

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.

July 3, 2018

8:30 a.m. 1. PUBLIC COMMENT

CLOSED SESSION

2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 (one case).
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*, Kern Superior Court Case No. BVC-18-101261 (Eminent Domain - Independence); Case No. BVC-18-101260 (Eminent Domain – Lone Pine); and Case No. BVC-18-101262 (Eminent Domain - Bishop).
4. **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 Ken Walker, Deputy Personnel Director Sue Dishion, County Counsel Marshall Rudolph, and Assistant County Counsel John Vallejo.
5. **PUBLIC EMPLOYMENT [Pursuant to Government Code §54957]** – Title: County Administrator.
6. **PUBLIC EMPLOYEE EVALUATION [Pursuant to Government Code §54957]** – Title: County Administrative Officer
7. **PUBLIC EMPLOYEE EVALUATION [Pursuant to Government Code §54957]** – Title: Public Works Director

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

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

11. **INTRODUCTIONS** – The following new employees will be introduced to the Board: Yolanda Cortez, Investigator Assistant, District Attorney; Cherish Hegi, Office Tech II, Health and Human Services; Jamie Westervelt, Deputy Director, Information Services; and Casey Dean, Building Maintenance Worker, Claude R. Felton, Custodian, and Jeff Smith, Equipment Operator, Public Works.

CONSENT AGENDA (Approval recommended by the County Administrator)

HEALTH AND HUMAN SERVICES

12. Request Board authorize the issuance of a blanket purchase order for Pitney Bowes in the amount of \$15,000 for postage in the Social Services programs for Fiscal Year 2018-2019, contingent upon the Board's adoption of the Fiscal Year 2018-2019 Budget.
13. **Social Services** – Request Board approve the payment of County Welfare Directors Association of California dues for Fiscal Year 2018-2019 in an amount not to exceed \$18,715, contingent upon the Board's adoption of the Fiscal Year 2018-2019 Budget.

PLANNING

14. Request Board: A) declare *Alta Planning + Design* a sole-source provider of planning and design services on the Olancho Cartago Corridor Plan Project; B) approve the contract between the County of Inyo and *Alta Planning + Design* consultant services for a not-to-exceed amount of \$204,933; and C) authorize the chairperson to sign the contract, contingent upon all appropriate signatures being obtained.

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

15. **HEALTH AND HUMAN SERVICES** – Request Board ratify and approve the Child Welfare System Improvement Plan (SIP), which includes the Office of Child Abuse Prevention plan, and authorize the Chairperson to sign the SIP cover sheet and Notice of Intent for CAPIT/CBCAP/PSSF plan contracts.
16. **COUNTY ADMINISTRATOR** – Request Board consider options for filling the unexpired term for the Office of Sheriff created by Sheriff Lutze's notice of his intention to resign as Sheriff on July 12, 2018 and retire, and appoint Jeff Hollowell as Sheriff, effective July 13, 2018, for the unexpired-term for the Office of Sheriff ending January 2019.
17. **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.
18. **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.
19. **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.
20. **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.
21. **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.

22. **CLERK OF THE BOARD** – Request Board approve the minutes of the regular Board of Supervisors meetings of June 12, 2019 and June 19, 2019.

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

- 11 a.m. 23. **PLANNING** – Request Board: A) Conduct a public hearing on the following actions for a 28-acre site located at 1 Hidden Valley Ranch Rd., Lone Pine (APN 026-070-09):
- General Plan Amendment No. 2018-01/Cook changing the General Plan designation from Resort Recreational (REC) to Rural Protection (RP) to best match the requested zoning and current uses of the property; and
 - A proposed ordinance titled, “An Ordinance of the Board of Supervisors of the County of Inyo, State of California, Approving Zone Reclassification No. 2018-02/Cook and Amending the Zoning Map of the County of Inyo by Rezoning a 28.04-Acre Parcel Located at 1 Hidden Valley Ranch Road, Lone Pine, CA (APN 026-070-09) from Commercial Recreation with A 5-Acre Minimum (C5-5.0) to Open Space with a 40-Acre Minimum (OS-40);”
- B) Certify that the provisions of the California Environmental Quality Act have been met and make certain findings with respect to and approving Zone Reclassification No. 2018-02/Cook and General Plan Amendment No. 2018-01/Cook; and C) Waive the first reading of the above-referenced ordinance and schedule enactment for 11 a.m. Tuesday, July 10, 2018 in the Board of Supervisors Room, County Administrative Center, Independence.
- 11 a.m. 24. **ENVIRONMENTAL HEALTH** – Request Board: A) waive the first reading of an ordinance titled, “An Ordinance of the Inyo County Board of Supervisors Amending Section 7.12.020 and Subsections 7.12.030(A)(3), 7.12.030 (A)(4), 7.12.050(C)(3), 7.12.050(C)(9), 7.12.050(D)(7), 7.12.060(B)(8), and 7.12.100(A) of the Inyo County Code, Pertaining to Onsite Wastewater Treatment Systems,” and schedule enactment for 11 a.m. Tuesday, July 10, 2018 in the Board of Supervisors Room, County Administrative Center, Independence; and B) adopt a resolution titled, “A Resolution of the Inyo County Board of Supervisors Adopting a Local Area Management Plan.”
- 11:55 a.m. 25. **BOARD OF SUPERVISORS** – The Board of Supervisors will recess so that its members may attend the public swearing-in ceremony of the 2018-2019 Inyo County Grand Jury, which will be presided over by the Superior Court on the top floor of the Historic Courthouse in Independence. (The meeting will be reconvened, if necessary, at the discretion of the Chairperson and at the Board’s convenience.)

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

26. **Inyo Council for the Arts** – Request Board approve the closure of Millpond Recreation Area to the public from 7 a.m. Friday, September 21, 2018 to 11 p.m. Sunday, September 23, 2018 so that ICA can hold the 27th Annual Millpond Music Festival.

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

27. PUBLIC COMMENT

CORRESPONDENCE – INFORMATIONAL

28. **Governor of the State of California** – Proclamation calling the Statewide General Election on Tuesday, November 6, 2018.

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: HEALTH & HUMAN SERVICES – Social Services

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Approve a Blanket Purchase Order to United States Postal Service for Postage

DEPARTMENTAL RECOMMENDATION:

Request your Board authorize the issuance of a blanket purchase order for Pitney Bowes in the amount of \$15,000 for postage in the Social Services Programs for FY 2018-19, contingent upon the adoption of the FY 18/19 budget.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Social Service programs are required to mail notices to participants on a regular basis. We utilize the central print through C-IV to mail all of the required employment and eligibility program notices which uses Pitney Bowes for these mailings. In addition, our adult and children service programs need to mail court notices and reports. They utilize a Pitney Bowes postage meter that was approved through Information Services for these activities. In past years, the amount has been within the \$10,000 threshold for obtaining your Board's approval. However, we are seeing an increase in mailings and are requesting the ability to issue a blanket purchase order to cover these required costs.

ALTERNATIVES:



The Board could decide not to approve this request which would result in HHS being able to send out the required notifications to participants.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

State and Federal dollars. This expense will be budgeted in the Social Services budget (055800) in the General Operating object code (5311). No County General Funds.

<u>APPROVALS</u>	
AUDITOR/CONTROLLER: 	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.) Approved: <u>yes</u> Date: <u>5/9/2018</u>
INFORMATION SERVICES DIRECTOR: 	INFORMATION SERVICES AND RELATED ITEMS (Must be reviewed and approved by the Director of Information Services prior to submission to the Board Clerk.) Approved: <u>yes</u> Date: <u>May 10 2018</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 5/10/18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:

AGENDA NUMBER

13

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

FROM: HEALTH & HUMAN SERVICES-Social Services

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Approval to Pay Association Dues

DEPARTMENTAL RECOMMENDATION:

Request approval to pay County Welfare Directors Association of California (CWDA) dues for fiscal year 2018-2019 in an amount not to exceed \$18,715, contingent upon the Board's adoption of the FY 2018-19 budget.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This request comes before you, consistent with the County Purchasing Policy, for approval of payment of annual dues. The 2018-19 amount is a 5% increase from the prior year's dues. CWDA, the association of Social Services Directors (a.k.a. Welfare Directors), is staffed by a very experienced team that works closely with CSAC and RCRC to ensure education of legislators, advocacy with statewide stakeholders, and fiscal advocacy with the State for County-administered Social Services programs and budgets. In Inyo County those programs include the following:

All Social Services (CalWORKS/TANF eligibility determination, Medi-Cal Administration, CalFresh, Child Welfare Services, Foster Care Licensing and Services, Family Day Care Licensing, Child Abuse Prevention, Wraparound Intensive Services, Adult Protective Services, In-Home Supportive Services, Federal IV-E Quality Assurance for Child Welfare & Juvenile Probation)

Foster Care Administration

Temporary Assistance to Needy Families Administration

Disaster-Related Shelter/Evacuation Care staff costs

Oversight of Matching Realignment Funds for California Children's Services

Local administration of Workforce Investment and Opportunity Act, General Assistance, and County Medical Services Program (CMSP)

Most of the Social Services programs have both federal and state laws, regulations and budget controls, with varying cost sharing ratios and/or matches required. The fiscal and political context for social services is ever-changing and client advocacy and poverty law groups abound both nationally and statewide. CWDA has proved to be a very effective organization, bringing needed resources – especially for small counties – to tracking legislation and litigation as they impact local county issues, monitoring cost shifting to counties, coordinating closely with CSAC to ensure alignment of positions on issues, and assisting counties, in general service, around implementation concerns.

Additionally, CWDA also monitors and provides education and advocacy with those issues administered by other HHS divisions such as Behavioral Health and Public Health that interface with Social Services programming. Advocating to ensure that the State adequately funds the various mandates, as well as provides for adequate administrative funding levels.

ALTERNATIVES:

CWDA probably will continue to function even if Inyo does not pay its dues, however, Inyo County would not have direct access to the resources, education and information available to participating counties.

OTHER AGENCY INVOLVEMENT:

All of California's County Social Services programs

FINANCING:

The funding is a combination of Federal, State, and Social Services Realignment funds. This expense will be budgeted in Social Services (055800) in General Operating (5311).

APPROVALS

AUDITOR/CONTROLLER:



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

Approved: _____



Date: _____

6/8/2018

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: _____

6/11/18

County Welfare Directors Association
925 L St Ste 350
Sacramento, CA 95814-3703
(916) 443-1749
www.cwda.org



INVOICE

BILL TO

Inyo County Department
of Health & Human
Services
Ms. Jean Turner, Director
163 May Street
Bishop, CA 93514

INVOICE # 755
DATE 05/15/2018

DESCRIPTION	AMOUNT
CWDA Annual County Fee - Fiscal Year 2018 -2019	18,715.00
Please remit payment to address above	BALANCE DUE \$18,715.00

Please remit payment to address above



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 14

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

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Approve the contract with *Alta Planning + Design* for consultant planning and design services on the Caltrans SB-1 grant for Sustainable Transportation Planning (Olancha Cartago Corridor Plan) of which the State approved funding on May 8, 2018, and declare *Alta Planning + Design* a sole source provider

RECOMMENDATION:

Request your Board:

- A) Declare *Alta Planning + Design* as a sole source provider for planning and design services on the Olancha Cartago Corridor Plan Project;
- B) Approve the Contract between the County of Inyo and *Alta Planning + Design* consultant services for a not-to-exceed amount of \$204,933.00; and
- C) Authorize the chairperson to execute the contract, contingent upon obtaining appropriate signatures.

SUMMARY DISCUSSION: An SB-1 Grant was awarded by Caltrans to Inyo County on December 15, 2017. The Planning Department was notified by Caltrans to proceed with work on the Olancha Cartago Corridor Study, following final approval from Caltrans' Division of Procurement and Contracts on May 8, 2018. The Planning Department requires a consultant for the planning and design for this project.

On May 11, 2018, Inyo County Planning sent a Request for Proposals to a list of pre-qualified firms. Several firms requested additional information, but *Alta Planning + Design (Alta)* was the only proposal received. After evaluation of *Alta's* Proposal, Planning determined it is in the best interest of the County to declare *Alta* a sole source provider for the required consultant work on this project. It should be noted that *Alta's* price proposal came in well under the dollar amount required by Inyo County for this project. The not-to-exceed amount of this contract is \$204,933.00.

ALTERNATIVES: The Board could choose to deny the sole source request and request the Planning Department to advertise a Request for Proposals; this is not recommended, since *Alta's* proposal was received on time and under budget, they are a reputable firm with experience on small town and rural multi-modal projects, and this would delay the project timeline, as agreed upon with Caltrans.

OTHER AGENCY INVOLVEMENT: Auditor's Office, County Counsel and Risk Management. Potential participants in the Olancha Cartago Corridor Study include other County Departments, Caltrans, the Lone Pine Paiute Tribe and other tribal entities, the City of Los Angeles Department of Water and Power, the BLM, the local community and interested stakeholders, among others.

FINANCING: This project will be funded through the Caltrans Sustainable Communities Grant, approved with the State on May 8, 2018 to begin on the Olancha Cartago Corridor Study. Staff time is providing funding for the grant's local match. Adequate resources in the Planning Department budget (023800) for Fiscal Year 2018-19 in Professional and Special Service Expenses (Revenue Code 5265) and State Grants

**AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY**

INTRODUCTION

WHEREAS, the County of Inyo (hereinafter referred to as "County") has the need for consulting services of Alta Planning + Design, ~~in association with LSC Transportation Consultants, Inc.~~ (hereinafter referred to as "Consultant"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. SCOPE OF WORK.

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

Services and work provided by the Consultant at the County's request under this Agreement will be performed with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar geographic area during the same period of time, in a manner consistent with the requirements and standards established by applicable federal, state, and County laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement and, as applicable, as set forth, in Attachment E (Restricted Grant Agreement), attached hereto and incorporated herein.

2. TERM.

The term of this Agreement shall be from JULY 5, 2018 TO FEBRUARY 28, 2020, unless sooner terminated as provided below.

3. CONSIDERATION.

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

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

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

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed Two Hundred and Four Thousand, Nine Hundred and Thirty-Three (\$204,933.00) Dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.

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

F. Federal and State taxes.

- (1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Consultant under the terms and conditions of this Agreement.
- (2) County will withhold California State income taxes from payments made under this Agreement to non-California resident independent Consultant's when it is anticipated that total annual payments to Consultant under this Agreement will exceed one thousand four hundred ninety nine dollars (\$1,499.00).
- (3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Consultant under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Consultant. County has no responsibility or liability for payment of Consultant's taxes or assessments.
- (4) The total amounts paid by County to Consultant, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Consultant shall complete and submit to the County an Internal Revenue Service (IRS) Form W-9 upon executing this Agreement.

4. WORK SCHEDULE.

Consultant's obligation is to perform, in a timely manner, those services and work identified in Attachment A, which are requested by the County. It is understood by Consultant that the performance of these services and work will require a varied schedule. Consultant will arrange his/her own schedule, but will

coordinate with County to insure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.

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

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

6. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.

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

7. COUNTY PROPERTY.

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

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

8. INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES.

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

9. STATUS OF CONSULTANT.

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

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

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

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

10. DEFENSE AND INDEMNIFICATION.

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

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

11. RECORDS AND AUDIT.

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

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

12. NONDISCRIMINATION.

During the performance of this Agreement, Consultant, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for

employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. Consultant and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Consultant shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

13. CANCELLATION.

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

14. ASSIGNMENT.

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

15. DEFAULT.

If the Consultant abandons the work, or fails to proceed with the work and services requested by County in a timely manner, or fails in any way as required to conduct the work and services as required by County, *County will provide Consultant with a ten- (10) day written notice to cure. If Consultant fails to cure within the ten-day period, County may declare the Consultant in default and terminate this Agreement.* Upon such termination by default, County will pay to Consultant all amounts owing to Consultant for services and work satisfactorily performed to the date of termination.

16. WAIVER OF DEFAULT.

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

17. CONFIDENTIALITY.

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

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

18. CONFLICTS.

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

19. POST AGREEMENT COVENANT.

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

20. SEVERABILITY.

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

21. FUNDING LIMITATION.

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

22. AMENDMENT.

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

23. NOTICE.

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

County of Inyo:

Planning Department
168 N. Edwards Street, P.O. Drawer L
Independence, CA 93526

Consultant:

Alta Design + Planning
Greg Maher or James Powell
617 W. 7th Street, Suite 1103
Los Angeles, CA 90017

24. ENTIRE AGREEMENT.

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

---oOo---

**AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY**

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

COUNTY OF INYO

By: _____
Signature

Print or Type Name

Dated: _____

CONSULTANT

By: _____
Signature
GREG MALIER

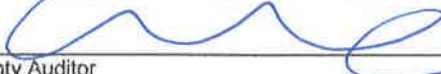
Print or Type Name
VICE PRESIDENT ONLY AUTHORIZED TO SIGN
Dated: 6/22/18 _____

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 INSURANCE REQUIREMENTS:



County Risk Manager

ATTACHMENT A
AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY

TERM:

FROM: JULY 5, 2018 **TO: FEBRUARY 28, 2020**

SCOPE OF WORK
(SEE ATTACHED)

Scope of Work

The following work plan has been carefully organized to respond to the request for proposals and provide a highly efficient process and effective project design and implementation. Our approach is consistent with the grant objectives and budget, and benefits from prior studies and plans in the project area as well as Alta's prior experience working on similar projects.

Task 1. Project Initiation

TASK 1.1 KICK-OFF MEETING

The first meeting the Alta team will attend will be a consultant team kick-off meeting. The purpose of the meeting will be to discuss and review project scope and deliverables, project management, and project expectations including: invoicing, progress reports, detailed milestone schedule, and other relevant project information such as data and information needs, strategy for the public involvement process, and establishment of parties requiring continuous involvement in the project process. Changes to the work program will be made (if necessary) at the conclusion of this effort, and a more detailed and refined work program and schedule will be submitted to the County. If County staff schedules allow, the kick-off meeting can include a visit to the Olancha Cartago Corridor to discuss conditions in the field.

Task 1 Deliverables:

Task 1.1 Kick-Off Meeting

- » Kick-off meeting agenda, notes, and action items

Task 2. Study Concept

TASK 2.1 COMMUNITY WORKSHOP 1

Alta will conduct one community workshop toward the beginning of the project, at a location to be determined by the County and stakeholders. The purpose of this first workshop will be to present the project's goals and scope, introduce the project team to residents, and, primarily, to listen to the community. Outreach meetings conducted during the Highway 395 realignment process were well-attended, and we hope to receive similar turnout at meetings for this project. Opportunities and constraints will be presented in a highly visual format, precedent images will be shown, and graphical summaries of how other relevant plans and documents will be developed.

TASK 2.2 STAKEHOLDER INTERVIEWS

Alta will work with the County to identify key stakeholders for the project, and conduct meetings both in-person and via conference call. These meetings will serve to enhance opportunity and constraint research, determine and exchange available data, discuss other relevant studies, and discuss each stakeholder's vision for the corridor. Alta will provide notes from each meeting, as well as a summary memo of all meetings at the conclusion of the task.

TASK 2.3 PRELIMINARY RESEARCH

Alta will work with the County, Caltrans, and other sources to collect, organize, and review available information on existing conditions for the Highway 395 corridor and surrounding streets within Olancha and Cartago. To be defensible and to best reflect local conditions, it will be important for the study to be built upon a thorough data collection effort.

The development of conceptual designs for the corridor will be based on our understanding of the physical and policy context for Highways 395 and 190. The corridor's physical context is a result of land use patterns, street geometry, transit infrastructure, and maintenance. The policy context is driven by street design requirements, design guidelines, circulation goals, and public and community priorities.

Existing conditions: The Alta team will review existing City and County maps showing pedestrian facilities (such as sidewalks). We will review Caltrans plans,



Project Manager James Powell has facilitated community meetings for transportation and recreation projects in backcountry, rural, and small town settings.

especially regarding connections between the study corridor and the new four-lane highway. We will visit the Olancha and Cartago communities to review existing land uses, speed limits, roadway pavement width, intersection lane configuration and control and bicycle/pedestrian facilities. Access to existing recreational trails will also be reviewed.

Policy and regulatory documents. The Alta team will review relevant Caltrans highway design standards and County street design, zoning and development standards. Alta and LSC have deep familiarity and has produced several relevant documents related to the project area and similar contexts. The following documents, at minimum, will be reviewed:

- Inyo County General Plan Transportation/Circulation Element
- Inyo County RTP
- Inyo County ATP
- Caltrans Strategies for Sustainable Communities Guidebook
- Caltrans Olancha Cartago Expressway Project Documents
- Caltrans US 395 Transportation Concept Report
- Crystal Geyser Bottling Facility Project EIR Traffic Study
- US 395 Corridor Enhancement Program

LSC has produced or contributed to the Inyo County Regional Transportation Plan, the Inyo County Active Transportation Plan, the Crystal Geyser Bottling Facility Project EIR, the US 395 Corridor Enhancement Program, and is currently updating the Regional Transportation Plan. The recent Alta/FHWA *Small Town and Rural Multimodal Networks Guide* will provide inspiration for crossings, connections to trails, and innovative approaches that improve safety while maintaining a rural character. Project Manager James Powell conducted a significant portion of his graduate studies in the Owens Valley, and will bring his experiences from that process to the project as well.

Identify multimodal needs: We will identify existing and planned pedestrian facilities, bicycle routes, transit routes, and nearby recreational trails to project future traffic volumes and requirements along the corridor. The adequacy of the existing driveway locations and configurations along the corridor will be reviewed. Deficiencies in transit facilities, transit services, pedestrian connections, and bicycle facilities will be identified.

Collection of traffic count information: This will include a review of Caltrans hourly traffic count data along US 395. In addition, new intersection counts will be conducted at up to eight intersections in the study area. The intersection counts will include counts



Design strategies developed for the Los Alamos Pedestrian Circulation and Parking Plan followed feedback from multiple community meetings, and included safety enhancements that blended into the town's rural character while improving safety and aesthetics.

of pedestrian and bicyclist activity. Finally, 15-minute "spot counts" will be conducted at select driveways during busy periods. The traffic data will be adjusted to reflect busy summer season conditions, based upon a review of Caltrans seasonal traffic data on Highway 395.

Collection of traffic trend information: Caltrans traffic volumes will be summarized to assess annual and peak-month traffic trends for the past 5, 10, and 20-year periods.

The team will work closely with Inyo County to gather existing GIS data, documentation on planning efforts, policy decisions, data analysis, design recommendations, and public agency and community priorities as the basis for developing corridor plan alternatives.

Alta will utilize Caltrans and County-provided as-builts, GIS, and aerial data to prepare a base map in for the corridor, including streets to either side of the corridor through the communities of Olancha and Cartago. This base map will be used by the Consultant team during site visits, community workshops, and in the development of concept design graphics. Information to be mapped (depending on available data) may include:

- Existing land uses, zoning and open space
- Critical adjacent conditions
- Right-of-way
- Property boundaries and ownership
- Street trees and vegetation
- Lane configurations, existing bicycle and pedestrian facilities, crosswalks, and intersection controls
- Utilities and potential conflicts
- Significant topography, slope, grade and physical barriers

The results of this research will be summarized in a report for County review. A final report will be prepared following receipt of one set of consolidated and internally consistent comments from the County.

TASK 2.4 OPPORTUNITIES/ CONSTRAINTS MEMORANDUM

The Alta team will summarize key components and challenges of the existing network and potential opportunities to be explored for new connections or enhancements in the pedestrian, bicyclist, transit user, and motorist experiences and networks. Items to be analyzed include the following:

- Corridor characteristics, including location of intersections, bicycle and pedestrian facilities, lane counts and configuration (including widths), and driveway spacing.

- Walking and biking conditions
- Locations of residences and businesses throughout the corridor
- Locations of key destinations and attractions outside the corridor, and opportunities for connection
- Safety Hot Spot identification using available crash data and systemic safety using a combination of safety data and available federal and state systemic safety resources

Alta will combine the data and analysis from into a summary memo, describing what has been learned, how it impacts the corridor design, and where improvement are needed most. The team will utilize clear and simple graphics to illustrate the key information with the intention of repurposing these graphics for presentations to the advisory group and community members during the charrette. Alta will also provide a summary PowerPoint that provides an executive summary of existing conditions.

Following review, the Alta team will respond to one set of consolidated comments from County staff.

TASK 2.5 OCCS CONCEPT MEMORANDUM

Following the initial community meeting and opportunity and constraints analysis, the Alta team will develop a series of recommendations and design concepts for the corridor. These will identify opportunities for specific design improvements on the former 395 corridor as well as throughout the communities surrounding the highway. Designs will focus on both transportation safety enhancements and opportunities to draw visitors to the corridor. Feedback received to-date from stakeholders, agencies, and the public will be summarized. The following considerations will be included in the memorandum:

- Locations for potential gateways, commercial activity, and public space.
- Locations along the study corridor where roadway connections would be made to the new four-lane highway, and the appropriate intersection lane configuration and control at those intersection locations.
- Estimate of peak-hour and daily traffic volumes for key streets in the communities, excluding along Highway 395, after completion of the Highway 395 realignment.
- Evaluation of appropriate speed limits along the study corridor after it is relinquished to the County.
- Options to increase travel via non-auto modes and improve system efficiencies. Potential improvements

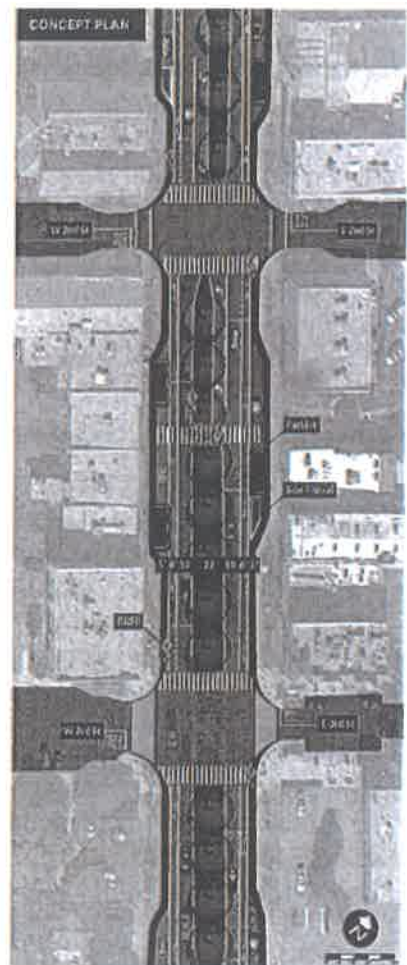
to pedestrian connections, bicycle facilities, and transit facilities/services will be evaluated. The evaluation of bicycle and pedestrian improvements will include a review of potential demand, right-of-way availability, consistency with connecting networks, and consistency with Caltrans guidance and design documents.

- Potential improvements to enhance safety conditions for motorists, pedestrians and bicyclists in the communities will be identified.
- Complete Street design alternatives and aesthetic improvements to enhance mobility for all users (pedestrians, bicyclists, transit vehicles, heavy vehicles, and motorists) while maximizing transportation safety conditions.
- Potential roadway and/or multimodal improvements to increase accessibility to existing recreational trails will be identified.

TASK 2.6 COMMUNITY WORKSHOPS

Alta will conduct up to two community workshops to share the findings of the Opportunities and Constraints Memorandum and the OCCS Concept Memorandum. These workshops will allow tribal groups, local communities, and stakeholders to review the project's progress and provide feedback on preliminary concepts for the corridor. Alta staff will present the core information from these memos and provide graphical display boards and maps to illustrate both existing conditions and proposed concepts. At the County's discretion and depending on workshop day and time, these meetings can include an on-site discussion of corridor conditions.

The workshop will take an open house format, opening with a PowerPoint presentation to provide a review of the project's goals, an overview of the project's progress and process, findings, and concepts. Display



BENEFITS / DRAWBACKS

10 MORE REASONABLE SPEEDS

By having one travel lane at mid-block, the most careful drivers will control speeds through downtown which will also help reduce the outdoor noise level from passing vehicles

11 PEDESTRIAN BUFFER

Pedestrians are shielded from motor vehicle traffic by a bicycle lane, parking, and street furniture, allowing the sidewalk to feel safer and more comfortable for people of all ages

12 SAFER FOR BICYCLISTS

Dedicated bicycle lanes encourage more timid cyclists leery of competing with motor vehicle traffic, to bicycle for everyday trips and for exercise and recreation.

13 LONGER VEHICLE TRAVEL TIME

Because the addition of a bicycle lane will replace right-hand turn lanes at intersections, motor vehicle travel times will be reduced as through traffic shares a lane with vehicles turning right.

14 SLOWER EMERGENCY RESPONSE

A narrow travelway at mid-block makes it more difficult for ambulances and other emergency vehicles to navigate around yielding vehicles

Alta uses a combination of rendering techniques, such as photo simulations and plan view drawings to help visualize proposed changes and communicate benefits and potential compromises to the public.

boards will be produced showing conceptual designs for the corridor as a whole, with detailed designs and strategies shown on individual boards. Attendees will be encouraged to provide feedback on concepts and Alta staff will be present to answer questions, record comments, and discuss alternatives. Comments received at these workshops will be summarized and provided to the County in memo format.

Task 2 Deliverables:

Task 2.1 Community Workshop #1

- » Facilitation of one community workshop
- » Powerpoint presentation, display boards, and summarized notes of feedback received

Task 2.2 Stakeholder Interviews

- » Notes from each stakeholder meeting
- » Summary memo of all feedback received

Task 2.3 Preliminary Research

- » Draft and Final Existing Conditions report, including basemaps

Task 2.4 Opportunities/Constraints

- » Draft and Final Opportunities and Constraints Memorandum with accompanying maps

Task 2.5 OCCS Concept Memorandum

- » Draft and Final OCCS Concept Memorandum

Task 2.6 Community Workshops

- » Facilitation of up to two community workshops
- » Powerpoint presentation, display boards, and summarized notes of feedback received

Task 3. Draft Study

TASK 3.1 ADMINISTRATIVE DRAFT OCCS

Combining all previous work efforts, Alta will prepare an administrative Draft OCCS for review by the County. The study will include technical studies for specific constraints previously identified, including transportation and transit, engineering, economic and residential impacts, cultural resources, and other features. This report will incorporate the summary memos from Task 2.3: Preliminary Research, Task 2.4: Opportunities/Constraints, and Task 2.5: OCCS Concept Memorandum.

