanish speakers. Each focus group will include purposive sample of 5-10 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of participant responses. A report will summarize participant responses to materials and make recommendations for revisions and/or new materials. \$20 gift cards will be provided to focus group participants to encourage participation. Gift cards will be distributed to participants after the completion of the focus groups. The cost of the gift card will not exceed \$50 in value per person, per year. The project is responsible for the possession, security (e.g., will keep under lock and key), and accountability of the gift cards. A tracking log will be prepared and maintained to track and identify each of the gift cards, value, gift card transfer date, and recipient. Gift cards cannot be used to purchase tobacco, nicotine products, and/or alcohol products.</p>	Prevention Specialist Program Evaluator	Focus Group Guide Focus Group Summary Report
4-E-9	<p>Collection of Outcome Data - Other</p> <p>Utilizing a written survey tool developed by TCEC that has been adapted for this project, survey participants at the beginning of each cessation course (census sample) to assess participants' tobacco use, prior quit attempts, and motivation to quit tobacco use; at the end of the class (post intervention) to assess participants' motivation to quit smoking and strategies to improve future classes; and at three months, six months, and one year after the class to assess the quit status of each participant, including ways to help the participants stay quit. Data will be analyzed using descriptive statistics and include a calculation to assess the cost effectiveness of cessation activities, e.g., the rate of participants that stay quit after 12 months should be 25%, or the rate participants make at least one quit attempt should be 75%, or the rate participants report that the class has helped them quit using tobacco should be 50%. Results will be used to assess the efficacy of treatment approaches and improve cessation services.</p>	Project Director Prevention Specialist	Cessation Followup Summary Report Survey Instrument
4-E-10	<p>Collection of Process Data - Focus Group</p> <p>Develop or adapt an existing focus group guide that will ask questions related to consumer testing of ads. The focus group questions will be developed in consultation with TCEC. Conduct 1 to 2 focus groups with priority populations represented. Each focus group will include a purposive sample of 5-10 people. Each focus group will be audio-taped and a transcription made, and an observer of the group will take notes of</p>	Project Director Prevention Specialist Program Evaluator	Focus Group Guide Focus Group Summary Report

participant responses. A report will summarize participant responses and compare themes and comments both within and across groups.

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**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 – Behavioral Health

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Request to change HHS authorized strength by reclassifying a Behavioral Health Nurse I to a Public Health Nurse.

**DEPARTMENTAL RECOMMENDATION:**

Request your Board change the Authorized Strength in the Health and Human Services Behavioral Health program by reclassifying one Behavioral Health Nurse I at Range 78 (\$5,410 - \$6,574) to a Public Health Nurse at Range 80 (\$5,671 - \$6,897).

**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.

Furthermore, Article IV of the County Personnel Rules, also in part, governs the County Classification Plan including setting forth the reclassification process; which limits most reclassifications to occur during a comprehensive classification review period undertaken every five to seven years. Pursuant to Section 4.4 of the Personnel Rules, *in order for a position to be considered for reclassification outside of the classification review period [described in Section 4.1 of the Personnel Rules] the department head must demonstrate in writing and, if provided, on a form prescribed by the Personnel Director:*

1. *The need for the reclassification is urgent, and cannot wait for the next countywide classification plan review; and,*
2. *The need for the reclassification is the result of a change in County Code, policy or program, approved by the Board of Supervisors, and the department head clearly informed the County Administrator and Board of Supervisors that the proposed change in County Code, policy or program, if adopted, would result in the need for the reclassification and the associated costs; OR, the need for the reclassification is the result of changes in State or Federal law or regulation, AND additional and commensurate State or Federal funding necessary to fund the reclassification is available and secure; and,*
  1. *To implement the changes in the County Code, policies, or programs, or State or Federal laws and regulations will require higher levels of skills or higher levels of responsibility clearly distinguishable from those associated with the position for which reclassification is sought; and,*
  2. *The incumbent in the position has the capacity to successfully perform the newly required skills and responsibilities.*

Consistent with County Code and the Personnel Rules, I am in support of recommendation to change the department's authorized staffing by reclassifying one Behavioral Health Nurse I at Range 78 (\$5,410 - \$6,574) to a Public Health Nurse at Range 80 (\$5,671 - \$6,897) for the reasons set-forth below.

**SUMMARY DISCUSSION:**

The Department brings forth this request as a result of ongoing challenges in recruiting Public Health Nurses in our Public Health Division, which is responsible for the administration of the California Health and Disabilities Program (CHDP). The CHDP program, which includes foster care nursing services, is administered through the State of California's Department of Health Care Services (DHCS). While Public Health has been able to work with other state departments to allow the use of Registered Nurses to perform nursing functions of a Public Health Nurse under the direction and supervision of our County Medical Officer, DHCS requires the foster care nursing services to be performed by a licensed Public Health Nurse.

As previously reported to your Board, the Department has experienced significant challenges in recruiting nurses throughout both our Public Health and Behavioral Health Divisions. Despite aggressive recruitment activities, our Department has not been successful in recruiting a Public Health Nurse (PHN) in our Public Health Division, but has been able to hire Registered Nursing staff to perform the required functions of the Division with the exception of the foster care nursing services. However, the Department has been paying a Behavioral Health Nurse I in our Behavioral Health Division out-of-class pay to perform these services since July 2017, as this employee does have the required licensure. The Department had hoped to be successful in its efforts to recruit a PHN during the initial out-of-class authorized period, but was unsuccessful, which resulted in an extension being granted for a time-limited period.

At this time, the Department is respectfully requesting your Board re-classify the Behavioral Health Nurse I to a Public Health Nurse, which would allow the position to continue providing nursing services to the Behavioral Health Division, as these are services consistent with those a PHN is able to provide, and also allow the continued provision of foster care nursing services to be provided to both children from both the Child Welfare and Probation systems as required by state regulations.

**ALTERNATIVES:**

The Board could choose not to authorize the reclassification, which would result in the Department not being able to provide mandated foster care nursing services once the authorized period of out-of-class pay expires.

**OTHER AGENCY INVOLVEMENT:**

None

**FINANCING:**

State and Federal funding and County General Fund. This position is budgeted 80% in CMH (045200) and 20% in CHDP (045102), in the salaries and benefits object codes.



**APPROVALS**

<b>COUNTY COUNSEL:</b>	<b>AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS</b> (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)  Approved: _____ Date: _____
<b>AUDITOR/CONTROLLER:</b>	<b>ACCOUNTING/FINANCE AND RELATED ITEMS</b> (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: _____ Date: _____
<b>PERSONNEL DIRECTOR:</b>	<b>PERSONNEL AND RELATED ITEMS</b> (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)   Approved: <u>✓</u> Date: <u>3/22/18</u>
<b>BUDGET OFFICER:</b>	<b>BUDGET AND RELATED ITEMS</b> (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.)  Approved: _____ Date: _____

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



Date: 3/22/18



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

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

22

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

**FROM:** HEALTH & HUMAN SERVICES (HHS)

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Request permission to establish a Licensed Addictions Program Services Supervisor classification and to hire one full time position at the Licensed Addictions Program Services Supervisor or the Addictions Program Services Supervisor level, contingent upon qualifications for the HHS Behavioral Health Division.

**DEPARTMENTAL RECOMMENDATION:**

Request the Board:

- 1) Establish a Licensed Addictions Services Supervisor classification at Range 82 (\$5,957-\$7,233).
- 2) Approve the proposed job description for the Addictions Supervisor at two levels: the Certified Addictions Services Supervisor and Licensed Addictions Services Supervisor;
- 3) Find that, consistent with the adopted Authorized Position Review Policy,
  - A. the availability of funding for the requested position exists in the Substance Use Disorder (SUD) and Drinking Driver Program (DDP) budgets (no County General Funds), as certified by the Health and Human Services Director and concurred with by the County Administrator, and the Auditor-Controller; and
  - B. where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, however an open recruitment would be appropriate to ensure qualified applicants apply for that specialized position; and
  - C. approve the hiring of one full time Addictions Supervisor at a Certified Addictions Services Supervisor at Range 70 (\$4,479-\$5,448) or Licensed Addictions Services Supervisor at Range 82 (\$5,957-\$7,233); contingent upon qualifications; and,
- 4) If necessary, as a result of the level at which the position is filled, authorize adjusting the department's Authorized Staffing by changing Certified Addictions Services Supervisor to a Licensed Addictions Services Supervisor.

