



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

Regular Meeting December 4, 2018

TELECONFERENCE LOCATIONS:

1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517.

Board Members may participate from a teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the opportunities provided on the agenda under Opportunity for the Public to Address the Board.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact Shannon Kendall, Clerk of the Board, at (760) 932-5533. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at <http://monocounty.ca.gov>. If you would like to receive an automatic copy of this agenda by email, please subscribe to the Board of Supervisors Agendas on our website at <http://monocounty.ca.gov/bos>.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board.
(Speakers may be limited in speaking time dependent upon the press of business)

and number of persons wishing to address the Board.)

2. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

4. DEPARTMENT/COMMISSION REPORTS

5. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. Amendment to Memorandum of Understanding with Blue Cross Partnership Plan, Inc.

Departments: Behavioral Health

Proposed Memorandum of Understanding Amendment between ANTHEM Blue Cross of California Partnership Plan, Inc. and Mono County Behavioral Health Plan pertaining to MOU amendments to implement certain provisions of Title 9 of the California Code of Regulations.

Recommended Action: Approve County entry into proposed contract and authorize the director of Mono County Behavioral Health to execute said contract on behalf of the County.

Fiscal Impact: There is no fiscal impact related to this MOU.

B. Monthly Treasury Transaction Report

Departments: Finance

Treasury Transaction Report for the month ending 10/31/2018.

Recommended Action: Approve the Treasury Transaction Report for the month ending 10/31/2018.

Fiscal Impact: None.

C. Authority to Hire Social Worker IV at Step E

Departments: Social Services

Grant the Director of Social Services the authority to hire Jayson Partridge at an E Step in the position of Social Worker IV. Mr. Partridge has been employed in the field of Child Protective Services for over 21 years and possesses exceptional qualifications for the position of Social Worker IV.

Recommended Action: Grant the Director of Social Services the authority to fill a Social Worker IV position at Step E.

Fiscal Impact: There is no new cost to the Mono County General Fund; the cost for this position this year and in subsequent fiscal years is primarily paid for with state and federal funds. The remaining fiscal year 2018-19 impact, with COLA considered, is approximately \$75,479 consisting of \$42,892 in salary and \$32,587 in benefits. The 2019-20 fiscal impact would be approximately \$128,694 consisting of \$73,013 in salary and \$55,681 in benefits. There is sufficient Social Services budget to cover this request. The cost difference between an A step and an E step is approximately \$17,000 per year.

D. Help America Voting Act Polling Place Accessibility Training Program

Departments: Elections

Help America Vote Act (HAVA) agreement with the California Secretary of State for receipt of up to \$10,000 to be used for the Polling Place Accessibility Training Program,

Recommended Action: Approve entry into an agreement (#18G26126) with the California Secretary of State for receipt of up to \$10,000 to be used for the HAVA Polling Place Accessibility Training Program, and authorize the Mono County Registrar of Voters in consultation with County Counsel to sign said agreement, including future amendments, if any.

Fiscal Impact: Results in unanticipated grant revenue on a reimbursement basis of \$10,000 available to offset training costs.

6. CORRESPONDENCE RECEIVED - NONE

All items listed are located in the Office of the Clerk of the Board, and are available for review. Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. Review and Declaration of Election Results

Departments: Elections

10 minutes (5 minute presentation; 5 minute discussion)

(Shannon Kendall, Registrar of Voters) -

Presentation of certified election results. Request for declaration of results. To view the complete Statement of Vote (that will be submitted to the Secretary of State electronically), visit the link below:

<https://monocounty.ca.gov/elections/page/2018-statewide-general-election-results>

All other pertinent documents are attached to this item.

Recommended Action: 1. Approve as correct the Statement of Votes for the November 6, 2018 Statewide General Election and Declare elected to office the following candidates who received the highest number of votes in each contest of

the Election: Jake Suppa for Mono County Office of Education, Trustee Area #2; Greg Jennison and Sue Bouska for Mono County Office of Education, Trustee Area #3; Yuri Parisky and Joanne Hunt for Southern Mono Healthcare District Robert Creasy and Dennis Domaille for Mammoth Community Water District (4-year terms); Gary Thompson for Mammoth Community Water District (2-year term); 2. Declare the following results of each measure voted on at the election: Measure "E": (Antelope Valley Fire Protection District Special Tax) received a 58.7% number of yes votes rather than the required 66.6% (2/3) and therefore did not pass (received 214 yes votes but needed approximately 240). 3. Pursuant to the Statement of Vote, approve as correct the total votes cast for the November 6, 2018 Statewide General Election and declare that the following individuals received the highest number of votes for Mono County (these are shared District races, Mono is not the lead on them, so we are not declaring these individuals as elected): Jack Connell for Kern Community College District (shared District with Inyo and Kern); Taylor Ludwick, Virginia Figueroa and Claudia Moya-Tanner for Bishop Unified School District (shared District with Inyo).

Fiscal Impact: None.

B. Rating Agency Presentation

Departments: Finance, CAO

30 minutes (20 minute presentation; 10 minute discussion)

(Janet Dutcher) - Encore presentation for the Board of the ratings presentation delivered to S&P analyst on November 8, 2018, by County Staff and our municipal advisers.

Recommended Action: None. Presentation only.

Fiscal Impact: None.

C. Civic Center Update

Departments: Public Works

30 minutes (20 minute presentation; 10 minute discussion)

(Tony Dublino) - Receive information from the Public Works Director and project manager about the current status of the Mono County Civic Center Project.

Recommended Action: None. Information only.

Fiscal Impact: None.

D. Appointment of 2019 RCRC Delegates

Departments: Clerk of Board of Supervisors

10 minutes

(Chair Gardner) - Each year the Mono County Board of Supervisors appoints a Delegate and two alternates to serve on the RCRC board. The Delegate and first alternate (for RCRC and Golden State Finance Authority Boards) are Mono County

Supervisors; the second alternate (which serves on the RCRC Environmental Services Joint Powers Authority) is typically the solid waste staff member. The time has come to appoint new delegates/alternates for the 2019 calendar year.

Recommended Action: Appoint Supervisor Stacy Corless as the 2019 RCRC delegate; appoint Supervisor John Peters as the first alternate; appoint Justin Nalder as the second alternate (to the RCRC ESJPA board in his capacity as Solid Waste manager). These appointments will expire in December 2019.

Fiscal Impact: None.

E. Temporary Cannabis Permit Processing Options

Departments: CDD, County Counsel

30 minutes (10 minute presentation; 20 minute discussion)

(Wendy Sugimura, Christy Milovich) - Alternatives for processing cannabis use and operation permits under the State's deadline of Dec. 31, 2018, in order to respond to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.

Recommended Action:

Hear brief presentation from staff on various alternatives for responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis. Following presentation and discussion, choose one or more of the following options:

Option 1: Approve Resolution authorizing the Community Development Director to establish a conditional process for providing temporary local authorization to applicants who meet specified conditions for the sole purpose of responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.

Option 2: Reschedule Board of Supervisor, Planning Commission, and/or Land Development and Technical Advisory Committee (LDTAC) meetings to enable consideration of permit applications prior to December 31; specify the meeting dates.

Option 3: Direct staff to continue processing local applications without altering scheduled meetings. Provide any further direction to staff.

Fiscal Impact: None other than staff time.

8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

9. CLOSED SESSION

A. Closed Session- Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Leslie Chapman, Dave Butters, Janet Dutcher, and Anne Larsen. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

B. Closed Session - Exposure to Litigation

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

C. Closed Session - Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

10. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

ADJOURN



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Behavioral Health

TIME REQUIRED

SUBJECT Amendment to Memorandum of Understanding with Blue Cross Partnership Plan, Inc.

PERSONS APPEARING BEFORE THE BOARD

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed Memorandum of Understanding Amendment between ANTHEM Blue Cross of California Partnership Plan, Inc. and Mono County Behavioral Health Plan pertaining to MOU amendments to implement certain provisions of Title 9 of the California Code of Regulations.

RECOMMENDED ACTION:

Approve County entry into proposed contract and authorize the director of Mono County Behavioral Health to execute said contract on behalf of the County.

FISCAL IMPACT:

There is no fiscal impact related to this MOU.

CONTACT NAME: Robin Roberts

PHONE/EMAIL: 760-924-1740 / rroberts@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report for MOU Amendment
<input type="checkbox"/> MOU Amendment between Blue Cross and MCBH

History

Time	Who	Approval
11/28/2018 7:23 AM	County Administrative Office	Yes

11/27/2018 4:59 PM

County Counsel

Yes

11/28/2018 9:02 AM

Finance

Yes



MONO COUNTY BEHAVIORAL HEALTH DEPARTMENT

COUNTY OF MONO

P. O. BOX 2619 MAMMOTH LAKES, CA 93546 (760) 924-1740 FAX: (760) 924-1741

Date: November 8, 2018
To: Honorable Chair and Members of the Board of Supervisors
From: Robin Roberts, Director Behavioral Health Department
Subject: MOU amendment between Blue Cross of California and Mono County Behavioral Health

Recommended Action:

Authorize director of Mono County Behavioral Health to sign this amendment to the Memorandum of Understanding between Blue Cross of California and Mono County Behavioral Health.

Discussion:

This Addendum is an addendum to the signed Memorandum of Understanding (MOU) between Mono County Department of Behavioral Health (hereinafter referred to as MHP) and Blue Cross of California Partnership Plan, Inc. (hereinafter referred to as the "ANTHEM"). The purpose of the Addendum is to describe the responsibilities of the MHP and ANTHEM for coordination of Medi-Cal alcohol and other drug services for Plan Members served by both parties in Tuolumne County under the Department of Health Care Services (DHCS) Medi-Cal Managed Care Program. This Addendum delineates the specific roles and responsibilities by ANTHEM and MHP for screening, referral, coordination and delivery of alcohol and other drug services for Plan Medi-Cal Members, who meet the medical necessity criteria for Medi-Cal services and identified by DHCS as a Medi-Cal Managed Care Health Plan benefit. Title 22, California Code of Regulations (CCR) has been used as the reference for the required elements in the Addendum. All references in this addendum to "Members" are limited to ANTHEM's Members.

Fiscal Impact:

There is no fiscal impact related to this item.

Contact:

Robin K. Roberts, MFT
760-0924-1740

**ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING AMENDMENT
BETWEEN
BLUE CROSS OF CALIFORNIA PARTNERSHIP PLAN, INC. (ANTHEM)
AND
MONO COUNTY DIVISION OF BEHAVIORAL HEALTH PLAN
MENTAL HEALTH SERVICES**

This MEMORANDUM OF UNDERSTANDING (MOU) Amendment is made and entered into as of this day October 23, 2018, by and between the County of Mono, a political subdivision of the State of California, on behalf of Mono County Behavioral Health Services State contracted Mental Health Plan (hereinafter referred to as MHP) and Blue Cross of California Partnership Plan, Inc. (hereinafter referred to as ANTHEM) in order to implement certain provisions of Title 9 of the California Code of Regulations, Chapter 11 (Medi-Cal Specialty Mental Health Services). The MOU and amendments may be terminated by either party by giving at least 10 days written notice to the other party. Written notices under this MOU will be to the following:

Mono County Behavioral Health Services
Managed Care
452 Old Mammoth Road
Mammoth Lakes, CA 93546

ANTHEM
120 S. Via Merida
Thousand Oaks, CA 91362

This Addendum is an addendum to the signed Memorandum of Understanding (MOU) between Mono County Department of Behavioral Health (hereinafter referred to as MHP) and Blue Cross of California Partnership Plan, Inc. (hereinafter referred to as the "ANTHEM"). The purpose of the Addendum is to describe the responsibilities of the MHP and ANTHEM for coordination of Medi-Cal alcohol and other drug services for Plan Members served by both parties in Mono County under the Department of Health Care Services (DHCS) Medi-Cal Managed Care Program.

This Addendum delineates the specific roles and responsibilities by ANTHEM and MHP for screening, referral, coordination and delivery of alcohol and other drug services for Plan Medi-Cal Members, who meet the medical necessity criteria for Medi-Cal services and identified by DHCS as a Medi-Cal Managed Care Health Plan benefit. Title 22, California Code of Regulations (CCR) has been used as the reference for the required elements in the Addendum. All references in this addendum to "Members" are limited to ANTHEM's Members.