DRAFT REPORT

The Alta team will organize graphics and technical memos, and project narrative into a cohesive, succinct, graphically illustrated report with supporting text, figures, maps, and diagrams as necessary to convey

the design and planning concepts to the County, stakeholders, decision makers, and the public, discussing the following:

- Project Goals and Priorities
- Existing Conditions and Modal Inventory
- Opportunities and Constraints
- Documentation of the public process and input
- Input from stakeholders
- Conceptual designs and recommendations shown in plan-view, cross sections, sketches and/or photo simulation for improved road safety and operations, pedestrian, bicycle and transit facilities, directional signage and community entry features.
- Summaries and analysis of feedback received from the public, agencies, and stakeholders
- Evaluation of consistency of recommendations with County and Caltrans standards and an analysis of impacts on traffic, travel times, and traffic safety.
- Cost Estimates
- Phasing strategies for both short- and long-term goals within the corridor
- Funding Opportunities and Implementation Strategies

The Alta team will deliver the draft report to County staff for review. County will provide a consolidated, internally consistent set of comments.

TASK 3.2 DRAFT OCCS

The Alta team will revise the administrative draft from task 3.1 and work with the County to resolve any conflicts with comments to develop the Public Draft OCCS. This draft will include updates to all elements from the administrative draft, including technical studies. Alta will provide the Draft OCCS to the County for distribution to the Inyo County Planning Commission and other relevant agencies and stakeholders, tribal groups, and the local community. County will collect and review all comments and provide a consolidated, internally consistent set of comments.

TASK 3.3 COMMUNITY WORKSHOP

Alta will coordinate with the County to facilitate one additional community workshop to present the Draft OCCS and collect public feedback on the findings and recommendations therein. A PowerPoint presentation will be provided, as well as supporting graphics to illustrate key elements of the OCCS. Comments received at this workshop will be summarized by Alta and provided to County staff for review.

TASK 3.4 BOARDS/COMMISSIONS

Following the Draft OCCS community workshop, Alta will provide revisions to the Draft OCCS as specified by the County and provide a PowerPoint presentation for the Inyo County Planning Commission and Board of Supervisors. Alta will attend one meeting for each, and present the OCCS and/or answer questions related to the process, findings, and recommendations. Feedback received at these meetings will be summarized and provided to the County.

Task 3 Deliverables:

Task 3.1 Administrative Draft OCCS

- » Administrative Draft OCCS document, including technical reports

Task 3.2 Draft OCCS

- » Draft OCCS document

Task 3.3 Community Workshop

- » Alta attendance and facilitation of one community workshop
- » Digital presentation of refined concepts
- » Display boards and maps as required to illustrate concepts
- » Summary of feedback

Task 3.4 Boards/Commissions

- » Refined Draft OCCS based upon community feedback
- » Digital presentation of refined concepts
- » Attendance at one Inyo County Planning Commission meeting and one Inyo County Board of Supervisors Meeting to present Draft OCCS
- » Summary of feedback on Draft OCCS

Task 4. Final Study

The final phase of the work plan will combine the work completed on the previous tasks to provide Inyo County with a community-backed conceptual corridor study and accompanying documentation that will support future funding.

TASK 4.1 ADMINISTRATIVE FINAL OCCS

The Alta team will make final revisions to the Draft OCCS based on one set of consolidated comments from the County. Alta will work with the County to resolve any conflicts with comments and develop the Administrative Final OCCS, which will be delivered to the County for review.

TASK 4.2 PUBLIC DRAFT FINAL OCCS

Alta will respond to one set of comments, from the County to revise the Administrative Final OCCS to the Public Draft Final OCCS. This draft will be provided to County staff for distribution to agencies, stakeholders, and the public for final feedback on the study.

TASK 4.3 PUBLIC MEETING

The Alta team will present the final report's findings in a public meeting in or near the study corridor. The intent of this meeting will be to show the community that the team has heard their concerns and desires for the corridor and these concerns have been addressed in the study. Comments will be received at the meeting and, following consultation with the County, incorporated into the Final OCCS in Task 4.5.

TASK 4.4 BOARDS/COMMISSIONS

Alta will present the final report to both the Inyo County Planning Commission and Inyo County Board of Supervisors for additional input. Alta will provide summarized notes of the feedback received to County staff.

TASK 4.5 FINAL OCCS

Alta will revise the plan to address comments from the Planning Commission and Board of Supervisors and deliver the Final OCCS. Alta will provide the final study in PDF format as well as all digital source files used to produce the document.

This document will expertly summarize the Olancha Cartago Corridor Study process and results, the preferred concept design, phasing, costs, and implementation feasibility for Inyo County.

Task 4 Deliverables:

Task 4.1 Administrative Final OCCS

- » Administrative Draft Plan document

Task 4.2 Public Draft Final OCCS

- » Public review draft document - with revisions

Task 4.3 Public Meeting

- » Facilitation of final public meeting with PowerPoint presentation and display boards
- » Summarized notes of feedback received

Task 4.4 Boards/Commissions

- » Digital presentation
- » Summarized notes of feedback received

Task 4.5 Final OCCS

- » Final Plan in PDF format with digital source files

Task 5. Staff Meetings, Invoicing, Reporting

TASK 5.1 MEETINGS

Alta's Project Manager James Powell will attend monthly meetings in person, when in conjunction with other meetings such as the kick-off, site visit, and meetings with other agencies and stakeholders. For cost efficiency and location proximity, James will join other meetings via screen share and conference call.

TASK 5.2 INVOICING/REPORTING

Alta will provide a project management work plan (PMWP) that includes objectives, organization, scope of services, schedule, budget, QA/QC, communications, document control, cost controls, invoicing, and reporting for the development of the study. Greg Maher, PLA, ASLA, will act as Principal-in-Charge, overseeing the Alta team, directing project resources and providing quality control for tasks and services. James Powell, ASLA, will serve as Project Manager and lead the project team, communicate information, direct completion of required tasks and deliverables, and report and control project cost and schedule performance, coordinating with the County's Project Manager.

Alta will provide monthly progress reports to the County. Each progress report will include the following:

- Work completed to date
- Work remaining
- Anticipated challenges and resolutions
- Budget status and analysis
- Schedule status/update (tracking actual versus planned progress)

Monthly progress reports will take place in conjunction with other project meetings or site visits, or will be conducted over the phone. Updates in the monthly progress reports will include a list/spreadsheet identifying open items or tasks (Status of Open Items, or SOI), priority, responsible person and brief description of status. If the progress report includes a formal meeting with County or other staff, County staff will be responsible for preparing and distributing agendas and meeting notes.

Task 5 Deliverables:

Task 5.1 Meetings

- » Attend up to 3 stakeholder and agency meetings
- » Kick-off meeting agenda and meeting notes
- » Monthly project team meeting agenda -and meeting notes

Task 5.2 Invoicing/Reporting

- » Monthly progress reports, budget update, and invoices



Alta's charrette work in Mammoth Lakes led to design recommendations that represented local priorities and were well-supported by the community.

ATTACHMENT B
AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY

TERM:

FROM: JULY 5, 2018 TO: FEBRUARY 28, 2020

SCHEDULE OF FEES
(SEE ATTACHED)

TASK	Alta Planning + Design										LSC, Inc				Total Task Fee
	Principal-in-Charge	Project Manager	Principal Engineer	Senior Planning Associate	Associate Engineer	Designer	Planner	Admin	Principal Engineer	Graphic Technician	Support Staff	Task Hours	Total Task Fee		
	Greg Maher	James Powell	Steve Friason PE	Jenny An	Carlos Valadao	Matt Wild	Kevin Johnson	Vesna Petrin	Sara Hawley/Gordon Shaw						
	\$205.00	\$129.00	\$247.00	\$205.00	\$170.00	\$106.00	\$98.00	\$74.00	\$200	\$105	\$70	\$65			
2018 Hourly Rate*															
1. Project Initiation	10	12	0	0	0	12	12	5	8	8	0	0	\$8,856		
1.2 Kickoff Meeting	10	12				12	12	5	8	8			\$8,856		
2. Study Concept	14	72	6	14	26	102	74	18	87	54	16	14	\$65,426		
2.1 Community Workshop	2	16				24	8	2					\$5,950		
2.2 Stakeholder Interviews	2	24						2					\$3,244		
2.3 Preliminary Research	2	2		2	2	8	16	6	42	24	8	8	\$16,278		
2.4 Opportunities/Constraints Memorandum	4	8	2	4	8	24	16	2	45	30	8	6	\$21,886		
2.5 OCCS Concept Memorandum	4	16	4	8	16	40	30	4					\$15,708		
2.6 Community Workshops	2	6				6	4	2					\$2,360		
3. Draft Study	13	72	6	6	20	44	68	17	109	45	10	15	\$58,851		
3.1 Administrative Draft OCCS	4	24	4	4	16	20	40	8	100	40	5	10	\$40,276		
3.2 Draft OCCS	4	8	2	2	4	8	20	4					\$6,540		
3.3 Community Workshops	3	24				16	8	3	9	5	5	5	\$9,413		
3.4 Boards/Commissions	2	16					2						\$2,622		
4. Final Study	10	64	8	8	16	52	76	20	36	5	6	11	\$39,942		
4.1 Administrative Final OCCS	4	16	4	4	8	20	40	8	27	5	6	11	\$19,744		
4.2 Public Draft Final OCCS	2	8	2	2	4	8	20	4					\$6,130		
4.3 Public Meeting	2	16				16	8	2	9				\$6,492		
4.4 Boards/Commissions	2	16						2					\$2,622		
4.5 Final OCCS	2	8	2	2	4	8	8	4					\$4,954		
5. Staff Meetings, Invoicing, Reporting	12	60	6	6	0	24	24	48	0	0	0	0	\$21,360		
5.1 Meetings	12	36	6	6		24	24	24					\$16,488		
5.2 Invoicing/Reporting		24						24					\$4,872		
Staff Hours	59	280	26	34	62	234	254	108	240	112	32	40	\$194,435		
Travel								\$4,000					\$5,696		
Phone/Postage/Delivery Costs								\$200					\$305		
Printing/Copy Costs								\$1,600					\$1,752		
Traffic Count Subcontractor								\$0					\$2,745		
Total Expenses								\$5,800					\$10,498		
Project Total	\$12,095	\$36,120	\$6,422	\$6,970	\$10,540	\$24,804	\$24,892	\$7,992	\$48,000	\$11,760	\$2,240	\$2,600	\$204,933		

GENERAL NOTES:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.
 * Hourly rates are for calendar year 2018, and will be adjusted if work is continued into subsequent year(s).

ATTACHMENT C
AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY

TERM:

FROM: JULY 5, 2018 TO: FEBRUARY 28, 2020

SCHEDULE OF
TRAVEL AND PER DIEM PAYMENT
(NONE)

ATTACHMENT D

**AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY**

TERM:

FROM: JULY 5, 2018 TO: FEBRUARY 28, 2020

**INSURANCE PROVISIONS
(SEE ATTACHED)**

Exhibit 2:

Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and **Employer's Liability Insurance** with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(Not required if consultant provides written verification it has no employees)

4. **Professional Liability (Errors and Omissions) Insurance** appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.**

Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the Entity.**

Waiver of Subrogation

Consultant hereby grants to Entity a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*
3. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of contract work.

Verification of Coverage

Consultant shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Entity is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

ATTACHMENT E

**AGREEMENT BETWEEN COUNTY OF INYO
AND ALTA PLANNING + DESIGN
FOR THE PROVISION OF CONSULTING SERVICES FOR THE
OLANCHA CARTAGO CORRIDOR STUDY**

TERM:

FROM: JULY 5, 2018 TO: FEBRUARY 28, 2020

**RESTRICTED GRANT AGREEMENT
(SEE ATTACHED)**

**SUSTAINABLE COMMUNITIES
GRANTS (STATE)**

**RESTRICTED GRANT
AGREEMENT**

THIS RESTRICTED GRANT AGREEMENT (RGA), between the State of California acting by and through its Department of Transportation, referred to herein as **CALTRANS** and the **Inyo County**, herein after referred to as **AGENCY**, will commence on **May 1, 2018**, or approval by **CALTRANS**, whichever occurs later. This RGA is of no effect unless approved by **CALTRANS**. **AGENCY** shall not receive payment for work performed prior to approval of the RGA and before receipt of notice to proceed by the **CALTRANS** Contract Manager. This RGA shall expire on **February 28, 2020**.

RECITALS

1. Under this RGA, **CALTRANS** intends to convey State grant funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-3290, who will conduct transportation studies and planning within the regional area under the jurisdiction of **AGENCY** under the terms, covenants and conditions of this RGA.
2. **CALTRANS** and **AGENCY** intend that only funds that are authorized as grants will be subject to this RGA, and that no funds that should be the subject of a Joint Powers Agreement, Interagency Agreement, or other non-grant agreement shall be subject to this RGA.

SECTION I

AGENCY AGREES:

To timely and satisfactorily complete all Project Work described in **Attachment II** within the project budget and in accordance with the items of this RGA.

SECTION II

CALTRANS AGREES:

That when conducting an audit of the costs claimed by **AGENCY** under the provisions of this RGA, to conduct the audit in accordance with applicable laws and regulations.

SECTION III

IT IS MUTUALLY AGREED:

In consideration of the foregoing and the mutual promises of the parties hereto, **AGENCY** and **CALTRANS** agree as follows:

1. Under this RGA, **CALTRANS** will convey State grant funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-3290, who will conduct transportation studies and planning within the regional area under the jurisdiction of **AGENCY**. The funds subject to this RGA must be (a) identified as available for a grant in **CALTRANS'** budget and (b) for the purpose of conducting transportation studies or planning or to a **CALTRANS** organization that is responsible for conducting transportation studies or planning.

2. Under this Restricted Grant, funds may be only used for the purpose set forth in this paragraph and funds may only be used for costs and expenses that are directly related to such purpose.
3. **AGENCY** shall perform all the duties and obligations described in the “**Olancho-Cartago Corridor Study (OCCS)**”, hereinafter the Project, subject to the terms and conditions of this RGA. The Approved Project Grant Application (Scope of Work and Project timeline), which are attached hereto as **Attachment II**.
4. The resolution authorizing **AGENCY** to execute this RGA pertaining to the above described Project is attached hereto as **Attachment I**.
5. All services performed by **AGENCY** pursuant to this RGA shall be performed in accordance with all applicable State and **AGENCY** laws, regulations, ordinances, policies and procedures and **CALTRANS** published manuals, including Grant Application Guide at: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>. In case of conflict between State and **AGENCY** laws, regulations, ordinances, policies or procedures, the order of precedence applicability of these laws shall be established by prevailing California laws and regulations; **CALTRANS** policies and procedures; ordinances; and, **AGENCY** policies and procedures. This RGA may not include any federal funds.

3. Project funding is as follows:

<u>FUND TITLE</u>	<u>FUND SOURCE</u>
RMRA	SB1
LOCAL MATCH	Agency Provided
	Total Project Costs

No in-kind contributions may be made unless the amount and type of the contribution is identified above.

7. This RGA is exempt from legal review and approval by the Department of General Services, pursuant to AG Opinions: 58 Ops. AG 586 (1974), 63 Ops. AG 290 (1980), 74 Ops AG 10 (1991), and 88 Ops AG 56.]

8. **Notification of Parties**

- a. **AGENCY's** Project Manager for **PROJECT** is Cathreen Richards.
- b. **CALTRANS'** Contract Manager is Mark Heckman. "Contract Manager" as used herein includes his/her designee.
- c. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

Inyo County

Attention: Cathreen Richards, Project Manager
Phone Number: (760) 878-0263
168 North Edwards Street
Independence, CA 93526

California Department of Transportation
District 9/Planning
Attention: Mark Heckman, Contract Manager
Phone Number: (760) 872-1398
Email: mark.heckman@dot.ca.gov
500 South Main Street
Bishop, CA 93514

9. Period of Performance

- a. Reimbursable work under this RGA shall begin no earlier than on **May 1, 2018**, contingent upon the approval by **CALTRANS** and receipt of the Notice to Proceed letter of this RGA by the **CALTRANS** Contract Manager, and will expire on **February 28, 2020**.
- b. AGENCY will attend a kickoff meeting with **CALTRANS** to be scheduled within one (1) week from receipt of Notice to Proceed letter by the **CALTRANS'** Contract Manager.

10. Changes in Terms/Amendments

This RGA may only be amended or modified by mutual written agreement of the parties.

11. Cost Limitation

- a. The total amount reimbursable to **AGENCY** pursuant to this RGA by **CALTRANS** shall not exceed **\$208,860.00**.
- b. It is agreed and understood that this RGA fund limit is an estimate and that **CALTRANS** will only reimburse the cost of services actually rendered as authorized by the **CALTRANS** Contract Manager at or below that fund limitation established hereinabove.

12. Termination

- a. **CALTRANS** reserves the right to terminate this RGA upon written notice to **AGENCY** at least thirty (30) days in advance of the effective date of such termination in the event **AGENCY** fails to proceed with PROJECT work in accordance with the terms of this RGA.
- b. This RGA may be terminated by either party for any reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized and non-cancelled costs up to the date of termination.
- c. **AGENCY** has sixty (60) days after the Termination Date to submit invoices to **CALTRANS** to make final allowable payments for Project costs in accordance to the terms of this RGA. Failure to submit invoices within this period may result in a waiver by **AGENCY** of its right to reimbursement of expended costs.

13. Budget Contingency Clause

- a. It is mutually agreed that if the U.S. Congress or the State Legislature fail to appropriate or allocate funds during the current year and/or any subsequent years covered under this RGA does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, **CALTRANS** shall have no liability to pay any funds whatsoever to **AGENCY** or to furnish any other considerations under this Agreement and **AGENCY** shall not be obligated to perform any provisions of this RGA.
- b. If funding for any fiscal year is reduced or deleted by the U.S. Congress or the State Legislature for purposes of this program, **CALTRANS** shall have the option to either terminate this Agreement with no liability occurring to **CALTRANS**, or offer a RGA Amendment to **AGENCY** to reflect the reduced amount.

14. Payment and Invoicing

- a. The method of payment for this RGA will be based on actual allowable costs. **CALTRANS** will reimburse **AGENCY** for expended actual allowable direct costs and including, but not limited to labor costs, travel, and contracted consultant services costs incurred by **AGENCY** in performance of the Project work. Indirect costs are reimbursable only if the **AGENCY** has an approved Indirect Cost Allocation Plan or an Indirect Cost Rate Proposal as set forth in **Section III – Cost Principles, Item 16.d**. The total cost shall not exceed the cost reimbursement limitation set forth in **Section III – Cost Limitations, Item 11.a**. Actual costs shall not exceed the estimated wage rates, labor costs, travel and other estimated costs and fees set forth in **Attachment II** without an amendment to this RGA, as agreed between **CALTRANS** and **AGENCY**.
- b. Reimbursement of **AGENCY** expenditures will be authorized only for those allowable costs actually incurred by **AGENCY** in the performance of the Project work. **AGENCY** must not only have incurred the expenditures on or after the start date and the issuance of the Notice to Proceed letter for this RGA and before the Expiration Date, but must have also paid for those costs to claim any reimbursement.
- c. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to **AGENCY**, its sub-recipients, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: http://www.dot.ca.gov/hq/asc/travel/ap_b/bu1.htm
Also see website for summary of travel reimbursement rules.
- d. **AGENCY** shall submit invoices to **CALTRANS** at least quarterly but no more frequently than monthly in arrears for completion of milestones in accordance with the Project Timeline in **Attachment II** to the satisfaction of the **CALTRANS'** Contract Manager. Invoices shall reference this RGA Number and shall be signed and submitted to the **CALTRANS'** Contract Manager at the following address, as

stated in **Section III – Notification of Parties, Item 8.c.**

- e. Invoices shall include the following information:
- 1) Names of the **AGENCY** personnel performing work
 - 2) Dates and times of project work
 - 3) Locations of project work
 - 4) Itemized costs as set forth in **Attachment II**, including identification of each employee or subcontractor staff that provided services during the period of the invoice, the number of hours and hourly rates for each employee or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and subcontractor invoices.
 - 5) **AGENCY** shall submit written progress reports with each set of invoices to allow the **CALTRANS'** Contract Manager to determine if **AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.
- f. Incomplete or inaccurate invoices shall be returned to the **AGENCY** unapproved for correction. Failure to submit invoices on a timely basis may be grounds for termination of this RGA for material breach per **Section III – Termination, Item 12.**
- g. **CALTRANS** will reimburse **AGENCY** for all allowable Project costs at least quarterly but no more frequently than monthly in arrears as promptly as **CALTRANS** fiscal procedures permit upon receipt of an itemized signed invoice.
- h. The RGA Expiration Date refers to the last date for **AGENCY** to incur valid Project costs or credits and is the date the RGA expires. **AGENCY** has sixty (60) days after that Expiration Date to make final allowable payments to Project contractors or vendors, submit the Project's Final Product(s) as defined in **Attachment II** and final invoice to **CALTRANS** for reimbursement for allowable Project costs. Any unexpended Project funds not invoiced by the sixtieth (60th) day will be reverted and will no longer be accessible to reimburse late Project invoices.

15. Local Match Funds

- a. **AGENCY** shall contribute not less than a proportional cash amount toward the services described herein on a monthly or quarterly basis. The frequency of the payments shall be agreed upon by the parties in a document signed by both parties. Notwithstanding the foregoing, to the extent that in-kind contributions are permitted under this Agreement, the contributions may be counted as cash when they are actually received by **CALTRANS**. Except where expressly allowed in writing herein, reimbursement of credits for local matching funds will be made or allowed only for work performed on and after the date of issuance of the Notice to Proceed and prior to the Expiration Date of this RGA.
- b. Local cash and in-kind match requirements can be found at: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>, Grants Application Guide. **AGENCY** agrees to contribute the statutorily required local contribution of

matching funds if any is specified within this RGA or in any Attachment hereto, toward the actual cost of the services described in **Attachment II. AGENCY** shall contribute not less than its required match amount toward the services described herein. Local cash and in-kind match requirements can be found at the Office of Regional Planning (ORP) website:
<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

16. Cost Principles

- a. **AGENCY** agrees to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. **AGENCY** agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) and (b) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Every sub-recipient receiving Project funds as a sub-recipient, contractor, or subcontractor under this RGA shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards to the extent applicable.
- c. Any Project costs for which **AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, and/or Part 48, Chapter 1, Part 31, are subject to repayment by **AGENCY** to **CALTRANS**. Should **AGENCY** fail to reimburse moneys due **CALTRANS** within thirty (30) days of discovery or demand, or within such other period as may be agreed in writing between the parties hereto, **CALTRANS** is authorized to intercept and withhold future payments due **AGENCY** from **CALTRANS** or any third-party source, including, but not limited to, the State Treasurer, the State Controller or any other fund source.
- d. Prior to **AGENCY** seeking reimbursement of indirect costs, **AGENCY** must prepare and submit annually to **CALTRANS** for review and approval an indirect cost rate proposal and a central service cost allocation plan (if any) in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 5 of the Local Assistance Procedures Manual which may be accessed at:
<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>.
- e. **AGENCY** agrees and shall require that all of its agreements with consultants and sub-recipients contain provisions requiring adherence to this section in its entirety **except for section c, above.**

17. Americans with Disabilities Act

By signing this RGA, **AGENCY** assures **CALTRANS** that in the course of performing Project work, it will fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

18. Indemnification

Neither **CALTRANS** nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon **AGENCY** under this RGA. It is understood and agreed that **AGENCY**, its officers, employees, agents, or subcontractors shall fully defend, indemnify and save harmless **CALTRANS** and all its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents or subcontractors under this RGA.

19. Nondiscrimination Clause (2 CCR 11105 Clause b)

- a. During the performance of this RGA, the **AGENCY**, and its Subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. **AGENCY** shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- b. **AGENCY** shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135-11139.5), and the regulations or standards adopted by **CALTRANS** to implement such article.
- c. **AGENCY** shall permit access by representatives of the Department of Fair Employment and Housing and **CALTRANS** upon reasonable notice at any time during the normal business hours, but in no case less than twenty four (24) hours' notice, to such of its books, records, accounts, and all other sources of information

and its facilities as said Department or **CALTRANS** shall require to ascertain compliance with this clause.

- d. **AGENCY** and its Subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. **AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the RGA.

20. Retention of Records/Audits

- a. **AGENCY**, its contractors, subcontractors and sub-recipients shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line. The accounting system of **AGENCY**, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of **AGENCY**, its contractors, subcontractors and sub-recipients connected with Project performance under this RGA shall be maintained for a minimum of three (3) years from the date of final payment to **AGENCY** and shall be held open to inspection, copying, and audit by representatives of **CALTRANS**, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished by **AGENCY**, its contractors, its subcontractors and sub-recipients upon receipt of any request made by **CALTRANS** or its agents. In conducting an audit of the costs and match credits claimed under this RGA, **CALTRANS** will rely to the maximum extent possible on any prior audit of **AGENCY** pursuant to the provisions of State and **AGENCY** law. In the absence of such an audit, any acceptable audit work performed by **AGENCY's** external and internal auditors may be relied upon and used by **CALTRANS** when planning and conducting additional audits.
- b. For the purpose of determining compliance with applicable State and **AGENCY** law in connection with the performance of **AGENCY's** contracts with third parties pursuant to GC Section 8546.7, **AGENCY**, **AGENCY's** sub-recipients, contractors, subcontractors, and **CALTRANS** shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three (3) years from the date of final payment to **AGENCY** under this RGA. **CALTRANS**, the California State Auditor, or any duly authorized representative of **CALTRANS** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **AGENCY** shall furnish copies thereof if requested.

- c. **AGENCY**, its sub-recipients, contractors, and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other **AGENCY** of the State of California designated by **CALTRANS**, for the purpose of any investigation to ascertain compliance with this RGA.
- d. Additionally, all grants may be subject to a pre-award audit prior to execution of the RGA to ensure **AGENCY** has an adequate financial management system in place to accumulate and segregate reasonable, allowable and allocable costs.
- e. Any contract with a consultant or sub-recipient entered into as a result of this Agreement shall contain all the provisions of this article.

21. Disputes

- a. Any dispute concerning a question of fact arising under this RGA that is not disposed of by agreement shall be decided by the **CALTRANS** Contract Officer, who may consider any written or verbal evidence submitted by **AGENCY**. The decision of the **CALTRANS** Contract Officer shall be the **CALTRANS**'s final decision regarding the dispute.
- b. Neither the pendency of a dispute nor its consideration by the **CALTRANS** Contract Officer will excuse **AGENCY** from full and timely performance in accordance with the terms of the RGA.

22. Third-Party Contracts

- a. **AGENCY** shall perform the work contemplated with resources available within its own organization and no portion of the work shall be subcontracted without prior written authorization by **CALTRANS** Contract Manager unless expressly included (sub-recipient identified) in **Attachment II** as part of the identified Project work.
- b. All State-government-funded procurements must be conducted using a fair and competitive procurement process. **AGENCY** may use its own procurement procedures as long as the procedures comply with the local **AGENCY**'s laws, rules, and ordinances governing procurement and all applicable provisions of state law, including without limitation the requirement that the **AGENCY** obtain at least three (3) competitive bids for solicitation of goods, services and consulting services (see Part 2, Chapter 2, Articles 3 and 4 of the Public Contract Code); a qualifications-based solicitation process, for which statements of qualifications are obtained from at least three (3) qualified firms for architecture and engineering services (see Title 1, Division 5, Chapter 10 of the Government Code); and, the provisions of the Local Assistance Procedures Manual (LAPM), Chapter 10, which are not inconsistent with this section 23, Third Party Contracts. The LAPM can be found and the following link: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm#LAPMop1>.
- c. Any subcontract entered into as a result of this RGA shall contain all the provisions stipulated in this RGA to be applicable to **AGENCY**'s sub-recipients,

- contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors must be submitted to the **CALTRANS** Contract Manager.
- d. **CALTRANS** does not have a contractual relationship with the **AGENCY's** sub-recipients, contractors, or subcontractors and the **AGENCY** shall be fully responsible for all work performed by its sub-recipients, contractors, or subcontractors.
 - e. Prior authorization in writing by the **CALTRANS** Contract Manager shall be required before **AGENCY** enters into any non-budgeted purchase order or sub-agreement for supplies, or consultant services. **AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs. **AGENCY** shall retain all receipts for such purchases or services and shall submit them with invoices per **Section III, Item 14e.4, above**.
 - f. Any subcontract entered into by **AGENCY** as a result of this RGA shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as Project costs only after those costs are incurred and paid for by the subcontractors. Travel expenses and per diem rates for subcontractors shall be reimbursed pursuant to **Section III, Item 14c, above**.

23. Drug-Free Workplace Certification

By signing this RGA, **AGENCY** hereby certifies under penalty of perjury under the laws of California that **AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (GC Section 8350 et seq.) and will provide a Drug-Free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by GC Section 8355(a).
- b. Establish a Drug-Free Awareness Program as required by GC Section 8355(b) to inform employees about all of the following:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The person's or organization's policy of maintaining a Drug-Free workplace;
 - 3) Any available counseling, rehabilitation, and employee assistance programs.
 - 4) Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide, as required by GC Section 8355(c), that every employee who works on the proposed contract or grant:
 - 1) Will receive a copy of the company's Drug-Free policy statement.
 - 2) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- d. Failure to comply with these requirements may result in suspension of payments under this RGA or termination of this RGA or both, and **AGENCY** may be ineligible for the award of any future state contracts if **CALTRANS** determines that any of

the following has occurred: (1) **AGENCY** has made a false certification or, (2) **AGENCY** violates the certification by failing to carry out the requirements as noted above.

24. Relationship of Parties

It is expressly understood that this RGA is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

25. State-Owned Data

a. **AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:

- 1) Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **CALTRANS** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.
- 2) Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.
- 3) Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
- 4) Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.
- 5) Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.
- 6) Notify the **CALTRANS** Contract Manager immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
- 7) Advise the owner of the State-owned data, the **AGENCY** Information Security Officer, and the **AGENCY** Chief Information Officer of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.

b. **AGENCY** agrees to use the State-owned data only for State purposes under this RGA.