**CAO RECOMMENDATION:**

County Code Section 2.08.040(E) sets forth a policy whereby no new positions are to be created or filled in any fiscal year after adoption of the County Budget, unless made necessary by unforeseen or unanticipated emergencies and recommended by the County Administrator. Consistent with County Code, and for the reasons set-forth below, I am in support of recommendation to create Licensed Addictions Services Supervisor classification, and change the department's Authorized Staffing from a Certified Addictions Services Supervisor to a Licensed Addictions Services Supervisor if the recruitment for the higher level position proves successful.

**SUMMARY DISCUSSION:**

We are requesting this position due to a vacancy resulting from the retirement of the long term Certified Addictions Services Supervisor in the HHS Behavioral Health division. Substance Use Disorder (SUD) services are the HHS Department's treatment programs that address addictions. These services are a part of the larger Behavioral Health division of HHS. In addition to the Certified Addictions Services Supervisor position, SUD is authorized for two fulltime certified Addictions Counselors III, one part time certified Addiction Counselor III position, and one fulltime Addictions Counselor I/II position (intern level). The certified Addictions Counselor III position has remained vacant for over seven months and the Addictions Counselor I/II position has remained vacant for over a year due to a lack of qualified applicants for this position. We have had an ongoing struggle to recruit qualified addictions staff despite efforts to recruit extensively and to create an opportunity for employees to increase their skills in this field. Programs consist of assessment and treatment services primarily in a group setting. Programs include the Perinatal program to parenting women with addictions, the adolescent program, Drug Court/SACPA, jail services, Diversion, Driving Under the Influence (DUI) programs, other probation group services, outreach, case management and services to support persons with co-occurring mental health and addiction treatment needs. Services are provided in both north and south county offices and the jail. We are certified as a Drug Medi-Cal provider at both clinic sites. We respectfully request to recruit and hire this position at either level in order to provide the agency with the greatest opportunity for successful recruitment of a supervisor who can meet the requirements for supervising addictions staff. The field of addictions is increasingly becoming more complex; recognizing the issues surrounding related trauma, medication assisted treatment, brain development, and biological factors. It is important to provide excellent supervision, oversight and coordination.

**ALTERNATIVES:**

The Board could choose to not to allow HHS to hire this position at the new classification. This would seriously impact our ability to successfully recruit this position and to provide consumer and staff support at all levels.

**OTHER AGENCY INVOLVEMENT:**

Health and Human Services works in partnership with multiple agencies such as Probation, Court, Schools, primary health facilities, and law enforcement.

**FINANCING:**

Behavioral Health Realignment, Drug Medi-Cal, and DUI participant fees. This position is budgeted 95% in SUD (045315); and 5% in DDP (045312); in the salaries and benefits object codes. No County General Funds.

<b><u>APPROVALS</u></b>	
<b>AUDITOR/CONTROLLER:</b>	<b>ACCOUNTING/FINANCE AND RELATED ITEMS</b> (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: _____ Date: _____
<b>PERSONNEL DIRECTOR:</b> 	<b>PERSONNEL AND RELATED ITEMS</b> (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)  Approved:  Date: <u>3/22/18</u>

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



Date: 3/22/18

INYO COUNTY  
PERSONNEL SERVICES  
P. O. BOX 249  
INDEPENDENCE, CA 93526



(760) 878-0377  
F A X (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

**LICENSED ADDICTIONS PROGRAM SERVICES SUPERVISOR**

**DEFINITION:** Under the general direction of the Behavioral Health Director, or her designee, will plan, organize, supervise, and participate in the operational and program activities of the Substance Use Disorders (SUD) Programs as part of the Behavioral Health Division of the Health and Human Services Department.

**ESSENTIAL JOB DUTIES:** Provides first-line supervision for the intervention programs of the Substance Use Disorders program. This currently includes the SACPA (Substance Abuse and Crime Prevention Act) program, the Driving Under the Influence Programs and other SUD intervention services such as Diversion, Perinatal, Drug/ReEntry Court and youth-focused addictions services. Provides supervision and oversight, which includes planning, assigning, monitoring, tracking, and evaluating the work of the Addictions Counselors. Provides collaborative activities and leadership as part of a multidisciplinary team to maximize resources and responsiveness of addiction services. Provides outreach and treatment services such as assessment, individual, family and group treatment services as well as the completion of required documentation. Provides training and presentations both to staff, agencies, and community organizations to further knowledge around addiction issues. Functions as part of the Behavioral Health Team in the Health and Human Services Department to plan integrated culturally competent and effective programs; participates to ensure quality assurance and compliance with State and Federal program regulations; provides other duties as assigned.

**EMPLOYMENT STANDARDS:**

**Education/Experience:** Must possess a valid California license to practice psychotherapy (LCSW, LMFT, LPCC or Psy.D. or Ph.D.) Must also meet requirements to provide clinical supervision to intern level employees. Educational and/or work experience in treatment of substance use disorders is desired. If identifying as someone in recovery, must have at least five (5) years of sobriety.

**Knowledge of:** Current best practices in the assessment and treatment of chemical dependency as well as co-occurring disorders in a system of care and in public sector; laws pertaining to confidentiality and care of persons with addictions; basic principles and practices of supervision and management.

**Ability to:** Organize, implement and direct the SUD intervention program's operations; work cooperatively as part of a multidisciplinary team; supervise, train, and evaluate assigned personnel; plan, organize, and schedule priorities for self and others; communicate clearly and concisely, both orally and in writing; provide effective outreach and intervention, including motivation enhancing treatment methods to a variety of persons with addictions; model effective, professional conduct within one's scope of practice and be proactive in identifying conflict of interest and potential boundary issues; ensure provision of quality services; participate and benefit from own supervision; produce written documentation (by hand or computer); stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone, drive a motor vehicle.

**Special requirements:** Will be required to submit to yearly tuberculosis test. Must possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles.



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

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

For Clerk's Use  
Only:

AGENDA NUMBER

23

FROM: Public Works Department

FOR THE BOARD MEETING OF: March 27, 2018

SUBJECT: Comment letter to Department of Homeland Security – FEMA regarding Bishop Creek Flood Hazard Study Project draft database.

**DEPARTMENTAL RECOMMENDATIONS:**

1. Request the Board review a draft letter to FEMA (attached); discuss and provide comments; and authorize the Chair to sign the letter.
2. Consider authorizing the Public Works Director to sign the Project Charter.

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

Several years ago, the City of Bishop asked that the Bishop Creek Drainage Basin be re-evaluated through a flood hazard study. The County had not been in favor of this because that analysis was completed in conjunction with the installation of the Bishop Creek Bypass. However, FEMA commenced the study in October of 2016.

Staff has been involved in reviewing the study data throughout the process and find it to, in general, be acceptable. However, the study assumes that a number of old drainage ditches and canals are abandoned and no longer perform any hydraulic function. As you are aware, in preparation for the 2017 spring run-off a number of drainage ditches and canals were cleaned, repaired and or put back into service. Staff is recommending that the Board send a letter to FEMA asking them to determine whether or not this impacts their hydraulic study.

Additionally, FEMA has requested that Inyo County sign the project Charter. The County had not previously signed the Project Charter. At this time, staff doesn't believe there is any reason not to sign the Charter.

**ALTERNATIVES:**

The Board could choose not to send a letter to FEMA. This is not recommended because staff believes the changed condition of facilities in the drainage merit consideration.

**OTHER AGENCY INVOLVEMENT:**

- (1) FEMA
- (2) City of Bishop
- (3) Bishop Paiute Tribe

**FINANCING:**

Cost to the Public Works Budget for staff time.

**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:**  Date: 3 (20) 19  
(Not to be signed until all approvals are received)



# BOARD OF SUPERVISORS COUNTY OF INYO

P. O. DRAWER N • INDEPENDENCE, CALIFORNIA 93526  
TELEPHONE (760) 878-0373  
email: [dellis@inyocounty.us](mailto:dellis@inyocounty.us)



March 27, 2018

Mr. Erik Simmons  
FEMA Engineer  
1111 Broadway, Suite 1200  
Oakland, CA 94607

Dear Mr. Simmons,

Thank you for the opportunity to comment and provide additional data related to the draft data for the Bishop Creek Flood Hazard Study. The County of Inyo offers the following comment. One of the assumptions made during the study is that, "Many of the old drainage ditches and canals have been abandoned and no longer perform any hydraulic function." However, in preparation for the 2017 spring run-off, a number of old canals and drainage ditches were repaired and put back into service. We request that consideration be given to whether or not this impacts the results of the hydraulic modeling.