BACKGROUND

On April 25, 2016 the Managed Care Final Rule was issued by Centers for Medicare and Medicaid Services (CMS). This rule was adopted by the state of California and released contract regulatory changes to ANTHEM, effective July 1st 2017. The Managed Care Final Rule builds on Medicaid reform introduced by the Affordable Care Act and seeks to align Medicaid with Medicare Advantage and Exchange regulations. In accordance with exhibit A, attachment 12 provision 2.H, ANTHEM is required

to execute a Memorandum of Understanding (MOU) with county departments for alcohol and substance use disorder treatment (SUD) services.

TERMS

This Addendum shall commence on October 23, 2018 and shall continue under the terms of the existing MOU.

OVERSIGHT RESPONSIBILITIES OF PLAN AND MHP

1. ANTHEM has responsibility to work with the MHP to ensure that oversight is coordinated and comprehensive and that the Member's healthcare is at the center of all oversight. Specific processes and procedures will be developed cooperatively with MHP, as will any actions required to identify and resolve any issues or problems that arise.
2. The MHP will serve as the entity that will be responsible for program oversight, quality improvement, problem and dispute resolution, and ongoing management of the addendum to the existing MOU.
3. ANTHEM and MHP will formulate a multidisciplinary clinical team oversight process for clinical operations: screening, assessment, referrals, care management, care coordination, and exchange of medical information. ANTHEM and MHP will determine the final composition of the multidisciplinary teams to conduct this oversight function.
4. ANTHEM and the MHP will designate as appropriate and when possible the same staff to conduct tasks associated within the oversight and multidisciplinary clinical teams.

SPECIFIC ROLES AND RESPONSIBILITIES

A. Screening, Assessment and Referral

1. Determination of Medical Necessity
 - a. The MHP will follow the medical necessity criteria outlined in Title 22, California Code of Regulations (CCR) for the Drug Medi-Cal (DMC). The DMC shall be available as a benefit for individuals who meet the medical necessity criteria and reside in a county that provides drug Medi-Cal services.
 - b. ANTHEM will be responsible for determining medical necessity as it relates to covered health care benefits, as outlined in 22 CCR51303(a).
 - c. ANTHEM will continue to cover and ensure the provision of primary care and other services unrelated to the alcohol and substance abuse treatment
2. Assessment Process
 - a. ANTHEM and MHP shall develop and agree to written policies and procedures regarding agreed-upon screening, assessment and referral processes.
 - b. The MHP will have available to the community and to their providers the current version of the American Society of Addiction Medicine (ASAM) Patient Placement Criteria (PPC Adult & Adolescent) crosswalk that identifies the criteria utilized to assist

with determining the appropriate treatment level of care to ensure providers are aware of SUD levels of care for referral purposes.

- c. ANTHEM providers will ensure a substance use, physical, and mental health screening, including ASAM Level 0.5 SBIRT services for Members, is available.
 - d. ANTHEM shall identify individuals requiring alcohol and or substance abuse treatment services
3. Referrals
- a. ANTHEM and MHP shall develop and agree to written policies and procedures regarding referral processes and tracking of referrals, including the following:
 - i. The MHP will accept referrals from Plan staff, providers and Members' self-referral for determination of medical necessity for alcohol and other drug services (including outpatient heroin detoxification providers, for appropriate services).
 - ii. ANTHEM accepts referrals from MHP staff, providers and Members' self-referral for physical health services.

B. Care Coordination

- 1. ANTHEM and MHP will develop and agree to policies and procedures for coordinating health care for Members enrolled in ANTHEM and receiving alcohol and other drug services through MHP.
- 2. An identified point of contact from each party to serve as a liaison and initiate, provide, and maintain the coordination of care as mutually agreed upon in ANTHEM and MHP protocols.
- 3. Coordination of care for alcohol and other drug treatment provided by MHP shall occur in accordance with all applicable federal, state and local regulations.
- 4. ANTHEM and MHP will promote availability of clinical consultation for shared clients receiving physical health, mental health and/or SUD services, including consultation on medications when appropriate.
- 5. The delineation of case management responsibilities will be outlined.
- 6. Regular meetings to review referral, care coordination, and information exchange protocols and processes will occur with MHP and ANTHEM representatives.
- 7. ANTHEM will assist Members in locating available treatment service sites. To the extent that treatment slots are not available within ANTHEM service area, Plan shall pursue placement outside of the area.
- 8. ANTHEM will coordinate services between the primary care providers and the treatment programs

C. Information Exchange

ANTHEM and MHP agree that use or disclosure of Member information qualifying as "protected health information" (PHI), as that term is defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH), shall be made in accordance with the requirements and any regulations promulgated thereunder (collectively, the HIPAA Rules).

PHI shared under this Addendum shall be the minimally necessary PHI needed to carry out the purposes of this Addendum and is shared for the purpose of treatment, payment and/or health care operations.

Where applicable, any Member information that constitutes "medical information," as that term is defined under the California Confidential Medical Information Act (CMIA), is disclosed in accordance with the requirements of that law; and if the disclosure of Member information would include information and records obtained in the course of providing mental health services from a facility subject to the additional privacy protections under the Lanterman-Petris-Short Act (Lanterman Act) or if it would be information originating from a federally assisted drug abuse program subject to the additional privacy protections provided by 42 C.F.R. Part 2 that identifies a patient as having or having had a SUD, the party making the disclosure will obtain the appropriate authorization(s) or consent(s) required by the Lanterman Act and/or 42 C.F.R. Part 2 from the Member prior to making the disclosure.

ANTHEM and MHP will develop and agree to information sharing policies and procedures and agreed upon roles and responsibilities for timely sharing of PHI for the purposes of medical and behavioral health care coordination pursuant to Title 22, Title 9, CCR, Section 1810.370(a)(3), the above referenced regulations, and other pertinent state and federal laws governing the confidentiality of mental health, alcohol and drug treatment information.

Each party is responsible for its own compliance obligations under the above referenced regulations.

D. Reporting and Quality Improvement Requirements ANTHEM and MHP will have policies and procedures to address quality improvement requirements and reports.

Hold regular meetings, as agreed upon by ANTHEM and MHP, to review the referral and care coordination process and monitor Member engagement and utilization.

E. Dispute Resolution Process

At this time, ANTHEM and MHP agree to follow the resolution of dispute process in accordance to Title 9, Section 1850.505, and the contract between the Medi-Cal Managed Care Plans and the State Department of Health Care Services (DHCS) and Centers for Medicare & Medicaid Services (CMS). A dispute will not delay Member access to medically necessary services.

F. Telephone Access

The MHP must ensure that Members will be able to access services for urgent or emergency services 24 hours per day, 7 days a week.

The approach will be the "no wrong door" to service access. There will be multiple entry paths for Members to access alcohol and other drug services. Referrals may come from primary care physicians, providers, Plan staff, County Departments, and self-referral.

G. Provider and Member Education

ANTHEM and MHP shall determine the requirements for coordination of Member and provider information about access to Plan and MHP covered services to increase navigation support for Members and their caregivers.

H. Point of Contact for the MOU Addendum

The Point of Contact for the MOU Addendum will be a designated liaison from both MHP and ANTHEM.

The parties hereto have caused this Addendum to be executed by their duly authorized representatives, effective October 23, 2018.

Name (print): _____

Title: _____

Signature: _____

Date: _____

Mono County Behavioral Health Division

Name (print): _____

Title: _____

Signature: _____

Date: _____

Blue Cross of California Partnership Plan, Inc.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Finance

TIME REQUIRED

SUBJECT Monthly Treasury Transaction Report

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Treasury Transaction Report for the month ending 10/31/2018.

RECOMMENDED ACTION:

Approve the Treasury Transaction Report for the month ending 10/31/2018.

FISCAL IMPACT:

None.

CONTACT NAME: Gerald Frank

PHONE/EMAIL: 7609325483 / gfrank@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Treasury Transaction Report for the month ending 10/31/2018](#)

History

Time	Who	Approval
11/28/2018 7:39 AM	County Administrative Office	Yes
11/27/2018 12:13 PM	County Counsel	Yes
11/20/2018 4:39 PM	Finance	Yes



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 9/30/2018, End Date: 10/31/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Buy Transactions									
Buy	10/3/2018	89236TFN0	500,000.00	Toyota Motor Credit Corp 3.45 9/20/2023-18	99.84	499,217.02	622.92	3.48	499,839.94
Buy	10/17/2018	3133EJD48	1,000,000.00	FFCB 3.05 10/2/2023	99.67	996,674.50	1,270.83	3.12	997,945.33
Buy	10/19/2018	560507AJ4	249,000.00	Maine Savings Federal Credit Union 3.3 5/19/2023	100.00	249,000.00	0.00	3.30	249,000.00
Buy	10/19/2018	474067AQ8	245,000.00	Jefferson Financial Credit Union 3.35 10/19/2023	100.00	245,000.00	0.00	3.35	245,000.00
Buy	10/24/2018	90348JEV8	249,000.00	UBS Bank USA 3.45 10/24/2023	100.00	249,000.00	0.00	3.45	249,000.00
Buy	10/29/2018	742718EU9	500,000.00	Procter & Gamble Co 2.15 8/11/2022-17	96.05	480,269.24	2,329.17	3.27	482,598.41
Buy	10/30/2018	17286TAC9	249,000.00	Citadel Federal Credit Union 3 10/30/2020	100.00	249,000.00	0.00	3.00	249,000.00
Buy	10/30/2018	812541AA8	249,000.00	Seasons Federal Credit Union 3 10/30/2020	100.00	249,000.00	0.00	3.00	249,000.00
Buy	10/31/2018	67054NAM5	249,000.00	Numerica Credit Union 3.4 10/31/2023	100.00	249,000.00	0.00	3.40	249,000.00
Subtotal			3,490,000.00			3,466,160.76	4,222.92		3,470,383.68
Deposit	10/5/2018	CAMP60481	1,000,000.00	California Asset Management Program LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	10/10/2018	LAIF6000Q	1,000,000.00	Local Agency Investment Fund LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	10/15/2018	LAIF6000Q	15,182.20	Local Agency Investment Fund LGIP	100.00	15,182.20	0.00	0.00	15,182.20
Deposit	10/16/2018	CAMP60481	1,000,000.00	California Asset Management Program LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	10/16/2018	LAIF6000Q	1,000,000.00	Local Agency Investment Fund LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	10/31/2018	CAMP60481	9,793.59	California Asset Management Program LGIP	100.00	9,793.59	0.00	0.00	9,793.59
Deposit	10/31/2018	OAKVALLEY0670	9,173.61	Oak Valley Bank Cash	100.00	9,173.61	0.00	0.00	9,173.61
Deposit	10/31/2018	OAKVALLEY0670	17,673,396.84	Oak Valley Bank Cash	100.00	17,673,396.84	0.00	0.00	17,673,396.84
Subtotal			21,707,546.24			21,707,546.24	0.00		21,707,546.24
Total Buy Transactions			25,197,546.24			25,173,707.00	4,222.92		25,177,929.92
Interest/Dividends									
Interest	10/1/2018	369674AX4	0.00	GE Credit Union 3 8/31/2020		0.00	634.44	0.00	634.44
Interest	10/1/2018	13063DAD0	0.00	California State GO UNLTD 2.367 4/1/2022		0.00	5,917.50	0.00	5,917.50
Interest	10/1/2018	91435LAB3	0.00	University of Iowa Community Credit Union 3 4/28/2		0.00	604.11	0.00	604.11
Interest	10/1/2018	696624CC7	0.00	Palm Desert CA Redev 2.25 10/1/2020		0.00	2,812.50	0.00	2,812.50