- c. **AGENCY** agrees to not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s). (State Administrative Manual (SAM) Section 5335.1)

26. Assumption of Risk and Indemnification Regarding Exposure to Environmental Health Hazards

In addition to and not a limitation of the **AGENCY'S** indemnification obligations contained elsewhere in this Agreement, the **AGENCY** hereby assumes all risks of the consequences of exposure of **AGENCY'S** employees, agents, Subcontractors, Subcontractors' employees, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, to any and all environmental health hazards, local and otherwise, in connection with the performance of this Agreement. Such hazards include, but are not limited to, bodily injury and/or death resulting in whole or in part from exposure to infectious agents and/or pathogens of any type, kind or origin. **AGENCY** also agrees to take all appropriate safety precautions to prevent any such exposure to **AGENCY'S** employees, agents, Subcontractors, Subcontractors' employees, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement. **AGENCY** also agrees to indemnify and hold harmless **CALTRANS**, the State of California, and each and all of their officers, agents and employees, from any and all claims and/or losses accruing or resulting from such exposure. Except as provided by law, **AGENCY** also agrees that the provisions of this paragraph shall apply regardless of the existence or degree of negligence or fault on the part of **CALTRANS**, the State of California, and/or any of their officers, agents and/or employees.

27. Mandatory Organic Waste Recycling

It is understood and agreed that pursuant to Public Resources Code §42649.8 et. seq, if **AGENCY** generates four (4) cubic yards of organic waste per week the **AGENCY** shall arrange for organic waste recycling services. "Organic waste" means food waste, green waste, landscape and pruning waste, non-hazardous wood waste, and food-soiled paper waste that is mixed in food.

The **AGENCY** shall take at least one of the following actions:

- 1) Source separate organic waste from other waste and subscribe to a basic level of organic waste recycling service that includes collection and recycling of organic waste.
- 2) Recycle its organic waste onsite or self-haul its own organic waste for recycling.
- 3) Subscribe to an organic waste recycling service that may include mixed waste processing that specifically recycles organic waste.

28. Project Close Out/Final Product

- a. **AGENCY** will provide two (2) copies and two (2) electronic versions of the Final Product(s) to the **CALTRANS** Contract Manager.
- b. **CALTRANS** reserves the right to withhold final payment to **AGENCY** pending receipt of Final Product(s) to the **CALTRANS** Contract Manager.

29. OWNERSHIP OF PROPRIETARY PROPERTY

a. **Definitions**

- 1) **Work:** The work to be directly or indirectly produced by **AGENCY** under this RGA.
- 2) **Work Product:** All deliverables created or produced from Work under this Agreement including but not limited to, all Work and Deliverables conceived or made, or made hereafter conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six (6) months after the termination thereof, which relates to the Work commissioned or performed under this Agreement. "Work Product" includes all deliverables, inventions, innovations, improvements, or other works of authorship Contractor may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret, or other legal protection.
- 3) **Inventions:** Any idea, methodologies, design, concept, technique, invention, discovery, improvement or development regardless of patentability made solely by the Contractor or jointly with the Contractor's Subcontractor and/or the Contractor's Subcontractor's employee's with one or more employees of the Department of Transportation (herein after referred to as "the Department"), during the term of this Agreement and in performance of any Work under this Agreement, provided that either the conception or reduction to practice thereof occurs during the term of this Agreement and in performance of Work issued under this Agreement.

b. **OWNERSHIP OF WORK PRODUCT AND RIGHTS**

- 1) **Ownership of work product:** Except in regard to Pre-existing Works, all Work Product derived by the Work performed by the Contractor, its employees or by any of the Contractor's Subcontractor's employees under this Agreement, shall be owned by the Department and shall be considered to be works made for hire by the Contractor's Subcontractor for the Department. The Department shall own all United States and international copyrights in the Work Product. As such, all Work Product shall contain, in a conspicuous place, a copyright designation consisting of a "c" in a circle followed by the four-digit year in which the Work Product was produced, followed by the words "California Department of Transportation." For example, a Work Product created in the year 2012 would contain the copyright designation © 2012 California Department of Transportation.

- 2) **Vesting of copyright rights:** Contractor, its employees or any of Contractor's Subcontractor's employees agrees to perpetually assign, and upon creation of each Work Product automatically assigns, to the Department, its successors and assigns, ownership of all United States and international copyrights in each and every Work Product, insofar as any such Work Product, by operation of law, may not be considered work made for hire by the Contractor's Subcontractor from the Department. From time to time upon the Department's request, the Contractor's Subcontractor and/or its employees, shall confirm such assignments by execution and delivery of such assignments, confirmations or assignment, or other written instruments as the Department may request. The Department, its successors and assigns, shall have the right to obtain and hold in its or their own name(s) all copyright registrations and other evidence of rights that may be available for Work Product. Contractor hereby agrees to waive all moral rights relating to identification of authorship restriction or limitation on use, or subsequent modifications of the Work.

c. **INVENTIONS**

- 1) **Vesting of patent rights:** The Contractor, its employees and any Contractor's Subcontractor hereby agrees to assign to the Department, its successors, and assigns, all Inventions, together with the right to seek protection by obtaining patent rights therefore and to claim all rights or priority there under, and the same shall become and remain the Department's property regardless of whether such protection is sought. The Contractor, its employees and Contractor's Subcontractor shall promptly make a complete written disclosure to the Department of each Invention not otherwise clearly disclosed to the Department in the pertinent Work Product, specifically pointing out features or concepts that the Contractor, its employees and Contractor's Subcontractor believes to be new or different. The Contractor, its employees and Contractor's Subcontractor shall, upon the Department's request and at the Department's expense, cause patent applications to be filed thereon, through solicitors designated by the Department, and shall sign all such applications over to the Department, its successors, and assigns. The Contractor, its employees and Contractor's Subcontractor shall give the Department and its solicitors all reasonable assistance in connection with the preparation and prosecution of any such patent applications and shall cause to be executed all such assignments or other instruments or documents as the Department may consider necessary or appropriate to carry out the intent on this Agreement.
- 2) **Agency:** In the event that the Department is unable for any reason whatsoever to secure the Contractor's, its employees' and/or Contractor's Subcontractor's signature to any lawful or necessary document required or desirable to apply for or prosecute any United States application (including renewals or divisions thereof), Contractor, its employees and Contractor's Subcontractor hereby irrevocably designates and appoints the Department and its duly authorized officers and agents, as its agent and attorney-in-fact, to act for and on Contractor, its employees and Contractor's Subcontractor's behalf and stead, to execute and file such applications and to do all other lawfully permitted acts to

further the prosecution and issuance of any copyrights, trademarks or patents thereon with the same legal force and effect as if executed by Contractor, its employees and/or Contractor's Subcontractor. The Department shall have no obligations to file any copyright, trademark or patent applications.

d. ADDITIONAL PROVISIONS

- 1) Avoidance of infringement: In performing services under this Agreement, Contractor and its employees agree to avoid designing or developing any items that infringe one or more patents or other intellectual property rights of any third party. If Contractor or its employees becomes aware of any such possible infringement in the course of performing any Work under this Agreement, Contractor or its employees shall immediately notify the Department in writing.
- 2) Pre-existing works and license: Contractor acknowledges that all Work Product shall be the sole and exclusive property of the Department, except that any pre-existing works created by Contractor and third parties outside of the Agreement but utilized in connection with the Agreement (the "Pre-existing Works") shall continue to be owned by Contractor or such parties. Contractor agrees to notify the Department in writing of any Pre-existing Works used in connection with any Work Product produced under this Agreement and hereby grants to the Department a non-exclusive, perpetual, royalty-free license to utilize the Pre-existing Works in connection with the Work Product.
- 3) Subcontractors: Contractor shall affirmatively bind by contract any of its subcontractors or service vendors (hereinafter "Contractor's Subcontractor") providing services under this Agreement to conform to the provisions of this Exhibit. Contractor's Subcontractor shall then provide the signed contract to the Contractor, who shall provide it to the Department's Contract Manager prior to the commencement of any work. In performing services under this Agreement, Contractor's Subcontractor agrees to avoid designing or developing any items that infringe one or more patents or other intellectual property rights of any third party. If Contractor's Subcontractor becomes aware of any such possible infringement in the course of performing any Work under this Agreement, Contractor's Subcontractor shall immediately notify the Contractor in writing, Contractor will then immediately notify the Department in writing.

e. OWNERSHIP OF DATA

- 1) Upon completion of all work under this Agreement, all intellectual property rights, ownership and title to all reports, documents, plans, specifications, and estimates, produced as part of this Agreement will automatically be vested in **CALTRANS** and no further agreement will be necessary to transfer ownership to **CALTRANS**. The Consultant shall furnish **CALTRANS** all necessary copies of data needed to complete the review and approval process.
- 2) It is understood and agreed that all calculations, drawings, and specifications, whether in hard copy or machine readable form, are intended for one-time use in the construction of the project for which this Agreement has been entered into.

- 3) The Consultant is not liable for claims, liabilities or losses arising out of, or connected with, the modification or misuse by **CALTRANS** of the machine readable information and data provided by the Consultant under this Agreement; further, the Consultant is not liable for claims, liabilities or losses arising out of, or connected with, any use by **CALTRANS** of the project documentation on other projects, for additions to this project, or for the completion of this project by others, excepting only such use as may be authorized, in writing, by the Consultant.
- 4) Any sub-agreement in excess of \$25,000.00, entered, into as a result of this Agreement, shall contain all of the provisions of this clause.



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

15

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

FROM: Health and Human Services

FOR THE BOARD MEETING: July 3, 2018

SUBJECT: Ratification of the Child Welfare System Improvement Plan

DEPARTMENTAL RECOMMENDATION:

Request Board ratify and approve the Child Welfare System Improvement Plan (SIP), which includes the Office of Child Abuse Prevention (OCAP) plan, and authorize the chairperson to sign the SIP cover sheet, and the Notice of Intent for CAPIT/CBCAP/PSSF plan contracts.

SUMMARY DISCUSSION:

The California Child Welfare Improvement and Accountability Act of 2001 requires counties to participate in a Child and Family Services Review process, continually monitoring performance outcomes in Child Welfare and Juvenile Probation. Inyo County Child Welfare and Juvenile Probation just completed their 4th review and planning cycle, resulting in a SIP for service implementation from July 1, 2017 to June 30, 2022.

With employee turnover in critical positions to the review process, it took longer for this cycle's plan to be submitted and approved by the California Department of Social Services. Now that CDSS's Outcomes and Accountability Bureau is prepared to accept this plan, it is being presented to you for ratification.

The four main goals the 2017-2022 Child Welfare SIP will address include:

1. Increasing the number of Resource Families for juvenile probation youth.
2. Implementing Child & Family Team (CFT) Meetings for all youth entering the Child Welfare or Probation system.
3. Increasing family stabilization through Family Intensive Response and Strengthening Team (FIRST) expansion.
4. Improving documentation of timely response and monthly visitation statistics through the use of digital voice transcription devices and staff trainings.

Additionally, the Office of Child Abuse Prevention plan includes prioritized use of our allotted funding for:

1. Support to Southeastern isolated families through Tecopa staffing.
2. Support for Family Intensive Response and Strengthening Team (FIRST) services.
3. Triple P (Positive Parenting Program) capacity training for parenting education.
4. Basic needs (or Concrete Supports per the Protective Factors Framework) for families involved in Child Welfare preservation, reunification, or adoption processes.

ALTERNATIVES:

The Board could choose not to ratify the Child Welfare System Improvement Plan. Should this occur, the California Department of Social Services would be notified that stakeholders in Inyo had not yet reached a consensus about strategies to improve outcomes for children in the Child Welfare and Juvenile Probation systems.


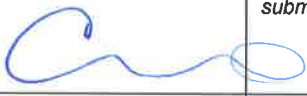

OTHER AGENCY INVOLVEMENT:

During the review process in fiscal year 2016-17 community partners from families in child welfare, foster parents, probation, law enforcement, education, local tribes, and the juvenile court were invited to share input. Based on those findings, Inyo County HHS divisions of Child Welfare and Behavioral Health met with the Probation Department to select these goals and complementary measures for systems improvement.

FINANCING:

None

APPROVALS

COUNTY COUNSEL: 	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: <u>YES</u> Date <u>6/8/18</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>6/12/2018</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>6/19</u>

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



Date: 6/21/18

Name

Signature*

Contact Information

Child Welfare Agency

Name Marilyn Mann
Agency Inyo County Health & Human Services
Phone & E-mail 760-873-3305 mmann@inyocounty.us
Mailing Address 163 Grove Street, Bishop, CA 93514

Probation Agency

Name Jeff Thomson
Agency Inyo County Probation
Phone & E-mail 760-872-4111 jthomson@inyocounty.us
Mailing Address P.O. Drawer T, Independence, CA 93526

Public Agency
Administering CAPIT
and CBCAP
if other than Child Welfare

Name Inyo County Health & Human Services
Agency Child Abuse Prevention Council
Phone & E-mail 760-873-3305
Mailing Address 163 May Street, Bishop CA 93514

CAPIT Liaison

Name Keri Oney
Agency Inyo HHS Social Services
Phone & E-mail 760-872-0902 koney@inyocounty.us
Mailing Address 162 Grove Street, Bishop CA 93514

CBCAP Liaison

Name Keri Oney
Agency Inyo HHS Social Services
Phone & E-mail 760-872-0902 koney@inyocounty.us
Mailing Address 162 Grove Street, Bishop CA 93514

PSSF Liaison

Name 760-872-0902
Agency Inyo HHS Social Services
Phone & E-mail 760-872-0902 koney@inyocounty.us
Mailing Address 162 Grove Street, Bishop CA 93514

California - Child and Family Services Review

Inyo County System Improvement Plan

July 2017 to June 2022



Table of Contents

INTRODUCTION PAGE 1

SIP NARRATIVE PAGE 4

CHILD WELFARE/PROBATION PLACEMENT INITIATIVES PAGE 10

FIVE-YEAR SIP CHART ATTACHMENT A

CAPIT/CBCAP/PSSF EXPENDITURE WORKBOOK ATTACHMENT B

CAPIT/CBCAP/PSSF PROGRAM AND EVALUATION DESCRIPTION ATTACHMENT C

NOTICE OF INTENT ATTACHMENT D

BOARD OF SUPERVISORS MINUTE ORDER/RESOLUTION ATTACHMENT E

Introduction

This 5-year Inyo County Child Welfare Systems Improvement Plan (SIP) addresses 4 goal areas we hope to improve significantly from 2017-2022 in order to help local children, youth, and families grow more healthy and secure.

By focusing on ways that child welfare, probation, and mental health will work together to increase foster and adoptive parent licensing, recruitment, and support; by increasing placement stability for children to reduce numbers re-entering foster care after reunification; by reducing the number of children experiencing recurrence of maltreatment and re-entry into the welfare system; and by utilizing technology and training to ensure that timeliness of referrals and visits are accurately reported, we hope to make meaningful strides toward developing an even more collaborative and responsive system of family care across Inyo County.

During the year-long Child and Family Systems Review process that resulted in a 2017 Child Systems Analysis report, stakeholders from Inyo County Child Welfare, Probation, the Inyo County Child Abuse Prevention Council, Health & Human Services Public Health and Prevention, and community based agencies helped to inform and select the priority goal areas that this system plan details.

Some of these goal areas not only were priority focal points when looking at local needs, but also became increasingly important areas of attention as the CCR process has been unfolding in our county. Some of the structural changes in the past few years that Inyo organizations have been making in preparation for this include:

- A team consisting of staff from child welfare, probation, and behavioral health has been meeting every other week in Inyo since 2016 to work on taking steps toward better collaboration under the new requirements of CCR. They report regularly to the county board of supervisors and are continuing to partner on juvenile justice reform in particular.
- Staff from child welfare, probation, and mental health have been participating in a wide range of trainings together including a 3-day event on Child and Family Teaming through the Resource Center for Family-Focused Practices, a 5-part Family Engagement Suite of Trainings from UC Davis, and various modules of the evidence-based Triple P (Positive Parenting Program) addressing parenting ages birth to 18, family self-sufficiency skills, and parental anger and stress management.
- The creation of a countywide CCR Supervisor position as well as CCR specific behavioral health clinician, to not only help existing foster families transition to resource families, but also to facilitate staff time designated toward developing, recruiting, and supporting new resource families, as well. These positions are key to the development of an efficient, streamlined, and supportive county system that implements state reforms according to best practices, and the development of an Inyo County FFA.
- As of July 2017 we are in the process of strengthening our CFSR Case Review structure, as well. Due to several staff turnovers and health issues, both the case reviews, and the QA of the case reviews will

require an expansion of authorized trained staff to help integrate this function into our other continuous quality improvement efforts in an even more meaningful way.

There have also been some important collective impact campaigns taking place in the county as a backdrop to these more formal efforts.

- Toiyabe Indian Health Services, the Inyo County Superintendent of Schools, the Chief of Inyo County Probation, and Health & Human Service Partners have been meeting to research and develop a strategy around an innovations project to address Inyo's disproportionate number of Native American youth on probation and adults incarcerated in the county jail. Two rounds of local surveys and a community mapping effort have us honing in on the impacts of parental incarceration on families who have multigenerational justice system involvement as a starting point for support strategies. Seventy percent of our Native American inmate families surveyed in 2017 reported that they had to move after their significant other's incarceration due to loss of family income, and of those families 30% do not find another permanent residence, but instead rely on family and friends for places to stay. For children to deal with separation from a parent at the same time there is decreasing family stability and the loss of their home indicates a rich field for some supportive resource connection family case management, and we are exploring possibilities in this realm for a pilot project.
- In April 2017 during Child Abuse Prevention Month community tribal social service agencies, non-profits who work with survivors of rape, assault, and domestic violence, education partners, health partners and HHS prevention scheduled showings of the Resilience movie and shared local Adverse Childhood Experience (ACE) scoring data collected from local families for the past 3 years. This upsurge of education on the impacts of adversity and resiliency has led to more willingness on the parts of diverse agencies to work together to prevent or reduce the impacts of traumatic stress on the children of our county, and the establishment of a resiliency workgroup that is trying to connect with the larger statewide 4CA movement.
- Community-based agencies trained in a variety of Triple P modules are implementing it with families in their sphere of influence including Wild Iris, IMACA head starts across Inyo County, Bishop Elementary Middle School, as well as a variety of county agencies including the Superintendent of Schools, Probation and Health and Human Services divisions such as CPS, Behavioral Health, and Prevention. This collaborative preventative measure has been widely invested in since this evidence-based curriculum has been proven to reduce incidents of child abuse and neglect.

SIP Narrative

C-CFSR TEAM AND CORE REPRESENTATIVES

Marilyn Mann – Inyo County Health and Human Services Director

Keri Oney – Inyo County HHS Deputy Director of Social Services

Holly De Vincent – Inyo County HHS Continuum of Care Supervisor

Gail Zwier – Inyo County HHS Deputy Director of Behavioral Health

Jody Veenker – Inyo County HHS Management Analyst

Jeff Thomson – Inyo County Probation Director

Jake Morgan – Inyo County Probation

PRIORITIZATION OF OUTCOME DATA MEASURES/SYSTEMIC FACTORS AND STRATEGY RATIONALE

STRATEGY 1: Increase the number of Resource Families for Juvenile Probation Youth

MEASURES: Permanency in 12 months (entering foster care) (P1) - Probation, and Foster & Adoptive Parent Licensing, Recruitment, and Retention (Systemic Factor)

This item was selected as a priority in conjunction with many of the statewide system changes that are taking place as part of California's Continuum of Care Reform and Juvenile Justice Reform . Building capacity and infrastructure to support the newly minted Resource Families who are prepared to offer greater stability to children, and more inclusive support and interaction with their families of origin when appropriate, is a top Inyo priority.

Our county has also been working through transformational changes related to our juvenile justice system so that less restrictive environments are available for youth in county, rather than congregate confinement in the local hall or in more intensive out-of-county congregate settings.

The national standard for least restrictive placements is <4.12. While we've had a strong history of relative and foster placements in Inyo, building more training, counseling, and Child and Family Team support participation into our supports for our foster families is an area we are investing in with a dedicated CCR coordinator and social worker.

Inyo's rate in 2015 was among the highest juvenile confinement rates per capita in the state according to the California Sentencing Institute. Our Q2 2016 restrictive placement rate was 7.7% and the overall rate for all of 2016 was 6.8% of Inyo's juvenile justice youth placed in out-of-county detention centers. Many larger counties nearby in 2016 were considerably lower in comparison. For example, neighboring Kern and San Bernardino had restrictive placement rates as low as .2%. So finding ways that we can prevent youth from being sent to juvenile congregate settings outside of Inyo, and instead keep them connected to local support systems and schools through dedicated resource family placements is another priority for cross systems collaboration.

The rationale for the importance of ensuring that juveniles are able to remain in their home communities

in the least restrictive environments that can offer the intensive support they need is well documented. Studies published in the *American Journal of Criminal Justice* (D.R. Baskin & I. Sommers, 2011), the *Children and Youth Services Review* (E. Koh, 2010 and J. Ryan, J. Marshall, D. Herz and P. Hernandez, 2008), and even the Office of Juvenile Justice and Delinquency Prevention’s “Model Program’s Guide” speak to this. OJJDP’s guide states that, “research has shown that juveniles who are kept in community recidivate less often than previously detained youths, with statistics showing that as many as 70 percent of previously detained youths who are placed in restrictive environments rearrested within 2 years.” (Austin, Johnson, and Weitzer 2005; Petrosino, Guckenburg, and Turpin–Petrosino 2010). As a result, several researchers (Andrews and Bonta 2006; Lipsey et al. 2010; Drake 2011) suggest that placing juveniles in community settings that offer appropriate rehabilitation services will serve public safety better than detention or confinement (Ryon et al. 2013).

ACTION STEPS: To build more system support for CCR resource families we will hire a dedicated supervisor and social worker to coordinate and support resource family licensing and maintenance. Monthly foster support socials will be expanded to include more trauma-informed care and free parenting support training in evidence-based Triple P (Positive Parenting Program), as well.

To achieve our goal of increasing our capacity for less restrictive juvenile placements, we will plan and execute a recruitment campaign for new resource families, offer trainings that will equip resource families with juvenile specific strategies for managing risky behaviors, and promote trauma informed practices in their home related to the 6 Rs identified by the Child Trauma Academy for promoting a sense of positive developmental, educational, and therapeutic experiences for children and youth who have experienced trauma.

2017-18 –Inyo County will recruit 1 exclusive Juvenile Justice Resource Family, and 2 general families

2018-19– Inyo County will recruit 1 exclusive Juvenile Justice Resource Family, and 2 general families

2019-20 – Inyo County will maintain recruited families with additional supports

2020-21 – Inyo County will recruit an additional 2 Resource families

2021-22 – Inyo County will maintain recruited families with additional supports

SYSTEM NEEDS: Inyo Probation has identified a potential ongoing need for up to 2 Resource Family slots.

TRAINING NEEDS: Inyo Probation staff will provide resource family trainings on EPICS, Motivational Interviewing, and an overview of the juvenile justice system to new and existing resource families so they feel equipped with a full range of tools to support probation youth placement in their home as an alternative to more restrictive settings. Triple P Teen will be provided to Resource families as well with CBCAP funding training 20 community members including the resource family social worker and probation staffers to deliver this curriculum to parents.

PARTNERS: Inyo Probation, Inyo HHS Behavioral Health, Inyo Triple P Network

STRATEGY 2: Implement Child & Family Team Meetings (CFTs) for all youth entering the CWS or Probation system.

MEASURES: Permanency in 12 months (entering foster care) (P1) & Re-entry to foster care in 12 months (P4)

Improving the use of Child and Family Teaming so that child family core needs are met in the child welfare process, is not only a promising practice that California’s DSS is implementing statewide, but it is also a key tool for stabilizing families so that children don’t re-enter the welfare system repeatedly after family

reunification. Research published in *Child Welfare* (D. Crampton & W.L. Jackson, 2007), the *Children and Youth Services Review* (J. Pennel, M. Edwards, & G. Buford, 2010), and *California Partners for Permanency* all points to this best practice as an effective methodology.

Continued research into practical aspects of CFTs that lend to family success will also inform our implementation, such as keeping team size from 4-7 members, making sure multiple family members are included, including fathers whenever possible, and emphasizing the frequency of meeting attendance by the entire team, as delineated in “The Impact of Child and Family Team composition on Wraparound Fidelity: Examining Links Between Team attendance, consistency, and functioning” by E. Munsell, J. Cook, R. Kilmer, T. Vishnevsky, & M. Strompolis.

The National standards are: >30% of children in care achieving permanency within 12 months, and <8.3% children re-entering foster care within 12 months of reunification. While data delays prevent a current numeric measure in this category for Inyo, we can measure the number and percent of Inyo children from July 1, 2017 who reunite with their family, and then re-enter foster care within 12 months of that reunification to determine a new baselines for this category.

ACTION STEPS: Strategy 2 will be implemented through the provision of CFT-related cross departmental trainings, the expansion of CFTs to earliest convening through probation joining monthly Child and Family staff meetings with behavioral health and child welfare to facilitate the identification of non-placement cases that could benefit from a CFT approach, and through the incorporation of trauma informed tools and frameworks to monitor the efficacy of the team approach in supporting increased family stabilization.

2017-18 – Train CWS staff in CFT model and facilitation skills. Implement a monthly MDT meeting with Behavioral Health and Probation staff for early CFT identification across silos

2018-19– Support staff growth in CFT process through continued trainings and some preliminary coaching

2019-20 – Expand CFT usage so that this is the primary practice for non-placement cases as well and look at the rates for up to 24 months after reunification.

2020-21 – Establish even more structured CFT coaching and peer review process and continue to look to both 12 month and 24 month after reunification rates.

2021-22 –Incorporate trauma-informed tools and frameworks into the CFT group processes to compliment SDM assessments, including CANS, Triple P, ACEs and Resiliency tools.

SYSTEM NEEDS: Developing a Trainer of Trainers (TOT) anchor for the shared assessment that Probation, Behavioral Health, and Child Welfare will be using to inform CFT discussions, the Child and Adolescent Needs and Strengths (CANS) tool.

TRAINING NEEDS: Staff from Probation, Behavioral Health, and Child Welfare need training in CWS/CMS system, in CANS assessment tool utilization, and in elements that contribute to facilitating successful child and family meetings to improve child permanency outcomes, preventing children from system re-entry.

PARTNERS: CDSS and the UC Davis Northern Training Academy, Inyo Probation, Inyo HHS Behavioral Health

STRATEGY 3: Continue to Increase Family Stabilization through FIRST Team Service Expansion

MEASURES: Recurrence of Maltreatment (S2)

This is a top Inyo priority because when maltreatment occurs after reunification in many of our cases it is linked to a complex layering of (often multigenerational) childhood trauma, substance abuse, and domestic violence. Eradicating patterns that have been occurring in families for decades not only means

that intensive work must occur before reunification, but that it must take place after reunification as well. Helping families select their own goals and stabilize when multiple challenges must be addressed is the goal of our WRAP program.

The national standard for re-entry into care is <8.3%, and for recurrence of maltreatment the standard is <9.1%. In Q2 2016 there was a recurrence of maltreatment in a single Inyo family with 3 children, as well as substance abuse relapses with 2 other children's families which led to removal. Due to Inyo's small population, these incidents alone increased Inyo's rate to 12.2%. In Case Reviews there have also been a few observations made by foster families that more transitional planning prior to reunification, or provision of extra supports for newly reunified parents, may help prevent some recurrence and re-entry.

Besides training to improve FIRST team members' CFT skills, we also want to expand WRAP style services to incorporate more SUD and trauma-informed interventions to increase family self-sufficiency. The research base for this priority is well documented in many types of literature, but some of the most compelling is from the Harvard Center for the Developing Child and the Child Trauma Academy. The HCDC's "The Impact of Early Adversity on Children's Development" brief states that, "to successfully manage our society's future, we must recognize problems and address them before they get worse. In early childhood, research on the biology of stress shows how major adversity, such as extreme poverty, abuse, or neglect can weaken developing brain architecture and permanently set the body's stress response system on high alert. Science also shows that providing stable, responsive, nurturing relationships in the earliest years of life can prevent or even reverse the damaging effects of early life stress, with lifelong benefits for learning, behavior, and health."

Child Trauma Academy also cites several papers that detail the impact of toxic stress and trauma on child development including, "Altered Brain Development following Global Neglect in Early Childhood" (Perry and Pollard, 1997, Society for Neuroscience) and "The Enduring Effects of Abuse and Related Adverse Experiences in Childhood" (Anda, Felitti, Walker, Whitfield, Bremner, Perry, Dube, & Giles, 2006, European Archives of Psychiatric and Clinical Neurobiology.) The FIRST team will prioritize building relationships with community agencies that provide sober supports, and researching evidence-based systems to support trauma-informed practices, such as the Sanctuary model or a version of the Child Trauma Academy's Neurosequential Method for Educators (NME). Using Adverse Childhood Experience (ACE) screens and Resiliency screens to document and understand the trauma needs and strengths of the families being served, we will also measure how families progress quarterly toward self-sufficient stability on the Protective Factors Family Development Matrix, as well as any parental improvements in Triple P (Positive Parenting Program), PICCOLO (Parenting Interactions with Children: Checklist of Observations Linked to Outcomes) and children under 5's scoring in Ages & Stages developmental and social emotional screens.

ACTION STEPS: To meet our goal of investing and strengthening our WRAP team, we will improve the data we are collecting through FIRST, and complete a comprehensive evaluation of what has been accomplished in its first 5 years of existence. From services provided to stabilize families in the past 2 years, we have identified enhancing SUD interventions and trauma informed approaches as critical areas of growth for team members based on our community's needs. Investing in both of these areas of supportive intervention will include FIRST training, as well as the identification and integration of more evidence-based frameworks for recovery and resiliency into FIRST service delivery. We will evaluate to see if these interventions are having the anticipated effect of improving our recurrence of maltreatment rate by reviewing this S2 rate at quarterly CW meetings.

2017-18 – Improve FIRST Wraparound data with the addition of more evidence-based measures, and the collection of longitudinal outcomes.

2018-19 – Enhance Substance Use Disorder (SUD) informed interventions and sobriety supports delivered by FIRST to WRAP families to help prevent alcohol/drug related relapse, maltreatment, or re-removal.