It is our understanding that submitting these comments does not affect our ability to comment and provide feedback in the future.

If you need clarification or have questions regarding this comment letter, please contact Public Works Director Clint Quilter by phone at (760) 878-0201 or by email at [cquilter@inyocounty.us](mailto:cquilter@inyocounty.us).

Sincerely,

Dan Totheroh,  
Chairperson,  
Inyo County Board of Supervisors



**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:** County Administrator/County Counsel

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Approval of Contract Amendment No. 7 between Gregory L. James and the County of Inyo

**DEPARTMENTAL RECOMMENDATION**

Request your Board approve Amendment No. 7 to the contract between Gregory L. James, Water/Environmental Attorney Regarding Natural Resources and the County of Inyo, by increasing the contract limit to \$60,000, which includes an adjustment to increase the Contractor's hourly rate for work directly related to litigation; and, extending the term of the contract an additional 16 months through June 30, 2019; and, authorize the Chairperson to sign contingent upon appropriate signatures being obtained and Board's adoption of future budgets.

**SUMMARY DISCUSSION**

Mr. James continues to represent Inyo County on water-related matters and his expertise continues to be necessary to assist the County on natural resource and economic development issues. Mr. James consistently demonstrates the ability to handle numerous assignments in the area of environmental law while managing his time effectively and adjusting his schedule to meet work load requirements. Mr. James performs as a highly skilled and competent attorney in the area of Water/Environmental law and his experience and services continue to contribute significantly to the County's ability to successfully represent itself and its officers and employees in water and environmental-related matters including litigation.

**ALTERNATIVES**

Your Board could choose to deny the approval of the amendment to increase and extend the contract with Gregory L. James as recommended and direct that the office of County Counsel provide the County and its departments with legal services relating to natural resource matters with existing attorney staff. This would result in significant delays in completing requests for legal services for all but the most critical matters

**OTHER AGENCY INVOLVEMENT**




Agencies with responsibility for renewable energy as well as environmental and natural resource issues.

**FINANCING**

Funding for this contract is provided through the Natural Resources Budget #010204, Professional Services Object Code #5265, and is included in the Board approved Fiscal Year 2016-2017 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>3/21/18</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)   Approved: <u>yes</u> Date <u>3/21/2018</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)   Approved: <u>✓</u> Date <u>03-21-2018</u>

**DEPARTMENT HEAD SIGNATURE:**  
(Not to be signed until all approvals are received)  Date: 03-20-2018

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

**AMENDMENT NUMBER 7 TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
GREGORY L. JAMES, ESQ.  
FOR THE PROVISION OF LEGAL SERVICES  
WATER/ENVIRONMENTAL ATTORNEY SERVICES REGARDING NATURAL RESOURCES**

WHEREAS, the County of Inyo (hereinafter referred to as "County") and Gregory L. James, Esq., of BISHOP, CALIFORNIA (hereinafter referred to as "Contractor"), have entered into an Agreement for the provision of legal services dated June 25, 2013 for the term from July 1, 2013 to June 30, 2018 (extended with Amendment #6).

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

WHEREAS, the parties desire to amend such Agreement to increase the contract limit and to adjust Contractor's hourly rate for work directly related to litigation;

NOW, THEREFORE, County and Contractor hereby amend such Agreement as set forth below:

1. Section 2 of the Agreement entitled "TERM" is amended to read as follows:

"The term of this Agreement shall be from July 1, 2013 to June 30, 2019 unless sooner terminated as provided below."

2. Section 3(E) of the Agreement (entitled "Limit Upon Amount Payable Under Agreement") is amended to read as follows:

"E. Limit Upon Amount Payable Under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement, including incidental expenses, if any, shall not exceed \$60,000 Dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed, including incidental expenses, which is in excess of the contract limit."

3. Section 1(a) of the Schedule of Fees set forth in Attachment B to the Agreement is amended to read as follows:

"a. Except as provided in subparagraph b. below, County will pay Contractor One Hundred Seventy Five (\$175.00) per hour or increments thereof, for all work and services directly related to litigation provided by Contractor to County under this Agreement; and County will pay Contractor One Hundred Fifty Five (\$155.00) per hour or increments thereof, for all other work and services provided by Contractor to County under this Agreement."

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

All the other terms and conditions of the Agreement not amended remain in full force and effect.

\\ \\ \\ \\ NOTHING FOLLOWS // // // //

**AMENDMENT NUMBER 7 TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
GREGORY L. JAMES, ESQ.  
FOR THE PROVISION OF LEGAL SERVICES  
WATER/ENVIRONMENTAL ATTORNEY SERVICES REGARDING NATURAL RESOURCES**

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

**COUNTY OF INYO**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**CONTRACTOR**

By:  \_\_\_\_\_  
Signature

Gregory L. James  
Type or Print

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING FORM:

  
\_\_\_\_\_  
County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

  
\_\_\_\_\_  
Director of Personnel Services

APPROVED AS TO RISK ASSESSMENT:

  
\_\_\_\_\_  
County Risk Manager



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

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

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

**FROM:** Kevin D. Carunchio, County Administrator

**FOR THE BOARD MEETING:** March 27, 2018

**SUBJECT:** Continuation of declaration of existence of local emergency

**DEPARTMENTAL RECOMMENDATION:**

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

**SUMMARY DISCUSSION:**

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

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

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL:  <b>N/A</b>	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:  <b>N/A</b>	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:  <b>N/A</b>	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: **03-16-18**



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

For Clerk's Use Only:  
**AGENDA NUMBER**  
  
**26**

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

**FROM:** Kevin D. Carunchio, County Administrator

**FOR THE BOARD MEETING:** March 27, 2018

**SUBJECT:** Continuation of declaration of local emergency

**DEPARTMENTAL RECOMMENDATION:**

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

**SUMMARY DISCUSSION:**

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

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL: <b>N/A</b>	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: <b>N/A</b>	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: <b>N/A</b>	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: **03-16-18**



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

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

**27**

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

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

**FOR THE BOARD MEETING OF:** March 27, 2018

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

**DEPARTMENTAL RECOMMENDATION:**

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

**SUMMARY DISCUSSION:**

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

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

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

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL: <b>N/A</b>	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: <b>N/A</b>	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: <b>N/A</b>	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: **03-16-18**



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

*For Clerk's Use Only:*  
**AGENDA NUMBER**  
  
**28**

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

**FROM:** Kevin D. Carunchio, County Administrator

**FOR THE BOARD MEETING:** March 27, 2018

**SUBJECT:** Continuation of declaration of local emergency

**DEPARTMENTAL RECOMMENDATION:**

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

**SUMMARY DISCUSSION:**

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

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL: <b>N/A</b>	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: <b>N/A</b>	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: <b>N/A</b>	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: **03-16-18**



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

*For Clerk's Use Only:*  
**AGENDA NUMBER**  
  
**29**

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

**FROM:** Kevin D. Carunchio, County Administrator

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Continuation of proclamation of local emergency

**DEPARTMENTAL RECOMMENDATION:**

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

**SUMMARY DISCUSSION:**

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

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL:  <b>N/A</b>	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>  Approved: _____ Date _____
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PERSONNEL DIRECTOR:  <b>N/A</b>	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: **03-16-18**





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

For Clerk's Use Only:  
**AGENDA NUMBER**  
  
**30**

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

**FROM:** Kevin Carunchio, Clerk of the Board, County Administrator  
**BY:** Darcy Ellis, Assistant Clerk of the Board

**FOR THE BOARD MEETING OF:** March 27, 2018

**SUBJECT:** Approval of Board of Supervisors meeting minutes

**DEPARTMENTAL RECOMMENDATION:** Request Board approve the minutes of the regular Board of Supervisors meeting of February 27, 2018 and the special Board of Supervisors meeting of March 10, 2018.

**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 webpage, [www.inyocounty.us](http://www.inyocounty.us).

**ALTERNATIVES:** N/A

**OTHER AGENCY INVOLVEMENT:** N/A

**FINANCING:** N/A

**APPROVALS**

COUNTY COUNSEL:  <b>N/A</b>	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:  <b>N/A</b>	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:  <b>N/A</b>	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: 03/27/18



**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: Nathan D. Reade, Agricultural Commissioner**

**FOR THE BOARD MEETING OF: March 27, 2018**

**SUBJECT: Fee for Inspection of Hay and other Forage to North American Invasive Species Management Association (NAISMA) Standards**

**DEPARTMENTAL RECOMMENDATION:**

Request Board A) conduct a public hearing on proposed fees for inspection and NAISMA certification for hay and other forage, and B) approve a resolution entitled "An ordinance of the Board of Supervisors, County of Inyo, State of California, establishing a fee for North American Invasive Species Management Association (NAISMA) weed-free certification of forage".