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 9/30/2018, End Date: 10/31/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	10/1/2018	499724AD4	0.00	Knox TVA Employee Credit Union 3.25 8/30/2023		0.00	698.08	0.00	698.08
Interest	10/1/2018	911312BK1	0.00	United Parcel Service 2.5 4/1/2023-23		0.00	6,250.00	0.00	6,250.00
Interest	10/3/2018	9497486Z5	0.00	WELLS FARGO BK NA SIOUXFALLS SD 1.6 8/3/2021		0.00	322.19	0.00	322.19
Interest	10/5/2018	14042RCQ2	0.00	CAPITAL ONE, NATIONAL ASSOCIATION 1.7 10/5/2021		0.00	2,088.21	0.00	2,088.21
Interest	10/5/2018	3135G0T78	0.00	FNMA 2 10/5/2022		0.00	10,000.00	0.00	10,000.00
Interest	10/5/2018	981571CE0	0.00	Worlds Foremost Bk Sidney NE 1.75 5/5/2021		0.00	287.67	0.00	287.67
Interest	10/7/2018	3135G0Q89	0.00	FNMA 1.375 10/7/2021		0.00	6,875.00	0.00	6,875.00
Interest	10/10/2018	59013JZP7	0.00	Merrick Bank 2.05 8/10/2022		0.00	412.81	0.00	412.81
Interest	10/10/2018	58404DAP6	0.00	MEDALLION BANK 2.15 10/11/2022		0.00	2,640.97	0.00	2,640.97
Interest	10/11/2018	3133EJKN8	0.00	FFCB 2.7 4/11/2023		0.00	13,500.00	0.00	13,500.00
Interest	10/11/2018	20033APV2	0.00	COMENITY CAP BK SALT LAKE CITY UTAH 1.6 4/12/2021		0.00	322.19	0.00	322.19
Interest	10/13/2018	25665QAX3	0.00	Dollar BK Fed Savings BK 2.9 4/13/2023		0.00	3,562.23	0.00	3,562.23
Interest	10/14/2018	45581EAR2	0.00	Industrial and Commercial Bank of China USA, NA 2.		0.00	533.63	0.00	533.63
Interest	10/15/2018	55266CQE9	0.00	MB FINANCIAL BANK, NATIONAL ASSN 1.8 1/15/2021		0.00	362.47	0.00	362.47
Interest	10/15/2018	34387ABA6	0.00	FLUSHING BANK N Y 1.8 12/10/2018		0.00	362.47	0.00	362.47
Interest	10/15/2018	62384RAF3	0.00	Mountain America Federal Credit Union 3 3/27/2023		0.00	604.11	0.00	604.11
Interest	10/17/2018	855736DA9	0.00	STATE BK & TR CO DEFIANCE OHIO 1.6 2/17/2021		0.00	322.19	0.00	322.19
Interest	10/17/2018	50116CBE8	0.00	KS Statebank Manhattan KS 2.1 5/17/2022		0.00	422.88	0.00	422.88
Interest	10/17/2018	50116CBE8	0.00	KS Statebank Manhattan KS 2.1 5/17/2022		0.00	422.88	0.00	422.88
Interest	10/18/2018	08173QBX3	0.00	BENEFICIAL BANK 2.15 10/18/2022		0.00	2,640.97	0.00	2,640.97
Interest	10/18/2018	92937CGB8	0.00	WEX BANK 2 10/19/2020		0.00	2,456.71	0.00	2,456.71
Interest	10/18/2018	3133EGLD5	0.00	FFCB 1.18 10/18/2019-16		0.00	5,900.00	0.00	5,900.00
Interest	10/18/2018	22766ABN4	0.00	Crossfirst Bank 2.05 8/18/2022		0.00	412.81	0.00	412.81
Interest	10/19/2018	310567AB8	0.00	Farmers State Bank 2.35 9/19/2022		0.00	473.22	0.00	473.22
Interest	10/21/2018	3133EGNF8	0.00	FFCB 1.3 4/21/2020-16		0.00	6,500.00	0.00	6,500.00
Interest	10/22/2018	38148JRS2	0.00	GOLDMAN SACHS BK USA NEW YORK 1.9 4/22/2020		0.00	2,333.88	0.00	2,333.88



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 9/30/2018, End Date: 10/31/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	10/22/2018	90352RAC9	0.00	USAlliance Federal Credit Union 3 8/20/2021		0.00	604.11	0.00	604.11
Interest	10/23/2018	33715LBE9	0.00	First Technology Federal Credit Union 2.3 8/23/201		0.00	463.15	0.00	463.15
Interest	10/24/2018	03753XBD1	0.00	Apex Bank 3.1 8/24/2023		0.00	624.25	0.00	624.25
Interest	10/25/2018	330459BY3	0.00	FNB BANK INC 2 2/25/2022		0.00	402.74	0.00	402.74
Interest	10/25/2018	966594BD4	0.00	Whitney Bank 1.75 10/25/2019		0.00	2,149.62	0.00	2,149.62
Interest	10/26/2018	3136G3F59	0.00	FNMA 1.06 4/26/2019-17		0.00	5,300.00	0.00	5,300.00
Interest	10/26/2018	20070PHK6	0.00	COMMERCE ST BK WEST BEND WIS 1.65 9/26/2019		0.00	332.26	0.00	332.26
Interest	10/26/2018	91330ABA4	0.00	UNITY BK CLINTON NJ 1.5 9/26/2019		0.00	302.05	0.00	302.05
Interest	10/27/2018	3134GBKY7	0.00	FHLMC 2.125 4/27/2022-17		0.00	10,625.00	0.00	10,625.00
Interest	10/27/2018	3130AB6Q4	0.00	FHLB 2.08 4/27/2022-18		0.00	10,400.00	0.00	10,400.00
Interest	10/27/2018	35637RCQ8	0.00	FREEDOM FIN BK W DES MOINES 1.5 7/26/2019		0.00	302.05	0.00	302.05
Interest	10/27/2018	596689EC9	0.00	MIDDLETON COMMUNITY BANK 1.4 11/27/2018		0.00	281.92	0.00	281.92
Interest	10/28/2018	080515CH0	0.00	Belmont Savings Bank 2.7 2/28/2023		0.00	543.70	0.00	543.70
Interest	10/28/2018	06406RAG2	0.00	Bank of New York Mellon 3.5 4/28/2023		0.00	8,652.78	0.00	8,652.78
Interest	10/28/2018	20786ABA2	0.00	CONNECTONE BK ENGLEWOOD 1.55 7/29/2019		0.00	312.12	0.00	312.12
Interest	10/28/2018	3136G4EV1	0.00	FNMA 1.625 10/28/2021-17		0.00	8,125.00	0.00	8,125.00
Interest	10/28/2018	85916VBY0	0.00	STERLING BANK 1.7 7/26/2019		0.00	342.33	0.00	342.33
Interest	10/28/2018	57116AMW5	0.00	MARLIN BUSINESS BANK 1.4 10/28/2020		0.00	1,719.70	0.00	1,719.70
Interest	10/28/2018	3136G4EU3	0.00	FNMA 1.6 10/28/2021-17		0.00	8,000.00	0.00	8,000.00
Interest	10/29/2018	72247PAC0	0.00	Pine Bluff Cotton Belt FCU 2.8 8/31/2020		0.00	563.84	0.00	563.84
Interest	10/29/2018	01748DAX4	0.00	ALLEGIANCE BK TEX HOUSTON 2.15 9/29/2022		0.00	432.95	0.00	432.95
Interest	10/29/2018	02587DXK9	0.00	AMERICAN EXPRESS CENTURION BK 1.85 4/29/2020		0.00	2,272.46	0.00	2,272.46
Interest	10/31/2018	CAMP60481	0.00	California Asset Management Program LGIP		0.00	9,793.59	0.00	9,793.59
Interest	10/31/2018	29278TCP3	0.00	Enerbank USA 3.2 8/30/2023		0.00	644.38	0.00	644.38
Interest	10/31/2018	06426KAM0	0.00	Bank of New England 3.2 7/31/2023		0.00	671.30	0.00	671.30
Interest	10/31/2018	OAKVALLEY0670	0.00	Oak Valley Bank Cash		0.00	9,173.61	0.00	9,173.61



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 9/30/2018, End Date: 10/31/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Subtotal			0.00			0.00	163,711.03		163,711.03
Total Interest/Dividends			0.00			0.00	163,711.03		163,711.03
Sell Transactions									
Withdraw	10/2/2018	FIT	1,000,000.00	Funds in Transit Cash	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Withdraw	10/31/2018	OAKVALLEY0670	15,975,271.39	Oak Valley Bank Cash	0.00	15,975,271.39	0.00	0.00	15,975,271.39
Subtotal			16,975,271.39			16,975,271.39	0.00		16,975,271.39
Total Sell Transactions			16,975,271.39			16,975,271.39	0.00		16,975,271.39



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Social Services

TIME REQUIRED

SUBJECT Authority to Hire Social Worker IV at
Step E

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Grant the Director of Social Services the authority to hire Jayson Partridge at an E Step in the position of Social Worker IV. Mr. Partridge has been employed in the field of Child Protective Services for over 21 years and possesses exceptional qualifications for the position of Social Worker IV.

RECOMMENDED ACTION:

Grant the Director of Social Services the authority to fill a Social Worker IV position at Step E.

FISCAL IMPACT:

There is no new cost to the Mono County General Fund; the cost for this position this year and in subsequent fiscal years is primarily paid for with state and federal funds. The remaining fiscal year 2018-19 impact, with COLA considered, is approximately \$75,479 consisting of \$42,892 in salary and \$32,587 in benefits. The 2019-20 fiscal impact would be approximately \$128,694 consisting of \$73,013 in salary and \$55,681 in benefits. There is sufficient Social Services budget to cover this request. The cost difference between an A step and an E step is approximately \$17,000 per year.

CONTACT NAME: Kathy Peterson

PHONE/EMAIL: 760-924-1763 / kpeterson@mono.ca.gov

SEND COPIES TO:

Kathy Peterson

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[staff report](#)

History

Time	Who	Approval
11/28/2018 7:41 AM	County Administrative Office	Yes
11/20/2018 2:09 PM	County Counsel	Yes
11/28/2018 9:24 AM	Finance	Yes



Office of the ... DEPARTMENT OF SOCIAL SERVICES

C O U N T Y O F M O N O

P. O. Box 2969 • Mammoth Lakes • California 93546

KATHRYN PETERSON, MPH
Director

BRIDGEPORT OFFICE
(760) 932-5600
FAX (760) 932-5287

MAMMOTH LAKES OFFICE
(760) 924-1770
FAX (760) 924-5431



To: Mono County Board of Supervisors
From: Kathy Peterson, Social Services Director
Date: December 4, 2018
Re: Authority to hire at Step E

Recommended Action:

Grant the Director of Social Services the authority to fill a Social Worker IV position at Step E

Fiscal Impact:

There is no new cost to the Mono County General Fund; the cost for this position this year and in subsequent fiscal years is primarily paid for with state and federal funds. The remaining fiscal year 2018-19 impact, with COLA considered, is approximately \$75,479 consisting of \$42,892 in salary and \$32,587 in benefits. The 2019-20 fiscal impact would be approximately \$128,694 consisting of \$73,013 in salary and \$55,681 in benefits. There is sufficient Social Services budget to cover this request.

Discussion:

Social Worker IV positions require a master's degree and social work case management experience. Staff in these positions perform casework of an advanced nature dealing with complex individual and family problems, and undertake intensive treatment plans and counseling requiring professional knowledge and training. This is the highest non-supervisory level in the Social Worker series.

Candidate Jayson Partridge was selected by the interview panel for employment in the Social Worker IV position. Mr. Partridge has been employed in the field of Child Protective Services for over 21 years. He has worked for the County of Orange Social Services Agency since 2006, where his current position is as a Senior Social Worker.

Mr. Partridge was also employed with the Stanislaus County Community Services Agency as a Supervising Social Worker II where he supervised the work of a unit of professional social workers engaged in the delivery of children's social services.

Mr. Partridge possesses exceptional qualifications for the position of Social Worker IV. Typically, a new employee is placed at Step A of a given salary range. In accordance with the Mono County Personnel System (MCPE), Board of Supervisors approval is required when an employee is hired above Step A. Given Mr. Partridge's considerable experience and qualifications, the department is requesting authorization to offer him employment at Step E (71E) of the salary range for a Social Worker IV.

Please don't hesitate to call me with questions regarding this request. Thank you.



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Elections

TIME REQUIRED

SUBJECT Help America Voting Act Polling Place
Accessibility Training Program

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Help America Vote Act (HAVA) agreement with the California Secretary of State for receipt of up to \$10,000 to be used for the Polling Place Accessibility Training Program,

RECOMMENDED ACTION:

Approve entry into an agreement (#18G26126) with the California Secretary of State for receipt of up to \$10,000 to be used for the HAVA Polling Place Accessibility Training Program, and authorize the Mono County Registrar of Voters in consultation with County Counsel to sign said agreement, including future amendments, if any.

FISCAL IMPACT:

Results in unanticipated grant revenue on a reimbursement basis of \$10,000 available to offset training costs.