2019-20 – Participate in a workgroup with local partners including SV/DV nonprofit Wild Iris, and jail re-entry coordination team from Probation, Behavioral Health etc. on the goal of

implementing a more robust batterer intervention program, and maintain rates below national standard for reentry and re-occurrence.

2020-21 – Increase trauma-informed approaches in family practice and schedule trainings for new staff in SDM assessments and safety planning.

2021-22 – identify any new steps necessary to further maintain rates below the national standard for both reentry and recurrence.

SYSTEM NEEDS: SUD credentialed specialists are rare in our area, and the nearest inpatient treatment facilities are ranged about 4.5 to 5 hours away from our county. More comprehensive treatment options that allow parents to receive treatment without separation from their children, and sobriety supports such as sober housing, are system level needs across our entire region, not just county.

TRAINING NEEDS: The FIRST team will need training beyond the UC Davis Northern Training Academy options of Working with Addicted Families and Trauma Informed Systems that they will receive training in during 2017-18. We are looking into some regional learning community training that could support further trauma-informed practices for community wide implementation like the Neurosequential Method for Educators (NME) being implemented by schools and community agencies across Inyo county.

PARTNERS: Community agencies who are helping with screening and referrals (including the Inyo Superintendent of Schools and local schools and preschools, Wild Iris, and IMACA); Sierra Region Learning Collaborative funded by OCAP; Emily Perry and Steve Graner from Child Trauma Academy regarding NME; UC Davis Northern Training Academy. Also we've asked OCAP about any evidence-based batterer intervention programs they have seen working in other CA counties.

STRATEGY 4: Improve Timely Response and Monthly Home Visit rates with the usage of digital voice transcription devices and increased CWS and Safe Measures trainings.

MEASURES: Timely Response (10-day) – (2B) and Monthly Home visits (2F)

The closed case data that had been entered for Q2 2016 shows Inyo at 73.5% for timeliness referral response and 86% for monthly visits. The national standard is >90% for referrals and >95% for timeliness of monthly visits.

CWS Managers believe these rates are not truly reflective of practice due to lags in data entry.

Improving data integrity and timely entry was a priority identified from our CSA which noted the backlog of delayed entries as problematic for several categories of information we pulled from Berkeley. One of main strategies to turn our delayed data entry around is to use digital voice transcription technology to help social workers input their information even from the field.

While there wasn't a plethora of easily accessible research about utilizing digital voice transcription devices in the child welfare field to accelerate case notes and timely data entry, we were able to find a study by the United States Forest Service Rocky Mountain Research Station - "Digital Voice Recording: An Efficient Alternative for Data Collection" (Rumble, Juntti, Bonnot, and. Millspaugh, 2009, US Department of Agriculture Research Note RMRS-RN-38) that noted the efficacy of this methodology in regards to time savings for scientists who were working out in the field away from desk computers. Since early implementation in the past 2 months with a few select social workers, we have seen increases in timely uploads of data in CMS/CWS by individuals piloting these devices, so we will continue to track their progress and expand

usage across child welfare staff if the current trend is maintained over time. As we improve the accuracy and timeliness of our data inputs, we will also track and review quarterly 10-day timely referral response rate and monthly visits in regularly scheduled staff meetings.

ACTION STEPS: Purchase digital recording translation devices, have 2 social workers pilot their use and monitor for improved data entry timeliness and accuracy. If significant then expand to include more of the workforce.

2017-18 - Pilot dragon technology to improve accuracy of data relating to timeliness of referral response and monthly visits, and hire temporary social worker to help with backlogged data entry.

2018-19 – Improve timeliness of referral response another 10% to higher than the national standard for referrals, and maintain the national standard for monthly visits as well.

2019-20 – Ensure both rates stay above the national standard through investments in Inyo-based CWS/CMS training and Safe Measures training to better equip new staff.

2020-21 – Integrate any feedback regarding either rate in CFSR reviews into systems planning to maintain rates above the national standard.

2021-22 – Implement previously identified and planned system improvements from CFSR and create a continuous quality feedback loop to keep staff in touch with quarterly performance data in these 2 categories.

SYSTEM NEEDS: Recorders, software, monitoring system to check for improved timeliness of referral response and improved monthly visit response entry. Training in CWS/CMS and Safe Measure from the U.C. Davis Northern Training Academy

TRAINING NEEDS: Child welfare and probation staff needs training in CWS/CMS as well. Inyo has a high percentage of newer or less experienced social workers in Child Welfare, so all could benefit from the menu of 8 CWS/CMS trainings that are scheduled for 2017-18. This could also improve data integrity and timeliness. Specialized training in Safe Measures so that data feedback loops can be better utilized will be essential too.

PARTNERS: CDSS and the UC Davis Northern Training Academy, Inyo Probation

PRIORITIZATION OF DIRECT SERVICE NEEDS

Prioritization of Direct Service Needs Funded by CAPIT/CBCAP/PSSF

The direct service needs funded by CAPIT include Triple P Group and Teen Parenting Classes for families with children 6 and older and). CAPIT funds are part of the extension of Inyo's evidence-based Triple P (Positive Parenting Program) Network. These monies are braided with prevention funds from First 5 and MCAH to offer free parenting classes for parents of children from before birth up to age 18 every year, including parents incarcerated in the county jail. Funds in 2017-18 will allow us to expand the county network by training 20 new implementers from Inyo agencies including CPS, FIRST, HHS Public Health & Prevention, Inyo Probation, Wild Iris, Behavioral Health, and schools countywide in the Teen Standard module of this evidence-based curriculum. Because of the strong cognitive behavioral theory underpinning this intervention, families and teens will learn to improve relationships, deepen communication skills, and set age-appropriate boundaries and goals for success, increasing both parenting knowledge and child development supports. Juvenile

probation officers and rehab specialists, as well as behavioral health practitioners who have some Triple P exposure expressly requested this module be added to the over \$200,000 worth of Triple P network training that we have accomplished with 68 Inyo network members so far.

CBCAP funds support a portion of the WRAP-modeled Families Intensive Response and Strengthening Team (FIRST) program. FIRST is also funded by multiple sources based on a family's composition and needs, but a portion of target families at high risk for systems involvement receive services through CBCAP. The FIRST team is able to provide intensive reunification support for families with a history of multi-generational

addiction, justice system involvement, or parental separation. Typically families receive 18-24 months of service from the team, moving from engagement, to planning, to implementation & maintenance, and finally transition to independence. The goal of FIRST is to help families identify and develop natural support systems within their community that strengthen a family's stability, so progress is measured by growth on the Protective Factors Family Development Matrix.

Increasing a family's capacity with concrete supports, social connections, parent knowledge of child development, child development services, and personal resiliency all must take place before the success of this framework meets the evidence base behind its adoption. First 5 Inyo, Behavioral Health, MCHA, and other programs also support a portion of services to FIRST families who meet criteria matched to each funding goals.

There are also a portion of CBCAP funds designated to support services to isolated families in southeastern Inyo near the border with Nevada. Two staff members from this region are supported with CBCAP to do work related to prevention information dissemination, school outreach, home-based parent coaching, and coordination of summer activities for children and families. Both employees are trained in modules of Triple P to provide parenting education as well. Staff serves as a vital safety net for a hard-to-reach population about 5 hours away from the more populous Northern end of the county.

Inyo's PSSF Funds are very minimal, and so they are designated entirely to the protective factor of improving family access to concrete resources. The target audience for these monies consists of families in contact with the Child Welfare system through voluntary maintenance, foster care, adoption, or reunification.

Child Welfare and Probation Participation in State Placement Initiatives

Inyo Child Welfare, Probation, and Behavioral Health have been engaged in an almost 2-year process to plan and implement Continuum of Care Reform (CCR). Beside meeting every other week with additional partners from Public Health & Prevention, FIRST wraparound, and other entities, these 3 agencies have been co-trained in Child and Family Team facilitation and other CCR related activities. The next step that has been integrated into the CCR systems development is a joint Multi-Disciplinary Team meeting the first week of every month so that cases can be co-identified for the earliest possible Child and Family Team engagement to occur. These MDTs will start the first week of September 2017, and continue on a monthly basis to foster continued communications.

Plans are also moving forward to implement CANS assessments now that the state has selected this joint tool. And at the behest of Inyo's chief administrative officer, Probation is expanding their presence and outreach to local schools across the county by offering in-school and after-school supports, as well. HHS Behavioral Health and Public Health and Prevention will be integrating their prevention activities into the afterschool and weekend support, too.

Other ways that Inyo is working to contribute to the successful achievement of California's goals and outcomes for children and families include efforts by our Public Health & Prevention Department. Management has utilized braided funds in Prevention to create a team of specialists co-funded by

WIC, First 5, MCAH, and Tobacco and SUD prevention budgets to offer free Triple P Parenting classes countywide for parents of all age ranges among other duties. The Prevention team also has a part time specialist who is rebuilding the county's mentoring program so that it incorporates group as well as individualized mentoring supports, and has an accelerated level of outdoor activity for youth and mentors, including hiking, rock climbing, and other leisure activities that many vacationers come to our county to enjoy, but that not all foster, probation, or low income youth are introduced to by their families.

First 5 Inyo has been partnering with many local agencies to strengthen preventative supports for young children, too. They have invested in countywide implementation of an evidence-based Ages and Stages developmental screening network that utilizes both the ASQ-3 developmental screen and the ASQ-SE social emotional screen to identify children who need early cognitive, physical, or social supports. This screen is utilized at every state preschool and head start within the county, at the bulk of family child care sites, and is being expanded to private and license-exempt care sites in the future. Last year it resulted in more than 8 referrals to our wrap program, connecting children of parents with multigenerational justice system involvement, multi-generational substance use disorders, and multi-generational separation narratives with intensive family strengthening supports based on the social delays already observable in their preschool-aged child. First 5 investments have also been made with Northern Inyo Hospital to incorporate SIDS, shaken baby syndrome, and post-partum prevention education into birth and breastfeeding planning visits prior to delivery, so that child abuse prevention starts to occur before a child is born.

Inyo County SIP 2017-2022

Attachment A : 5-Year SIP Chart

5 – YEAR SIP CHART

Priority Outcome Measure or Systemic Factor: Permanency in 12 months (entering foster care) (P1) - Probation

National Standard: >40.5%

CSA Baseline Performance: Inyo County's Probation baseline for Oct. 2016 (Q2 2016) was 0%. 0 out of 2 youth who entered foster care between July 1, 2014 and June 30, 2015 returned home within 12 months of entering care.

Target Improvement Goal:

2017-18 – Inyo County will achieve the goal of 20% by August 1, 2018.

2018-19 – Inyo County will achieve the goal of 30% by August 1, 2019.

2019-20 – Inyo County will achieve the goal of 40.5% by August 1, 2020.

2020-21 – Inyo County will maintain the federal standard of 40.5% through August 1, 2021.

2021-22 – Inyo County will maintain the federal standard of 40.5% through August 1, 2022.

Priority Outcome Measure or Systemic Factor: Foster & Adoptive Parent Licensing, Recruitment, and Retention (Systemic Factor)

National Standard: N/A

CSA Baseline Performance: Inyo County baseline for Oct. 2016 (Q2 2016) is) Resource Family homes for Juvenile Probation Youth

Target Improvement Goal:

2017-18 – Inyo County will recruit 1 Juvenile Justice Resource Family, and 2 general families

2018-19 – Inyo County will recruit 1 Juvenile Justice Resource Family, and 2 general families

2019-20 – Inyo County will maintain recruited families with additional supports

2020-21 – Inyo County will recruit an additional 2 Resource families

2021-22 – Inyo County will maintain recruited families with additional supports

Priority Outcome Measure or Systemic Factor: Permanency in 12 months (entering foster care) (P1).

National Standard: >40.5%

CSA Baseline Performance: Inyo County baseline for Oct. 2016 (Q2 2016) was 11.1%. 1 youth out of 9 youth who entered foster care between July 1, 2014 and June 30, 2015 returned home within 12 months of entering care.

Target Improvement Goal:

2017-18 – Inyo County will achieve the goal of 20% by July 1, 2018

2018-19 – Inyo County will achieve the goal of 30% by July 1, 2019

2019-20 – Inyo County will achieve the goal of 40.5% by July 1, 2020

2020-21 – Inyo County will maintain federal standard of 40.5% through July 1, 2021

2021-22 – Inyo County will maintain federal standard of 40.5 through July 1, 2022

Priority Outcome Measure or Systemic Factor: Recurrence of maltreatment (S2)

National Standard: <9.1%

CSA Baseline Performance: Inyo County CWS baseline for Oct. 2016 (Q2 2016) was 12.2%. Out of 41 youth who had a substantiated maltreatment allegation between July 1, 2014 and June 30, 2015, there were 5 youth who received a second substantiated maltreatment report within a 12-month period.

Target Improvement Goal:

2017-18 – Inyo County will achieve the goal of 10% by July 1, 2018

2018-19 – Inyo County will achieve the goal of 9.1% by July 1, 2019

2019-20 – Inyo County will maintain the federal standard of 9.1% through July 1, 2020

2020-21 – Inyo County will maintain the federal standard of 9.1% through July 1, 2021

2021-22 – Inyo County will maintain the federal standard of 9.1% through July 1, 2022

Priority Outcome Measure or Systemic Factor: Timely Response (10-day)-(2B) & Monthly Home Visits (2F)

National Standard: >90% for (2B) & >95% for (2F)

CSA Baseline Performance: Inyo County's CWS baseline for Oct. 2016 (Q2 2016) was 73.5 % for Timely Response for 10 day referrals (2B). Out of 68 children who received a 10-day response type, 50 children received a completed or attempted referral. Inyo County's CWS baseline for Oct. 2016 (Q2 2016) was 86.4% for Monthly Visits (2F). Out of 153 required monthly contacts, Inyo County completed 153 required monthly contacts.

Target Improvement Goal:

2017-18 – Inyo County will achieve a goal of 80% in 2B by August 1, 2018.

Inyo County will achieve a goal of 88% in 2F by August 1, 2018.

2018-19 – Inyo County will achieve a goal of 85% in 2B by August 1, 2019

Inyo County will achieve a goal of 92% in 2F by August 1, 2019

2019-20 – Inyo County will achieve a goal of 90% in 2B by August 1, 2020

Inyo County will achieve a goal of 95% in 2F by August 1, 2020

2020-21 – Inyo County will maintain a goal of 90% in 2B by August 1, 2021

Inyo County will maintain a goal of 95% in 2F by August 1, 2021

2021-22 – Inyo County will maintain a goal of 90% in 2B by August 1, 2022

Inyo County will maintain a goal of 95% in 2F by August 1, 2022

Strategy 1: Increase the number of Resource Families for Juvenile Probation youth.	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <ul style="list-style-type: none"> Foster and Adoptive Parent Licensing, Recruitment and Retention (Systems Factor) Least Restrictive (Entries First Plc:Group/Shelter) 	
	<input checked="" type="checkbox"/> CBCAP (partially)		
	<input type="checkbox"/> PSSF	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Developing a recruitment campaign for additional resource families willing open to juvenile justice placements.	July 2017	July 2019	Continuum of Care Supervisor
B. Increased radio, newspaper, and web advertising	October 2017	July 2019	Continuum of Care Supervisor
C. Faith and service organization recruitment talks	January 2018	June 2018	Continuum of Care Supervisor

<p>D. Training resource families in Triple P, EPICS, Motivational Interviewing, Trauma-Informed practices, Resiliency Skills, and an overview of the juvenile justice system.</p>	<p>Jan. 2018</p>	<p>August 2019</p>	<p>Trainers include a mix of CPS and Probation Staff accredited in these programs and practices, with Holly De Vincent oversight</p> <p>Triple P Teen Practitioner training to 20 Inyo providers for \$35,000 (CBCAP)</p>
<p>E. Ongoing support for resource families will include routine participation in CFT efforts, assigning a specially-tasked social worker to provide resource family support, assigning a juvenile justice support LMFT.</p>	<p>July 2017</p>	<p>July 2022</p>	<p>RFA Social Worker Behavioral Health Family Social Worker</p>
<p>F. Evaluate the effectiveness of the recruitment, training, and supports for Resource Families, and make adjustments as needed.</p>	<p>Jan 2019</p>	<p>August 2019</p>	<p>CCR Supervisor RFA Social Worker Behavioral Health Family Social Worker</p>

Strategy 2: Implement Child & Family Team Meetings (CFTs) for all youth entering the CWS or Probation system.	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <ul style="list-style-type: none"> • Permanency in 12 months (entering foster care) (P1) – CWS & Probation • Re-entry into Foster Care in 12 months (P4) - CWS 	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF		
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Train CWS staff in CFT model and facilitation skills a)CFT Intro 3-day training b)CFT Facilitation 3-day training	March 2017 July 2018	May 2017 July 2018	Director of HHS Deputy Dir. of Social Services CWS Manager Northern Training Academy UC Davis
B. Support CFT facilitation with coaching and/or peer review groups a)monthly coaching support b)monthly peer support/cross training	Jan 2019 Jan 2020	Jan 2021 July 2022	Director of HHS Deputy Dir. of Social Services CWS Manager
C. Implement a monthly MDT with Behavioral Health and Probation to review all cases for CFTs	Sept 2017	Ongoing monthly	Deputy Dir. of Social Services Deputy Dir. of Social Services Probation Chief

Strategy 3: Continue to Increase Family Stabilization through FIRST Team Service Expansion	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): • Recurrence of maltreatment (S2)	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF		
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Improve FIRST Data with the addition of more evidence based measures and the collection of longitudinal outcomes.	July 2017	July 2018	HHS Evaluation & Outcomes Team FIRST (WRAP) Team
B. Enhance Substance Use Disorder (SUD) informed interventions and sobriety supports delivered to WRAP families to help prevent drug or alcohol related relapse, maltreatment, or re-removal.			FIRST (WRAP) Team CWS and BH Managers UC Davis Northern Training Academy
a) "Working with Addicted Families" training from UC Davis	Sept 2017	Jan 2018	
b) Further SUD training	July 2018	June 2019	

<p>c) Community sobriety supports network building</p>	<p>June 2019</p>	<p>July 2020</p>	
<p>C. Increase trauma informed approaches in family practice by:</p> <p>a) implementing ACE and resiliency screens with parents</p> <p>b) connecting families to planning, organization, and fiscal resilience skill</p> <p>c) connecting parents to physical & behavioral health resources to mitigate the effects of trauma</p> <p>d) participating in community ACE and Resiliency capacity building</p>	<p>July 2017</p> <p>July 2018</p> <p>Jan 2018</p> <p>July 2017</p>	<p>July 2018</p> <p>July 2019</p> <p>July 2019</p> <p>July 2022</p>	<p>FIRST (WRAP) Team</p>
<p>D. Evaluate the EBP program impacts to see if they have improved the rates of reoccurrence of maltreatment at quarterly CW staff meetings.</p>	<p>July 2018</p>	<p>July 2022</p>	<p>Deputy Dir. of Social Services CWS Manager FIRST Program Manager</p>

Strategy 4: Improve Timely Response (2B) and Monthly Visits (2F) with the addition of digital voice transcription devices and increased trainings in CWS/CMS and Safe Measures.	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <ul style="list-style-type: none"> • Timely Response (10-day) (2B) • Monthly Visits (2F) 	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF		
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Implement a pilot project with 2 staff utilizing Dragon voice recorders in the field to improve case note entry timeliness. Analyze outcomes to see if case entry timeliness improves.	July 2017	June 2018	Director of HHS Deputy Dir. of Social Services CWS Manager and Staff
B. If successful, purchase Dragon technology and expand to all social work staff	July 2018	June 2019	Director of HHS Deputy Dir. of Social Services Anthony CWS Manager
C. Also hire a temporary social worker to help with data backlog to ensure a 10% improvement in FY 2017-18.	Oct 2017	March 2018	Director of HHS Deputy Dir. of Social Services Anthony CWS Manager

<p>D. Bring CWS/CMS and Safe Measures training to Inyo to build system skills and capacity among staff.</p> <p>CWS/CMS trainings</p> <p>Safe Measures trainings</p>	<p>Jan 2018</p> <p>July 2018</p>	<p>June 2018</p> <p>June 2019</p>	<p>Deputy Dir. of Social Services Anthony CWS Manager UC Davis Northern Training Academy</p>
<p>E. Review 2B and 2F rates quarterly with staff to chart if improvements are taking place, and to incorporate any new system findings related to 2B and 2F in CFSR case reviews.</p>	<p>June 2020</p>	<p>July 2022</p>	<p>Deputy Dir of Social Services CWS Manager Evaluation & Outcomes Team</p>

Inyo County SIP 2017-2022

**Attachment B : CAPIT/CBCAP/PSSF
Expenditure Workbook**

**CAPIT/CBCAP/PSSF Expenditure Workbook
Proposed Expenditures
Worksheet 1**

Appendix X

(1) DATE SUBMITTED: 11/10/17 (2) DATES FOR THIS WORKBOOK 7/1/17 thru 6/30/18
 (4) COUNTY: INYO (5) PERIOD OF SIP: 7/1/17 thru 6/1/22 (6) YEARS: _____

(3) DATE APPROVED BY OCAP
 Internal Use Only

(7) ALLOCATION (Use the latest Fiscal or All County Information Notice for Allocation):					CAPIT:		CBCAP:		PSSF:						OTHER SOURCES	NAME OF OTHER	TOTAL
No	Program Name	Applies to CBCAP Programs Only	Name of Service Provider	Service Provider is Unknown, Date Revised Workbook to be Submitted to OCAP	CAPIT		CBCAP		PSSF						Dollar amount from other sources	List the name(s) of the other funding source(s)	Total dollar amount to be spent on this Program (Sum of Columns E, F, G5)
					Dollar amount to be spent on CAPIT Programs	CAPIT is used for Administration	Dollar amount to be spent on CBCAP Programs	CBCAP is used for Administration	Dollar amount to be spent on Family Preservation	Dollar amount to be spent on Family Support	Dollar amount to be spent on Termination Reunification	Dollar amount to be spent on Adoption Promotion & Support	Dollar amount of PSSF allocation to be spent on PSSF activities (Sum of columns G1-G4)	PSSF is used for Administration			
A	B	C	D1	D2	E1	E2	F1	F2	G1	G2	G3	G4	G5	G6	H1	H2	I
1	Southeastern Inyo Isolated Families		Inyo County HHS		\$0	\$28,837	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$28,837
2	Family Intensive Response & Strengthening Team (FIRST)		Inyo County HHS		\$0	\$25,008	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$25,008
3	Triple P (Positive Parenting Program)		Inyo County HHS		\$31,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$31,145
4	Basic Needs, Concrete Supports		Inyo County HHS		\$0	\$0	\$1,822	\$1,398	\$1,285	\$48	\$4,553	\$0	\$0	\$0	\$0		\$4,553
5					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
7					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
8					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
9					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
10					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
11					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
12					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
13					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
14					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
15					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Total					\$31,145	\$28,837	\$1,822	\$1,398	\$1,285	\$48	\$4,553	\$0	\$0	\$0	\$0		\$89,543
									40%	31%	28%	1%	100%				

CAPIT/CBCAP/PSSF Expenditure Workbook

CBCAP Programs

Worksheet 2

Appendix X

(1) COUNTY: Inyo

(2) YEARS: 2017-2022

No.	Program Name	Logic Model			EBP/EIP ONLY						Parent Involvement Activities		
		Logic Model Not Applicable	Logic Model Exists	Logic Model Will be Developed	EBP/EIP Level As determined by the EBP/EIP Checklist					EBP/EIP Checklist is on file or N/A	Planning	Implementation	Evaluation
					Program Lacking support (Level 0)	Emerging & Evidence Informed Programs & Practices (Level 1)	Promising Programs & Practices (Level 2)	Supported (Level 3)	Well Supported (Level 4)				
A	B	C1	C2	C3	D1	D2	D3	D4	D5	D6	E1	E2	E3
	Southeastern Inyo Isolated Families					X							
	Family Intensive Response & Strengthening Team (FIRST)		X				X						
	Triple P (Positive Parenting Program)		X							X	X	X	X
	Basic Needs, Concrete Supports (5 Protective Factors Framework)		X						X				

Inyo County SIP 2017-2022

**Attachment C : CAPIT/CBCAP/PSSF
Program and Evaluation Description**

COUNTY:
DATE APPROVED BY OCAP:

**CAPIT/CBCAP/PSSF
PROGRAM AND EVALUATION DESCRIPTION**

PROGRAM DESCRIPTION TEMPLATE

[REFERENCE PAGE 51-53 OF THE INSTRUCTION MANUAL]

PROGRAM NAME

Countywide Triple P (Positive Parenting Program) Parent Education

SERVICE PROVIDER

Inyo County Health & Human Services (Public Health & Prevention Division)

PROGRAM DESCRIPTION

Triple P Parenting Classes are provided across Inyo County in both English and Spanish language formats. This evidence-based program includes classes that target families with children birth to 11 (Triple P Group), teens 12 to 18 (Triple P Teen Group), children with developmental delays (Triple P Stepping Stones), and children ages 5 to 11 with obesity challenges (Triple P Lifestyles). All these classes are also available to families with CPS or juvenile justice involvement, and are also offered in our county jail. A more intensive Triple P format called Pathways designed to help parents learn to manage anger and stress to parent more successfully is also implemented across Inyo at all these venues, too.

FUNDING SOURCES

For families with children ages 6 to 18, Triple P classes are free thanks to CAPIT funding. Triple P is also funded by First 5 Inyo County for families with children ages 0-5 so together the entire spectrum of parenting is supported through a consistent system. (First 5 Inyo also invested in the certification training of over 70 community members in the different modules of Triple P -- a \$200,000 capacity investment designed to make Triple P a countywide approach utilized by staff from probation, non-profits, educators, and health providers across Inyo, as well as by foster families.)

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	Triple P to families with children ages 6 to 18
CBCAP	
PSSF Family Preservation	
PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): (Specify)	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

- Countywide system of parenting support services (CSA page 36)
- Culturally appropriate services for Spanish language parents (CSA page 37)
- Investing in the systems factor of Foster & Adoptive Parent Licensing, Recruitment, and Support (CSA pages 32-35)
- Training foster parents for increased capacity to handle challenging behavior (CSA page 90)
- Additional support for special needs children in foster care (CSA page 90)

TARGET POPULATION

While all Inyo families can take advantage of these free supports, low-income parents have been an increasing target. Our participation rate has changed so about 75% of our families are low-income, 50% are single parents, and a grocery card incentive for class completion has drawn in a solid 48% of isolated and disengaged parents who are learning about parenting for the first time in a formal setting. We also track rate of participation from parents involved in child welfare or justice system (including probation and jail.)

TARGET GEOGRAPHIC AREA

Countywide

TIMELINE

7/1/2017 to 6/30/2022

EVALUATION

**PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING
(EXAMPLE* PROVIDED BELOW)**

Desired Outcome	Indicator	Source of Measure	Frequency
Increased access to Protective Factor supports	# of families with increased access to: parent knowledge, social connections, & concrete supports.	Sign-in or intake sheets for every group or in-home support provided	Completed day of event or support delivery
Parents increase knowledge of child development	Parenting Scale Scores (% of parents in clinical ranges for hostility, laxity, or over-reactivity decreases from pre to post)	Parenting Scale pre and post class survey	Completed by participants at Triple P class entry & exit
More Spanish language families are able to access parenting aids	# and % of Spanish language parents participating in Triple P each year	Class registration forms	Completed by participants at Triple P class entry

COUNTY:

DATE APPROVED BY OCAP:

CLIENT SATISFACTION

(EXAMPLE* PROVIDED BELOW)

Method or Tool	Frequency	Utilization	Action
Satisfaction Survey	Completed by participants at end of parenting class	Post Parenting Class Surveys reviewed after each session	Problem areas addressed by staff to ensure continuous quality improvement

COUNTY:

DATE APPROVED BY OCAP:

CAPIT/CBCAP/PSSF
PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION TEMPLATE

[REFERENCE PAGE 51-53 OF THE INSTRUCTION MANUAL]

PROGRAM NAME

Southeastern Inyo Isolated Families

SERVICE PROVIDER

Inyo County Health and Human Services

PROGRAM DESCRIPTION

CBCAP funds are leveraged to support portions of the full-time salaries of two staff members who work more than 200 miles away from the most populated areas of Inyo County providing a wide range of services in isolated locales including:

- Prevention information dissemination
- School outreach
- Home-based parent coaching
- Triple-P parenting education
- Identified concrete supports as needed
- Hosting monthly community potluck
- Coordinating summer activities for children & families

FUNDING SOURCES

CBCAP funds the prevention activities of these 2 staff members, whereas other portions of their job relate to and are funded by other Social Services and Public Health dollars.

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	
CBCAP	Triple P Parenting classes and in-home coaching
PSSF Family Preservation	
PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): (Specify)	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

Services in remote areas of Inyo County (CSA – pages 39-40)

TARGET POPULATION

Isolated parents of children from birth to 18 in Southeastern Inyo

TARGET GEOGRAPHIC AREA

Death Valley and Tecopa are 5 hours away from the majority of services located in the Northern section of Inyo County. Families in this area often have challenges related to transportation, lack of food and potable water, and accessing services. The extreme isolation of this region puts children at greater risk for maltreatment or neglect going undetected, so engaging families with children from birth to 18 with a range of preventative and early intervention supports serves a vital protective function.

TIMELINE

7/1/2017-7/1/2018

EVALUATION

**PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING
(EXAMPLE* PROVIDED BELOW)**

Desired Outcome	Indicator	Source of Measure	Frequency
Increased access to Protective Factor supports	# of families with increased access to: parent knowledge, social connections, & concrete supports.	Sign-in or intake sheets for every group or in-home support provided	Completed day of event or support delivery
Parents increase knowledge of child development	Parenting Scale Scores (% of parents in clinical ranges for hostility, laxity, or overreactivity decreases from pre to post)	Parenting Scale pre and post class survey	Completed by participants at Triple P class entry & exit

CLIENT SATISFACTION

(EXAMPLE* PROVIDED BELOW)

Method or Tool	Frequency	Utilization	Action
Satisfaction Survey	Completed by participants at end of parenting class	Post Parenting Class Surveys reviewed after each session	Problem areas addressed by staff to ensure continuous quality improvement

COUNTY:
DATE APPROVED BY OCAP:

COUNTY:

DATE APPROVED BY OCAP:

CAPIT / CBCAP / PSSF
PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION TEMPLATE

[REFERENCE PAGE 51-53 OF THE INSTRUCTION MANUAL]

PROGRAM NAME

Basic Needs and Concrete Supports

SERVICE PROVIDER

Inyo County Health & Human Services (Public Health & Prevention Division)

PROGRAM DESCRIPTION

Given the small allocation of PSSF resources that are required to be spread across four sub categories, these funds are traditionally utilized to provide concrete supports for family preservation, maintaining children within family structure, assisting with family reunification, or to support the adoption process. Other funds would be tapped from community support systems if money wasn't available, but both the nature and purpose of these funds makes them ideal to meet individualized needs of families taking steps toward preservation, reunification, or adoption.