**CAO RECOMMENDATION:**

**SUMMARY DISCUSSION:**

The Inyo/Mono Counties' Agricultural Commissioner's Office (CAC) has been conducting weed-free forage inspections for, and issuing Certificates of Quarantine Compliance to, area hay growers since the time that the CAC office was established. A weed-free forage certifying agency known as NAISMA has created separate standards for this type of certification. In recent years, many federal agencies have made certification to NAISMA standards a requirement for certain purchase contracts. CAC would like to provide the opportunity to our local growers to offer forage to buyers that require NAISMA certification by becoming a local NAISMA certifying agency.

Annual certification fees to maintain NAISMA inspection authority for CAC staff will cost the county \$200. In addition to this fee, CAC will need to buy and then sell to growers special twine that designates NAISMA certified hay bales, which represents an estimated \$1,200 cost to the county. For this first year of certification, CAC proposes buying twine sufficient to process 200 acres of hay. Based on these estimates, the proposed fee for twine and inspection staff certification would be \$7.00 per acre. At this rate, the county's additional costs to certify to the higher NAISMA standards would be covered through fee revenue.

**ALTERNATIVES:**


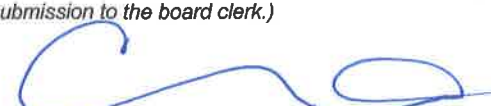

Your Board could not approve the fee resolution and CAC could continue to certify weed-free forage through the CQC process. This would potentially reduce marketing opportunities for local hay.

**OTHER AGENCY INVOLVEMENT:**

**FINANCING:**

If approved, this resolution would result in no net change in program cost to the county.

**APPROVALS**

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>  Approved:  Date <u>03/07/2018</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 <u>3/8/2018</u>

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



Date: 3-12-18

**RESOLUTION NO. 2018-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF INYO, STATE OF CALIFORNIA  
ESTABLISHING A FEE FOR NORTH AMERICAN INVASIVE SPECIES MANAGEMENT ASSOCIATION  
(NAISMA) WEED-FREE CERTIFICATION OF FORAGE**

**Whereas**, California Government Code section 66016 authorizes a local government to charge fees for cost recovery, and

**Whereas**, the Inyo and Mono Counties Agricultural Commissioner's Office would like to offer weed-free forage certification for hay and other forage produced in Inyo and Mono Counties to local farmers meeting North American Invasive Species Management Association Standards, and

**Whereas**, the Inyo and Mono Counties Agricultural Commissioner's Office has conducted a study to determine program costs associated with certification of hay and other forage as outlined above,

**Now, therefore let it be resolved** by the Inyo County Board of Supervisors to:

- (a) Set fees for weed-free hay and other forage to meet NAISMA standards at \$7.00 per acre certified.

**Passed and Adopted** by the Inyo County Board of Supervisors this \_\_\_\_\_ day of March, 2018 by the following vote of the Board of Supervisors:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**Dan Totheroh**, Chair  
Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
COUNTY CLERK

\_\_\_\_\_  
COUNTY COUNSEL

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**AGRICULTURE IN INYO & MONO COUNTIES**  
**AN ECONOMIC PROFILE**

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## Overview

- 10 initial research questions
- 5 strategies & 21 specific tactics
- 9 priority information gaps

Compiled by Dr. Jeff Langholz and Dr. Fernando DePaolis of  
Agricultural Impact Associates

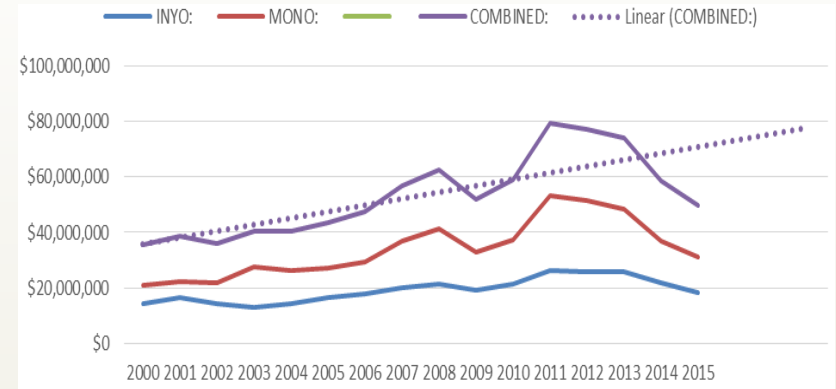
## 1. What is the total direct value of Agriculture?



Two categories contributed \$47.5 million (95.5%) of the counties' combined direct farm production values.

Livestock (Cattle) & Field Crops (Alfalfa)

## 2. How has the total direct value of agriculture changed over time?



Steady, long-term growth...outpaced inflation by 3.9%.

### 3. What economic “multiplier effects” does agriculture create?

	Inyo Output	
	Indirect Effects Multiplier	Induced Effects Multiplier
Livestock / Livestock Products	0.4940	0.1424
Field Crops	0.1264	0.1725
Nursery Products	0.0587	0.2392
Fruit & Nut Crops	0.0757	0.2562
Apiary Production	0.1639	0.2724
Vegetable Crops	0.0830	0.2600
Forest Products	n/a	n/a

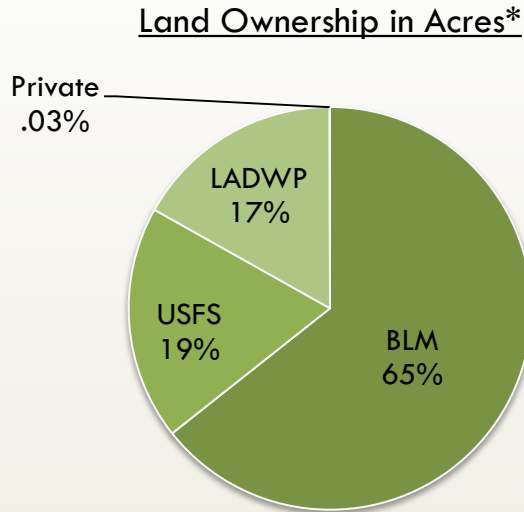
	Mono Output	
	Indirect Effects Multiplier	Induced Effects Multiplier
Livestock / Livestock Products	0.5112	0.3728
Field Crops	0.1220	0.3139
Nursery Products	n/a	n/a
Fruit & Nut Crops	0.0609	0.6098
Apiary Production	n/a	n/a
Vegetable Crops	n/a	n/a
Forest Products	0.0489	0.2689

### 4. What is agriculture’s total economic contribution?





## 5) How do agriculture's economic contributions vary by land ownership type?



- The Federal government owns the vast majority of lands used for agricultural production
- Private landowners focus solely on higher value alfalfa and irrigated pasture

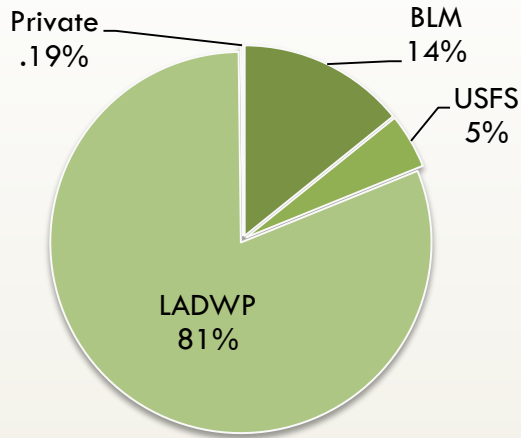
*“...alfalfa hay accounted for the most economic output (57.7% and \$4 million), even though less than one percent of the total acres were in alfalfa hay (.17%).” (page 13)*

- For these three commodities, LADWP lands accounted for 68.6% of economic output

*“LADWP lands play a critical, disproportionate role in agricultural economic output.” (page 17)*

\*Example includes hay, irrigated pasture, and rangeland (see page 14)

Land Ownership by Available AUMs\*



	Land Ownership Type			
	Federal BLM	Federal USFS	City of LA	Private
<b>Active AUM Cattle &amp; Calves</b>	14,790	4,845	84,227	200
<b>% of Total</b>	14.21%	4.66%	80.94%	0.19%
<b>Direct Value</b>	\$1,437,471	\$470,896	\$8,186,196	\$19,438
<b>Indirect Value</b>	\$710,110	\$232,622	\$4,043,981	\$9,603
<b>Induced Value</b>	\$204,696	\$67,056	\$1,165,714	\$2,768
<b>Total Value</b>	\$2,352,277	\$770,573	\$13,395,890	\$31,809



## 6. What contributions does agriculture make through local employment and taxes?

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- 205 Total Jobs
- \$1.7 Million Federal, State and Local Taxes

## 7. What economic relationships exist within agriculture that straddle both counties?

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- Reiteration that the livestock industry in particular has a high dependency on federal and LADWP owned lands
- Seasonal movement of cattle herds across county lines creates complex economic interdependencies.
  - 19 cross-border ranching operations were identified in the study
- Removing irrigated pasture from production in one county affects the other, erasing not only the pasture production value but the livestock production value that depends on this pasture.