CONTACT NAME: Shannon Kendall, Registrar of Voters

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Contract

History

Time	Who	Approval
11/28/2018 7:58 AM	County Administrative Office	Yes

11/27/2018 12:07 PM

County Counsel

Yes

11/28/2018 9:39 AM

Finance

Yes



CLERK – RECORDER – REGISTRAR COUNTY OF MONO

P.O. BOX 237, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5534 • FAX (760) 932-5531

Shannon Kendall
Registrar of Voters
(760) 932-5533
skendall@mono.ca.gov

To: Honorable Board of Supervisors
From: Shannon Kendall, Registrar of Voters
Date: December 4, 2018

Subject

HAVA Polling Place Accessibility Training Program Grant

Recommendation

Approve entry into an agreement (#18G26126) with the California Secretary of State for receipt of up to \$10,000 to be used for the HAVA Polling Place Accessibility Training Program and authorize the Mono County Registrar of Voters in consultation with County Counsel to sign said agreement, including future amendments, if any.

Discussion

The Registrar of Voters recently received this new HAVA contract with a request to return to the Secretary of State within ten days of receipt, therefore we need to get this approved as soon as possible.

The purpose of this Agreement is to provide the County of Mono with federal reimbursement funds ("HAVA funds"). CFDA Number 39.011, administered by the U.S. Elections Administration Commission (EAC) to comply with the requirements of HAVA Section 101 for the improvement of the administration of elections", subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures. Funds can be used for required training, conducting accessibility surveys of polling places, purchasing mitigation supplies, and other allowable uses.

Fiscal Impact

\$10,000 revenue.

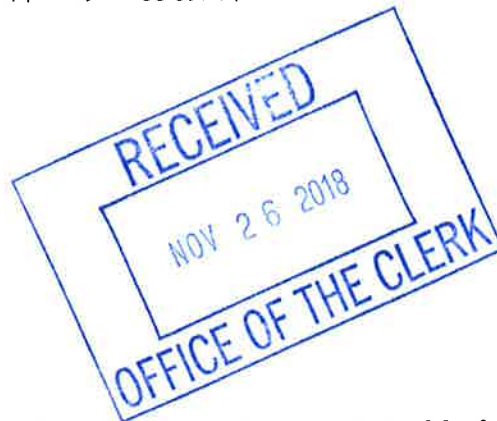


ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES

1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel 916.653.5974 | Fax 916.653.8324 | www.sos.ca.gov

November 20, 2018

Mono County
Attn: Shannon Kendall
P.O. Box 237
Bridgeport CA 93517



Subject: Agreement Number **18G26126**

Please complete the following item(s) and return to the address stated below within ten (10) business days:

- STD. 213, Standard Agreement with attached Exhibits.** Please acquire the appropriate original signature on the first page of the STD. 213, and the additional three single STD. 213's and return to the address below. **Please Note: Fax, photocopies and signature stamps are not acceptable.** Therefore, please make sure the STD. 213's have been originally signed. A fully executed copy will be returned to you once the contract execution has been completed. **Please return the originally signed agreement package to the following address:**

**Attn: Contract Services Unit
Secretary of State
1500 11th Street, Room 460
Sacramento, CA 95814**

- STD. 213A, Standard Agreement Amendment. Please acquire the appropriate signature for the first page of the STD. 213A and the additional three single STD. 213A's and return. Fax and Photocopies are not acceptable. A fully executed copy will be returned to you.
- STD. 65, Contract / Delegation Purchase Order. Enclosed is an executed copy for your records. You are now authorized to provide services.
- The enclosed agreement is signed on behalf of the Secretary of State. Please process and mail an executed copy of the agreement to the address above.
- Executed copy for your records.
- STD. 204 Payee Data Record (STD. 204) - Complete and return.
- CCC 04/2017 Contractor Certification Clause - Complete and return.
- Along with the above referenced STD. 213 contract package, please submit a copy of the resolution, order, motion, or ordinance of your local governing body (whichever is applicable for your County office), which by law has granted the authority to enter into the proposed contract, authorizing execution of the agreement.**

STANDARD AGREEMENT

STD 213 (Rev. 10/2018)

AGREEMENT NUMBER

18G26126

PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTOR NAME

Mono County

2. The term of this Agreement is:

START DATE

December 10, 2018 or upon approval by Dept. of General Services, if required, whichever is later

THROUGH END DATE

June 30, 2021

3. The maximum amount of this Agreement is:

\$ 10,000.00

Ten thousand Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	4 pages
Exhibit A-1	Polling Place Accessibility Surveyor Training Schedule	1 pages
Exhibit B	Budget Detail and Payment Provisions	3 pages
Exhibit C *	General Terms and Conditions	GTC 04/2017
Exhibit D	Special Terms and Conditions (Attached hereto as part of this Agreement)	3 pages
Exhibit E	Additional Provisions	2 pages
Exhibit F	County Resolution	pages
Exhibit G	Contractor HAVA Activity Report	1 pages

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx*

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Mono County

CONTRACTOR BUSINESS ADDRESS

P.O. Box 237

CITY

Bridgeport

STATE

CA

ZIP

93517

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTING AGENCY ADDRESS

1500 11th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Shannon Kauffman

TITLE

Business Operations Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION, IF APPLICABLE

Gov Code § 14616

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Shannon Kauffman

TITLE

Business Operations Manager

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TITLE

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TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Secretary of State

CONTRACTING AGENCY ADDRESS

1500 11th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Shannon Kauffman

TITLE

Business Operations Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION, IF APPLICABLE

Gov Code § 14616

**EXHIBIT A
(Standard Agreement)**

SCOPE OF WORK

A. NAME OF PROGRAM

This program shall be known as "HAVA Polling Place Accessibility Training Program."

B. PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide the County of **Mono** ("County") with federal reimbursement funds ("HAVA funds"), CFDA Number 39.011, administered by the U. S. Elections Administration Commission (EAC) to comply with the requirements of HAVA Section 101 for the "improvement of the administration of elections", subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures. The provisions of this Agreement are to be interpreted to further this purpose

1. The program representatives during the term of Agreement will be:

For County: **Shannon Kendall (760) 932-5537**

For State: **Kathy Chaney (916) 695-1657**

C. USES OF FUNDS

1. General Uses

Provided that the County has at least one County employee or agent attend one of the regional training sessions sponsored by the Secretary of State as noted in Exhibit A-1, any funds received pursuant to this program shall be used by County only for one or more of the following purposes, except as otherwise provided below:

- 1) Reimbursement for travel expenses incurred after September 1, 2018, for staff to attend one of the Secretary of State training.
- 2) Reimbursement for staff salaries and benefits incurred after September 1, 2018, for accessibility surveys of polling places or for training staff to survey polling places.
- 3) Reimbursement for other expenses as provided below incurred after September 1, 2018, to make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full range of disabilities that enhance access and participation of individuals with the full range of disabilities in elections for Federal and State office, and to provide the same opportunity for access and participation (including privacy and independence) to individuals with the full range of disabilities as for other voters. For these purposes, items included on the following lists are presumed to be reimbursable, provided that their intended use is consistent with the General Uses set forth above. The county may perform activities identified as approved for reimbursement, or may contract for the performance of the activities. The Secretary of State shall be the sole determiner of whether an expenditure is consistent with the General Uses as set forth above. The Secretary of State will reimburse for the following items or activities, including taxes on purchased goods:
- 4) Reimbursement for costs associated with the acquisition or deployment of remote accessible vote by mail system, which allows a voter with a disability to receive a blank ballot to mark electronically, print, and then cast by returning the printed ballot to the elections office.
- 5) Reimbursement for funds expended after September 1, 2018, assessment supplies or equipment and supplies as needed, including any of the items listed below:

**EXHIBIT A
(Standard Agreement)**

a. Assessing Accessibility

- 1) Tools to measure slope;
- 2) Tools to measure width, turning area, etc;
- 3) Calculators;
- 4) Survey kits;
- 5) Clipboards;
- 6) Tape measures;
- 7) Polling Place Inspectors/Surveyors;
- 8) Cameras;
- 9) Door pressure gauges;
- 10) Tablets used for conducting surveys¹.

b. Equipment and Activities to Improve Physical Accessibility

- 1) New accessible voting booths;
- 2) Retrofitting voting booths;
- 3) Tools or equipment to modify voting booths;
- 4) Retrofitting polling places for public buildings only, which must be a regularly used polling place;
- 5) Adapter "kits" or other materials to make a voting station accessible;
- 6) Signage (parking, directional, entrance, etc.);
- 7) Accessible tables;
- 8) Chairs (for seated voting);
- 9) Supports for accessibility signage;
- 10) Devices/Systems to alert poll workers that a voter is at the curb, door, or otherwise needs assistance;
- 11) Doorstops;
- 12) Lighting;
- 13) Low-vision pens;
- 14) Magnifying devices;
- 15) Mats or other materials to make the path of travel accessible;
- 16) Pen grips;
- 17) Temporary ramps (if wheel guides are not included, wheel guides may be purchased separately);
- 18) Temporary handrails;
- 19) Permanent handrails;
- 20) Threshold covers or mats;
- 21) Traffic cones or other materials to make parking temporarily accessible for voting;
- 22) Wedges;
- 23) Equipment for CD/DVD duplication;
- 24) Accessibility web site development costs;
- 25) Improving accessibility of web site.

c. Training Materials and Programs

- 1) Development, production, translation, and transcription into Braille of manuals, programs, posters, brochures, and other printed materials for training of poll workers or polling place inspectors;
- 2) Development, production, translation of video/DVD training materials;

¹ If the county proposes to use funds for this purpose, pre-approval by the Secretary of State is required. Further, county must adhere to requirements set forth in Exhibit E.

**EXHIBIT A
(Standard Agreement)**

- 3) Equipment necessary to use videos/DVDs in training of poll workers or polling place inspectors;
- 4) Stipends to compensate a trainer to train county poll worker trainers on issues specific to accessibility;
- 5) Poll worker training that is specific to accessibility and in addition to pre-existing training, or a modification/improvement of pre-existing training;
- 6) Disability or accessibility experts to make presentations at poll worker trainings.

d. Educational and Informational Materials

- 1) Development, production, translation, and transcription into Braille or into audio or CD/DVD format, of printed materials to educate or inform voters concerning polling place and voting accessibility;
- 2) Public advertising of information on accessibility of polling places and voting;
- 3) Mailers to disseminate information on services for persons with disabilities;
- 4) Translation of existing materials related to accessibility into required languages;
- 5) Reformatting and re-printing materials into "large-type";
- 6) Readability analysis to simplify informational or instructional materials;
- 7) Development of accessibility materials for county web site, or construction of a county web site for the purpose of providing information to the public on accessibility, if one does not already exist or making a current site accessible.

e. Remote Accessible Vote-by-Mail System (RAVBM)

- 1) Reimbursement for costs associated with the acquisition or deployment of remote accessible vote by mail system, which allows a voter with a disability to receive a blank ballot to mark electronically, print, and then cast by returning the printed ballot to the elections office.

Items Presumed to not be reimbursable:

The following is a partial list of items presumed to not be reimbursable and not inclusive of all items that are not reimbursable. The list is provided only for the purpose of providing guidance. The Secretary of State shall be the sole determiner of whether or not an expenditure is reimbursable.

- 1) Administrative costs;
- 2) Batteries;
- 3) Blackberries/Smartphones (hand held computers);
- 4) Braille business cards;
- 5) Cable TV;
- 6) Cassette players;
- 7) Cassette tapes (except those used for voter education);
- 8) Catering;
- 9) Computers;
- 10) Other office equipment, including but not limited to fax machines and copiers, unless prior approval has been obtained from the granting agency;
- 11) Office supplies, including but not limited to paper, pens and post-it notes;
- 12) Concrete paving for parking lots and spaces;
- 13) Concrete ramps;
- 14) DREs /other voting equipment (can be purchased with other HAVA funds);
- 15) Emergency exit signs;
- 16) Facility rental;

**EXHIBIT A
(Standard Agreement)**

- 17) Permanent modifications or improvements to private or non-governmental structures, including, but not limited to private residences and places of worship;
- 18) Food;
- 19) Gas (except travel reimbursements²);
- 20) Gift bags, pins, buttons, shirts or other promotional items for poll workers, voters or County staff;
- 21) Invitations;
- 22) Laptops;
- 23) Tablet computers unless prior approval as a survey tool has been obtained from the granting agency;
- 23) Light bulbs;
- 24) Modifications to mobile voter education vehicle, unless that vehicle is used as a polling place;
- 25) Parking fees (except travel reimbursements for purposes listed in footnote 2)
- 26) Parking lot improvements;
- 27) Photographers;
- 28) Scanners;
- 29) Staff salaries of County employees not conducting one of the activities allowable;
- 30) Trailers;
- 31) Transportation to polling site;
- 32) Vehicles – purchase, rental, or operating expenses (except rental vehicles used for purposes listed in footnote 2)

If you have any questions about this polling place accessibility training grant, please feel free to contact Kathy Chaney (KC) at (916) 695-1657 or kchaney@sos.ca.gov.