FUNDING SOURCES

PSSF funds help families meet adoption, reunification, or preservation goals.

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	
CBCAP	
PSSF Family Preservation	Example: pay for a hotel so that families can visit to maintain relationship with child without impacting the child's placement
PSSF Family Support	Example: pay for a resource that will help stabilize and strengthen a family in crisis
PSSF Time-Limited Family Reunification	Example: pay for temporary childcare during reunification
PSSF Adoption Promotion and Support	Example: pay for a resource to aid with adoption
OTHER Source(s): (Specify)	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

- Investing in the systems factor of Foster & Adoptive Parent Licensing, Recruitment, and Support (CSA pages 32-35)
- Additional support for special needs children in foster care (CSA page 90)

TARGET POPULATION

Families in contact with the Child Welfare system through voluntary maintenance, foster care, or reunification.

TARGET GEOGRAPHIC AREA

Countywide

TIMELINE

7/1/2017 to 6/30/2022

EVALUATION

**PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING
(EXAMPLE* PROVIDED BELOW)**

Desired Outcome	Indicator	Source of Measure	Frequency
Family preservation supported	<ul style="list-style-type: none"> •# of families receiving a preservation support •Benefit of the support 	<ul style="list-style-type: none"> • PSSF log • Family receipt survey 	Both filled out at receipt of funds
Family reunification supported	<ul style="list-style-type: none"> •# of families receiving a reunification support •Benefit of the support 	<ul style="list-style-type: none"> • PSSF log • Family receipt survey 	Both filled out at receipt of funds
Adoption supported	<ul style="list-style-type: none"> •# of families receiving an adoption support •Benefit of the support 	<ul style="list-style-type: none"> • PSSF log • Family receipt survey 	Both filled out at receipt of funds

CLIENT SATISFACTION

(EXAMPLE* PROVIDED BELOW)

Method or Tool	Frequency	Utilization	Action
Family receipt survey (% of support)	Completed at receipt of funds	Will include questions about the overall level of support they are receiving in their CW process through lens of protective factors	Examine social connection, resiliency, and concrete supports, as well as parenting capacity, to see which protective factor supports should be improved

COUNTY:
DATE APPROVED BY OCAP:

COUNTY:
DATE APPROVED BY OCAP:

CAPIT-CBCAP-PSSF
PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION TEMPLATE

[REFERENCE PAGE 51-53 OF THE INSTRUCTION MANUAL]

PROGRAM NAME

Families Intensive Response and Strengthening Team (FIRST)

SERVICE PROVIDER

Inyo County Health & Human Services (Social Services Division)

PROGRAM DESCRIPTION

FIRST is an intensive, family driven series of services that follows the WRAParound model to help families at danger of entering the child welfare or juvenile justice system stabilize and thrive. The FIRST team also is able to provide intensive reunification support for families with a history of multigenerational addiction, justice system involvement, or parental separation. Typically families receive 18-24 months of service from the team, moving from engagement, to planning, to implementation & maintenance, and finally transition to independence.

The goal of FIRST is to help families identify and develop natural support systems within their community that strengthen a family's stability, so a great fit for measuring progress in the multiple goals a family will develop and tackle with FIRST support is the Protective Factors Family Development Matrix. Increasing a family's capacity with concrete supports, social connections, parent knowledge of child development, child development services, and personal resiliency all must take place before the success of this framework meets the evidence base behind its adoption.

FUNDING SOURCES

FIRST is funded by multiple sources based on a family's composition and needs, but a portion of target families at high risk for systems involvement receive services through CBCAP. First 5 Inyo, Behavioral Health, MCHA, and other programs also fund a portion of services to families who meet criteria matched to their funding source.

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	
CBCAP	FIRST staff time for high-risk target families to prevent them from entering CW or justice system.
PSSF Family Preservation	

PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): (Specify)	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

- Fewer children experience abuse and neglect (P4)
- Fewer children experience reoccurrence of maltreatment after reunification (S2)
- Increased placement stability (3P3-4)
- Investing in the systems factor of Foster & Adoptive Parent Licensing, Recruitment, and Support (CSA pages 32-35)

TARGET POPULATION

Families at high risk of entering the child welfare or juvenile justice system, families reunifying after foster or justice system involvement,

TARGET GEOGRAPHIC AREA

Countywide

TIMELINE

7/1/2017 to 6/30/2022

EVALUATION

**PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING
(EXAMPLE* PROVIDED BELOW)**

Desired Outcome	Indicator	Source of Measure	Frequency
Increased access to Protective Factor supports	# of families with increased access to: parent knowledge, social connections, & concrete supports.	Sign-in or intake sheets for every group or in-home support provided	Completed day of event or support delivery
Parents increase knowledge of child development	Parenting Scale Scores (% of parents in clinical ranges for hostility, laxity, or over-reactivity decreases from pre to post)	Parenting Scale pre and post class survey	Completed by participants at Triple P class entry & exit
More Spanish language families are able to access parenting aids	# and % of Spanish language parents participating in Triple P	Class registration forms	Completed by participants at Triple P class entry

COUNTY:

DATE APPROVED BY OCAP:

	each year		
--	-----------	--	--

CLIENT SATISFACTION

(EXAMPLE* PROVIDED BELOW)

Method or Tool	Frequency	Utilization	Action
Satisfaction Survey	Completed by participants at end of parenting class	Post Parenting Class Surveys reviewed after each session	Problem areas addressed by staff to ensure continuous quality improvement

Inyo County SIP 2017-2022

Attachment D: Notice of Intent

BOS NOTICE OF INTENT

THIS FORM SERVES AS NOTIFICATION OF THE COUNTY'S INTENT TO MEET ASSURANCES FOR THE CAPIT/CBCAP/PSSF PROGRAMS.

**CAPIT/CBCAP/PSSF PROGRAM FUNDING ASSURANCES
FOR INYO COUNTY**

PERIOD OF PLAN (MM/DD/YY): 07/01/17 THROUGH (MM/DD/YY) 06/30/23

DESIGNATION OF ADMINISTRATION OF FUNDS

The County Board of Supervisors designates the Inyo Child Abuse Prevention Council as the public agency to administer CAPIT and CBCAP.

W&I Code Section 16602 (b) requires that the local Welfare Department administer the PSSF funds. The County Board of Supervisors designates Inyo Health & Human Services as the local welfare department to administer PSSF.

FUNDING ASSURANCES

The undersigned assures that the Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) funds will be used as outlined in state and federal statute¹:

- Funding will be used to supplement, but not supplant, existing child welfare services;
- Funds will be expended by the county in a manner that will maximize eligibility for federal financial participation;
- The designated public agency to administer the CAPIT/CBCAP/PSSF funds will provide to the OCAP all information necessary to meet federal reporting mandates;
- Approval will be obtained from the California Department of Social Services (CDSS), Office of Child Abuse Prevention (OCAP) prior to modifying the service provision plan for CAPIT, CBCAP and/or PSSF funds to avoid any potential disallowances;
- Compliance with federal requirements to ensure that anyone who has or will be awarded funds has not been excluded from receiving Federal contracts, certain subcontracts, certain Federal financial and nonfinancial assistance or benefits as specified at <http://www.epls.gov/>.

In order to continue to receive funding, please sign and return the Notice of Intent with the County's System Improvement Plan to:

California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 8-11-82
Sacramento, California 95814

_____	_____
County Board of Supervisors Authorized Signature	Date
_____	_____
Print Name	Title

¹ Fact Sheets for the CAPIT, CBCAP and PSSF Programs outlining state and federal requirements can be found at: <http://www.cdsscounties.ca.gov/OCAP/>



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 16

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

FROM: County Administrator

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Filling Unexpired Term for Office of Sheriff

DEPARTMENTAL RECOMMENDATION:

Request your Board consider options for filling the unexpired term for the Office of Sheriff created by Sheriff Lutze's notice of his intention to resign as Sheriff on July 12, 2018 and retire, and appoint Jeff Hollowell as Sheriff, effective July 13, 2018, for the unexpired term for the Office of Sheriff ending January 2019.

SUMMARY DISCUSSION:

In a letter dated June 26, 2018, the Sheriff, William R. Lutze, notified your Board of his retirement, resignation as the Inyo County Sheriff after 45 years of service to the County of Inyo, including the last 12 years as Sheriff. A copy of Sheriff Lutze's letter is attached.

The options available to your Board for filling the unexpired term for the Office of Sheriff are the same as those available to the Board of Supervisors in 2013 when Leslie Chapman resigned from her Office as Auditor-Controller; when Art Maillet resigned from his Office as District Attorney in 2013; and, when Leon Brune resigned from his Office as Corner in 2015. A copy of the presentation outlining these options, which was made to the Board of Supervisors on April 16, 2013, in association with Ms. Chapman's resignation, is attached.

While your Board has several options for filling the vacancy in the Office of Sheriff created by Sheriff Lutze's resignation and pending retirement – and the Board of Supervisors has exercised different options in the past – last month's election of Jeff Hollowell as Inyo County Sheriff, beginning in January 2019, makes him the logical choice to be appointed Sheriff by your Board as soon as possible.

If your Board decides, instead, to "recruit" for the position, it is recommended that the recruitment be locally focused and last less than a week, so that your Board can, in public, interview candidates and make an appointment no later than July 10th (your Board's last regular meeting of the month and two days before Sheriff Lutze's last day in office). The recruitment process could include soliciting letters of interest from qualified individuals and/or requiring the submittal of a County employment application and resume. When the Board of Supervisors has proceeded in the past to use this process to fill unexpired terms of Office, the subsequent process entailed:

- a. Take public comment on the matter;
- b. Invite aspirants to make a presentation to your Board and the public, no longer than five minutes in length, in which they will describe the role and responsibilities of the Office as they understand them, and describe why they are best qualified for the Office;

- c. Consider questions that will be distributed as part of the day's agenda item, and ask them of aspirants as deemed appropriate or necessary;
- d. Take public comment a second time; and,
- e. Consider making an appointment to the unexpired term ending in January.

Again, the recent election of Jeff Hollowell as the next Inyo County Sheriff seems to make this process unnecessary and redundant. If your Board elects not to appoint Undersheriff Hollowell as Sheriff, staff requests your Board's direction as to how your Board wishes to proceed with filling the vacancy.

ALTERNATIVES:



Your Board could choose not to provide direction and take no action, or consider any of the other options included in the attached 2013 presentation. These alternatives are not recommended due to Undersheriff Hollowell's recent election as the next Sheriff, and the need to ensure stability and structure in the Sheriff's Office until the Sheriff-elect takes office in January.

OTHER AGENCY INVOLVEMENT:

N/A


FINANCING:

There is sufficient funding in the approved County Budget to pay the Sheriff's current salary as established by your Board. Your Board could consider changing the salary for the office while it is vacant.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved:  Date <u>6/28/18</u> </div>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved: _____ Date _____ </div>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> <div style="text-align: right;"> Approved:  Date <u>06-28-2018</u> </div>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)


 Date: 06-28-2018



"A Professional Service Agency"

Memorandum

To: Board of Supervisors
% Kevin Carunchio, County Administrator

From: Sheriff Bill Lutze 

CC:

Date: 6/26/2018

Re: Retirement

Dear Members of the Board,

After 45 years with the Inyo County Sheriff's Department I have made the decision to retire. My last day with the Sheriff's Department and the County of Inyo will be July 12, 2018.

I want to personally thank the citizens of Inyo County and your Board for an incredible career, one that began in 1973 and culminated with a 12-year opportunity to serve as Inyo County Sheriff. The professional relationships I made during this time often resulted in friendships that I am honored to be able to take with me when I leave.

I know that the department and the county have progressed rapidly in order to meet a variety of local, state and federal requirements- and I also know that there are many challenges ahead. With the leadership of Sheriff-elect Hollowell and the dedicated members of the Sheriff's Office, as well as the very capable County Department heads, and your Board – I am confident that those challenges will be met.

County Auditor-Controller

Consideration of appointment and other options

Status

- March 19, 2013: Auditor-Controller notified Board that she was in contract negotiations with Mono County for its Director of Finance job.
- **Resignation pending . . .**
- Mono Board acting on contract today?
- **Anticipated effective date of resignation: Wednesday, April 24, 2013.**

Thank You, Leslie!



Stay if it pleases
you, go if you
must!

You're Awesome!

What now?

- Assistant Auditor-Controller becomes Acting Auditor-Controller by virtue of position
- Assistant remains Acting Auditor until Board of Supervisors appoints an individual to complete the current Auditor's term, or until next regularly scheduled election of County officers (June, 3, 2014)

Options to Consider

Do nothing?

- Government Code Section 25304: *"The Board of Supervisors shall fill by appointment all vacancies that occur in any office filled by the appointment of the board and elective county officers ..."*
- Taxpayer Writs requiring Boards to make appointments.

Decline to appoint (like Ventura)?

- Assistant Auditor Controller would remain Acting Auditor-Controller until first Monday in January after next election
- Will need to consider filling vacant Management Analyst position
- Future budgets might not sustain all three positions if someone other than Assistant elected to office

Options to Consider

Make appointment

- To fulfill remainder unexpired term; until January 2015
- Appointment must be made in Open Session
 - If Board chooses to interview prospective appointees, interviews must be conducted in public, too.
- Irrevocable
- If Assistant appointed, will need to backfill position

Fill a Finance Director position instead?

- Must be created by Ordinance of Board of Supervisors
- Ordinance must be submitted to, and approved by a vote of the people (Nov. 2013)
 - Elective or Appointed
 - Effective on expiration of elected terms
- **Not a short-term option**

Other options?

Special Election?

- Does not appear to be allowed.

Can Board adjust Auditor's salary?

- Cannot change salary (reduce, or alter terms of compensation) after person has filed to run for office.
- Can change the amount or terms of compensation when vacant or before filing period

Appointment Options

- Appoint
 - Simply discuss candidates; make public appointment
- Recruit
 - Seek applications or letters of interest
 - Publicly interview applicants, or top applicants
 - Make appointment in Open Session
- County Requirements: A baccalaureate degree with major in accounting or its equivalent
- State Requirements (not adopted by County)
 - CPA; or,
 - B.A. in Accounting with 3-years senior fiscal management position (county, city, non-profit, firm); or,
 - Certified Professional Internal Auditor; or,
 - 3-years as County Auditor's Chief Deputy or Chief Assistant

Next Election: June 3, 2014

Candidate Filing	
Signatures in Lieu of Filing Fee Period	Dec 27, 2013-Feb 20, 2014
Declaration of Candidacy Period	Feb 10-Mar 7, 2014
Nomination Paper Period	Feb 10-Mar 7, 2014
Declaration of Candidacy Extension Filled if Incumbent Does Not File	Mar 8-Mar 12, 2014
Primary Election Day	June 3, 2014
General Election Day if no candidate received 50%+1 in the Primary	November 4, 2014
Waiting to Date	January 5, 2015

Summary

Short-Term

1. Do nothing
 - May not be option
 - Fill Mngt Analyst?
2. Make Appointment
 - May need to backfill Assistant
3. Recruit / Interview / Appoint
 - May need to backfill Assistant

Longer-Term

1. Regular Election.
2. Ordinance and vote to create Finance Director position (Nov. 2013)?
3. Adjust salaries, or computation of compensation?



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

17

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: July 3, 2018

SUBJECT: Continuation of declaration of existence of local emergency

DEPARTMENTAL RECOMMENDATION:

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

SUMMARY DISCUSSION:

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

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

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

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

Date: 06-22-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

18

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: July 3, 2018

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION:

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

SUMMARY DISCUSSION:

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

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

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

Date: **06-22-18**



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 19

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF: July 3, 2018

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

DEPARTMENTAL RECOMMENDATION:

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

SUMMARY DISCUSSION:

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

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

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

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

_____ Date: 06-22-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

20

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING: July 3, 2018

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION:

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

SUMMARY DISCUSSION:

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

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

Date: 06-22-18



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 21

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

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Continuation of proclamation of local emergency

DEPARTMENTAL RECOMMENDATION:

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

SUMMARY DISCUSSION:

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

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

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

Date: 06-22-18



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

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Approval of Board of Supervisors meeting minutes

DEPARTMENTAL RECOMMENDATION: Request Board approve the minutes of the regular Board of Supervisors meetings of June 12, 2019 and June 19, 2019.

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.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

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

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

Date: **06-27-18**



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 23

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

FROM: Inyo County Planning Commission

FOR THE BOARD MEETING OF: July 3, 2018

SUBJECT: Zone Reclassification (ZR) 2018-02/Cook and General Plan Amendment (GPA) 2018-01/Cook

DEPARTMENTAL RECOMMENDATION:

Request the Board of Supervisors:

- A) Conduct a public hearing on the following actions for an 28-acre site located at 1 Hidden Valley Ranch Road in the community of Lone Pine (APN 026-070-09):
- General Plan Amendment No. 2018-01/Cook changing the General Plan designation from Resort Recreational (REC) to Rural Protection (RP) to best match the requested zoning and current uses on the property; and,
 - a proposed ordinance (attached) titled "An Ordinance of the Board of Supervisors of the County of Inyo, State of California, Approving Zone Reclassification No. 2018-02/Cook and amending the Zoning Map of the County of Inyo by rezoning a 28-acre Parcel located at 1 Hidden Valley Ranch Road in the community of Lone Pine (APN 026-070-09) from Commercial Recreation with a 5-acre minimum (C5-5.0) to Open Space, with a forty-acre minimum (OS-40) to best match the current uses on the property (attached).
- B) Certify that the Provisions of the California Environmental Quality Act (CEQA) Have Been Met and Making Certain Findings with Respect to and Approving Zone Reclassification No. 2018-02/Cook and General Plan Amendment No. 2018-01/Cook.
- C) Waive the first reading of the above referenced Ordinance approving Zone Reclassification No. 2018-02/Cook and schedule the enactment for Tuesday, July 10, 2018 in the Board of Supervisors Room, at the County Administrative Center, in Independence.

SUMMARY DISCUSSION:

The applicant, Reginald Cook, has applied for a Zone Reclassification (ZR) and General Plan Amendment (GPA) for a parcel of land with APN: 026-070-09 located a 1 Hidden Valley Ranch Road in the community of Lone Pine (site and vicinity map attached). The parcel is approximately 28-acres in size and is currently used for a single family home and agriculture activities including, but not limited to, a small vineyard, fruit and nut orchard, and vegetable beds. The applicant has owned the property for over 20-years and has never used it for resort recreational activities. The property has only been used for low density residential and agriculture. The applicant also potentially intends on using the property for commercial cannabis cultivation compliant with all Inyo County and State licensing and permitting requirements.

The property is surrounded by vacant, open space lands managed by the Bureau of Land Management. The GPA and ZR will not alter the existing land use and there are no development proposals for it at this time. The GPA and ZR will also not alter the character of the property or the surrounding area as they are designations for low density residential and agriculture uses similar to the current uses on the property and the open space character of the land surrounding it.

Zoning: The parcel that is proposed for the ZR has a zoning designation of C5-5.0. The applicant is requesting a change to OS-40. Inyo County Code (ICC) Chapter 18.12 states the minimum standard parcel size for development is 40-acres; the parcel widths must be 500-feet; and the setback requirements are 50-feet for front, side and rear yards. This parcel does not meet the requirements of the OS-40 zone. Inyo County Code 18.78.057, however, states that

“Minimum lot size provisions contained in this title shall not be construed to prohibit rezoning of existing lots which would be of substandard size under the proposed classification where the planning commission and the board of supervisors find the rezoning to be in the public interest”.

The change in designation will not provide for additional future subdivisions as the parcel will not be large enough to divide into 40-acre parcels. It is also in the public interest to have zoning designations match the uses on a parcel, and even more so to have zoning that matches an applicant’s future plans for a parcel. This produces consistency between use and designation. The Open Space zone is also a less intensive designation than C5-5 and will eliminate the potential for the parcel to subdivide. It currently could be divided into 5 separate parcels with each allowed to have a commercial recreational use (campground, dude ranch, lodge, etc.) on it.

General Plan: The parcel’s current General Plan REC designation relates to the current zoning C5. The proposal to change to the RP General Plan designation will result in it corresponding to the proposed OS-40 zoning. Zoning and General Plan consistency are required by the State and by the Inyo County Code meaning a zoning designation cannot be changed in a manner that causes it to no longer be compatible with the General Plan designation. In this circumstance, the ZR requires the GPA to be in compliance. The GPA will also result in the General Plan designation being aligned with the current uses and future vision for the property

ENVIRONMENTAL REVIEW

Pursuant to the California Environmental Quality Act (CEQA), the proposal is covered by the General Rule 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This application for a ZR and GPA is for a property that is already disturbed and includes no additional development proposals; the land use designations that are proposed will result in lower impact uses than are possible with the current designations; and, Pursuant to the California Environmental Quality Act (CEQA), potential, subsequent, development to this proposal falls into the Categorical Exemption Class 3 New Construction or Conversion of Small Structures (15303)(a) One single-family residence, or a second dwelling unit in a residential zone. . . . may be constructed or converted under this exemption; and, any potential commercial cannabis cultivation will require a discretionary approval (Conditional Use Permit) by the Inyo County Planning Commission that will require an evaluation pursuant to the California Environmental Quality Act.

TRIBAL CONSULTATION

General Plan updates require that jurisdictions offer consultation opportunities to local Tribes. Pursuant to Government Code Section 65352.3, Tribes have 90-days, after receiving invitations to consult on GPAs to request consultation opportunities. Staff mailed consultation invitations on March 29, 2018 to the: Lone Pine Paiute-Shoshone Tribe, Kern Valley Indian Council, Fort Independence Indian Community of Paiutes, Walker River Reservation, Timbisha Shoshone Tribe, Bishop Paiute Tribe and the Big Pine Paiute Tribe of the Owens Valley, no requests for consultation have been received to date and the 90-day window for the Tribes to request consultation request was up on June 27, 2018.

NOTICING & REVIEW

The application for GPA 2018-01/Cook and ZR 2018-02/Cook have been reviewed by the appropriate County departments with no comments indicating there are any issues with the request.

The project was noticed in the Inyo Register pursuant to State and County requirements. No comments have been received by staff to date.

The Planning Commission held a Public Hearing on May, 23 2018, took public comment, and voted unanimously to recommend the Board Certify that the project is exempt from CEQA and to approve Zone Reclassification No. 2018-02/Cook and General Plan Amendment No. 2018-01/Cook (staff report attached).

ALTERNATIVES:

- Do NOT approve the requested actions.
- Return to staff with direction

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

The applicant provided fees to cover the costs of these actions.

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

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date:

6/14/18

Attachments:

- Proposed Ordinance
- Maps
- May 23, 2018 Planning Commission Staff Report.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO, STATE OF CALIFORNIA, APPROVING ZONE RECLASSIFICATION NO. 2018-02/COOK AND AMENDING THE ZONING MAP OF THE COUNTY OF INYO BY REZONING A 28.04-ACRE PARCEL LOCATED AT 1 HIDDEN VALLEY RANCH ROAD, LONE PINE, CA (APN 026-070-09) FROM COMMERCIAL RECREATION WITH A 5-ACRE MINIMUM (C5-5.0) TO OPEN SPACE WITH A 40-ACRE MINIMUM (OS-40).

The Board of Supervisors of the County of Inyo ordains as follows:

SECTION I: AUTHORITY

This Ordinance is enacted pursuant to the police power of the Board and Sections 18.81.310 and 18.81.350 of the Inyo County Code, which establish the procedure for the Board of Supervisors to enact changes to the Zoning Ordinance of the County, set forth in Title 18 of said code. The Board of Supervisors is authorized to adopt zoning ordinances by Government Code Section 65850 et seq.

SECTION II: FINDINGS

Upon consideration of the material submitted, the recommendation of the Inyo County Planning Commission, and statements made at the public hearing held on this matter, this Board finds as follows:

- (1) In accordance with Inyo County Code Section 18.81.320, Reginald Cook applied to the Inyo County Planning Commission to have the zoning map of the County of Inyo amended from Commercial Recreation with a 5-acre minimum (C5-5.0) to Open Space with a 40-acre minimum (OS-40) as described in Section III of this Ordinance.
- (2) On May 23, 2018, the Inyo County Planning Commission conducted a public hearing on Zone Reclassification No. 2018-02/Cook, following which the Commission made various findings and recommended that this Board amend Title 18, to rezone the property described in Section III of this Ordinance to Open Space with a 40-acre minimum (OS-40).
- (3) The findings of the Planning Commission are supported by the law and facts and are adopted by this Board.
- (4) Reginald Cook applied to the Inyo County Planning Commission to have the Inyo County General Plan Land Use Map amended from Resort Recreational (REC) to Rural Protection (RP) to best match the requested zoning and current uses on the property.

- (5) The proposed Zone Reclassification is consistent with the goals, policies, and implementation measures in the Inyo County General Plan, including the proposed General Plan Amendment.
- (6) The proposed actions will act to further the orderly growth and development of the County by rezoning property to Open Space with a 40-acre minimum (OS-40) as it best matches the current uses on the property.

SECTION III: ZONING MAP OF THE COUNTY OF INYO AMENDED

The Zoning Map of the County of Inyo as adopted by Section 18.81.390 of the Inyo County Code is hereby amended so that the zoning on the 28.04-acre site located at 1 Hidden Valley Ranch Road, Lone Pine, CA (APN 026-070-09) is changed from Commercial Recreation with a 5-acre minimum (C5-5.0) to Open Space with a 40-acre minimum (OS-40).

SECTION IV: EFFECTIVE DATE

This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption. Before the expiration of fifteen (15) days from the adoption hereof, this Ordinance shall be published as required by Government Code Section 25124. The Clerk of the Board is hereby instructed and ordered to so publish this Ordinance together with the names of the Board members voting for and against same.

PASSED AND ADOPTED THIS 3RD DAY OF JULY, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Dan Totheroh, Chairperson
Inyo County Board of Supervisors

ATTEST:
Kevin Carunchio
Clerk of the Board

By: _____
Darcy Ellis, Assistant

Current Zoning C5-5.0
Current General Plan REC
Proposed Zoning OS-40
Proposed General Plan RP

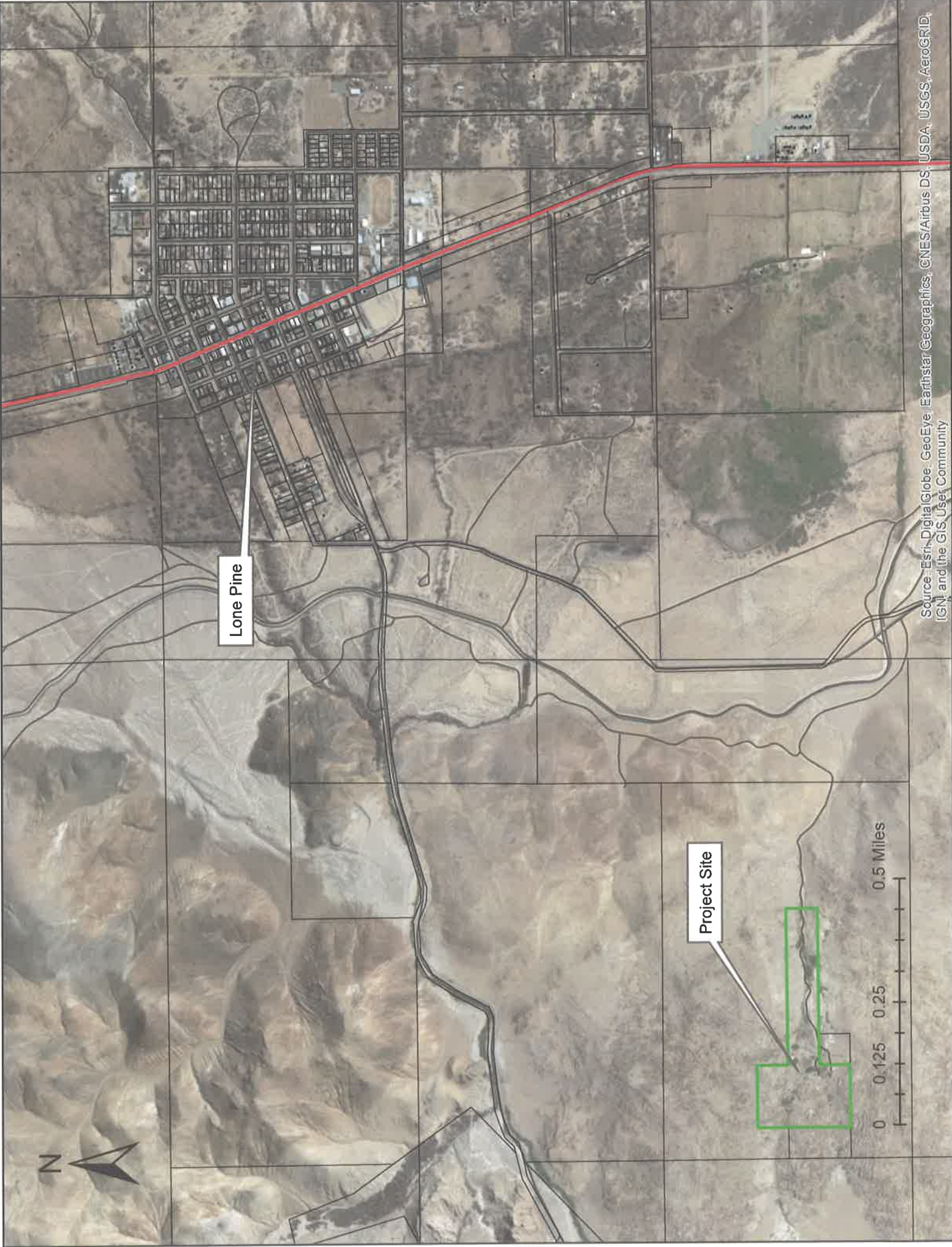


Project Site

HIDDEN VALLEY RANCH



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS User Community



Lone Pine

Project Site

0 0.125 0.25 0.5 Miles

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Planning Department
168 North Edwards Street
Post Office Drawer L
Independence, California 93526

Phone: (760) 878-0263

FAX: (760) 872-2712

E-Mail: inyoplanning@inyocounty.us

AGENDA ITEM NO.: 6 (Action Item and Public Hearing)

PLANNING COMMISSION
MEETING DATE: May 23, 2018

SUBJECT: GPA 2018-01/ Cook; and, ZR
2018-02/Cook

EXECUTIVE SUMMARY

The applicant, Reginald Cook, is proposing to change the Zoning and General Plan Designations on a property he owns, located at 1 Hidden Valley Ranch Road, Lone Pine, CA with Assessor Parcel Number (APN) 026-070-09 (Attachment - site and vicinity maps). Currently, this parcel is zoned Commercial Recreation with a 5-acre minimum (C5-5.0) and has the General Plan designation of Resort Recreational (REC). The applicant is requesting the Zoning Designation of Open Space; and the General Plan Designation of Rural Protection (RP). These designations best fit the current uses on the parcel as well as the applicant's future plans for the parcel and the applicant has indicated that a continuation of very low density residential and agriculture uses are foreseen for the future. There is no development proposed at this time.