## 8) What “ecosystem services” do agricultural lands provide to society?



### Wildlife Habitats

Provide habitats for resident and transient wildlife populations, especially with riparian areas and perennial vegetation.



### Nutrient Cycling

Store, transform, and cycle important nutrients in the soil such as carbon, nitrogen and phosphorus.



### Water Cycling

Unlike pavement, agricultural vegetation maintains soil moisture, enhances water storage, and reduces runoff.



### Fuel Production

Agricultural lands produce renewable energy, for example solar, wind, and biofuels.



### Soil Health

Well managed soils can sequester carbon, reduce erosion, prevent landslides, purify water, and deliver many other benefits.



### Atmosphere Regulation

Soils, crops and surrounding vegetation affect local temperatures and precipitation while also sequestering greenhouse gases.



### Biodiversity Conservation

Promoting a diversity of plants and animals can provide beauty, stability, disease prevention, and other benefits.



### Recreation & Cultural

Agricultural lands provide places for wildlife viewing, nature hikes, entertainment, education, and many other activities.



### Food Production

Agricultural lands provide nutrients and energy to sustain a growing global population.



### Pest Control

Agricultural lands provide habitat for raptors, beneficial insects, and other wildlife that help control pest populations.



### Pollination Services

Agricultural lands provide nesting habitat and floral resources for wild pollinators such as bees, bats, and birds.

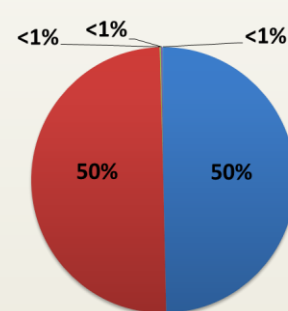
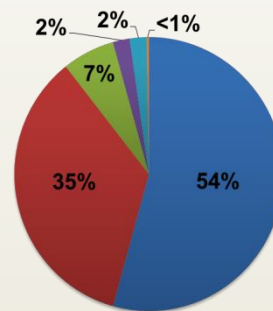
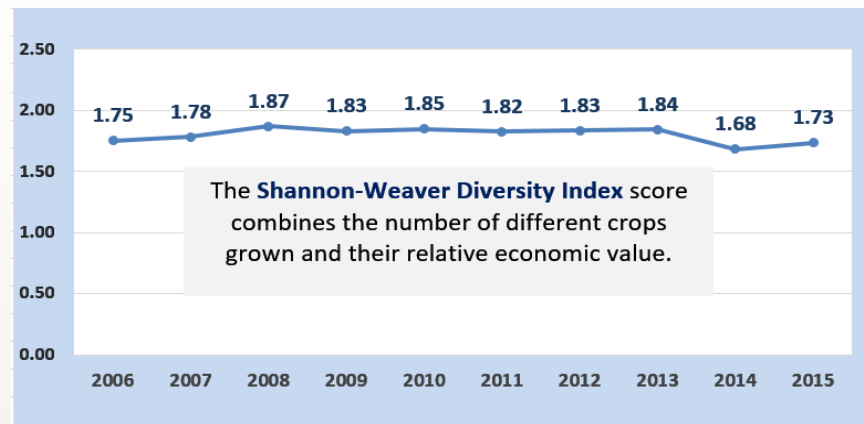


### Water Quality

Well-managed agricultural lands can reduce salinity and organic/inorganic constituents in surface and ground water.

## 9) How economically diverse is agriculture?

- Economic diversity index score of 1.75
- Inyo County Agriculture is at high risk of being vulnerable to market fluctuations and economic shocks
- While low, the number has remained stable over the past decade, unlike many California counties that have seen declines.
- We really need to explore what can be done to diversify our ag economy



## 10) What options exist to add economic value to local agricultural production?

### STRATEGY #1

Diversification through innovative management practices.

### STRATEGY #2

Diversification of land access and tenure arrangements.

### STRATEGY #3

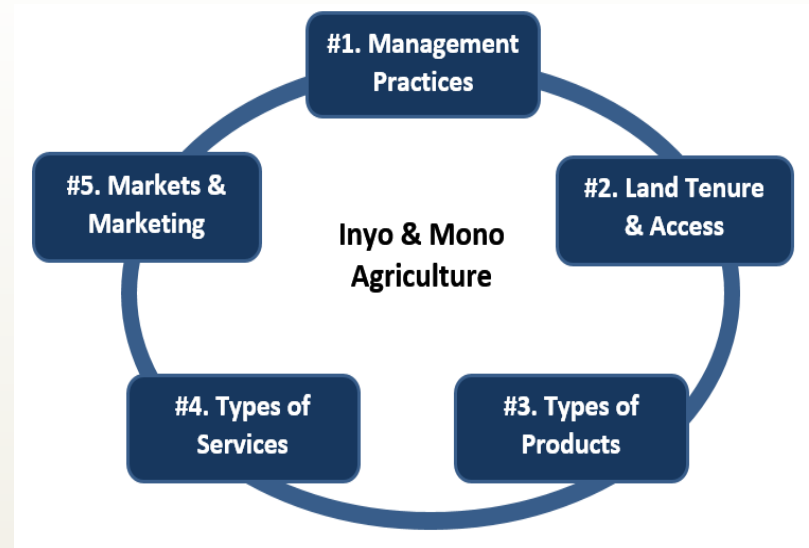
Diversification of products.

### STRATEGY #4

Diversification of services.

### STRATEGY #5

Diversification of markets and marketing



# DIVERSIFICATION !

## Priority Information Gaps

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**A fuller understanding of inter-county linkages**

**Analysis of inter-industry relationships**

**Changes in land access**

**Cannabis**

**Ecosystem services**

**Diversity**

**Diversification**

**Economic shocks**

---

## AGRICULTURE IN INYO & MONO COUNTIES

### AN ECONOMIC PROFILE

---







INYO COUNTY  
FISH AND WILDLIFE COMMISSION  
787 NORTH MAIN STREET STE 220  
BISHOP, CA 93514

#33

COMMISSION MEMBERS  
DOUGLAS BROWN  
GARY GUNSOLLEY  
BRUCE IVY  
GARRETT McMURTRIE  
JOE PECSI

ALTERNATE MEMBER  
JOHN FREDERICKSON

REPLY TO:  
Pat Gunsolley, Secretary  
4801 Alison Lane  
Bishop, CA 93514  
pgunsolley@gmail.com

March 20, 2018

Inyo County Board of Supervisors  
P. O. Drawer N  
Independence, CA 93514

Gentlemen:

At their March 15, 2018 meeting the Inyo Fish and Wildlife Commission considered and approved requesting the Board of Supervisors authorize the Commission to send a letter Congressman Paul Cook supporting the proposal to reinstate hunting access in the Castle Mountains Mojave National Monument.

Attached is the draft agenda including back-up information on the proposal, minutes of the meeting, along with a draft of the letter the Commission would like considered.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Gunsolley".