² Travel reimbursements for: election officials performing accessibility assessments; consultants advising election officials on accessibility issues, poll worker training, or voter education; or trainers conducting poll worker training, voter education, or outreach activities.

Exhibit A-1

Polling Place Accessibility Surveyor Training Schedule

Los Angeles

Hosted by: Los Angeles County
Location: TBD

Dates	Times
February 5-6, 2019	9:00 am - 4:00 pm
February 12-13, 2019	9:00 am - 4:00 pm
February 26-27, 2019	9:00 am - 4:00 pm

Sacramento

Hosted by: Secretary of State - First Floor Multipurpose Room
Location: Secretary of State, 1500 11th Street, Sacramento, CA 95814

Dates	Times
March 13-14, 2019	9:00 am - 4:00 pm
March 20-21, 2019	9:00 am - 4:00 pm
May 1-2, 2019	9:00 am - 4:00 pm

Fresno

Hosted by: Fresno County
Location: 2221 Kern Street, Fresno, CA 93721

Dates	Times
April 17-18, 2019	9:00 am - 4:00 pm

Shasta

Hosted by: Shasta County
Location: 1643 Market Street, Redding, CA 96001

Dates	Times
April 24-25, 2019	9:00 am - 4:00 pm

If you have any questions about the training program or contract, please feel free to contact Kathryn (KC) Chaney at (916) 695-1657 or kchaney@sos.ca.gov.

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices submitted with supporting documentation, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Office of Secretary of State
Attention: Accounts Payable
P.O. Box 944260
Sacramento, CA 94244-2600

Invoices may be submitted via email to AccountsPayable@sos.ca.gov. Please contact Accounts Payable at (916) 653-9165 for any further questions regarding invoices.

2. Budget Contingency Clause

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

3. Federal Funds

- A. It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only if the United State Government for the fiscal years 2018/19 and 2020/20 for the purpose of this program makes sufficient funds available to the state. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
- C. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
- D. The department has the option to **invalidate** the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

**EXHIBIT B
(Standard Agreement)**

4. Prompt Payment Clause

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

5. Maximum Amount of HAVA Funds to be Provided to County Under this Program

County shall not receive, pursuant to Agreement, more than \$ **10,000.00**.

6. Failure to Properly Claim Maximum Amount of HAVA Funds

Notwithstanding any provision of Agreement, County shall be entitled to receive only those amounts for fully supported and appropriate claims which are properly submitted, pursuant to the provisions of Agreement and all applicable state and federal laws, regulations, and procedures.

7. Basis of Claims

Subject to the provisions related to the applicability of OMB Circular A-87, all claims for HAVA funds under this program must be based on invoices submitted by County. All invoices or agreements that are the subject of any claims must relate directly to expenditures authorized pursuant to Paragraph C ('Uses of Funds') of Exhibit A 'Scope of Work'.

8. Processing of Claims

The Secretary of State shall establish the criteria and processes for submitting claims under this program. Such criteria shall include requirements that all claims:

- (1) Contain a face sheet that summarizes each expenditure made by the categories set forth in Paragraph C of Exhibit A 'Scope of Work';
- (2) Include the total amount of the claim;
- (3) Include the agreement number on the face sheet;
- (4) Identify whether additional claims are expected to be submitted;
- (5) Include the hourly charge of any contractor for which a claim is made for their time;
- (6) Include the hourly wage or monthly salary of any employee for which a claim is made for their salaries;
- (7) Include signed Contractor HAVA Activity Reports, please see sample which is Exhibit G, for each employee and contractor's employee for whom reimbursement for time is being claimed. (Vendors who receive payment from HAVA funds are required to submit timesheets for any work paid for as time and materials); and
- (8) Include a copy of the contract with the contractor if the contractor's invoice does not describe the activities undertaken in such a manner that the State can determine whether the activities comply with the provisions of this Agreement.

**EXHIBIT B
(Standard Agreement)**

9. Application of OMB Circular A-87

OMB Circular A-87 ("Cost Principles for State, Local and Indian Tribal Governments"), incorporated herein by reference, to the extent applicable, shall govern with respect to all aspects of this program. The provisions of OMB Circular A-87 may be found at <http://www.whitehouse.gov/omb/circulars>.

10. Payments of Claims

Payments made by the State with respect to any claim shall be sent directly by the State Controller's office to the County.

11. Deadline for Submitting Claims

The deadline for submitting any claim under this program is August 2, 2021.

12. Multiple Claims

County can submit multiple claims for HAVA funds authorized above, within the aggregate limit established for County.

13. Documentation to be Submitted

Each claim shall include a cover page that identifies the activity or service in Exhibit A and the dollar amount associated with each activity or service for which funds are being sought. Each claim shall also include originals or true copies of all invoices, agreements, or other documentation that support the claim, including all documentation required by OMB Circular A-87. The provisions of OMB Circular A-87 may be found at <http://www.whitehouse.gov/omb/circulars>.

14. Order of Processing

Claims shall be processed by the Secretary of State in order of receipt.

15. Work Outside of The Scope of Work

Contractors are not permitted to perform work, or be paid for work, outside the documented scope of work. Changes to the scope of work must be approved before work is undertaken, and payment is made for any activities outside of the scope of work

**EXHIBIT C
(Standard Agreement)**

GENERAL TERMS AND CONDITIONS

PLEASE NOTE: This page will not be included with the final agreement. The General Terms and Conditions (GTC 04/2017) will be included in the agreement by reference to Internet site:
www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx

**EXHIBIT D
(Standard Agreement)**

SPECIAL TERMS AND CONDITIONS

A. AUDITING

1. Receipt of HAVA funds by a county indicates agreement to establish a dedicated HAVA account for these funds. Therefore, any payment received by County pursuant to this program shall be deposited in a separate, segregated account and any payment made by County related to this program shall be paid from that account whether or not the County has paid the vendors for services rendered before submitting invoices to the State.
2. Any recipient of federal funds to meet the Help America Vote Act requirements agrees to be audited pursuant to federal and state law. Accordingly, all documents and electronic files must be produced upon request by the auditors. CFDA Number for this contract is 90.401. The audit may include a review of all books, papers, accounts, documents, or other records of County as they relate to any HAVA funds. County shall also provide access to all employees having knowledge of the HAVA funds program to assist the auditor. County shall provide a copy of any document, paper, or electronic record requested by the auditor;
3. OMB Circular A-133 ("Audits of States, Local Governments, and Non-Profit Organizations"), and OMB Circular A-87, incorporated herein by reference, shall govern with respect to all aspects of this program. The provisions of these circulars may be found at <http://www.whitehouse.gov/omb/circulars>;
4. County shall maintain records in a manner that:
 - a. Accurately reflects fiscal transactions with necessary controls and safeguards;
 - b. Provides complete audit trails, based whenever possible on original documents (purchase orders, receipts, progress payments, invoices, timesheets, cancelled warrants, warrant numbers, etc.);
 - c. Provides accounting data so the costs can readily be determined throughout Agreement period.
5. Records shall be maintained for three years after expiration of Agreement and for at least one year following any audit or final disposition of any disputed audit finding;
6. If the final disposition of any disputed audit finding is determined to be a disallowed cost that the Secretary of State has paid the County, the County shall return to the Secretary of State an amount equal to the disallowance.
7. County shall permit periodic site visits by the Secretary of State or the Secretary of State's designee or designees to determine if any HAVA funds are being used or have been used in compliance with Agreement and all applicable laws;
8. Upon request, county shall report to the Secretary of State at least once every 90 (ninety) days until all funds received have been expended, on the status of HAVA funds received, in a manner determined by the Secretary of State.

EXHIBIT D
(Standard Agreement)

B. GENERAL PROVISIONS

1. The program is conditioned on State receiving reimbursement from the federal government pursuant to HAVA, for federal fiscal year 2018, 2019, and 2020.
2. HAVA funds can only be used for the purposes for which the HAVA funds are made;
3. No portion of any HAVA funds shall be used for partisan political purposes. All contractors providing services are required to sign an agreement, please see Exhibit E Item 1, to abide by the Secretary of States' policy to refrain from engaging in political activities that call into question the impartiality of the Secretary of State's Office. County is to submit agreement signed by each employee of contractor's firm who worked for County pursuant to this Agreement with the County's first invoice.
4. The provisions of the federal *Hatch Act* shall apply to employees working for state and local entities receiving HAVA funds. The *Hatch Act* may be reviewed at http://www.osc.gov/documents/hatchact/ha_sta.pdf;
5. Any interest earned by County on money received pursuant to this Agreement must be reported in writing to the Secretary of State within 30 days of expiration of this Agreement. All interest must be used by the County for the purposes of implementing activities allowable under this Agreement;
6. Failure by any eligible County to execute a contract within 90 days of the date on which this contract is made available shall constitute an express desire to forego its use of the County's proportionate share of these funds, which may result in reallocation of that County's proportionate share of funds to other counties for the purposes provided under this contract.
7. Funds not claimed by County within 90 days of the end date of this contract, or any funds claimed by a county that are not approved for county use by the Secretary of State within 180 days of the end date of this contract, shall be reallocated to the Counties based on need and may only be used to meet Section 251 of HAVA;
8. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel Agreement with no liability occurring to the State, or offer an Agreement amendment to County to reflect any reduced amount;
9. Agreement is subject to any restrictions, limitations or conditions enacted or promulgated by the United States Government, or any agency thereof, that may affect the provisions, terms or funding of Agreement in any manner;
10. Pursuant to federal policy, Agreement may be terminated by the State with 30-day written notice to County;
11. County warrants by execution of Agreement, that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by County for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee;

**EXHIBIT D
(Standard Agreement)**

12. Nothing contained in Agreement or otherwise, shall create any contractual relation between the State and any subcontractor or vendor, and no subcontractor shall relieve County of its responsibilities and obligations hereunder. County agrees to be as fully responsible to State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by County. County's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to County. As a result, State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor or vendor of County;
13. Pursuant to federal law, by signing this agreement or execution of this purchase order the Contractor certifies under the penalty of perjury that the contracting entity is not excluded or ineligible from federal assistance programs and thereby is not on the federal government's list of suspended or debarred entities.

Pursuant to federal law, as a component of the procurement process, the Contractor must review the federal government's list of debarred and suspended vendors and ensure no contract award is provided to a vendor on this list. This list may be viewed at www.epls.gov

14. Upon request, county agrees to provide the Secretary of State with a summary report on its activities under this agreement following each election for which funds are expended that includes: the method used to determine the need for funding an eligible activity, including the reliance on an advisory committee or advisory groups, surveys or any other methodology used to assess the need for the eligible activity; the activity performed and funded; the amount of funding expended; the category or categories of need being met; and any performance metric or assessment of the quality of the activity, including unsolicited public comment, advisory committee or advisory group comment, public comment solicited through surveys and on-site assessments conducted by the County, its agents or others.