PROJECT INFORMATION

Supervisory District: 5

Applicants: Reginald Cook

Landowners: Reginald Cook

Community: Lone Pine, CA

A.P.N.: 026-070-09

Existing General Plan: Resort Recreational (REC)

Existing Zoning: Commercial Recreation with a 5-acre minimum (C5-5.0)

Surrounding Land Use:

Location	Use	General Plan Designation	Zone
Site	Residential and agriculture	Resort Recreational (REC)	Commercial Recreation with a 5-acre minimum (C5-5.0)
North	Vacant	State and Federal Lands (SFL)	Open Space, 40-acre minimum (OS-40)
East	Vacant	State and Federal Lands (SFL)	Open Space, 40-acre minimum (OS-40)
South	Vacant	State and Federal Lands (SFL)	Open Space, 40-acre minimum (OS-40)
West	Vacant	State and Federal Lands (SFL)	Open Space, 40-acre minimum (OS-40)

Recommended Action:

- 1.) Make certain findings with respect to and recommend the Board of Supervisors approve GPA 2018-01/ Cook, and certify it is exempt from CEQA.
- 2.) Make certain findings with respect to and recommend the Board of Supervisors approve ZR 2018-02/ Cook, and certify it is exempt from CEQA.

Alternatives:

- 1.) Specify modifications to the proposal and/or the Conditions of Approval.
- 2.) Make specific findings and deny the application.
- 3.) Continue the public hearing to a future date, and provide specific direction to staff regarding additional information and analysis needed.

Project Planner:

Cathreen Richards

BACKGROUND

The applicant has applied for a Zone Reclassification (ZR) and General Plan Amendment (GPA) for a parcel of land with APN: 026-070-09 located a 1 Hidden Valley Ranch Road in the community of Lone Pine (site and vicinity map attached). The parcel is approximately 28-acres in size and is currently used for a single family home and agriculture activities including a small vineyard, fruit and nut orchard, and vegetable beds The applicant has owned the property for over 20-years and has never used it for resort recreational activities. The property has only been used for low density residential and agriculture. The applicant also potentially intends on using the property for commercial cannabis cultivation compliant with all Inyo County and State licensing and permitting requirements.

STAFF ANALYSIS

Land Use Analysis: The property is surrounded by vacant, open space lands managed by the Bureau of Land Management. The GPA and ZR will not alter the existing land use and there are

no development proposals for it at this time. The applicant is contemplating eventually obtaining the appropriate licensing and permitting to engage in a commercial cannabis cultivation operation. The GPA and ZR will not alter the character of the property or the surrounding area as they are designations for low density residential and agriculture uses similar to the current uses on the property.

Zoning: The parcel that is proposed for the ZR has a zoning designation of C5-5.0. The applicant is requesting a change to OS-40. Inyo County Code (ICC) Chapter 18.12 states the minimum standard parcel size for development is 40-acres; the parcel widths must be 500-feet; and the setback requirements are 50-feet for front, side and rear yards. This parcel does not meet the requirements of the OS-40 zone. Inyo County Code 18.78.057, however, states that

“Minimum lot size provisions contained in this title shall not be construed to prohibit rezoning of existing lots which would be of substandard size under the proposed classification where the planning commission and the board of supervisors find the rezoning to be in the public interest”.

The change in designation will not provide for additional future subdivisions as the parcel will not be large enough to divide into 40-acre parcels. It is also in the public interest to have zoning designations match the uses on a parcel, and even more so to have zoning that matches an applicant’s future plans for a parcel. This produces consistency between use and designation. The Open Space zone is also a less intensive designation than C5-5 and will eliminate the potential for the parcel to subdivide. It currently could be divided into 5 separate parcels with each allowed to have a commercial recreational use (campground, dude ranch, lodge, etc.).

General Plan: The parcel’s current General Plan REC designation relates to the current zoning C5. The proposal to change to the RP General Plan designation will result in it corresponding to the proposed OS-40 zoning. Zoning and General Plan consistency are required by the State and by the Inyo County Code meaning a zoning designation cannot be changed in a manner that causes it to no longer be compatible with the General Plan designation. In this circumstance, the ZR requires the GPA to be in compliance. The GPA will also result in the General Plan designation being aligned with the current uses and future vision for the property

TRIBAL CONSULTATION

General Plan updates require that jurisdictions offer consultation opportunities to local Tribes. Pursuant to Government Code Section 65352.3, Tribes have 90-days, after receiving invitations to consult on GPAs to request consultation opportunities. Staff mailed consultation invitations on March 29, 2018 to the: Lone Pine Paiute-Shoshone Tribe, Kern Valley Indian Council, Fort Independence Indian Community of Paiutes, Walker River Reservation, Timbisha Shoshone Tribe, Bishop Paiute Tribe and the Big Pine Paiute Tribe of the Owens Valley, no requests for consultation have been received to date. There is still time for the Tribes to request consultation and the County cannot approve the GPA until the 90-day window for a consultation request has passed.

ENVIRONMENTAL REVIEW

Pursuant to the California Environmental Quality Act (CEQA), the proposal is covered by the General Rule 15061(b) (3) that CEQA applies only to projects which have the potential for

causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This application for a ZR and GPA is for a property that is already disturbed and includes no additional development proposals; the land use designations that are proposed will result in lower impact uses than are possible with the current designations; and, Pursuant to the California Environmental Quality Act (CEQA), potential, subsequent, development to this proposal falls into the Categorical Exemption Class 3 New Construction or Conversion of Small Structures (15303)(a) One single-family residence, or a second dwelling unit in a residential zone. . . . may be constructed or converted under this exemption; and, any potential commercial cannabis cultivation will require a discretionary approval (Conditional Use Permit) by the Inyo County Planning Commission that will require an evaluation pursuant to the California Environmental Quality Act.

NOTICING & REVIEW

The application for GPA 2018-01/Cook and ZR 2018-02/Cook have been reviewed by the appropriate County departments with no comments indicating there are any issues with the request.

The project was noticed on May 12, 2018 in the Inyo Register and mailed to property owners within 300-feet of the project location. No comments have been received by staff to date.

RECOMMENDATIONS

Planning Department staff is recommending that the Planning Commission recommend that the Board of Supervisors approve General Plan Amendment 2018-01/Cook and Zone Reclassification 2018-02/Cook and certify that they are Exempt from CEQA.

Recommended Findings

1. Based on the substantial evidence the Planning Commission recommends that the Board of Supervisors certify that General Plan Amendment 2018-01/Cook and Zone Reclassification 2018-02/Cook are Exempt from CEQA.

[Evidence: the proposed project is covered by the General Rule 15061(b) (3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This application for a ZR and GPA is for a property that is already disturbed and includes no additional development proposals; the land use designations that are proposed will result in lower impact uses; and, Pursuant to the California Environmental Quality Act (CEQA), potential, subsequent, development to this proposal falls into the Categorical Exemption Class 3 New Construction or Conversion of Small Structures (15303)(a) One single-family residence, or a second dwelling unit in a residential zone. . . . may be constructed or converted under this exemption; and, any potential commercial cannabis cultivation will require a discretionary approval (Conditional Use Permit) by the Inyo County Planning Commission that will require an evaluation pursuant to the California Environmental Quality Act.

2. Based on substantial evidence in the record, the Planning Commission recommends that the Board of Supervisors find that General Plan Amendment 2018-01/Cook and Zone Reclassification 2018-02/Cook are in conformance with the Goals and Objectives of the Inyo County General Plan.
[Evidence: The proposed designation of RP provides for low density residential and low intensity agriculture uses, which better matches the actual uses and the planned future uses for the property, as well as, the proposed zoning designation.]
3. Based on substantial evidence in the record, the Planning Commission recommends that the Board of Supervisors find that General Plan Amendment 2018-01/Cook and Zone Reclassification 2018-01/Cook are consistent with Title 18 (Zoning Ordinance) of the Inyo County Code.
[Evidence: The proposed designation of OS-40 provides for low density residential use and agriculture use, which better matches the actual uses and the planned uses for the property, as well as, the proposed General Plan designation.]
4. Based on substantial evidence in the record, the Planning Commission recommends that the Board of Supervisors find that the site is physically suited for the proposed type and density of development, and finds that the existing and planned public facilities and services are adequate to meet the needs of the proposed project.
[Evidence: The project is consistent with the rural character of the surrounding area and this request for a GPA and ZR will not allow for a development type that would change the character of the site or the surrounding area. The GPA and ZR will not increase the potential for increased intensity or density on the site as it changes the parcel to OS-40, which does not allow for as much density or intensity in use as the current C5 designation does. Well and septic systems are in place on the property, but may need to be updated if additional development is to occur on the property in the future. Other utilities and services are also available in the area, if the parcel is further developed.]
5. Based on substantial evidence in the record, the Planning Commission recommends that the Board of Supervisors find that the design or proposed improvements are not likely to cause substantial impacts to public health, safety or welfare.
[Evidence: The proposed General Plan Amendment and Zone Reclassification will allow the current uses on the property to be consistent with the County's Zoning Ordinance by changing the zoning to match the current and future planned uses on the parcel and changing the General Plan to properly correspond with the zoning designation. The designation changes will not allow for increased density or intensity of use on the property; and therefore, will not create substantial impacts to the health or safety of persons living or working in the vicinity, or be materially detrimental to the public welfare.]

Attachments:

- Vicinity Map
- Site Map

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF INYO, STATE OF CALIFORNIA, APPROVING ZONE RECLASSIFICATION NO. 2018-02/COOK AND AMENDING THE ZONING MAP OF THE COUNTY OF INYO BY REZONING A 28.04-ACRE PARCEL LOCATED AT 1 HIDDEN VALLEY RANCH ROAD, LONE PINE, CA (APN 026-070-09) FROM COMMERCIAL RECREATION WITH A 5-ACRE MINIMUM (C5-5.0) TO OPEN SPACE WITH A 40-ACRE MINIMUM (OS-40).

The Board of Supervisors of the County of Inyo ordains as follows:

SECTION I: AUTHORITY

This Ordinance is enacted pursuant to the police power of the Board and Sections 18.81.310 and 18.81.350 of the Inyo County Code, which establish the procedure for the Board of Supervisors to enact changes to the Zoning Ordinance of the County, set forth in Title 18 of said code. The Board of Supervisors is authorized to adopt zoning ordinances by Government Code Section 65850 et seq.

SECTION II: FINDINGS

Upon consideration of the material submitted, the recommendation of the Inyo County Planning Commission, and statements made at the public hearing held on this matter, this Board finds as follows:

- (1) In accordance with Inyo County Code Section 18.81.320, Reginald Cook applied to the Inyo County Planning Commission to have the zoning map of the County of Inyo amended from Commercial Recreation with a 5-acre minimum (C5-5.0) to Open Space with a 40-acre minimum (OS-40) as described in Section III of this Ordinance.
- (2) On May 23, 2018, the Inyo County Planning Commission conducted a public hearing on Zone Reclassification No. 2018-02/Cook, following which the Commission made various findings and recommended that this Board amend Title 18, to rezone the property described in Section III of this Ordinance to Open Space with a 40-acre minimum (OS-40).
- (3) The findings of the Planning Commission are supported by the law and facts and are adopted by this Board.
- (4) Reginald Cook applied to the Inyo County Planning Commission to have the Inyo County General Plan Land Use Map amended from Resort Recreational (REC) to Rural Protection (RP) to best match the requested zoning and current uses on the property.

- (5) The proposed Zone Reclassification is consistent with the goals, policies, and implementation measures in the Inyo County General Plan, including the proposed General Plan Amendment.
- (6) The proposed actions will act to further the orderly growth and development of the County by rezoning property to Open Space with a 40-acre minimum (OS-40) as it best matches the current uses on the property.

SECTION III: ZONING MAP OF THE COUNTY OF INYO AMENDED

The Zoning Map of the County of Inyo as adopted by Section 18.81.390 of the Inyo County Code is hereby amended so that the zoning on the 28.04-acre site located at 1 Hidden Valley Ranch Road, Lone Pine, CA (APN 026-070-09) is changed from Commercial Recreation with a 5-acre minimum (C5-5.0) to Open Space with a 40-acre minimum (OS-40).

SECTION IV: EFFECTIVE DATE

This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption. Before the expiration of fifteen (15) days from the adoption hereof, this Ordinance shall be published as required by Government Code Section 25124. The Clerk of the Board is hereby instructed and ordered to so publish this Ordinance together with the names of the Board members voting for and against same.

PASSED AND ADOPTED THIS 10TH DAY OF OCTOBER, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Dan Totheroh, Chairperson
Inyo County Board of Supervisors

ATTEST:
Kevin Carunchio
Clerk of the Board

By: _____
Darcy Ellis, Assistant

Current Zoning C5-5.0
Current General Plan REC
Proposed Zoning OS-40
Proposed General Plan RP



Project Site

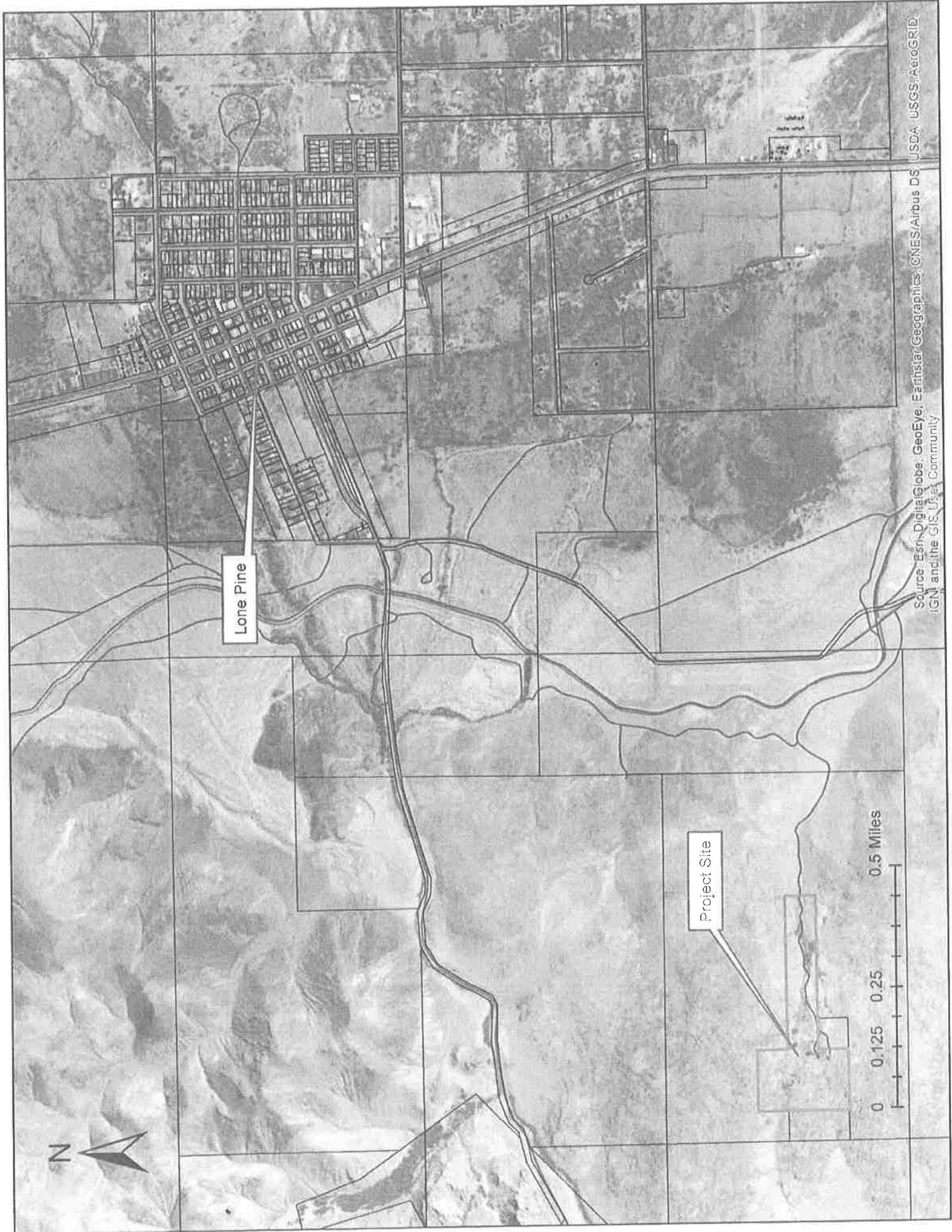
HIDDEN VALLEY RANCH

0.5 Miles

0.25

0.125

0



Lone Pine

Project Site

0.5 Miles

0.25

0.125

0

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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 11:00 Closed Session Informational

FROM: Kathe Barton, Environmental Health

FOR THE BOARD MEETING: July 3, 2018

SUBJECT: An ordinance of the Inyo County Board of Supervisors amending section 7.12.020 and subsections 7.12.030(a)(3), 7.12.030 (a)(4), 7.12.050(c)(3), 7.12.050(c)(9), 7.12.050(d)(7), 7.12.060(b)(8), and 7.12.100(a) of the Inyo County code pertaining to onsite wastewater treatment systems and Resolution adopting the Inyo County Local Area Management Plan (LAMP) for Onsite Wastewater Treatment Systems (OWTS).

DEPARTMENTAL RECOMMENDATION:

- (1) Waive the first reading of the above referenced Ordinance and schedule the enactment for 11:30 a.m., Tuesday July 10, 2018 in the Board of Supervisors Room at the County Administrative Center, in Independence.
- (2) Adopt above referenced Resolution.

CAO RECOMMENDATION:

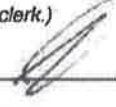
SUMMARY DISCUSSION: The Local Area Management Plan (LAMP) is the required end result of California Assembly Bill 885, which was approved on September 27, 2000. This legislation directed the State Water Resources Control Board (SWRCB) to develop uniform, statewide standards for onsite wastewater treatment systems (OWTS) that are to be implemented by qualified local agencies. The SWRCB adopted the Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy) on June 19, 2012 and it became effective on May 13, 2013. The OWTS Policy allows local agencies to approve OWTS, based on a local ordinance, after approval of a LAMP by the relevant regional water quality control board, in this case, the Lahontan Regional Water Quality Control Board (Water Board). The Inyo County OWTS Ordinance No. 1206 has already been adopted by your Board on May 2, 2017. However, there are changes that need to be made to Ordinance 1206 so content doesn't conflict with the LAMP.

A tentative resolution, considering approval of the LAMP for Inyo County, has been drafted and is on the Lahontan Water Board's agenda for the meeting scheduled in Bishop, CA, on July 18-19, 2018. The Water Board will consider adoption of the resolution at this meeting. Part of the consideration for adoption of the LAMP by the Water Board is prior approval of the LAMP by the Inyo County Board of Supervisors. With Board of Supervisors approval, it is likely that the Inyo County LAMP will be adopted as submitted.

ALTERNATIVES: Your Board could decide not to approve the LAMP. In this case, compliance of the OWTS would revert back to the State Water Board OWTS Policy under Tier 1 conditions. This would mean more stringent requirements for siting, design and construction, including the requirement for a minimum 2.5 acre parcel size for newly constructed OWTS, and the Ordinance 1206 would need to be re-written at that time to reflect these changes.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved:  Date <u>06/22/18</u>
AUDITOR/CONTROLLER: NA	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: NA	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: 6/22/18

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

ORDINANCE NO. 1232

**AN ORDINANCE OF THE INYO COUNTY BOARD OF SUPERVISORS
AMENDING SECTION 7.12.020 AND SUBSECTIONS 7.12.030(a)(3), 7.12.030
(a)(4), 7.12.050(c)(3), 7.12.050(c)(9), 7.12.050(d)(7), 7.12.060(b)(8), AND 7.12.100(a)
OF THE INYO COUNTY CODE, PERTAINING TO ONSITE WASTEWATER
TREATMENT SYSTEMS**

WHEREAS, Section Inyo County previously adopted Chapter 7.12 of the Inyo County Code prior to obtaining approval of the Local Area Management Plan (LAMP) required by AB 885; and

WHEREAS, the Lahontan Regional Water Quality Control Board reviewed the County's draft LAMP and suggested changes that would conflict with certain elements of Chapter 7.12; and

WHEREAS, the Board wishes to adopt the LAMP and amend Chapter 7.12 to conform to ensure consistency between the regulations.

NOW, THEREFORE, the Board of Supervisors of the County of Inyo ordains as follows:

SECTION I: Section 7.12.020 is amended in its entirety as follows:

“7.12.020 Definitions.

- a. “Administrative Authority” (AA) is the Director of the Environmental Health Services Department for Inyo County, or a duly authorized representative.
- b. Alternative Onsite Wastewater Treatment System (OWTS): a type of OWTS that utilizes a wastewater treatment technology other than a conventional septic tank and/or a method of wastewater disposal other than a conventional drainfield trench/bed for the purpose of producing a higher quality effluent and improved performance of and siting options for effluent dispersal.
- c. Basin Plan: means the same as “water quality control plan” as defined in Division 7 (commencing with Section 13000) of the California Water Code. Specifically, “Water Quality Control Plan for the Lahontan Region.”
- d. Bedrock: means the rock, usually solid, that underlies soil or other non-consolidated materials.
- e. Cesspool: an excavation in the ground receiving domestic wastewater, designed to retain organic matter and solids, while allowing the liquids to seep into the soils.
- f. Conventional Onsite Wastewater Treatment System (OWTS): a type of OWTS consisting of a septic tank for primary treatment of sewage followed by a series of drainfield trenches or beds for subsurface disposal of effluent into the soil. A conventional system may use gravity flow or a pump system to convey effluent from the septic tank to the drainfield.
- g. Dispersal System: a series of trenches, beds, subsurface drip lines, or other approved method for subsurface infiltration and absorption of wastewater

- effluent, including all component parts such as piping, valves, filter material, chambers, dosing systems, siphons and other appurtenances.
- h. Domestic Wastewater: wastewater with a measured strength less than high strength wastewater that is typically discharged from residential plumbing fixtures, appliances and other household fixtures including toilets, bathtubs, showers, laundry facilities, sinks, dishwashers and garbage disposals. Domestic waste may include wastewater from commercial buildings such as office buildings and retail stores but does not include industrial waste or recreational vehicle dump stations.
 - i. Drainfield: a system of trenches or beds that distribute treated sewage effluent for subsurface dispersal into the soil. A drainfield is also known as a “leachfield” or a “soil absorption area.”
 - j. Equivalent Dwelling Unit (EDU): An EDU is an equivalent dwelling unit and is defined by the AA to be the measure of volume and strength of flow or expected flow of sanitary sewage equivalent to that generated by a single family residential establishment. NOTE: The Lahontan Basin Plan defines one EDU as the equivalent of 250 gallons per day, based on the California Plumbing Code, Appendix K.
 - k. Failure: The ineffective treatment and dispersal of waste resulting in the surfacing of raw or inadequate treated sewage effluent and/or the degradation of surface or groundwater quality.
 - l. Groundwater: water below the land surface that is at or above atmospheric pressure.
 - m. High-strength wastewater: wastewater having a 30-day average concentration of biochemical oxygen demand (BOD) greater than 300 milligrams-per-liter (mg/L) or of total suspended solids (TSS) greater than 330 mg/L or a fats, oil, and grease (FOG) concentration greater than 100 mg/L prior to the septic tank or other OWTS treatment component.
 - n. Holding Tank: a watertight receptacle used to collect and store wastewater prior to it being removed from the property by vacuum pump or hauling, or other approved method. The use of holding tanks in Inyo County may only be allowed if specifically approved by the local enforcement agency, for the abatement of immediate health hazards or for certain public use facilities.
 - o. Intermittent Sand Filter: an alternative OWTS using a packed bed filter of medium grained sand used to treat septic tank effluent to an advanced level. The system may be either with a bottom or bottomless. The wastewater is dosed to the surface of the sand via a pressure distribution network.
 - p. Installation Permit: a document issued by the AA that conveys approval of and sets forth applicable conditions for the installation of an OWTS, or component thereof.
 - q. Mound: an alternative OWTS consisting of an above ground sand bed placed over a tilled native soil absorption area, on top of which is placed a bed of gravel for distribution of septic tank effluent, which is then covered by soil to stabilize the surface and support vegetative growth. Effluent is applied to the distribution bed using pressure distribution.

- r. Onsite Wastewater Maintenance Provider: a person possessing the minimum education, training and experience, as defined by the system manufacturer, to operate, monitor and maintain an alternative OWTS.
- s. Onsite Wastewater Treatment System (OWTS): a system of pipes, valves, trenches and other components used for the collection, treatment and subsurface dispersal of domestic wastewater on the subject lot, except in the case of clustered systems, where ultimate disposal may be on a nearby lot. For the purpose of this policy, OWTS do not include graywater systems pursuant to Health and safety Code Section 17922.12.
- t. Operating Permit: a document issued by the AA that sets operating and maintenance requirements for owners of alternative OWTS constructed after the effective date of this LAMP.
- u. Qualified Inspector: a Registered Environmental Health Specialist, Professional Engineer, or Qualified Contractor or an individual that meets the requirements of the State OWTS Policy.
- v. Qualified Professional: an individual licensed or certified by a State of California agency to design onsite wastewater treatment systems and practice as professionals for other associated reports, as allowed under their license or registration. Depending on the work to be performed and various licensing and registration requirements, this may include an individual who possesses a Registered Environmental Health Specialist certificate (REHS) or is currently licensed as a Professional Engineer, a registered Geotechnical Engineer or Professional Geologist.
- w. Qualified Contractor: a contractor holding a license that is current and active from the Contractors State License Board for Plumbing (C-36), Sanitation System (C-42), or General Engineering Contractor (A). A contractor holding a license as a General Building Contractor (B) shall be considered a qualified contractor when constructing, modifying or abandoning an onsite wastewater treatment system as part of a larger construction project involving a new structure or major addition to an existing structure.
- x. Percolation Test: a method of evaluating water absorption of the soil. The test is conducted with clean water and test results are used in the design and sizing of the dispersal system.
- y. Pressure Distribution: a method of wastewater dispersal utilizing a pump or automatic dosing siphon and distribution piping consisting of small diameter plastic pipe with small perforations spaced uniformly along its length; it is used to achieve equal distribution of wastewater within a treatment unit, such as a sand filter, or a dispersal field.
- z. Regional Water Quality Control Board: means the California Regional Water Quality Control Boards designated by Water Code Section 13200, which have authority for adopting, implementing and enforcing water quality control plans (basin plans) which set forth the State's water quality standards and the objectives or criteria necessary to protect those beneficial uses. The Lahontan RWQCB has jurisdiction over Inyo County.
- aa. Sanitary Sewer: a system for collecting residential or municipal wastewater and directing the collected wastewater to a treatment works prior to dispersal.

- bb. Seepage pit: A drilled excavation, three to four feet in diameter, that is gravel filled, and receives the effluent discharge from a septic tank or other OWTS treatment unit for dispersal.
- cc. Septic Tank: a water tight covered receptacle designed and constructed for primary treatment to receive the discharge of sewage from a building sewer, separate solids from the liquid, digest organic matter and store digested solids through a period of detention, and allow the clarified liquids to discharge for supplemental treatment and/or final dispersal.
- dd. Site: the land area occupied, or proposed to be occupied, by the OWTS, including any designated reserve areas.
- ee. Soil: the naturally occurring body of porous mineral and organic materials on the land surface, which is composed of unconsolidated materials, including sands, silts and clays mixed with varying amounts of larger fragments and organic material.
- ff. Supplemental Treatment: a device or system used in an OWTS to perform additional wastewater treatment functions, beyond primary treatment, and capable of reliably producing wastewater effluent of secondary quality or better, prior to discharge to the dispersal system. Secondary treatment is defined as producing effluent meeting 30 day average concentration limits of 30 mg/l for BOD and for total suspended solids.
- gg. SWRCB OWTS Policy: the State Water Quality Control Plan for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems adopted by the State Water Resources Control Board on June 19, 2012, which became effective on May 13, 2013.
- hh. Waste Discharge Requirements (WDR): an operation and discharge permit issued for the discharge of waste pursuant to California Water Code Section 13260.
- ii. Watercourse: a defined channel with beds and banks within which water flows either perennially, ephemerally or intermittently, including overflow channels contiguous to the main channel. A watercourse may be either natural or man-made. For purposes of this policy, watercourse also includes water bodies such as ponds, lakes, marshes and seasonal wetlands.”

SECTION II: Section 7.12.030(a)(3) is amended in its entirety as follows:

“3. New cesspools will not be allowed in Inyo County. Should the AA discover a cesspool through the failure of an existing system, a septic tank and seepage pit or drainfield would replace the cesspool. The county will report any cesspools it finds in its annual report.”

SECTION III: Section 7.12.030(a)(4) is amended in its entirety as follows:

“4. Seepage pits will only be considered for replacement of an existing failing cesspool or seepage pit when there is no reasonable option to construct a conventional or alternative system.”