Patricia Gunsolley, Secretary



## INYO COUNTY FISH AND WILDLIFE COMMISSION

COMMISSION MEMBERS  
DOUGLAS BROWN  
JOE PECSI  
LARRY MCINTOSH  
GARRETT MCMURTRIE  
STEVE IVEY

ALTERNATE  
JOHN FREDERICKSON

REPLY TO:  
Pat Gunsolley, Secretary  
4801 Alison Lane  
Bishop, CA 93514  
pgunsolley@gmail.com

March 15, 2018

The Honorable Paul Cook  
1222 Longworth House Office Building  
United States House of Representatives  
Washington, DC 20515

Dear Congressman Cook,

The Inyo County Fish and Wildlife Commission urges you to support the proposal to restore hunting access to the Castle Mountains National Monument which is an important landscape in your district. The Commission cares deeply about hunting, wildlife conservation and public lands, since Inyo County has over 98% of its lands owned by federal, state, and City of Los Angeles governments. The Commission equally values enhancing public access to public lands like the Castle Mountains National Monument, so that all people can experience and enjoy our nation's unique natural resources through recreational opportunities like hunting.

The Castle Mountains are a special place well deserving of particular distinction in law. What is being proposed is the culmination of years of effort and collaboration by local stakeholders, and will ensure the future of this irreplaceable landscape. Through your leadership, Congress can complete this important achievement in conservation by restoring hunting access in the Castle Mountains.

The Commission supports your introduction of the attached draft legislation. This bill transfers the current Castle Mountains National Monument boundaries and acreage into the adjacent Mojave National Preserve, expanding the Preserve while maintaining protections for Castle Mountains and reinstating hunting access.

The National Park Service has a positive history of working with state wildlife management agencies to provide hunting opportunities on Preserve lands. We feel this is not only a better fit culturally within the NPS, but it will promote more efficient management activities. Specifically, we expect this legislation will facilitate guidance from the Department of the Interior to direct management plans in a way that provides greater certainty and consistency for the study, restoration and active management of wildlife and their habitats, as well as the future of hunting, fishing and recreational access across all DOI administered lands.

The Commission appreciates your consideration of this request and looks forward to resolving this important issue through your leadership.

Sincerely,

Doug Brown, Chairperson  
Inyo County Fish and Wildlife Commission

cc: Board of Supervisors

An Act to transfer Castle Mountains National Monument to become part of Mojave National Preserve, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

#### SECTION 1. SHORT TITLE.

This Act may be cited as “Mojave National Preserve Expansion Act of 2018”.

#### SEC 2. DEFINITIONS.

In this Act:

(1) Preserve.—The term “Preserve” means the Mojave National Preserve established under section 502 of the California Desert Protection Act of 1994 (16 U.S.C. 410aaa-42).

(2) Director.—The term “Director” means the Director of the National Park Service.

#### SEC 3. TRANSFER OF CASTLE MOUNTAINS NATIONAL MONUMENT, CALIFORNIA TO BECOME PART OF MOJAVE NATIONAL PRESERVE, CALIFORNIA.

(a) Transferred Land.—The approximately 20,920 acres of land designated as the Castle Mountains National Monument by Presidential Proclamation 9394 on February 12, 2016, and identified on the map accompanying the Proclamation for administration by the National Park Service, shall, on and after the date and enactment of this Act, be transferred to become part of the Mojave National Preserve, established under section 502 of the California Desert Protection Act of 1984 (16 U.S.C. 410aaa-42).

(b) Administration. —In general, the land transferred under subsection (a) shall be administered by the Director—

(1) as part of the Preserve; and

(2) in accordance with all applicable laws (including regulations).

#### SEC 4. BOUNDARY ADJUSTMENT OF THE MOJAVE NATIONAL PRESERVE.

(a) Boundary Adjustment.—The boundary of the Preserve shall be adjusted to reflect the transfer of land under section (3)(a).

(b) Availability of Map.—The map described in section (3)(a) shall be on file and available for public inspection in the appropriate offices of the National Park Service.



INYO COUNTY  
FISH AND WILDLIFE COMMISSION

COMMISSION MEMBERS  
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ALTERNATE  
JOHN FREDERICKSON

REPLY TO:  
Pat Gunsolley, Secretary  
4801 Alison Lane  
Bishop, CA 93514  
pgunsolley@gmail.com

**SPECIAL MEETING AGENDA**

March 15, 2018

2:30 p.m.

Conference Room at California Fish and Wildlife Offices  
787 North Main Street, Suite 220, Bishop, California

1. **PLEDGE OF ALLEGIENCE**
2. **ROLL-CALL** – The Commission will take a roll-call of its members to ensure there is a quorum of the Commission to conduct business as required by the Ralph M. Brown Act.
3. **PUBLIC COMMENT** – Any member of the public may make comment to the Commission – No action is taken.
4. **FINANCIAL REPORT** – The Commission will receive an update on the Fish and Game Fine Fund balance.
5. **ACTION ITEM – ELECTION OF VICE-CHAIRPERSON** – The Commission will elect a new Vice-Chairperson for calendar 2018.
6. **ACTION ITEM - MINUTE APPROVAL** – Request approval of Minutes of the February 15, 2018 Commission Meeting.
7. **ACTION ITEM** – The Commission will consider requesting the Board of Supervisors authorize the Inyo Fish and Wildlife Commission to send correspondence to the County's legislative representatives taking a position on current legislation on which action may be pending that impacts fish and wildlife resources in Inyo County, and authorize the Chairperson to sign correspondence as appropriate, including consideration of letter to Congressman Cook regarding the Castle Mountains Mojave National Preserve. (*Legislation to be discussed will be identified at the meeting.*)
8. **DEPARTMENT OF FISH AND WILDLIFE AND OTHER STATE AND FEDERAL AGENCIES REPORTS** – representative(s) of the California Department of Fish and Wildlife and other State and Federal Agencies will update the Commission on Department activities and projects.
9. **COMMISSION MEMBER REPORTS** - No action to be taken with regard to reports from Commission Members.
10. **NEXT MEETING – ACTION ITEM** - the Commission will consider approving the 2018 Commission Meeting Schedule and confirm the date of April 19, 2018 for the next Commission Meeting.
11. **ADJOURNMENT**

FISH AND WILDLIFE COMMISSION  
MINUTES  
March 15, 2018 Meeting

The Inyo County Fish and Wildlife Commission met in regular session, at 2:32 p.m., March 15, 2018, in the Conference Room at the California Department of Fish and Wildlife Office at 787 North Main Street, Suite 220, in Bishop, California as follows.

**Call to Order:** Chairperson Doug Brown called the meeting to order and led the Pledge of Allegiance.

**Roll Call:** The Commission Members present were Doug Brown, Chairperson, Larry McIntosh, Joe Peci, Garrett McMurtrie, and John Fredrickson. Commissioner Steve Ivey was absent.

**Public Comment:** The Chairperson announced the public comment period. There was no one from the public wishing to make public comment.

**Financial Report:** The Commission secretary, Ms. Gunsolley, provided the financial report on the Fish and Game Budget and Fish and Game Fine Fund. She reported that the balance of the Fine Fund is currently \$5,206. Ms. Gunsolley reported that the County's Fine Fund is audited by the State on a five-year cycle and the last audit was two years ago. She also reported that Auditor was going to verify with the Court's Finance Director that the funds are being appropriately allocated.

**Action Item – Election of Vice-Chairperson** – Commissioner McIntosh nominated Commissioner Joe Peci for Vice-Chairperson to serve for the remainder of Calendar Year 2018. The nomination was seconded by Commissioner McMurtrie. There were no further nominations and Commissioner Peci was unanimously elected Vice-Chairperson.

**Action Item - Approval of Minutes:** Moved by Commissioner Peci and seconded by Commissioner Fredrickson to approve the minutes of the February 15, 2018 Commission Meeting. Motion carried unanimously.

\* **Action Item – Legislation:** The Chairperson asked if there was any current legislation to be discussed, including consideration of letter to Congressman Cook regarding the Castle Mountains Mojave National Preserve. The Chairperson noted that prior to President Obama leaving office numerous National Preserves and Monuments were created. He explained that when the proposals to create these new preserves and monuments were made they included preservation of hunting rights. He went on to say that when approval of given the hunting rights were excluded which adversely affected a multitude of hunters throughout the state and this current proposal was an effort to correct that exclusion in the Castle Mountains Mojave National Monument. Moved by Commissioner Peci and seconded by Commissioner McMurtrie to request the Board of Supervisors authorize the Commission Chairperson to sign and send a letter to Congressman Cook supporting the proposal to reinstate hunting access to the Castle Mountains National Monument. Motion carried unanimously.