**EXHIBIT E
(Standard Agreement)**

ADDITIONAL PROVISIONS

1. Secretary of State Policy Regarding Political Activity in the Workplace

SECRETARY OF STATE POLICY REGARDING POLITICAL ACTIVITY IN THE WORKPLACE

The Secretary of State is the state's chief elections officer. It is, therefore, imperative that staff in the Secretary of State's Office, and those who contract with the Secretary of State's Office, refrain from engaging in any political activity that might call into question the office's impartiality with respect to handling election issues. Accordingly, the policy of the Secretary of State's Office with respect to political activity in the workplace, a copy of which will be given to every employee in the Secretary of State's office and incorporated as an attachment to contracts with the Secretary of State's Office, is as follows:

- 1) No employee of or contractor with the Secretary of State's Office shall engage in political campaign-related activities on state-compensated or federal-compensated time, except as required by official duties, such as answering inquiries from the public. In those cases where the contractor with the Secretary of State's Office is a county, the term "contractor" shall apply only to county elections office employees, county employees redirected to work temporarily for the county elections office, or any person, firm, company or business that provides reimbursable election-related services to a county elections office in furtherance of a contract. This prohibition shall not apply while an employee is on approved vacation or approved annual leave. This prohibition shall not apply to activities engaged in during the personal time of an employee.
- 2) No employee of or contractor with the Secretary of State's Office shall use any state property in connection with political campaign activities. It is strictly prohibited to schedule political campaign-related meetings or to conduct political campaign-related meetings in state office space, even if after normal working hours.
- 3) No employee of or contractor with the Secretary of State's Office shall use his or her official status with the Secretary of State's Office to influence political campaign-related activities or to confer support for or indicate opposition to a candidate or measure at any level of government.
- 4) No employee of or contractor with the Secretary of State's Office may be involved with political campaign-related telephone calls, letters, meetings or other political campaign-related activities on state-compensated or federal-compensated time. Requests by employees to switch to alternative work schedules, such as 4-10-40 or 9-8-80 work weeks, or to take vacation in order to accommodate political campaign-related activities or to attend political campaign functions, will be judged in the same manner and on the same basis as any other requests of this nature (i.e., existing needs of the office and discretion of the division chiefs).
- 5) The receipt or delivery of political campaign contributions or photocopies thereof on state property is strictly prohibited, as is the use of office time or state resources (e.g., intra-office mail or fax machines) to solicit or transmit political campaign contributions.
- 6) No employee of or contractor with the Secretary of State's Office may authorize any person to use his or her affiliation with the Secretary of State's Office in an attempt to suggest that the employee's or contractor's support or opposition to a nomination or an election for office or a ballot measure is of an "official," as distinguished from private, character.
- 7) No employee of or contractor with the Secretary of State's Office may display political campaign-related buttons, posters, or similar materials in areas visible to individuals who are in public areas of the Secretary of State's Office; nor may an employee of or contractor with the Secretary of State's Office display political campaign-related posters or other materials on windows facing out of the state office building.

**EXHIBIT E
(Standard Agreement)**

- 8) No employee of or contractor with the Secretary of State's Office may use official authority or influence for the purpose of interfering with or attempting to affect the results of an election or a nomination for any public office.
- 9) No employee of or contractor with the Secretary of State's Office may directly or indirectly coerce or solicit contributions from subordinates in support of or in opposition to an election or nomination for office or a ballot measure.
- 10) An employee who is paid either partially or fully with federal funds, including the Help America Vote Act of 2002 (HAVA), is subject to the provisions of the federal Hatch Act, and is, therefore, prohibited from being a candidate for public office in a partisan election, as defined in the federal Hatch Act. However, any employee who is to be paid either partially or fully with funds pursuant to HAVA, shall first be consulted about the proposed funding and be informed about the prohibitions of the federal Hatch Act. The employee, whenever possible, shall be given the opportunity to engage in employment that does not involve HAVA funding.
- 11) Provisions limiting participation in political campaign-related activities as provided for in this policy statement shall be included in every contract with the Secretary of State's Office.

2. Tablet Criteria

- 1) The software and device must be capable of accurately recording all data necessary to assess polling place accessibility (i.e., all portions of the statewide guidelines and checklist used for surveying for polling place accessibility).
- 2) The software and device must be capable of transferring all data collected during polling place surveys to a medium where results can be aggregated for purposes of comparing potential polling places, and for purposes of analyzing data at the site level and countywide.
- 3) The devices used for housing software to capture data must be used only for the purposes of assessing polling place accessibility with exclusive use safeguarded by appropriate inventory policies and controls.
- 4) Polling place specific (site-level) survey results and aggregate survey results must be publicly available upon request.
- 5) A report on the program must be produced prior to reimbursement approval that provides certain information, including:
 - A. A description of the program.
 - B. Cost of the program, including staff training costs and any costs for data storage (e.g., EMS modification)
 - C. Amount of vendor support needed for the program's launch and the amount of ongoing support, if any
 - D. Increased productivity of the program, if any, measured by staff time, ease of data recall and analysis, and other relevant factors
 - E. Amount of additional ongoing support, if any, necessary to sustain the program (e.g., software licensing costs; upgrade costs; continued vendor support; device maintenance, etc.)

If you have questions concerning these restrictions, please refer them to the Secretary of State Office contact person listed on the contract in Exhibit A.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Elections

TIME REQUIRED	10 minutes (5 minute presentation; 5 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Shannon Kendall, Registrar of Voters
SUBJECT	Review and Declaration of Election Results		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation of certified election results. Request for declaration of results. To view the complete Statement of Vote (that will be submitted to the Secretary of State electronically), visit the link below:

<https://monocounty.ca.gov/elections/page/2018-statewide-general-election-results>

All other pertinent documents are attached to this item.

RECOMMENDED ACTION:

1. Approve as correct the Statement of Votes for the November 6, 2018 Statewide General Election and Declare elected to office the following candidates who received the highest number of votes in each contest of the Election: Jake Suppa for Mono County Office of Education, Trustee Area #2; Greg Jennison and Sue Bouska for Mono County Office of Education, Trustee Area #3; Yuri Parisky and Joanne Hunt for Southern Mono Healthcare District Robert Creasy and Dennis Domaille for Mammoth Community Water District (4-year terms); Gary Thompson for Mammoth Community Water District (2-year term); 2. Declare the following results of each measure voted on at the election: Measure "E": (Antelope Valley Fire Protection District Special Tax) received a 58.7% number of yes votes rather than the required 66.6% (2/3) and therefore did not pass (received 214 yes votes but needed approximately 240). 3. Pursuant to the Statement of Vote, approve as correct the total votes cast for the November 6, 2018 Statewide General Election and declare that the following individuals received the highest number of votes for Mono County (these are shared District races, Mono is not the lead on them, so we are not declaring these individuals as elected): Jack Connell for Kern Community College District (shared District with Inyo and Kern); Taylor Ludwick, Virginia Figueroa and Claudia Moya-Tanner for Bishop Unified School District (shared District with Inyo).

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Additional Documents
Final Election Summary Report

History

Time	Who	Approval
11/28/2018 7:20 AM	County Administrative Office	Yes
11/27/2018 2:25 PM	County Counsel	Yes
11/27/2018 3:31 PM	Finance	Yes



**CLERK – RECORDER – REGISTRAR
COUNTY OF MONO**

**P.O. BOX 237, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531**

Shannon Kendall
Clerk-Recorder-Registrar
760-932-5533
skendall@mono.ca.gov

Helen Nunn
Asst. Clerk-Recorder-Registrar
760-932-5534
hunn@mono.ca.gov

To: Honorable Board of Supervisors
From: Shannon Kendall, Registrar of Voters
Date: December 4, 2018

Subject

Certification and Declaration of the County Clerk/Registrar of Voters of the Results of the November 6, 2018 Statewide General Election.

Recommended Action

1. Approve as correct the Statement of Votes for the November 6, 2018 Statewide General Election and Declare elected to office the following candidates who received the highest number of votes in each contest of the Election:
 - a. Jake Suppa for Mono County Office of Education, Trustee Area #2;
 - b. Greg Jennison and Sue Bouska for Mono County Office of Education, Trustee Area #3;
 - c. Yuri Parisky and Joanne Hunt for Southern Mono Healthcare District
 - d. Robert Creasy and Dennis Domaille for Mammoth Community Water District (4-year terms);
 - e. Gary Thompson for Mammoth Community Water District (2-year term);
2. Declare the following results of each measure voted on at the election: Measure "E": (Antelope Valley Fire Protection District Special Tax) received a 58.7% number of yes votes rather than the required 66.6% (2/3) and therefore did not pass (received 214 yes votes but needed approximately 240).
3. Pursuant to the Statement of Vote, approve as correct the total votes cast for the November 6, 2018 Statewide General Election and declare that the following individuals received the highest number of votes for *Mono County* (these are shared District races, Mono is not the lead on them, so we are not declaring these individuals as elected):
 - a. Jack Connell for Kern Community College District (shared District with Inyo and Kern);
 - b. Taylor Ludwick, Virginia Figueroa and Claudia Moya-Tanner for Bishop Unified School District (shared District with Inyo).

Discussion

On November 6, 2018, the Statewide General Election was held.

Per Elections Code §15372,

The elections official shall prepare a certified statement of the results of the election and submit to the governing body within 30 days of the election.

Per Elections Code §15400,

The governing body shall declare elected or nominated to each office voted on at each election under its jurisdiction the person having the highest number of votes for that office, or who was elected or nominated under the exceptions noted in Section 15452. The governing board shall also declare the results of each election under its jurisdiction as to each measure voted on at the election.

Following the canvass of the election, the results of each election contest are on the attached Certification of Vote.

Fiscal Impact

None.

CERTIFICATION OF
COUNTY CLERK/REGISTRAR OF VOTERS
OF THE RESULTS OF THE CANVASS
OF THE November 6, 2018,
GENERAL ELECTION

STATE OF CALIFORNIA

ss.

COUNTY OF **MONO**

I, **SHANNON KENDALL** , County Clerk/Registrar of Voters of said county, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et seq., I did canvass the results of the votes cast in the General Election held in said County on November 6, 2018, for measures and contests that were submitted to the vote of the voters, and that the Statement of Votes Cast, to which this certificate is attached is full, true, and correct.

I hereby set my hand and official seal this **27th** day of **November** 2018 at
the County of **Mono** .



 Shannon Kendall
Registrar of Voters

County of **Mono**
State of California

**HELP AMERICA VOTE ACT OF 2002
CERTIFICATION OF ELECTIONS OFFICIAL**

STATE OF CALIFORNIA

ss.

COUNTY OF **MONO**

Pursuant to the statewide voter registration list requirements set forth in the Help America Vote Act of 2002 (HAVA) (Pub. L. No. 107-252 (2002) 116 Stat. 1666, 42 U.S.C. § 15483),

I, **Shannon Kendall** , Registrar of Voters for the

County of **Mono** , State of California, hereby certify that I complied with all provisions of Chapter 2 of Division 7 of Title 2 of the California Code of Regulations for the Federal election held on the 6th day of November 2018, in the County of

 Mono , State of California, and all elections consolidated therewith.

I hereby set my hand and official seal this **27th** day of **November** 2018 at

the County of **Mono** .



 Shannon Kendall
Registrar of Voters
County of **Mono**
State of California



**CLERK – RECORDER – REGISTRAR
COUNTY OF MONO**

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760-932-5534
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November 27, 2018

1% Manual Tally Report

In accordance with Section 15360 of the California Elections Code, Mono County conducted a manual tally of precincts totaling at least 1% of the votes cast in the June 5, Direct Primary Election. The precinct randomly selected was Precinct 8 (Mammoth Meadow). Additionally, Precincts 1 (Antelope), 6 (Lee Vining, all mail ballot) and 11 (Swall Meadows, all mail ballot) were tallied for the results not included on Mammoth Meadow's ballot which were Antelope Valley Fire Protection District Measure "E", Mono County Office of Education, Trustee Area #2 and Bishop Unified School District.

Participating in the tally were Shannon Kendall, Registrar of Voters and Helen Nunn, Assistant Registrar of Voters and Scheereen Dedman, Election Assistant from the Office of the Registrar of Voters. Our two temporary Election Assistants Ashley Strain and Renn Nolan also took part in the tally.

All contests on the Precinct 8 ballot were hand tallied, as was the applicable races on Precinct 1, 6 and 11 ballots. We hand tallied both Precinct and Vote-by-Mail ballots pulled from "batches" of images on our database.

No discrepancies were discovered between the Election Night results and the manual hand tally on ANY of the races/measures tallied.

Shannon Kendall, Registrar of Voters





**CLERK-RECORDER-REGISTRAR
COUNTY OF MONO**

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VOTING SYSTEM INCIDENT REPORT

**STATEWIDE GENERAL ELECTION
NOVEMBER 6, 2018**

Mono County experienced no voting systems incidents during this election.

Dated this 27th day of November, 2018.