SECTION IV: Section 7.12.050(c)(3) is amended in its entirety as follows:

“3. Septic tanks shall have a minimum capacity of 1000 gallons.”

SECTION V: Section 7.12.050(c)(9) is amended in its entirety as follows:

“9. Septic tanks with greater than six inches of cover must have risers installed to within six inches of finished grade to enhance access for maintenance. Access lids shall be gas-tight, securely fastened with stainless steel or other corrosion resistant fasteners and be resistant to vandals, tampering and access by children.”

SECTION VI: Section 7.12.050(d)(7) is amended in its entirety as follows:

“7. Leach line trenches shall be from 18 inches to 36 inches wide, with leveled bottom. From 6 inches to 48 inches of crushed stone or gravel, free of fines and dirt, sized from three quarters of an inch to two and one half inches, shall be installed below the perforated leach pipe. Four inch drain (sewer) pipe shall be placed level on top of the crushed rock or gravel, with the perforations facing down. A minimum of four inches of rock or gravel shall be placed on top of the perforated pipe. Three inches of straw or hay, or a layer of untreated building paper shall be placed over the rock or gravel to keep the backfill from infiltrating the crushed rock or gravel. A minimum of twelve inches of backfill shall be placed over the straw, hay or building paper.”

SECTION VII: Section 7.12.060(b)(8) is amended in its entirety as follows:

“8. Any septic tank or treatment tank which is uncovered for purposes of servicing, repair or modification shall be retrofitted with access risers extending to within six inches of grade if not already in place. If the septic tank or treatment tank is located at greater than five feet below grade, then the riser shall be a minimum of thirty inches in diameter. Risers must be installed to allow for the measurement of the thickness of the tank top.”

SECTION VIII: Section 7.12.100(a) is amended in its entirety as follows:

“a. The AA may adopt policies and procedures to implement and administer this chapter. Additionally, the Board may adopt a Local Area Management Plan by Resolution.

//

//

//

//

SECTION IX: EFFECTIVE DATE

This Ordinance shall take effect and be in full force and effect thirty (30) days after its adoption. Before the expiration of fifteen (15) days from the adoption hereof, this Ordinance shall be published as required by Government Code Section 25124. The Clerk of the Board is hereby instructed and ordered to so publish this Ordinance together with the names of the Board members voting for and against same.

PASSED AND ADOPTED THIS __ DAY OF _____, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

**ATTEST:
Kevin Carunchio
Clerk of the Board**

By: _____
Darcy Ellis, Assistant

RESOLUTION NO. _____

**A RESOLUTION OF THE INYO COUNTY BOARD OF SUPERVISORS
ADOPTING A LOCAL AREA MANAGEMENT PLAN**

WHEREAS, state law requires that local agencies adopt onsite wastewater treatment systems regulations to ensure the health and safety of the public; and

WHEREAS, as part of this process, a Local Area Management Plan (LAMP) must be approved by Inyo County and the Lahontan Regional Water Quality Control Board (Water Board); and

WHEREAS, Inyo County collaborated with the Water Board to draft a LAMP to meet the requirements of state law.

NOW, THEREFORE, the Board of Supervisors of the County of Inyo resolves as follows:

SECTION I: The Local Area Management Plan, attached hereto as Attachment A, is hereby adopted by Inyo County and effective concurrently with Ordinance No. 1232.

PASSED AND ADOPTED THIS __ DAY OF _____, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:
**Kevin Carunchio
Clerk of the Board**

By: _____
Darcy Ellis, Assistant

Inyo County Local Area Management Plan

Table of Contents

Introduction	2
Definitions	5
Jurisdiction	9
Operation of Existing Onsite Wastewater Treatment Systems	10
Onsite Wastewater Treatment System Evaluation and Modification	12
Onsite Wastewater Treatment System Abandonment Standards	13
Tier 2 Lamp Requirements for New or Replacement OWTS	14
Overview	14
Setbacks	17
The Permit Process	19
Percolation Test Procedure.....	21
Percolation Test Holes	21
Septic Tanks	24
Dispersal Fields	26
Percolation Tests and Design Procedures.....	26
Soil Cover Requirements.....	26
Dimensions.....	26
Materials and Construction Considerations	27
Sizing	27
Professional Qualifications.....	29
OWTS with Supplemental Treatment and/or Alternative Systems	30
Design Criteria.....	30
Operation and Maintenance.....	31
Data Collection/Reporting/Notifications	33
Reporting To Lahontan Water Board.....	33
Notifications to Owners of Water Systems and SWRCB-DDW	34
OWTS Near Impaired Water Bodies	36
Onsite Maintenance Districts/Focused Areas.....	37

Introduction

The Inyo County Local Area Management Plan (LAMP) is the required result of California Assembly Bill 885, which was approved on September 27, 2000. This legislation directed the State Water Resources Control Board (Water Board) to develop uniform, statewide standards for onsite wastewater treatment systems (OWTS) that are to be implemented by qualified local agencies. The Water Board adopted the Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems on June 19, 2012 (OWTS Policy) and it became effective on May 13, 2013. The OWTS Policy allows local agencies to approve OWTS, based on a local ordinance, after approval of a LAMP by the Lahontan Regional Water Quality Control Board (Water Board).

Under the tiered approach of the Policy, Tier 1 establishes minimum standards for low risk new or replacement OWTS. Tier 2 allows local agencies to develop customized management programs that address the conditions specific to that jurisdiction. These Local Agency Management Programs (LAMPS) must be approved by the appropriate regional water quality control board. Tier 3 applies special, enhanced standards to both new and existing OWTS located near a water body that has been listed as impaired due to nitrogen or pathogens pursuant to Section 303(d) of the Clean Water Act. At this time, there are no 303(d) waters in Inyo County. Once approved, the standards contained in an approved LAMP supersede the Tier 1 standards. Environmental Health acknowledges that the Tier 1 standards afford an essential level of public health and water quality protection. Accordingly, the County's local OWTS ordinance, [found here in chapter 7.12 of the Inyo County code](#), includes a number of the Tier 1 standards including the site and soil evaluation requirements, effluent application rates and setbacks to groundwater. Additionally, the Tier 1 standards apply unless they are specifically addressed in the LAMP or ordinance.

There are however, certain elements in Tier 1 that would be problematic in Inyo County. Examples would include: *limits on dispersal field depth, the 2½ acre minimum parcel size for new lots on which an OWTS can be installed and the prohibition of the use of seepage pits*. There are properties throughout the county where these restrictions would preclude an individual from developing their property.

To reconcile these competing concerns, when conditions will not allow the use of a standard OWTS, the ordinance will require the use of supplemental or alternative treatment in conjunction with an operating permit, to remove the constituents of concern. Conditions of the operating permits would include regular system inspection, maintenance, water quality monitoring, and reporting. The annual water quality monitoring will include BOD, total suspended solids, total Kjeldahl nitrogen, and nitrate as N to develop total effluent nitrogen concentrations.

Consequently, in those areas where the County's ordinance differs from Tier 1, the required mitigation measures would result in an equal level of public health and groundwater protection.

It is the intent of Inyo County to develop a LAMP in lieu of implementing Tier 1 standards. It is the intent of the Board of Supervisors, in adopting this plan, to ensure that OWTS are constructed, modified, repaired, abandoned, operated, maintained, inspected and serviced in a manner that prevents environmental degradation and protects the health, safety and general welfare of the people of the county.

This LAMP conforms to all of the applicable Tier 2 criteria listed in Section 9 of the State Policy including adherence to the "prohibitions" contained in Section 9.4. It is structured and organized in accordance with the Onsite Wastewater Management Plan Guidance developed by the Water Board.

The actual standards for existing and new OWTS are specified in the State Water Resources Control Board's Policy, the California Plumbing Code and in Chapter 7.12 of the Inyo County Code (Ordinance). The County ordinance has been compiled so that it addresses conventional OWTS (those systems using a standard tank and dispersal field) as well as those utilizing supplemental and/or alternative systems. A complete copy of the ordinance is [found here](#).

OWTS, including conventional systems, require routine maintenance in order to ensure that they function properly and to extend the life of the system. While this LAMP does not require mandatory maintenance for conventional systems, operating permits with regular maintenance and reporting conditions, will be required for all new supplemental and/or alternative systems.

The purpose of the LAMP is to allow the continued use of OWTS within the jurisdiction of Inyo County while protecting public health and water quality. The LAMP is designed to protect groundwater and surface waters from

contamination through the proper design, placement, installation, maintenance and assessment of OWTS. This plan develops minimum standards for the treatment and ultimate disposal of sewage through the use of OWTS in Inyo County. The LAMP does not include the following, which require individual waste discharge requirements or a waiver of individual waste discharge requirements from the Water Board:

- Any OWTS with a projected wastewater flow of over 10,000 gallons per day.
- Any OWTS that generates high strength wastewater, unless the waste stream is from a commercial food service establishment.
- Any OWTS that generates high strength wastewater from a commercial food service establishment: (1) with a BOD higher than 900 mg/L, or (2) that does not have a properly sized and functioning oil/grease interceptor.

Definitions

- a. "Administrative Authority" (AA) is the Director of the Environmental Health Services Department for Inyo County, or a duly authorized representative.
- b. Alternative Onsite Wastewater Treatment System (OWTS): a type of OWTS that utilizes a wastewater treatment technology other than a conventional septic tank and/or a method of wastewater disposal other than a conventional drainfield trench/bed for the purpose of producing a higher quality effluent and improved performance of and siting options for effluent dispersal.
- c. Basin Plan: means the same as "water quality control plan" as defined in Division 7 (commencing with Section 13000) of the California Water Code. Specifically, "Water Quality Control Plan for the Lahontan Region."
- d. Bedrock: means the rock, usually solid, that underlies soil or other non-consolidated materials.
- e. Cesspool: an excavation in the ground receiving domestic wastewater, designed to retain organic matter and solids, while allowing the liquids to seep into the soils.
- f. Conventional Onsite Wastewater Treatment System (OWTS): a type of OWTS consisting of a septic tank for primary treatment of sewage followed by a series of drainfield trenches or beds for subsurface disposal of effluent into the soil. A conventional system may use gravity flow or a pump system to convey effluent from the septic tank to the drainfield.
- g. Dispersal System: a series of trenches, beds, subsurface drip lines, or other approved method for subsurface infiltration and absorption of wastewater effluent, including all component parts such as piping, valves, filter material, chambers, dosing systems, siphons and other appurtenances.
- h. Domestic wastewater: Wastewater with a measured strength less than high-strength wastewater and is the type of wastewater normally discharged from, or similar to, that discharged from plumbing fixtures, appliances and other household devices including, but not limited to toilets, bathtubs, showers, laundry facilities, dishwashing facilities, and garbage disposals. Domestic wastewater may include wastewater from commercial buildings such as office buildings, retail stores, and some restaurants, or from industrial facilities where the domestic wastewater is segregated from the industrial wastewater. Domestic wastewater may include incidental RV holding tank dumping but does not include wastewater consisting of a significant portion of RV holding tank wastewater such as at RV dump stations. Domestic wastewater does not include wastewater from industrial processes.
- i. Drainfield: a system of trenches or beds that distribute treated sewage effluent for subsurface dispersal into the soil. A drainfield is also known as a "leachfield" or a "soil absorption area."
- j. Equivalent Dwelling Unit (EDU): An EDU is an equivalent dwelling unit and is defined by the AA to be the measure of volume and strength of flow or expected flow of sanitary sewage equivalent to that generated by a single

family residential establishment. NOTE: The Lahontan Basin Plan defines one EDU as the equivalent of 250 gallons per day, based on the California Plumbing Code, Appendix K.

- k. Failure: The ineffective treatment and dispersal of waste resulting in the surfacing of raw or inadequate treated sewage effluent and/or the degradation of surface or groundwater quality.
- l. Groundwater: water below the land surface that is at or above atmospheric pressure.
- m. "High-strength wastewater": wastewater having a 30-day average concentration of biochemical oxygen demand (BOD) greater than 300 milligrams-per-liter (mg/L) or of total suspended solids (TSS) greater than 330 mg/L or a fats, oil, and grease (FOG) concentration greater than 100 mg/L prior to the septic tank or other OWTS treatment component.
- n. Holding Tank: a watertight receptacle used to collect and store wastewater prior to it being removed from the property by vacuum pump or hauling, or other approved method. The use of holding tanks in Inyo County may only be allowed if specifically approved by the local enforcement agency, for the abatement of immediate health hazards or for certain public use facilities.
- o. Intermittent Sand Filter: an alternative OWTS using a packed bed filter of medium grained sand used to treat septic tank effluent to an advanced level. The system may be either a bottom or bottomless design. The wastewater is dosed to the surface of the sand via a pressure distribution network.
- p. Installation Permit: a document issued by the AA that conveys approval of and sets forth applicable conditions for the installation of an OWTS, or component thereof.
- q. Mound: an alternative OWTS consisting of an above ground sand bed placed over a tilled native soil absorption area, on top of which is placed a bed of gravel for distribution of septic tank effluent, which is then covered by soil to stabilize the surface and support vegetative growth. Effluent is applied to the distribution bed using pressure distribution.
- r. Onsite Wastewater Maintenance Provider: a person possessing the minimum education, training and experience, as defined by the system manufacturer, to operate, monitor and maintain an alternative OWTS.
- s. Onsite Wastewater Treatment System (OWTS): a system of pipes, valves, trenches and other components used for the collection, treatment and subsurface dispersal of domestic wastewater on the subject lot, except in the case of clustered systems, where ultimate disposal may be on a nearby lot. For the purpose of this policy, OWTS do not include graywater systems pursuant to Health and safety Code Section 17922.12.
- t. Operating Permit: a document issued by the AA that sets operating and maintenance requirements for owners of alternative OWTS constructed after the effective date of this LAMP.
- u. Qualified Inspector: a Registered Environmental Health Specialist, Professional Engineer, or Qualified Contractor or an individual that meets the requirements of the State OWTS Policy.
- v. Qualified Professional: an individual licensed or certified by a State of California agency to design onsite wastewater treatment systems and

practice as professionals for other associated reports, as allowed under their license or registration. Depending on the work to be performed and various licensing and registration requirements, this may include an individual who possesses a Registered Environmental Health Specialist certificate (REHS) or is currently licensed as a Professional Engineer, a registered Geotechnical Engineer or Professional Geologist.

- w. **Qualified Contractor:** a contractor holding a license that is current and active from the Contractors State License Board for Plumbing (C-36), Sanitation System (C-42), or General Engineering Contractor (A). A contractor holding a license as a General Building Contractor (B) shall be considered a qualified contractor when constructing, modifying or abandoning an onsite wastewater treatment system as part of a larger construction project involving a new structure or major addition to an existing structure. The owner/builder of a property may be considered as a Qualified Contractor with AA approval.
- x. **Percolation Test:** a method of evaluating water absorption of the soil. The test is conducted with clean water and test results are used in the design and sizing of the dispersal system.
- y. **Pressure Distribution:** a method of wastewater dispersal utilizing a pump or automatic dosing siphon and distribution piping consisting of small diameter plastic pipe with small perforations spaced uniformly along its length; it is used to achieve equal distribution of wastewater within a treatment unit, such as a sand filter, or a dispersal field.
- z. **Regional Water Quality Control Board:** means the California Regional Water Quality Control Boards designated by Water Code Section 13200, which have authority for adopting, implementing and enforcing water quality control plans (basin plans) which set forth the State's water quality standards and the objectives or criteria necessary to protect those beneficial uses. The Lahontan RWQCB has jurisdiction over Inyo County.
- aa. **Sanitary Sewer:** a system for collecting residential or municipal wastewater and directing the collected wastewater to a treatment works prior to dispersal.
- bb. **Seepage pit:** An drilled excavation, three to four feet in diameter, that is gravel filled, and receives the effluent discharge from a septic tank or other OWTS treatment unit for dispersal.
- cc. **Septic Tank:** a water tight covered receptacle designed and constructed for primary treatment to receive the discharge of sewage from a building sewer, separate solids from the liquid, digest organic matter and store digested solids through a period of detention, and allow the clarified liquids to discharge for supplemental treatment and/or final dispersal.
- dd. **Site:** the land area occupied, or proposed to be occupied, by the OWTS, including any designated reserve areas.
- ee. **Soil:** the naturally occurring body of porous mineral and organic materials on the land surface, which is composed of unconsolidated materials, including sands, silts and clays mixed with varying amounts of larger fragments and organic material.
- ff. **Supplemental Treatment:** a device or system used in an OWTS to perform additional wastewater treatment functions, beyond primary treatment, and

capable of reliably producing wastewater effluent of secondary quality or better, prior to discharge to the dispersal system. Secondary treatment is defined as producing effluent meeting 30 day average concentration limits of 30 mg/l for BOD and for total suspended solids. NOTE: Supplemental treatment systems may also reduce effluent total nitrogen or include disinfection, depending upon the site specific application.

gg. Water Board OWTS Policy: the State Water Quality Control Plan for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems adopted by the State Water Resources Control Board on June 19, 2012, which became effective on May 13, 2013. NOTE: A complete copy of the OWTS Policy is found here:

https://www.waterboards.ca.gov/water_issues/programs/owts/

hh. Waste Discharge Requirements (WDR): an operation and discharge permit issued for the discharge of waste pursuant to California Water Code Section 13260.

ii. Watercourse: a defined channel with beds and banks within which water flows either perennially, ephemerally or intermittently, including overflow channels contiguous to the main channel. A watercourse may be either natural or man-made. For purposes of this policy, watercourse also includes water bodies such as ponds, lakes, marshes and seasonal wetlands

Jurisdiction

AA jurisdiction is limited, or non-existent for the following:

- Officially designated Native American Reservations
- State of California facilities
- Federal lands & facilities: This varies depending on the Federal agency and the particular situation. For the most part, Federal Agencies have deferred to the AA for the regulation of OWTS. However, in certain situations, such as remote USFS lands, Federal Agencies have not been amenable to the AA regulation.
- California Designated Mobile Home Parks: Although regulated in general by the CA Dept. of Housing and Community Development (HCD), the AA has worked closely with HCD and has assumed primary regulatory responsibility for OWTS.

Operation of Existing Onsite Wastewater Treatment Systems

Consistent with the criteria outlined in Tier 0 of the Water Board OWTS Policy, systems that are functioning properly will not be affected by this LAMP for as long as they continue to function properly. Nevertheless, regular inspection and maintenance is necessary to ensure that an OWTS continues to operate satisfactorily and to extend the life of the system. OWTS that fail will be repaired consistent with the criteria outlined in Tier 4 of the Policy and County standards.

Whenever an OWTS is serviced (e.g. septic tank pumping, leach line endoscopy), a Qualified Inspector shall examine the tank to look for signs of deterioration, corrosion or evidence that the dispersal field has failed or is in the process of failing. A Qualified Inspector prepares a written report that includes the property owner's name, address and parcel number, a description of the system and any deficiencies noted during the inspection. The report must be submitted to the AA within 30 days of the date of the servicing/inspection. In those cases where the inspection has found that the system has failed, the report must be submitted within 24 hours.

When the report is received by the AA, it is reviewed and the information contained in the report is entered into the AA filing system. If the report identifies any deficiencies, a notice is generated and mailed to the property owner. Depending on the severity of the problem, the notice will either recommend that corrective action be taken or direct that corrective action be taken.

As with the installation of a new system, all repairs to an existing OWTS must be performed by a Qualified Contractor and must meet current standards where feasible. If site restraints do not allow repairs to meet current standards, all efforts must be made to comply with current standards to the extent possible. In cases of a failure that creates a health & safety hazard or nuisance where effluent is discharging to the surface of the ground, repairs must be made immediately.

When it has been determined that a system is failing or has failed and the AA has a permit record, the replacement dispersal field is to be the same size or larger than the existing field provided that the system of record meets the requirements of this LAMP.

A replacement system that meets the requirements of the LAMP shall be installed in those instances when the OWTS has failed and the AA has no

permit of record, or the failed system is considered legal non-conforming but the site is severely constrained. If site conditions preclude the installation of a new dispersal field that meets the adopted standards, supplemental treatment may be required if necessary to provide treatment equivalent to the adopted standard.

Onsite Wastewater Treatment System Evaluation and Modification

Existing functioning OWTS that would otherwise be expected to continue to function properly may become over taxed when homes are remodeled or expanded in a manner that increases the sewage flow or changes the characteristics of the sewage generated. When a building remodel will increase the flow, the OWTS should be upgraded so that the anticipated new flow can be received and treated reliably. Examples of changes that would indicate an increased flow to the system include the addition of a bedroom, increased population or fixtures.

Additionally, improvements on a property that intrude upon the physical location of the OWTS and the expansion area for the dispersal system would trigger the need for review.

The determination for the need for a system modification is made as part of an evaluation of the existing system by the AA. As part of the evaluation, the AA reviews the proposed changes or project and any records of the existing system as well as any additional information/data provided by the applicant. If it is concluded that there is no impact or that the existing system is adequate, no modification is required.

Onsite Wastewater Treatment System Abandonment Standards

Unless properly abandoned, an OWTS that is no longer used represents a safety hazard. The top and lids of a septic tank or the cement cover of a hollow seepage pit deteriorate over time and may collapse should a vehicle drive or an individual walk over it leading to a serious injury or death. Therefore, the AA makes it a priority to ensure that these structures are properly abandoned to prevent such accidents.

An existing OWTS or a portion thereof shall be properly abandoned, under the following conditions:

- Upon the discovery of a hollow seepage pit or cesspool,
- When a replacement system is installed for a failed system,
- When the structure is connected to the public sewer, or
- When the structure served by the OWTS is demolished unless the owner demonstrates their intention to use the system again.

The abandonment standards for a septic tank include:

- The tank or pit must be pumped to remove all contents.
- A tank may be removed entirely or
- If left in place, the top is removed, the bottom punctured or cracked to allow for drainage and the shell filled with inert material such as clean soil, sand, cement, etc.

Standards for abandoning the dispersal field include:

- Seepage pits are to be excavated to a depth of 2 feet below grade and the center pipe cut. The center pipe and the excavation are then to be backfilled with clean soil or other approved fill material.
- Leach lines composed of gravel and pipe may be abandoned in place, as is.
- If hollow leaching chambers were used, the chambers must be removed and the trench backfilled. Hollow leaching chambers may remain in place with AA approval.

Tier 2 Lamp Requirements for New or Replacement OWTS

Overview

The most common type of OWTS in Inyo County is the conventional septic tank and leach line system. This is typically a gravity flow system but may include pressure systems to pump septic tank effluent to a conventional leach field when the disposal field is located at a higher elevation than the building site.

In addition to conventional OWTS, Inyo County also allows the use of alternative systems and/or supplemental treatment. These systems are required in areas where existing conditions cannot meet the criteria for a conventional system. Reasons for not meeting conventional system criteria include shallow depth to groundwater, inadequate soil permeability as determined by percolation tests, or insufficient land area to meet required setbacks.

The size and type of OWTS needed for any particular project will be a function of the following factors:

- a. Soil permeability
- b. Unsaturated soil interval
- c. Peak daily flow rate
- d. Net usable land area

Some sites may not be acceptable for either conventional or alternative systems, and the prohibitions in the Basin Plan OWTS remain in full force under the OWTS Policy. The discharge of waste from new leaching and percolation systems is still prohibited (for this prohibition, new systems are any installed after May 15, 1975) in:

1. Areas around Aspendell
2. Areas around Mountain View Estates
3. The Rocking K Subdivision
4. City of Bishop

If you propose a new system in the areas covered by the prohibition, the system will be reviewed by Water Board Staff.

All conventional OWTS in Inyo County will require a minimum of five feet of unsaturated soil between the bottom of the dispersal system and the highest anticipated groundwater level or confining layer for the site. Alternative systems require at least two-feet of separation. For sites affected by a shallow impervious rock or clay layer, a minimum of five feet separation between the bottom of the dispersal area and the impervious layer.

All OWTS design proposals must show a 100% replacement area reserved for future leach field area.

New cesspools will not be allowed in Inyo County. Should the AA discover a cesspool through the failure of an existing system, a septic tank and seepage pit or drainfield would replace the cesspool. The county will report any cesspools it finds in its annual report.

Minimum Depth to Groundwater/Minimum Soil Depth: In lieu of Table 2 of the State OWTS Policy, for sites with percolation rates from >5 to 60 minute per inch (MPI) there shall exist a soil thickness layer of not less than five feet from the bottom of the leach trench to groundwater or an impervious layer such as clay, bedrock or fractured bedrock. Impervious is defined as a stratum with percolation rates greater than 120 MPI. For sites with percolation rates from >1- <5 MPI, the anticipated high groundwater level shall be at least 40 feet below the bottom of the leach trench. Percolation rates of less than or equal to 1 MPI or those greater than 60 MPI may qualify for a standard OWTS. These situations will be reviewed on a case-by-case-basis. (Refer to OWTS Policy sections 7.3 and 8.15)

The average density for any subdivision of property:

- 15,000 net square foot minimum lot size for lots subdivided before June 16, 1988.
- ½ acre minimum density for a single family residence for lots subdivided after June 16, 1988.
- Density not to exceed 500 gallons/day/acre for all other uses.

Dispersal systems shall be a leach field, designed using a trench width of no greater than three feet. Infiltrative area shall be calculated by adding the trench depth from one foot below the leach pipe to the bottom of trench, multiplied by two (for both sides) plus the width of the bottom of the trench. This linear footage amount is then multiplied by the total length of leach line in order to obtain the total square footage of infiltrative area. For gravel-less chamber systems, no sidewall credit is given, only bottom width credit. However, for these systems, a 0.7 factor/credit of the rock and perforated pipe system infiltrative area requirements is allowed. (Refer to OWTS Policy sections 8.1.6 and 8.1.11)

OWTS sizing for single family residences will continue to be based on an equivalent daily unit flow of two EDU per acre density (500/gal/day/acre based on 250 gal/day/EDU), established in the Plumbing Code fixture unit

calculations. Septic tanks are conservatively sized based on the EDU's and septic tank effluent detention rates, with a minimum septic tank size of 1,000 gallons. Square footage of dispersal field required is then calculated based on septic tank size and soil percolation rates.

For existing undeveloped lots, and for replacement systems, the standards stipulated in this policy for new systems shall be upheld wherever possible. Where existing physical constraints will not allow this, systems will be installed as close to standard as possible, but in no case will be allowed where significant degradation of the environment or a threat to human health would occur.

Setbacks

Setbacks

Setbacks in layout designs refer to the required horizontal distance from components of the OWTS and to structures, property lines, easements, watercourses, wells, or grading. Specific setback requirements will vary based on the type of system design and site conditions and are specified in the following table.

SETBACK REQUIREMENTS		
Component	Setback	Minimum Distance
<i>Septic Tank</i>	Structure	5 feet
	Property Line	5 feet
	Water Well	100 feet
	Leach Lines	5 feet
	Seepage Pits	10 feet

<i>Leach Lines</i>	Structure	8 feet
	Property Line	5 feet
	Water Well	100 feet
	Public Water Well	150 feet ¹
	Seepage Pits	15 feet
	Water Mains (Public)	25 feet
	Drainage Course	50 feet from centerline or top of bank
	Flowing Stream/Creek	100 feet from edge of flow line or top of bank
	Pond or Lake	100 feet from spillway elevation
	Water Supply Reservoir	200 to 400 feet from the high water line ²
	Aqueduct	5:1 setback to pipeline ³
	Road Easements	10 feet from edge of ultimate easement width ⁴
	Cut Slopes	5:1 setback from top of cut slope ⁵
	Private Utility Trenches	10 feet

SETBACK REQUIREMENTS, CONTINUED		
Component	Setback	Minimum Distance
<i>Seepage Pits</i>	Structure	10 feet
	Property Line	10 feet
	Private Water Well	150 feet
	Public Water Well	200 feet
	Other Seepage Pits	20 feet from edge of excavation
	Water Mains (Public)	25 feet
	Drainage Course and subsurface drains	50 feet from centerline or top of bank
	Flowing Stream/Creek	100 feet from edge of flow line or top of bank
	Pond or Lake	100 feet from spillway elevation
	Water Supply Reservoir	200 to 400 feet from the high water line ²
	Aqueduct	5:1 setback to pipeline ³
	Road Easements	10 feet from edge of ultimate easement width ⁴
	Cut Slopes	5 feet from top of slope ⁵
	Private Utility Trenches	10 feet

Notes:

1. The minimum setback required to a public water well is 150 feet and increases to 200 feet where the depth of the dispersal system exceeds 10 feet in depth. The minimum setback may be increased if site conditions show the minimum setback is insufficient to protect groundwater supplies.
2. Where the dispersal system is within 1200 feet of surface water intake point, the setback shall be 400 feet from the high-water mark of the reservoir, lake, or flowing water body. Where the dispersal system is greater than 1200 feet of the surface water intake point, the setback shall be 200 feet from the high-water mark of the reservoir, lake, or flowing water body.
3. Maximum setback of 100 feet. A reduction in setback to 50 feet may be considered with engineering to demonstrate no risk of sewage moving laterally to pipeline trench.
4. The setback may increase if the 5:1 setback to a road cut is greater than the minimum setback.
5. This maximum 100 foot setback would also be applied to the top of an eroded bank or natural slope in excess of 60%. A reduction in setback to 50 feet may be considered with engineering to demonstrate no risk of sewage surfacing on the face of the bank or slope.
6. For trenches less than 2 feet in depth, a 5:1 setback based on the trench depth can be used.