**California Department of Fish and Wildlife Updates (DF&W) and other Agency Reports:** The Secretary noted that the Commission had been informed that Lt. Dailey was unable to attend today's meeting because of POST training, and Wildlife Biologist Mike Morrison would not be attending because he was collaring deer in the Bridgeport area. The Chairperson said that Jim Erdman wanted to talk to the Commission regarding the Bishop Creek Southern California Edison Power Plants FERC relicensing effort but was unable to attend today's meeting because of a prior DF&W meeting. The Chairperson asked the Secretary to agendize the discussion for the April meeting. The Commission briefly discussed the possibility of created a private hatchery in Inyo County. Commissioner Peci reported that the Chamber of Commerce has advised that they have been informed by Fisheries Biologist for DF&W, Jim Erdman, that hatcheries in Utah and Idaho have been certified by the State to provide supplemental fish for the Inyo and Mono fisheries.

**Commission Member Reports:** The Chairperson called for Commission Member reports. Commissioner Fredrickson reported that due to heavy run-off last year that a portion of Convict Creek on the east side of 395 has filled up with rocks and boulders which is preventing the fish from migrating into Crowley, making it not a productive stream and effecting the spawning opportunities.

**Next meeting:** The Chairperson confirmed that the next Commission meeting would be on April 19, 2018.

**Adjournment:** Moved by Commissioner McIntosh and seconded by Commissioner Peci to adjourn the meeting at 3:40 p.m. Motion carried unanimously.

#34

MICHELE HARTSHORN  
Assistant Clerk-Recorder  
[mhartshorn@inyocounty.us](mailto:mhartshorn@inyocounty.us)

BRANDON BARDONNEX  
Office Technician  
[bbardonnex@inyocounty.us](mailto:bbardonnex@inyocounty.us)



KAMMI FOOTE  
Clerk-Recorder  
Registrar of Voters  
[kfoote@inyocounty.us](mailto:kfoote@inyocounty.us)

(760) 878-0224  
(760) 873-8481 x 0224  
(760) 876-5559 x 0224  
FAX: (760) 878-1805

COUNTY OF INYO  
OFFICE OF THE CLERK-RECORDER  
REGISTRAR OF VOTERS  
P. O. Drawer F  
Independence, California 93526

December 18, 2017

The Honorable Board of Supervisors  
PO Drawer N  
Independence, CA 93526

RE: Agenda item request

The Inyo County Elections office received the attached Resolution 17-12-03 from the Olancha Community Services District. This is requesting the Board of Supervisors approve the Rescheduling of Governing Board Elections from Odd-Numbered years to Even-Numbered Years, in accordance with Elections Code 1303(b) and Senate Bill 415 (2015-2016 Regular Session), and Requesting the approval of the County of Inyo to Consolidate the same with the Statewide General Election Pursuant to Elections Code 10404. Please place the attached on the Board of Supervisors agenda under Correspondence – Action at your earliest convenience.

Sincerely,

Michele J. Hartshorn  
Assistant Clerk-Recorder

:mjh/enclosure

BEFORE THE GOVERNING BODY OF THE  
**OLANCHA COMMUNITY SERVICES DISTRICT**  
COUNTY OF INYO, STATE OF CALIFORNIA

A Resolution of the Governing Body of the Olancha Community Services District Approving the Rescheduling of Governing Body Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code § 1303(b) and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of the County of Inyo to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10404.

RESOLUTION NO: 17-12-03

WHEREAS, on September 1, 2015, Governor Brown signed Senate Bill 415 (Reg. Sess.), codified at Stats. 2015, ch. 235, enacting Elections Code §§ 14050-14057, which prohibits the holding of an election other than on a statewide election date if holding an election on a nonconcurrent date resulted in a significant decrease in voter turnout, as defined, and further authorizes voters to enforce this prohibition by filing an action in superior court; and

WHEREAS, the Olancha Community Services District currently conducts its elections for members of the District in November of odd-numbered years (*e.g.*, November 2015) pursuant to Elections Code § 1303 subdivision (a); and

WHEREAS, voter participation in Inyo County is greater for statewide general elections than for odd-year local elections, including special district governing body member elections; and

WHEREAS, the District believes that rescheduling to even-numbered year elections may enhance voter participation and further increase the percentage of voters participating in the Special Districts elections; and

WHEREAS, it is considered the view of the District that starting with the [2018] Special Districts elections, the public interest will be better served by election of its governing body members in even-numbered year elections, held in conjunction with the statewide general elections; and

WHEREAS, the District further recognizes that there may also be a cost savings to the District resulting from aligning the District's elections with the statewide general elections; and

WHEREAS, as a result of these facts, the District desires to change the date of future governing body member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and



WHEREAS, Elections Code § 1303(b) establishes a procedure whereby the District may change the election date for its governing body members by adopting a resolution seeking approval of the change by the Board of Supervisors of the affected county, *see* Elec. Code § 10404; and

WHEREAS, if the change in election date is approved by the Inyo County Board of Supervisors, it is requested that the new election date be moved from November of odd-numbered years to November of even-numbered years commencing in [2020] with governing body members whose terms would have expired in [2019] being extended to [2020] and governing body members whose terms would have expired in [2021] being extended to [2022], as required by Elections Code § 10404(i) (refer to Exhibit A),

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct.
2. The undersigned, constituting at least a majority of the members of the Olancha Community Services District Governing Body, do hereby adopt this resolution to consolidate the election date for members of the District with the state general election in November of even-numbered years, beginning in [2020] pursuant to Elections Code § 1303(b).
3. The District shall forward the original copy of this resolution to the Inyo County Elections and Inyo County Board of Supervisors, who will consider the request for formal approval of the change at a public meeting within 60 days after submission and after the resolutions have been posted in accordance with law.
4. The District shall pay the expenses of mailing notice of approval of the change in election date by the Inyo County Board of Supervisors as required by Elections Code § 10404 subdivision (f).
5. If the consolidation of election is approved by the Board of Supervisors, the date of the District's next election will be moved to November [2020], and each subsequent governing body member election will be held two years thereafter in November of even-numbered years.
6. If the consolidation of election is approved, the terms of office of current governing body members expiring in November [2019] will be extended to November [2020] and the terms of members expiring in November [2021] will be extended to November [2022] (see Exhibit A).

7. In the event that the Inyo County Board of Supervisors declines to authorize consolidation in [2020] on the grounds specified in Elections Code § 10404(e), the Olancha Community Services District Governing Body requests that the Inyo County Board of Supervisors authorize such consolidation at the soonest feasible date.
8. The District and/or her designee is authorized to take such actions and execute such agreements and documentation as are necessary to effect the intent of this Resolution.

The foregoing RESOLUTION was adopted this 14<sup>th</sup> day of December, 2017, at a special meeting of the Governing Body of the Olancha Community Services District, by the following vote:


AYES: Lu Ellen Hays, Jennifer Gordon, Neale Gordon

NOES: None

ABSTAIN: None

ABSENT: Tim Jones, Melinda Salmonds

Dated: December 14, 2017


  
\_\_\_\_\_  
Neale Gordon, President

Olancha Community Services District

#### CERTIFICATION

I, Steve Davis, Acting District Secretary of the Olancha Community Services District, do hereby certify that the foregoing Resolution was proposed by Governing Body Member Lu Ellen Hays, seconded by Governing Body Member Jennifer Gordon, and was duly passed and adopted by a majority of the members of said Governing Body, at an official and public meeting thereof held on December 14, 2017.

Dated: December 14, 2017

  
\_\_\_\_\_, Acting Secretary

**Consolidation of Elections - California Elections Code Section 10404**

10404. (a) This section applies only to special districts electing members of the governing body in odd-numbered years. As used in this section, "special district" means an agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries, except a city, county, city and county, school or community college district, or special assessment district.

(b) Notwithstanding any other law, a governing body of a special district may, by resolution, require that its elections of governing body members be held on the same day as the statewide general election.

(1) The resolution setting the election shall also include dates that are consistent with the primary or general election with respect to nominations, notices, canvass of votes, certification of election, and all other procedural requirements of this code pertaining to the primary or general election.

(2) The resolution shall be submitted to the board of supervisors no later than 240 days prior to the date of the currently scheduled district election.

(c) The board of supervisors shall notify all districts located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) The elections official shall prepare and transmit to the board of supervisors an impact analysis of the proposed consolidation.

(e) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors shall each obtain from the elections official a report on the cost-effectiveness of the proposed action.

(f) Within 30 days after the approval of the resolution, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the district.