Shannon Kendall
Mono County Registrar of Voters



Election Summary Report

General Election

Mono County

November 06, 2018

Summary for: All Contests, All Districts, All Tabulators, All Counting Groups

CERTIFIED FINAL RESULTS - SUMMARY REPORT (ALL PRECINCTS, ALL RACES)

Precincts Reported: 12 of 12 (100.00%)

Registered Voters: 4,928 of 6,635 (74.27%)

Ballots Cast: 4,928

Governor (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
JOHN H. COX		650	1,392	105	2,147
GAVIN NEWSOM		735	1,824	147	2,706
Total Votes		1,385	3,216	252	4,853
	Election Day	Vote by Mail	Provisional	Total	

Lieutenant Governor (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
ED HERNANDEZ		535	1,039	92	1,666
ELENI KOUNALAKIS		558	1,475	122	2,155
Total Votes		1,093	2,514	214	3,821
	Election Day	Vote by Mail	Provisional	Total	

Secretary of State (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
ALEX PADILLA		757	1,874	146	2,777
MARK P. MEUSER		615	1,320	100	2,035
Total Votes		1,372	3,194	246	4,812
	Election Day	Vote by Mail	Provisional	Total	

Controller (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
KONSTANTINOS RODITIS		609	1,280	101	1,990
BETTY T. YEE		761	1,908	142	2,811
Total Votes		1,370	3,188	243	4,801
	Election Day	Vote by Mail	Provisional	Total	

Treasurer (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
GREG CONLON		639	1,316	99	2,054
FIONA MA		728	1,869	146	2,743
Total Votes		1,367	3,185	245	4,797
	Election Day	Vote by Mail	Provisional	Total	

Attorney General (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
STEVEN C. BAILEY		631	1,333	100	2,064
XAVIER BECERRA		745	1,859	144	2,748
Total Votes		1,376	3,192	244	4,812
	Election Day	Vote by Mail	Provisional	Total	

Insurance Commissioner (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
RICARDO LARA		559	1,377	109	2,045
STEVE POIZNER		730	1,618	126	2,474
Total Votes		1,289	2,995	235	4,519
	Election Day	Vote by Mail	Provisional	Total	

Board of Equalization Member, District 1 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
TOM HALLINAN	DEM	692	1,678	133	2,503
TED GAINES	REP	659	1,429	105	2,193
Total Votes		1,351	3,107	238	4,696
	Election Day	Vote by Mail	Provisional	Total	

U.S. Senator (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
DIANNE FEINSTEIN		553	1,353	95	2,001
KEVIN DE LEON		631	1,435	131	2,197
Total Votes		1,184	2,788	226	4,198
	Election Day	Vote by Mail	Provisional	Total	

U.S. Representative - District 8 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
PAUL COOK	REP	711	1,435	110	2,256
TIM DONNELLY	REP	435	1,118	96	1,649
Total Votes		1,146	2,553	206	3,905
	Election Day	Vote by Mail	Provisional	Total	

State Senator - District 8 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
PAULINA MIRANDA	DEM	714	1,776	139	2,629
ANDREAS BORGEAS	REP	642	1,379	105	2,126
Total Votes		1,356	3,155	244	4,755
	Election Day	Vote by Mail	Provisional	Total	

State Assembly Member - District 5 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
FRANK BIGELOW		644	1,363	105	2,112
CARLA J. NEAL		712	1,803	137	2,652
Total Votes		1,356	3,166	242	4,764
	Election Day	Vote by Mail	Provisional	Total	

State Superintendent of Public Instruction (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
MARSHALL TUCK		641	1,265	103	2,009
TONY K. THURMOND		519	1,423	97	2,039
Total Votes		1,160	2,688	200	4,048
	Election Day	Vote by Mail	Provisional	Total	

Bishop Unified School District Governing Board Member (Vote for 3)

Precincts Reported: 1 of 1 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	0	241	6	247 / 272	90.81%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
TAYLOR P. LUDWICK		0	127	1	128
VIRGINIA FIGUEROA		0	101	4	105
JOSHUA R. NICHOLSON		0	52	1	53
JESSICA TEX		0	28	0	28
CLAUDIA MOYA-TANNER		0	70	0	70
CHERYL "CAMI" ELLIS		0	59	0	59
Total Votes		0	437	6	443
	Election Day	Vote by Mail	Provisional	Total	

Mono County Office of Education/Trustee Area #2 (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	181	736	35	952 / 1,225	77.71%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
JIM KERBY		66	217	11	294
JAKE SUPPA		82	410	17	509
Total Votes		148	627	28	803
	Election Day	Vote by Mail	Provisional	Total	

Mono County Office of Education/Trustee Area #3 (Vote for 2)

Precincts Reported: 6 of 6 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	954	1,880	192	3,026 / 4,205	71.96%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
REBECCA CARNIGLIA		354	657	77	1,088
GREG JENNISON		501	958	71	1,530
SUE M. BOUSKA		402	882	50	1,334
Total Votes		1,257	2,497	198	3,952
	Election Day	Vote by Mail	Provisional	Total	

Kern Community College District - Trustee Area #2 (Vote for 1)

Precincts Reported: 7 of 7 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	954	2,121	198	3,273 / 4,477	73.11%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
JACK CONNELL		396	786	67	1,249
JAMES H. HINELINE III		226	503	58	787
Total Votes		622	1,289	125	2,036
	Election Day	Vote by Mail	Provisional	Total	

Southern Mono Healthcare District (Vote for 2)

Precincts Reported: 6 of 6 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	954	1,880	192	3,026 / 4,205	71.96%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
CAROLINE CASEY		228	403	37	668
GRADY D. DUTTON		110	202	23	335
JOANNE HUNT		425	864	65	1,354
YURI R. PARISKY		442	939	86	1,467
RYAN WOOD		280	551	29	860
Total Votes		1,485	2,959	240	4,684
	Election Day	Vote by Mail	Provisional	Total	

Mammoth Community Water District (Vote for 2)

Precincts Reported: 5 of 5 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	719	1,527	160	2,406 / 3,411	70.54%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
ROBERT D. CREASY		394	831	52	1,277
DENNIS DOMAILLE		338	795	47	1,180
DAWN L. VEREUCK		301	597	54	952
Total Votes		1,033	2,223	153	3,409

	Election Day	Vote by Mail	Provisional	Total
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Mammoth Community Water District - Two-Year Term (Vote for 1)

Precincts Reported: 5 of 5 (100.00%)

	Election Day	Vote by Mail	Provisional	Total
Times Cast	719	1,527	160	2,406 / 3,411 70.54%

Candidate	Party	Election Day	Vote by Mail	Provisional	Total
KAY C. HARTMAN		87	214	25	326
ERIC KAUFMAN		254	494	39	787
GARY THOMPSON		273	528	48	849
Total Votes		614	1,236	112	1,962

	Election Day	Vote by Mail	Provisional	Total
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FOR ASSOCIATE JUSTICE OF THE SUPREME COURT for CALIFORNIA, Carol A. Corrigan (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%

Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		685	1,577	119	2,381
NO		307	698	55	1,060
Total Votes		992	2,275	174	3,441

	Election Day	Vote by Mail	Provisional	Total
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FOR ASSOCIATE JUSTICE OF THE SUPREME COURT for CALIFORNIA, Leondra R. Kruger (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%

Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		629	1,570	111	2,310
NO		342	688	62	1,092
Total Votes		971	2,258	173	3,402

	Election Day	Vote by Mail	Provisional	Total
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FOR ASSOCIATE JUSTICE OF THE COURT OF APPEAL 3rd Appellate District, Louis Mauro (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%

Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		609	1,450	81	2,140
NO		311	653	82	1,046
Total Votes		920	2,103	163	3,186

	Election Day	Vote by Mail	Provisional	Total
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FOR ASSOCIATE JUSTICE OF THE COURT OF APPEAL 3rd Appellate District, Cole Blease (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%	
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		583	1,421	91	2,095
NO		339	699	70	1,108
Total Votes		922	2,120	161	3,203
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 1 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%	
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		663	1,533	149	2,345
NO		688	1,603	97	2,388
Total Votes		1,351	3,136	246	4,733
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 2 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%	
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		712	1,730	159	2,601
NO		636	1,406	85	2,127
Total Votes		1,348	3,136	244	4,728
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 3 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635 74.27%	
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		617	1,496	142	2,255
NO		733	1,611	101	2,445
Total Votes		1,350	3,107	243	4,700
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 4 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		700	1,663	153	2,516
NO		636	1,450	85	2,171
Total Votes		1,336	3,113	238	4,687
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 5 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		480	1,103	77	1,660
NO		856	2,011	153	3,020
Total Votes		1,336	3,114	230	4,680
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 6 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		565	1,255	109	1,929
NO		784	1,907	131	2,822
Total Votes		1,349	3,162	240	4,751
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 7 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		776	1,943	151	2,870
NO		563	1,186	85	1,834
Total Votes		1,339	3,129	236	4,704
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 8 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		540	1,314	130	1,984
NO		794	1,777	110	2,681
Total Votes		1,334	3,091	240	4,665
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 10 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		495	1,188	120	1,803
NO		854	1,951	122	2,927
Total Votes		1,349	3,139	242	4,730
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 11 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		830	1,985	143	2,958
NO		505	1,110	95	1,710
Total Votes		1,335	3,095	238	4,668
	Election Day	Vote by Mail	Provisional	Total	

Statewide Proposition 12 (Vote for 1)

Precincts Reported: 12 of 12 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	1,404	3,265	259	4,928 / 6,635	74.27%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		733	1,876	175	2,784
NO		613	1,249	64	1,926
Total Votes		1,346	3,125	239	4,710
	Election Day	Vote by Mail	Provisional	Total	

Antelope Valley Fire Protection District, Measure E, Increased Fire Protection (Vote for 1)

Precincts Reported: 1 of 1 (100.00%)

	Election Day	Vote by Mail	Provisional	Total	
Times Cast	147	223	9	379 / 532	71.24%
Candidate	Party	Election Day	Vote by Mail	Provisional	Total
YES		91	115	8	214
NO		52	98	1	151
Total Votes		143	213	9	365
	Election Day	Vote by Mail	Provisional	Total	



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Finance, CAO

TIME REQUIRED 30 minutes (20 minute presentation;
10 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Janet Dutcher

SUBJECT Rating Agency Presentation

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Encore presentation for the Board of the ratings presentation delivered to S&P analyst on November 8, 2018, by County Staff and our municipal advisers.

RECOMMENDED ACTION:

None. Presentation only.

FISCAL IMPACT:

None.

CONTACT NAME: Janet Dutcher

PHONE/EMAIL: 760-932-5494 / jdutcher@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff report
Ratings Presentation
SP Rating Report Mono County COPs

History

Time	Who	Approval
11/28/2018 7:27 AM	County Administrative Office	Yes
11/27/2018 12:35 PM	County Counsel	Yes

11/28/2018 9:13 AM

Finance

Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Gerald A. Frank
Assistant Finance Director
Treasurer-Tax Collector

Janet Dutcher, CPA, CGFM
Finance Director

Stephanie Butters
Assistant Finance Director
Auditor-Controller

P.O. Box 495
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(760) 932-5480
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P.O. Box 556
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(760) 932-5490
Fax (760) 932-5491

Date: December 4, 2018

To: Honorable Board of Supervisors

From: Janet Dutcher, Finance Director\
Leslie Chapman, County Administrative Officer

Subject: Rating Agency Presentation

Actions Requested:

None. Presentation Only

Discussion:

On November 8, 2018, County staff and representatives from our municipal advisers and underwriters made a presentation to Standard & Poor's (S&P) for the purpose of obtaining a credit rating on the Mono County Certificates of Participation Series 2018 A (Mono County Civic Center). The purpose of our presentation was to communicate to the S&P Analysts the strength of Mono County's financial, administrative, economic and demographic characteristics.

On November 20, 2018, S&P issued a credit rating of AA-, which is a half-step below a GO bond rating. S&P's rating report is attached to this agenda item. An issue rated 'AA' indicates strong capacity to meet financial commitments but some susceptibility to long-term risks is present.

Positive factors supporting a rating of AA- include:

- Strong management with good financial policies and practices under S&P's Financial Management Assessment methodology.
- Strong budgetary performance with recent history of operating surpluses.
- Budgetary flexibility indicated by available fund balance and reserves
- Strong liquidity position on the balance sheet.

A credit weakness noted is Mono County's large pension and OPEB obligations. The funding ratio of the CalPERS plans are a specific concern with the Miscellaneous Plan at 69% and the Safety Plan at 75%. While the OPEB and pension liabilities are mentioned as credit weaknesses, it is acknowledged that the County's actions since 2008 to prefund an OPEB irrevocable trust to an unprecedented amount of \$19.5 million is a mitigating factor favorable towards the County's finances.

This is an encore presentation for the Board of the ratings presentation delivered to S&P.