The Permit Process

1. Before any construction begins, an “Application to Construct Sewage Disposal System” must be submitted to and approved by the AA. All required information on the application must be filled out completely, and the application must be signed and dated by the owner of the property or properly licensed contractor. Contractors that are licensed to construct septic systems are General Engineering (A), Sanitary Systems (C-42), Plumbing (C-36), or if it is a part of a larger project, General (B).
2. Include with the application a plot plan, which shall show the location of property lines, easements, surface waters, existing and/or proposed structures, wells and septic systems on the subject parcel and all adjoining parcels, if relevant, and the location of any other potentially contaminating activities. The plot plan shall indicate the separation distances between the proposed sewage disposal system and replacement area and all structures, property lines, easements, wells, watercourses, and existing septic systems. See Table 1 for the required separation distances.
3. The completed application, plot plan, and the application fees are to be submitted to the AA. The applicant will be issued a receipt for fees paid.
4. After receipt of the application, the registered environmental health specialist (REHS) will review the application for completeness, and a site evaluation will be conducted. When all information has been received and the site evaluation approved, the REHS will sign the permit application as “application approved/site evaluated” and a copy will be given to the applicant. This will then become the applicant’s authorization to begin construction.
5. It is the responsibility of the property owner to ascertain that all submitted information is factual and accurate, and that all conditions of the permit are met completely to the satisfaction of the AA.
6. Soil profiles excavated to a depth of ten feet, and percolations tests are required. Generally, two profiles and two percolation tests are required in the proposed construction area; and one profile and one percolation test is required in the replacement area. However, the number and location of soil profiles and percolation tests will be determined by AA staff during the site evaluation. Profile trenches and percolation test requirements may be waived only at the discretion of the REHS.
7. At least one of the profiles in the proposed installation area will undergo a detailed horizontal description by AA staff. This detailed analysis will document the depth to seasonal high groundwater, soil permeability, capability of existing soil conditions to receive subsurface wastewater, and what degree of treatment is expected. Soil profiles must be excavated with

one end sloped to facilitate entry to at least four feet into the profile. It is the responsibility of the property owner or his/her agent to provide soil profile excavations that are accessible and that do not jeopardize safety upon entry.

8. Where the site evaluation indicates that the proposed system area is not complicated with high groundwater, impermeable soils, insufficient leaching area, fast percolation rates, etc., percolation tests may be performed by a licensed contractor who has been approved by the AA. Where the site evaluation documents that an alternative system may be required, percolation tests shall be performed by a licensed engineer, certified geologist, or an REHS.
9. After the site evaluation has been completed and all required information has been submitted to the AA, the permit application will be reviewed by staff. Within ten working days from receipt, the AA will respond with either the approval or denial of the permit. The director has the right to waive or extend the ten-day period if appropriate.
10. Construction inspections are required during various stages of construction. It is the applicant's responsibility to contact the AA to schedule construction inspections for:
 - a. After the septic tank has been installed, in order to conduct a leak test and to assure the tank is properly located, oriented, level, and watertight.
 - b. After the leachlines have been dug and before any rock or pipe is installed, in order to verify depth and length of the trenches.
 - c. After leachlines have been installed, in order to verify levels, including any distribution boxes.
 - d. Alternative or engineered systems may require additional construction inspections in order to test electrical/alarm systems, verify pressure distribution systems, and verify other alternative system requirements.
11. After all construction inspections are successfully completed the application will be finalized and copies sent to the owner, the County Assessor's Office and the AA files.

Percolation Test Procedure

This section is to be used to establish clear direction and methodology for percolation testing in Inyo County. The objective is to determine the area necessary to properly treat and maintain sewage underground; to size the OWTS with adequate infiltration surface area based on an expected hydraulic conductivity of the soil and the rate of loading; and to provide for a system intended to allow for a long-term expectation of satisfactory performance. All percolation testing for dispersal systems shall be conducted using the following procedures. The test shall be performed by or under the direct supervision of a California registered professional civil engineer, geologist or REHS (qualified professional) who has demonstrated knowledge of Inyo County laws and policies relating to OWTS. Any deviation shall be authorized only after receiving written approval by the AA.

Percolation Test Holes

1. Number of Test Holes

Typically, a minimum of two test holes are required to determine the design percolation rate. This may be waived at the discretion of the Director if adequate data already exists that would help characterize the soils.

Additional test holes may be necessary on a site-specific basis for reasons that include, but are not limited to the following:

- a. Unacceptable or failed tests.
- b. Soil conditions are variable or inconsistent.

2. Depth of Testing

Test holes shall be representative of the dispersal system installation depth. Conditions which may require testing deeper than leach line depth:

- a. Shallow consolidated rock or impervious soil layers.
- b. Slope exceeds 25%.

3. Drilling of Borings for Test Holes

The diameter of each test hole shall be 6 inches, dug or bored to the proposed depths of the bottom of the adsorption systems or to the most limiting soil horizon. If a backhoe excavation is used, a test hole at 12–14 inches in depth shall be excavated into the bottom of the trench.

4. Preparation of Test Holes

The sides and bottom of the holes shall be scarified so as to remove the areas that became smeared by the auger or other tool used to develop the hole. All loose material should be removed from the hole. Two inches of $\frac{1}{2}$ to $\frac{3}{4}$ inch gravel may be placed in the hole to protect the bottom from scouring action when the water is added.

5. Presoaking of Test Holes

- a. Carefully fill the test hole with 12-14 inches of clear water.
- b. Maintain 12-14 inches of clear water for a minimum of four (4) hours. After four hours, allow the water column to drop overnight. (Testing must be done within 15-30 hours after the initial four-hour presoak).
- c. Overnight Option: If clay soils are present, maintain the 12-14 inch water overnight. A siphon can be used to maintain the supply at a constant level.
- d. In highly permeable sandy soils with no clay and/or silt, the presoak procedure may be modified. If, after filling the hole twice with 12-14 inches of clear water, the water seeps completely away in less than 30 minutes, proceed immediately to begin the test. If the test is done the following day, a presoak will be necessary for at least an hour in order to reestablish a wetted boundary.

6. Determination of Percolation Rates

Depending on the soil type and permeability, and the results of the presoak, variations in the procedures used for determining percolation rates can be allowed. Testing shall proceed based on the conditions outlined in the following cases:

- A. Case 1 – Water remains overnight in the test hole following the four-hour presoak. (Unless an overnight siphon is used.)
 1. Adjust depth of water to 6 inches in the hole.
 2. Take two (2) readings at thirty (30) minute intervals and report percolation rate as the slower of the two readings. NOTE: When a minimum amount of water remains due to a damaged hole or silting, the hole may be cleaned out and tested under Case 3, starting with the presoak.
- B. Case 2 – Soil with a fast percolation rate is encountered where two columns of 12-14 inches of water percolates in less than 30 minutes for each column during the presoak.
 1. Begin test 15-30 hours after presoak.

2. Fill the hole twice with 12-14 inches of water. Observe to see if each column of water seeps away in less than 30 minutes. If so, proceed with the percolation test. If not, go to Case 3.
 3. Refill hole to 6 inches above the bottom.
 4. Measure from a fixed reference point at ten (10) minute intervals over a period of one (1) hour to the nearest 1/16th inch. Add water at each 10-minute time interval.
 5. Continue 10 minute readings as long as necessary to obtain a "stabilized" rate with the last 2 rate readings not varying more than 1/16th inch or for a duration of four (4) hours. The last water level drop will be considered in the percolation rate.
- C. Case 3 – No water remains in the test hole 15-30 hours after the four-hour presoak.
1. Begin test 15-30 hours after presoak.
 2. Clean out the silt and mud and add 2 inches of 3/8 inch pea gravel.
 3. Adjust water depth to 6 inch above the pea gravel buffer and measure from a fixed reference point at 30 minute intervals to the nearest 1/16th inch. NOTE: It is not necessary to record data points for the first hour as this is an adjustment period and a reestablishment of a wetted boundary.
 4. Refill the hole as necessary between readings to maintain a 6-inch column of water over the pea gravel. If a fall of 1 inch or less is recorded, the test can continue without refilling until the next 30 minute reading interval.
 5. Continue recording readings at 30 minute intervals for a minimum of four hours.
 6. The last water level drop is used to calculate the percolation rate.

Septic Tanks

All conventional OWTS require the use of a septic tank to allow for the removal of solids in the wastewater prior to being discharged to the dispersal field. Alternative OWTS also require a septic tank unless a settling chamber is a component of the treatment unit. This Section will provide the minimum design specifications and requirements for septic tanks.

1. Septic tanks must be certified by the International Association of Plumbing and Mechanical Officials (IAPMO) or other third party independent tester approved by the AA.
2. The tank shall be watertight and possess two chambers.
3. Septic tanks shall be certified by the manufacturer to allow for burial without being water filled to allow for routine maintenance or to be used as a holding tank as needed.
4. Septic tanks shall be installed per the manufacturer's instructions.
5. The bottom of the excavation for the tank shall extend into native or compacted soils to eliminate potential settling issues.
6. Septic tank location must take into account maintenance and pumping requirements including vehicle access; and distance and elevation lift to pumper truck.
7. All tanks must have a capped tee or a 90 degree elbow fitting on the inlet to prevent gas exchange between the tank and the house plumbing. Inlet tees must extend at least 14 inches below the liquid level.
8. Outlet tees must be uncapped and must extend at least 12 inches below the liquid level.
9. The outlet elevation shall be between 2 and 6 inches lower than the inlet elevation to ensure proper fall without a significant loss of volume.
10. Fall between the outlet of the septic tank and the dispersal field shall be continuous with a minimum fall that ensures the outlet pipe is 4 inches higher than the top of the first siphon in a serial system or 4 inches above the top of the leach rock or other components used in the dispersal system on a level system.
11. Septic tanks with greater than 6 inches of cover must have risers to within 6 inches of finished grade. Risers and lids that are at or above grade must be watertight and lockable or require tools to be opened.
12. Septic tank risers must have a current IAPMO certification, or equivalent, or must be reviewed and approved by the AA prior to use. Concrete risers and lids must be constructed of Type V concrete or be protected from corrosion from sewer gases. The interior diameter of the riser shall be a minimum of eighteen (18) inches.

13. Effluent filters must be IAPMO approved if they are to be installed as part of the outlet tee.
14. Septic tanks installed in areas of vehicular traffic must be certified to withstand the proposed loads or have an engineered traffic slab installed to accommodate the proposed loads.
15. Minimum tank size is 1000 gallons.
16. Septic tanks shall be sized according to anticipated wastewater flows from the structure(s). The following standard sizes shall apply:
 - a. 1-3 bedroom single family dwelling (0-450 GPD) 1000 gallons
 - b. 4 bedroom single family dwelling (451-600 GPD) 1200 gallons
 - c. 5-6 bedroom single family dwelling (601-900GPD) 1500 gallons
 - d. Flows greater than 900 GPD must utilize the following formula to determine minimum tank sizing: $1125 \text{ gallons} + (.75)(\text{Flow in GPD})$.
17. Facilities other than those listed in 16 above will be sized based on estimated maximum daily flow rates and/or criteria found in appendix H of the California Plumbing Code (2016).

Dispersal Fields

Leach lines systems are the primary means of effluent dispersal for the majority of OWTS within Inyo County and this Chapter will establish procedures for the design and construction of leach line dispersal systems. Dispersal fields may consist of standard perforated pipe and gravel lines/beds or gravel-less chamber systems.

Percolation Tests and Design Procedures

1. Leach line systems are limited to soils with percolation rates of 120 minutes per inch or less. Percolation rates in excess of 120 minutes per inch are unsuitable for the installation of an OWTS dispersal system.
2. Leach line dispersal systems are limited to slopes of 25 percent or less.

Soil Cover Requirements

Dispersal systems shall not exceed a maximum depth of 10 feet as measured from the ground surface to the bottom of the trench. Chamber systems shall follow manufacturer's depth recommendations.

The minimum cover required over the top of the infiltrative surface is 12 inches.

Soil cover requirements must also conform to those recommended by the manufacturer of any gravel-less/chamber design.

Dimensions

1. Leach lines are to be installed according to the qualified professional's specifications for location, length, width, and depth.
2. Leach lines shall be designed using not more than 11 square-feet of infiltrative area per linear foot of trench as the infiltrative surface, and with trench width no wider than 3 feet. Seepage pits and other dispersal systems may only be authorized for repairs where siting limitations require a variance. Maximum application rates shall be determined from stabilized percolation rate as provided in Table 3 of the OWTS Policy.

3. The maximum length of leach trench for a new OWTS using leach lines as the dispersal system shall be 100 feet regardless of the projected wastewater flows.
4. All onsite wastewater systems shall have a 100% dispersal field replacement area designated on the construction plans and no future improvements shall infringe upon this area. Any building permits applied for through Inyo County Building and Safety that request a change in footprint (e.g. new garage, pavement, swimming pool) shall be reviewed by the AA for impacts on the 100% replacement area.

Materials and Construction Considerations

1. All piping and materials used in leach line systems including gravel-less/chamber systems must have IAPMO approval and must be approved by the AA prior to installation.
2. Leach lines that utilize gravel shall be filled with clean, washed leach line rock to a point at least 4 inches above the top of a 4 inch perforated pipe and shall have a minimum of 12 inches of gravel below the pipe. The rock shall be classified to .75 to 1.5 inches in size and shall be covered with straw, untreated building paper or a geotextile fabric prior to backfill to prevent the infiltration of soil into the rock.
3. Where multiple leach lines are proposed on sloping ground, a serial dam and siphon must be used to connect the leach lines.
4. Leach lines may not be placed under impermeable surfaces such as asphalt, concrete or other impervious materials, or in an area subject to vehicular traffic. Leach lines that are later covered by impermeable surfaces may not be considered as viable for purposes of determining primary and reserve area requirements.
5. Leach line trenches shall be installed with the trench bottom and materials used being level to within 2 inches per 100 feet.
6. The maximum length of any one leach line shall be 100 feet. The separation between one or more leach lines shall be as listed below (from centerline to centerline):

<u>Depth of Rock Under Leach Line (up to)</u>	<u>Required Separation</u>
1.5 ft.	6 ft.
2.0 ft.	6 ft.
3.0 ft.	8 ft.
4.0 ft.	10 ft.
5.0 ft.	12 ft.

Sizing

The amount of leaching area needed to dispose of sewage effluent increases in direct proportion to the percolation rate of a soil. That is, the longer time it takes for water (effluent) to be absorbed into the soil the greater the area needed for absorption. The size of a leach field is calculated using two factors:

- a. Estimated water use (150 gallons/day) for each bedroom
- b. Application Rates (gal/day/ft²) as Determined from Stabilized Percolation Rate (Found in Table 3 of the OWTS Policy)

The total leaching area required for a disposal system can be calculated as follows:

$$(\text{Estimated Water Use}) \times (\text{Application Rate}) = \text{Leaching Area}$$

Example: A three bedroom structure is estimated to use 450 gallons per day (150 gal/bedroom). If the percolation test results averaged 18 minutes/inch then the corresponding application rate (see Table 3 of OWTS Policy) is .686 gal/day/ft². Absorption area required is therefore:

$$450 \text{ gal/day} \div .686 \text{ gal/day/ft}^2 = 656 \text{ ft}^2 \text{ of leach area is required.}$$

The size of the absorption area will determine the dimensions of the leaching trench (length, depth, and width.) If 656 ft² will be required for absorption and the leach field is proposed to be 100 ft. long, then 6.6 ft² of absorption area is needed for every foot in length of trench. This would exceed the limit of 4 ft² of infiltrative area per linear foot of trench, so the field would need to be divided into multiple lines. The first vertical foot of sidewall on each side of the trench is not used in absorption area calculations when using standard rock and perforated pipe.

If you used a gravel-less chamber systems, no sidewall credit is given, only bottom width credit. However, for these systems, a 0.7 factor/credit is allowed. The calculation would be 656 ft² x .7 = 459 ft². You would then divide the 459 ft² required by the width of your chambers, typically they are 34 inches or 2.83 ft. Dividing 459 ft² by 2.83 ft yields 162 linear feet of chambers. Because the maximum length of any single trench is 100 ft, the field would be divided into multiple lengths.

Professional Qualifications

To ensure performance that is consistent with the goals and objectives of this LAMP, OWTS must be sited, designed and constructed properly. Once placed into operation, regular inspections and maintenance are necessary to keep the system functioning as designed and to prolong its useful life. Therefore, specific qualifications and licenses that are required in order to design, construct, maintain and or repair an OWTS in Inyo County include:

- a. Soil evaluations must be performed by a Registered Civil, Geotechnical Engineer, or REHS.
- b. OWTS must be designed by a Qualified Professional such as a Professional Civil Engineer, Professional Geologist or a Registered Environmental Health Specialist.
- c. Construction, modification, repair and abandonment of an OWTS must be performed by a Qualified Contractor.
- d. Inspections, maintenance and servicing must be performed by a Qualified Inspector, a Qualified Contractor or Professional Engineer.

OWTS with Supplemental Treatment and/or Alternative Systems

OWTS with supplemental treatment (STS), or alternative OWTS, are OWTS that include some type of advanced treatment in addition to the primary treatment that occurs in a septic tank used with a conventional OWTS. STS are used to overcome specific site constraints generally having to do with high groundwater or shallow soils, or density constraints, and provide the additional treatment necessary that will not be provided in the soil. All alternative OWTS must be designed by the appropriate qualified professional. Examples include aerobic treatment units, sand or textile filters, mound systems and pressure dosed systems. An alternative treatment system for new or replacement onsite wastewater treatment systems shall be required under any one of the following conditions:

- a. Horizontal setbacks cannot be met.
- b. Percolation rates are not within the range designated for conventional systems
- c. Insufficient depth to groundwater.
- d. Insufficient or inadequate soils below leach pipe.
- e. Other conditions rendering site inadequate for conventional systems.

Design Criteria

1. In situations where horizontal setbacks cannot be met, or there are inadequate soils (e.g. Mustang Mesa) for the allowance of conventional systems, and no other impairing conditions such as high ground water, supplemental treatment components of a STS must be certified by the National Sanitation Foundation (NSF) to meet the minimum requirements of NSF Standard 40, or must meet standards approved by the AA.
2. In situations where minimum density cannot be met, increased protection of shallow groundwater is required, or nutrient reductions may be necessary, a minimum NSF 245 certified system must be installed to ensure a 50% reduction in total effluent nitrogen level is achieved.
3. Percolation testing, soil depth evaluations and groundwater elevation determinations shall be performed by a qualified professional. Percolation testing will be performed at the proposed installation depth of the dispersal field.
4. Treated effluent from all STS shall be discharged to a subsurface dispersal system consisting of leach lines, leach beds or pressurized drip dispersal systems.
5. System sizing for dispersal systems that utilize leach lines or leach beds shall be the same as those used for conventional OWTS.

6. Pressurized drip dispersal systems shall be designed and installed per the manufacturer's recommendations.
7. A minimum 2 foot separation between the bottom of the dispersal system to a confining layer, or the highest anticipated level to which groundwater could be expected to rise is required for STS.
8. The STS shall be equipped with a visual and audible alarm that alerts the owner and/or qualified service provider of system malfunctions.

Operation and Maintenance

1. All alternative OWTS owners shall be provided with an informational maintenance or replacement document by the system designer or installer. This document shall cite homeowner procedures to ensure maintenance, repair or replacement of critical items within 48 hours following failure. A copy shall be maintained at the site and shall be available to the qualified service provider.
2. All STS maintenance shall be performed by a qualified service provider and in some instances a maintenance contract may be required throughout the life of the STS.
3. All failures, malfunctions, service requests, alarms, or other instances where an STS requires the attention of a qualified service provider shall be reported to the AA within 72 hours of the incident occurring.
4. Operating permits will be required for OWTS that utilize an alternative system or supplemental treatment to ensure that they are functioning properly and as designed and comply with the provisions of Chapter 7.12.050 of the Inyo County Code. The provisions are as follows:
 - a. A notice of the installation of an Alternative OWTS shall be recorded with the Inyo County Clerk-Recorder's Office. Said recording shall run with the land and serve as constructive notice to any future owners, heirs, executors, administrators or successors that the OWTS serving the subject property is an Alternative OWTS subject to an operating permit, regular monitoring, maintenance and reporting requirements.
 - b. A maintenance contract for the subject Alternative OWTS shall be in place prior to final approval of the system and shall remain in force for the life of the system.
 - c. An operating permit issued by the AA is required for the operation of an Alternative OWTS. All OWTS's requiring operating permits shall be operated, maintained and monitored pursuant to the requirements of this chapter and the permit. The operating permit shall be renewed every five years following the review of satisfactory annual reports submitted to the AA. The AA may suspend or revoke an operating

permit for failure to comply with any monitoring, maintenance or other requirements of the permit. If a permit is suspended or revoked, operation of the system shall cease until the suspension or revocation is lifted or a new permit issued.

- d. Operation, maintenance and monitoring specifications shall be provided for review and approval for any Alternative OWTS.
- e. The property owner shall ensure that a Qualified Contractor, Qualified Professional, REHS or manufacturer's representative conducts a visual and operating inspection of the system at the frequency specified by the manufacturer or a minimum of once every three years to determine if the system is functioning properly.
- f. The property owner shall be responsible for the submittal of a report for every inspection within thirty days of inspection, said report being prepared by a Qualified Contractor, Qualified Professional, REHS or manufacturer's representative. The report shall include the inspection results, analysis of the wastewater from the inspection ports for total suspended solids, biochemical oxygen demand, and nitrogen series, and any other requirements specified by the AA.

In addition to regular inspection, supplemental treatment systems must include periodic annual monitoring. Sampled constituents shall include BOD, total suspended solids, total Kjeldahl nitrogen, and nitrate as N. To establish effluent total nitrogen reductions, both influent and effluent samples shall be collected, the frequency of which, shall be detailed in the conditions of each permit. A report detailing the findings of the inspection must be submitted to the AA for review.

Data Collection/Reporting/Notifications

As a condition of the AA oversight of OWTS within Inyo County, the AA has certain responsibilities related to data collection and reporting to the Water Board, as well as in some instances to the owners of water systems and the State Water Resources Control Board Division of Drinking Water (SWRCB-DDW). This section will detail the data that must be collected and the procedure for reporting to the Water Board and notifications to owners of water systems and State Water Board.

Reporting To Lahontan Water Board

On an annual basis, the AA will collect data for and report in tabular spreadsheet format the following information. A copy of the report will be provided to the Water Board.

1. The number and location of complaints pertaining to OWTS operation and maintenance, and identification of those which were investigated and how they were resolved.
2. The number, location and description of permits issued for new and replacement OWTS. Also include the design flow of the OWTS.
3. The number, location and description of permits issued for OWTS where a variance from the approved LAMP was granted.
4. The applications and registrations issued for sewage haulers as part of the local septic tank cleaning registration program.

In addition, the AA must maintain a water quality assessment program to determine the general operation status of OWTS and to evaluate the impact of OWTS discharges, and assess the extent to which groundwater and local surface water quality may be adversely impacted. The water quality assessment program will include monitoring and analysis of water quality data, review of complaints, failures and OWTS inspections. The water quality data can be obtained from the following sources:

1. Random well samples.
2. Well samples taken to establish a well as a "potable source".
3. Routine water samples taken by community water systems.
4. Any other sampling data deemed relevant or necessary for the protection of ground/surface water supplies.
5. Data contained in the California Water Quality Assessment Database and Groundwater Ambient Monitoring and Assessment Program.
6. Results of sampling required for supplemental treatment systems.

A summary of the data shall be submitted on an annual basis on or before February 1st. An evaluation of the monitoring program and an assessment of whether water quality is being impacted by OWTS shall be submitted every 5 years.

Notifications to Owners of Water Systems and SWRCB-DDW

Existing or proposed OWTS in close proximity to public water wells and surface water drinking water supplies have some potential to cause an impact on the water quality from that water source. The owner of that system (or SWRCB, if the owner of the system cannot be identified), will be notified under the following conditions:

1. Prior to issuance of a permit to install a new or replaced OWTS that is within a horizontal sanitary setback to the public well; or within 1,200 feet of an intake point for a surface water treatment plant for drinking water, in the drainage catchment in which the intake point is located, or located such that it may impact water quality at the intake point, to allow the water system owner to provide comments to the AA. Notification will be done electronically or in writing by the AA with a copy of the permit application that includes:
 - a. A topographical plot plan for the parcel showing the OWTS components, property boundaries, proposed structures, physical address, and name of property owner.
 - b. The estimated wastewater flows, intended use of proposed structure generating the wastewater, soil data, and estimated depth to seasonally saturated soils.
 - c. An advisement that the public water system owner or Water Board shall have 15 days from receipt of the permit application to provide recommendations and comments to the AA.
2. Upon discovery of a failing OWTS that is within 150 feet of a public water well, 200 feet of the high water mark of a surface water drinking water supply where the dispersal system is within 1,200 feet of the water system's surface water intake, within the catchment of the drainage and located such that it may impact water quality at the intake point, or 400 feet of the high water mark of a surface water drinking water supply where the dispersal system is between 1,200 and 2,500 feet of the water system's surface water intake, within the catchment of the drainage and located such that it may impact water quality at the intake point. Notification will be done electronically or in writing and will include proposed corrective action that will be taken to mitigate the failure.

OWTS Near Impaired Water Bodies

Existing, new and replacement OWTS that are near impaired water bodies may be addressed by a TMDL and its implementation program, or special provisions contained in a LAMP. If there is no TMDL or special provisions, new or replacement OWTS within 600 feet of impaired water bodies listed in Attachment 2 of the State Water Board's OWTS Policy must meet the applicable specific requirements found in Tier 3 of the State Water Board's OWTS Policy.

Currently, Inyo County has bacteriological contamination in Bishop Creek in the vicinity of Bishop, even though the creek is not a designated 303(d) surface water. Water Board staff have yet to identify the source of contamination. The Tahoe office staff of the Water Board has determined that there is sufficient information to consider listing segments of Bishop Creek as impaired. If impairment listing occurs in the near future and State Board includes the waterbody in the attachment to the current OWTS Policy, then the Inyo County LAMP will be revised to include the OWTS Policy Tier 3 program requirements.

Onsite Maintenance Districts/Focused Areas

On August 13, 1993 Inyo County entered into a Memorandum of Understanding with the Lahontan RWQCB and the Mesa Community Services District regarding the development and implementation of the Mustang Mesa Wastewater Management Plan for the build out of the Mustang Mesa/Alta Vista community. Highlights of this MOU are:

- The Mesa CSD shall assure routine maintenance of all alternative systems is conducted on a regular and ongoing basis.
- The Mesa CSD shall conduct a monitoring plan to assess the impacts to water quality. This shall include bacteriological and nitrate sampling on a regular basis.
- Inyo County is granted authority to issue construction permits for the construction of onsite wastewater disposal systems.

This MOU was required due to past OWTS failures. There is an abundance of Bishop Tuff, a volcanic, highly impermeable rock formation that is evident throughout the area. There are inadequate soils throughout the area for the allowance of conventional systems. The AA currently requires alternative supplemental systems, and bottomless sand filters are the recommended technology.

The Mesa CSD was defunct for several years but is now back in operation. Their Board is in the process of reinstituting their part of the plan, including monitoring of a percentage of the private wells in the community each year for bacteriological and nitrate content, sites to be rotated every year. In addition, the Board is developing a plan to provide ongoing maintenance of the alternative systems by factory trained contractors. It should be noted that a review of all of the monitoring data over the first fourteen years of implementation showed no increase in either bacteriological or nitrate levels of the receiving waters.

There are several other areas in Inyo County with relatively high densities of OWTSs. These include parts of the Wilkerson Ranch area (3 miles south of Bishop), the community of Cartago and the greater Tecopa area. These areas are closely monitored by AA through annual reports from the AA water program, and with assistance from the local community residents, who are encouraged to report any septic system failures in the neighborhood. For the Wilkerson Ranch subdivision, the AA will collect periodic annual surface water samples of Rawson Creek. Sampled constituents shall include BOD, total suspended solids, total Kjeldahl nitrogen, and nitrate as N.

In general, Inyo County is a very large county (greater than 10,000 square miles) with a very low population (less than 18,000) where most all of the population centers are served by sewer systems. The County is fortunate in that there has been no evidence of any significant degradation of groundwaters or surface waters due to OWTs. Any additional formalized groundwater management plans beyond Mustang Mesa are not required.

The effective date of this LAMP will be upon approval by the Water Board.



Inyo Council for the Arts

137 S. Main St. Bishop CA 93514 / Phone: 760-873-8014 / Fax: 760-873-5518 / www.inyo.org

June 25, 2018

Inyo County Board of Supervisors
P.O. Drawer N
Independence, CA 93526

Dear Supervisors:

The Inyo Council for the Arts (ICA) requests closure of the Millpond Recreation Area to the public from Friday, September 21, 2018 at 7:00 a.m., through Sunday, September 23, 2018 at 11:00 p.m., so that ICA can hold the 27th annual Millpond Music Festival.

We have booked the line-up for the Festival. Inyo and Mono County students through eighth grade will be admitted free, and free tickets are also offered to underserved constituents including Owens Valley seniors and the Owens Valley Native American tribes.

In addition, many of our Millpond performers will be giving performances in Inyo County schools before and after the festival.

Thank you for your continued support.

Sincerely,

Lynn Cooper
Executive Director

RECEIVED

2018 JUN 25 PM 12:07

INYO COUNTY
ADMINISTRATOR
CLERK OF THE BOARD



OFFICE OF THE GOVERNOR

June 11, 2018

To the California County Boards of Supervisors:

Consistent with the requirement in Elections Code section 12000, enclosed please find a copy of the proclamation calling the Statewide General Election on Tuesday, November 6, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter A. Krause".

PETER A. KRAUSE
Legal Affairs Secretary

Enclosure

Executive Department
State of California

A PROCLAMATION
BY THE GOVERNOR OF THE STATE OF CALIFORNIA

I, EDMUND G. BROWN JR., Governor of the State of California, pursuant to section 12000 of the Elections Code, proclaim that a General Election will be held throughout this State on Tuesday, the 6th day of November, 2018, at which the following offices are to be filled:

GOVERNOR;

LIEUTENANT GOVERNOR;

SECRETARY OF STATE;

CONTROLLER;

TREASURER;

ATTORNEY GENERAL;

INSURANCE COMMISSIONER;

MEMBERS OF THE STATE BOARD OF EQUALIZATION from each of the four equalization districts of the State;

UNITED STATES SENATOR;

REPRESENTATIVES TO THE CONGRESS OF THE UNITED STATES from each of the 53 congressional districts of the State;

STATE SENATORS from the even-numbered districts of the 40 senatorial districts of the State;

MEMBERS OF THE ASSEMBLY from each of the 80 assembly districts of the State;

SUPERINTENDENT OF PUBLIC INSTRUCTION;

Also, such other state, county, judicial or other officers as are provided by law to be filled at such election.




I further proclaim that at such election there will also be submitted to the vote of the electors such proposed constitutional amendments, questions, propositions and initiative measures as are required to be so submitted by the Constitution and laws of this State.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of June 2018.




EDMUND G. BROWN JR.
Governor of California

ATTEST:


ALEX PADILLA
Secretary of State