(g) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(h) If a special district is located in more than one county, the special district may not consolidate an election if any county in which the special district is located denies the request for consolidation.

(i) If, pursuant to subdivision (b), a special district election is held on the same day as the statewide general election, those governing body members whose terms of office would have, prior to the adoption of the resolution, expired prior to that election shall, instead, continue in their offices until their successors are elected and qualified, but in no event shall the term be extended beyond December 31 of the year following the year in which the request for consolidation is approved by the board of supervisors.

(j) If a board of supervisors approves the resolution pursuant to subdivision (e), the special district election shall be conducted on the date specified by the board of supervisors, in accordance with subdivision (a), unless the approval is later rescinded by the board of supervisors.

(k) If the date of a special district election is changed pursuant to this section, at least one election shall be held before the resolution, as approved by the board of supervisors, may be subsequently repealed or amended.

**DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

469 South Main Street  
Bishop, CA 93514  
(760) 872-5150  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



March 12, 2018

File No.: 825.12965.14979

Inyo County Board of Supervisors  
P O Drawer N  
Independence, CA 93526

Dear Board of Supervisors:

The enclosed report is submitted pursuant to Health and Safety Code Section 25180.7 (Proposition 65). The report documents information regarding the illegal discharge (or threatened illegal discharge) of hazardous waste, which could cause substantial injury to the public health or safety. The report is submitted on behalf of all designated employees of the Department of California Highway Patrol.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Dominguez".

J. DOMINGUEZ, Captain  
Commander  
Bishop Area

Enclosure

cc: County Roads



### HAZARDOUS MATERIALS INCIDENT REPORT

CHP 407E (Rev. 3-15) OPI 062 Refer to HPM 84.2, Chapter 2

DES CONTROL NUMBER <b>18-1635</b>	COLLISION REPORT <input checked="" type="checkbox"/> Yes NUMBER <b>9825-2018-00062</b> <input type="checkbox"/> No
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HAZMAT CASUALTIES	NO. EXPOSED/ DECONNED	NO. INJURED	NO. KILLED	CITY <b>Unincorporated</b>	JUDICIAL DISTRICT <b>Inyo Superior</b>	PHOTOGRAPHS BY <input type="checkbox"/> NONE <b>Carter, 14979</b>
AGENCY PERSONNEL	<b>0</b>	<b>0</b>	<b>0</b>	COUNTY <b>Inyo</b>	NCIC <b>9825</b>	HAZMAT PLACARDS DISPLAYED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
OTHERS	<b>0</b>	<b>0</b>	<b>0</b>			
INCIDENT DATE (MM/DD/YYYY) <b>03/12/2018</b>	INCIDENT TIME <b>1410</b> HOURS	TIME CALTRANS/COUNTY ROADS NOTIFIED <b>1410</b> HOURS	TIME O.E.S. NOTIFIED <b>2039</b> HOURS	STATE HIGHWAY RELATED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

INCIDENT OCCURRED ON **SR-190 Eastbond**  AT INTERSECTION WITH **Stovepipe Wells**  
 OR **West of**

MILEPOST INFORMATION: **0.25 miles West of 190 INY 74.00**  
GPS COORDINATES: LATITUDE **36.275600°** LONGITUDE **-117.140900°**

NAME (FIRST, MIDDLE, LAST) <b>Rondolfo Santos</b>	DRIVER'S LICENSE NUMBER <b>D2818827</b>	STATE <b>CA</b>	VEH. YEAR <b>2007</b>	MAKE <b>Freightliner</b>	LICENSE NUMBER <b>WP52739</b>	STATE <b>CA</b>
STREET ADDRESS <b>733 East Vernon Street</b>			VEH. YEAR <b>2011</b>	MAKE <b>Pressback</b>	LICENSE NUMBER <b>T482393</b>	STATE <b>IL</b>
CITY/STATE/ZIP CODE <b>Long Beach, CA 90806</b>			VEH. YEAR	MAKE	LICENSE NUMBER	STATE

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_ CARRIER NAME: **Clean Harbors**

HAZMAT IDENTIFICATION SOURCES (CHECK ALL THAT APPLY)

<input checked="" type="checkbox"/> On-site fire services	<input type="checkbox"/> Chemtrec
<input type="checkbox"/> Private info source	<input type="checkbox"/> Poison Control Center
<input type="checkbox"/> Off-site fire services	<input type="checkbox"/> Safety Data Sheet
<input type="checkbox"/> On-site non-fire services	<input checked="" type="checkbox"/> Placards/Signs
<input type="checkbox"/> Off-site non-fire services	<input type="checkbox"/> Shipping papers
<input type="checkbox"/> Computer software	<input checked="" type="checkbox"/> Emergency Response Guidebook
<input type="checkbox"/> Chemist	<input type="checkbox"/> No reference material used
<input checked="" type="checkbox"/> Other Shipper	

REGISTERED OWNER  SAME AS DRIVER  
OWNER'S ADDRESS  SAME AS DRIVER  
VEHICLE IDENTIFICATION NUMBER: **1FUJA6VE27LX73788**  
VEHICLE TYPE: **25 31** CA NUMBER: **188448** DOT NUMBER: **180743**

CHEMICAL/TRADE NAME <b>Environmentally hazardous substance, liquid</b>	UN NUMBER <b>3082</b>	DOT HAZARD CLASS <b>9</b>	QUANTITY RELEASED (LBS., GAL., ETC.) <b>1,500 gallons</b>	EXTENT OF RELEASE <b>Outside vehicle</b>	PHYSICAL STATE STORED <b>Liquid</b>	PHYSICAL STATE RELEASED <b>Liquid</b>
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CONTAINER TYPE <b>Cargo tank</b>	CONTAINER CAPACITY (LBS., GAL., ETC.) <b>6,000 gallons</b>	CONTAINER MATERIAL <b>Iron/Iron alloys</b>	LEVEL OF CONTAINER <b>Above ground</b>
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CHEMICAL/TRADE NAME	UN NUMBER	DOT HAZARD CLASS	QUANTITY RELEASED (LBS., GAL., ETC.)	EXTENT OF RELEASE	PHYSICAL STATE STORED	PHYSICAL STATE RELEASED
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CONTAINER TYPE	CONTAINER CAPACITY (LBS., GAL., ETC.)	CONTAINER MATERIAL	LEVEL OF CONTAINER
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PROPERTY USE <b>State Highway</b>	SURROUNDING AREA <b>State Highway</b>	PROPERTY MANAGEMENT <b>Federal</b>
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RELEASE FACTORS <b>Collision/Overturn</b>	EQUIPMENT TYPE INVOLVED <b>Hazmat transfer equipment</b>	HAZMAT CONFIRMED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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CITATION ISSUED OR COMPLAINT TO BE FILED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not determined	PRIMARY CAUSE OF INCIDENT <input checked="" type="checkbox"/> Violation 22107 VC	OTHER HAZARDOUS MATERIALS VIOLATIONS (NON-CAUSATIVE) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<input type="checkbox"/> Other Code violation	DID WEATHER CONTRIBUTE TO CAUSE OR SEVERITY OF INCIDENT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No WEATHER <b>Clear</b>
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ELEMENTS (OUTLINE THE FOLLOWING ON A CHP 556. INCLUDE ADDITIONAL INFORMATION AS NECESSARY)

<input checked="" type="checkbox"/> Sequence of events	<input checked="" type="checkbox"/> Evacuation details	<input checked="" type="checkbox"/> Cleanup actions	<input checked="" type="checkbox"/> CHP On-scene Personnel (name, rank, ID number, function, exposure, hours)
<input checked="" type="checkbox"/> Road closures	<input checked="" type="checkbox"/> Environmental impact	<input type="checkbox"/> Actions of other agencies	

COMPLETE THE FOLLOWING

<input checked="" type="checkbox"/> Incident Action Plan	<input checked="" type="checkbox"/> Site Safety Plan	<input checked="" type="checkbox"/> Proposition 65 Letters: County Health/County Board of Supervisors
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DATE AND TIME SCENE DECLARED SAFE: \_\_\_\_\_ BY WHOM (NAME, TITLE AND AGENCY): **Dave. B. Batchelder, Hazardous Materials Specialist, Cal-Trans**

PREPARER'S NAME, RANK, AND ID NUMBER <b>J. Carter, Sergeant</b>	DATE <b>03/13/2018</b>	REVIEWER'S NAME, RANK, AND ID NUMBER <b>Preliminary Report</b>	DATE
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