Fiscal Impact:

None.



Mono County

Certificates of Participation Series 2018 A (Mono County Civic Center)

November 8, 2018



1300 Clay Street, Suite 1000, Oakland, CA 94612
phone 510-839-8200 fax 510-208-8282



Introduction



Presentation Team Profiles

- **Leslie Chapman, County Administrative Officer**

- Appointed CAO in November 2015.
- Served as Mono County Finance Director from May 2013 to November 2015.
- 10 years with Inyo County as Auditor-Controller.
- 6 years as a partner in a local CPA firm specializing in income tax preparation.
- B.S. in Business/Accounting from University of the Pacific and Masters of Accounting Taxation from CSU Sacramento

- **Janet Dutcher, Director of Finance**

- Appointed Finance Director in May 2016.
- 4 years with Alpine County as the Senior Financial Officer and later as the Assistant CAO to Budget and Finance.
- More than 10 years as an audit manger with a top-100 CPA firms where she specialized in California counties', cities' and special districts' audits.
- Certified Public Accountant for 30 years.
- B.S. in Accounting from CSU Sacramento and currently pursuing a Masters in Public Administration from CSU Northridge.

Presentation Objectives

- Provide overview of:
 - 2018 Series A Certificates of Participation Plan of Finance.
 - Strong financial management practices.
 - General Fund budget, reserves and liquidity.
 - Key credit fundamentals, including: strong tourism and economic base, conservative fiscal policies and practices, negligible debt burden, and commitment to pre-funding OPEB obligation.
- Secure “AA-” rating or higher for the 2018 Series A Certificates of Participation.



Mono County Overview

- Incorporated in 1861, Mono County is the eastern gateway to Yosemite National Park and is adjacent to the state of Nevada.
 - 3,103 square miles
 - 14,202 total population¹
 - County seat: Community of Bridgeport
- Approximately 94% of the County is public land administered by the U.S. Forest Service, the Bureau of Land Management, the State of California and LA Department of Water and Power.
 - The County is a year-round destination for tourists who are outdoor enthusiasts.
 - During periods of heavy recreational usage, the Town of Mammoth Lakes population approaches 35,000².
- Visitors to the County can either travel on U.S. Highway 395, cross the Sierra at the Sonora or Tioga Passes, or take a direct flight from Los Angeles International Airport to Mammoth Yosemite Airport (MMH).



¹2010 census estimate.

²Source: County of Mono Comprehensive Annual Financial Report FY 2016-17.



2018 Series A
Certificates of Participation



Transaction Overview

\$20,170,000¹ Mono County Certificates of Participation Series 2018 A	
Purpose:	Provide funds to finance certain costs of the construction of the Mono County Civic Center Project
Security:	Base Rental Payments for the use of the Civic Center
Interest Rate Mode:	Fixed-rate, level debt service payments by fiscal year
Lease Facility:	Mono County Civic Center
Insurance:	Casualty insurance and earthquake and flood insurance
Capitalized Interest:	Interest capitalized through February 1, 2020
Debt Service Reserve Fund:	Surety Policy ²
Final Maturity:	August 1, 2048 (30-year term)
Optional Call Provision:	10-year par call (August 1, 2028)
Estimated Sale Date:	Week of December 3rd
Estimated Closing Date:	Week of December 17th (two week close)

¹Preliminary, subject to final pricing results.

²Subject to final rating results.

Background and Overview of County Civic Center

- In 2016, the County began analyzing long-term options for housing essential County services in Mammoth Lakes.
- After two years of public meetings and options analysis, on June 5, 2018, the Board directed staff to proceed with the construction of the Civic Center office building.
- The resulting design-build contract with Roebbelen Contracting was entered on August 7, 2018, with a not to exceed project budget of \$20.5 million. Construction is anticipated to begin in April 2019.
 - The Project will include the construction of a 33,000 square foot County Administrative Building and parking for 110 vehicles.
 - Once completed, the Civic Center will provide access to the majority of County Departments in a single consolidated space.
 - The County anticipates realizing operational savings of \$0.64 per square foot per month or \$253,000 per year.
 - The not to exceed project cost was deliberately arrived at so that estimated debt service payments would be roughly equal to the County's current payments at leased facilities.



Plan of Finance

- The total cost of the Project is \$20.5 million.
- Interest will be capitalized through completion of construction of the project, which is anticipated to be February of 2020.
- County will maintain casualty insurance to protect against fire, lightning, and all other risks, including earthquake and flood risks.
- The County anticipates receiving reimbursement for approximately 45% of the debt service from State and federal agencies under the Cost Plan for Public Health, Social Services and Behavioral Health departments.

Sources and Uses ¹	
Sources:	
Bond Par Amount:	\$20,170,000
Bond Premium:	1,982,299
Total Sources:	\$22,152,299
Uses:	
Construction Fund:	\$20,500,000
Bond Insurance:	173,981
Surety Reserve:	51,935
Capitalized Interest:	1,080,822
Cost of Issuance:	240,000
Underwriter's Discount:	104,235
Bond Rounding:	1,326
Total Uses:	\$22,152,299

¹Sources and Uses figures are estimates and subject to change with final pricing results.

²Preliminary, subject to final pricing results.

Anticipated 2018 Series A COPs Structure¹

Mono County Certificates of Participation Series 2018 A					
Fiscal Year End	Principal	Interest	Total Gross Debt Service	Capitalized Interest	Total Net Debt Service
2020	\$0	\$1,080,822	\$1,080,822	\$1,080,822	\$0
2021	335,000	962,875	1,297,875		1,297,875
2022	345,000	950,950	1,295,950		1,295,950
2023	360,000	936,850	1,296,850		1,296,850
2024	375,000	920,275	1,295,275		1,295,275
2025	395,000	901,025	1,296,025		1,296,025
2026	415,000	880,775	1,295,775		1,295,775
2027	435,000	859,525	1,294,525		1,294,525
2028	460,000	837,150	1,297,150		1,297,150
2029	480,000	813,650	1,293,650		1,293,650
2030	505,000	789,025	1,294,025		1,294,025
2031	535,000	763,025	1,298,025		1,298,025
2032	560,000	735,650	1,295,650		1,295,650
2033	590,000	706,900	1,296,900		1,296,900
2034	620,000	676,650	1,296,650		1,296,650
2035	650,000	644,900	1,294,900		1,294,900
2036	685,000	611,525	1,296,525		1,296,525
2037	715,000	580,994	1,295,994		1,295,994
2038	740,000	553,713	1,293,713		1,293,713
2039	770,000	524,919	1,294,919		1,294,919
2040	805,000	489,875	1,294,875		1,294,875
2041	845,000	448,625	1,293,625		1,293,625
2042	890,000	405,250	1,295,250		1,295,250
2043	935,000	359,625	1,294,625		1,294,625
2044	985,000	311,625	1,296,625		1,296,625
2045	1,035,000	261,125	1,296,125		1,296,125
2046	1,090,000	208,000	1,298,000		1,298,000
2047	1,145,000	152,125	1,297,125		1,297,125
2048	1,205,000	93,375	1,298,375		1,298,375
2049	1,265,000	31,625	1,296,625		1,296,625
	\$20,170,000	\$18,492,447	\$38,662,447	\$1,080,822	\$37,581,625

¹Preliminary, subject to final pricing results.





Financial Management and Budget



Strategic Planning Process

- In 2013, Mono County embarked on its first strategic planning effort and invited all employees to participate in the process. Two years later, the Board of Supervisors endorsed the Mono County Strategic Plan Framework that included Mono County's Mission, Vision, and Values.



- The Strategic Planning Process focuses the County-wide organization on long-term issues, establishes clear purpose for all staff, and produces a system of results oriented measurement that reinforces how best to use resources for maximum return.
- The Strategic Plan is a living document built with the employees, public and Board which creates a direction to guide decisions and focus resources on the most important needs. Key components include:
 - **Vision:** Where is the County going and what will it be when it gets there?
 - **Mission:** What is the County's purpose?
 - **Goals:** What is the County going to achieve and how?
 - **Values:** What motivates County services?
 - **Results:** How will the County measure success?

2018 Mono County Strategic Priorities

1 Improve Public Safety & Health	2 Enhance Quality of Life for County Residents	3 Promote a Fiscally Healthy County and Regional Economy	4 Improve County Operations	5 Support the County Workforce
1A Improve emergency operations and response	2A Address the housing crisis through policy, assistance, and development programs	3A Invest in sustaining and maintaining public lands and outdoor recreation	4A Implement a long-term solution for South County offices	5A Address compensation and benefits for employee retention and recruitment
1B Find ways to keep people from going back to jail by reducing future offenses	2B Monitor and improve public, behavioral health, and social services programs	3B Monitor and expand successful economic development initiatives and diversify our economic base	4B Improve operational efficiency and increase customer service and transparency	5B Create a culture of safety, health & wellness, and work-life balance
1C Address opioid crisis and substance abuse	2C Support child & senior care initiatives for residents and County staff	3C Maintain and expand existing businesses and industries	4C Plan and implement effective energy savings and environmental protection & compliance initiatives	5C Invest in resources and training to enhance staff performance and professional development
1D Establish effective cannabis regulation, education, and enforcement	2D Sustain and protect community, landscape, and environmental character	3D Adopt, implement, and monitor fiscal resiliency principles	4D Implement a performance measurement system to track operational improvements	5D Develop the next generation of County leaders
1E Invest in road and other infrastructure projects across the County			4E Advocate with appropriate external officials to build support for County operations	

Financial Management Overview

Budget Preparation and Reporting

- Management has historically been conservative in estimating revenues and expenses and generally outperforms budget expectations, resulting in increased carryover fund balance.
- The County monitors budget variances and revenue trends semi-annually. The County presents a mid-year budget analysis and recommended mid-year budget amendments to the Board annually. This year, the County presented its mid-year budget analysis on February 6, 2018.
- The County relies on trend analysis to prepare the following year's budget and to spot anomalies in department budgets.
- The County recently acquired the software infrastructure necessary to prepare multi-year revenue and expense forecasts and is in the process of implementing the system across all General Fund Departments.

General Fund Reserves and Contingency

- The County Board of Supervisors approved a Budget Policy in 2011 establishing a County General Reserve funding guideline of 5%-15% of average annual General Fund Expenditures.
- In FY 2016-17, the County established an Economic Stabilization Reserve to offset revenue losses during an economic downturn and to provide contingency funding for sustaining County services during the next recession.
- A contingency appropriation of 1% of General Fund Expenditures is included in each year's budget as a means to accommodate unexpected increases in expenditures.

Financial Management Overview cont'd

Capital Improvement Plan

- A 5-year planning document that is updated and presented to the Board annually.
- The County does not anticipate future debt issuances to finance future CIP projects.

Debt Management Policy

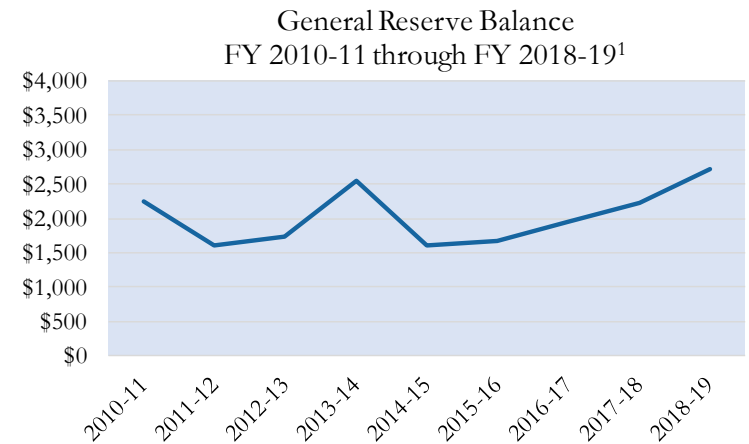
- Provides the general framework for planning and reviewing debt proposals. The County's policy limits General Fund supported debt service to less than 7% of annual General Fund discretionary revenue.
- The Debt Management Policy is reviewed and updated by the Board annually. The Board will review and update the Debt Management Policy on November 13, 2018; updates to the policy will include language to conform with SB 1029.

Investment Policy and Treasury Oversight

- Establishes authorized investments, investment parameters, reporting requirements, and internal controls of the County's investment pool.
- Reviewed at least annually to ensure consistency with overall objectives of preservation of principal liquidity, rate of return and its relevance to current law and financial and economic trends.

General Reserve

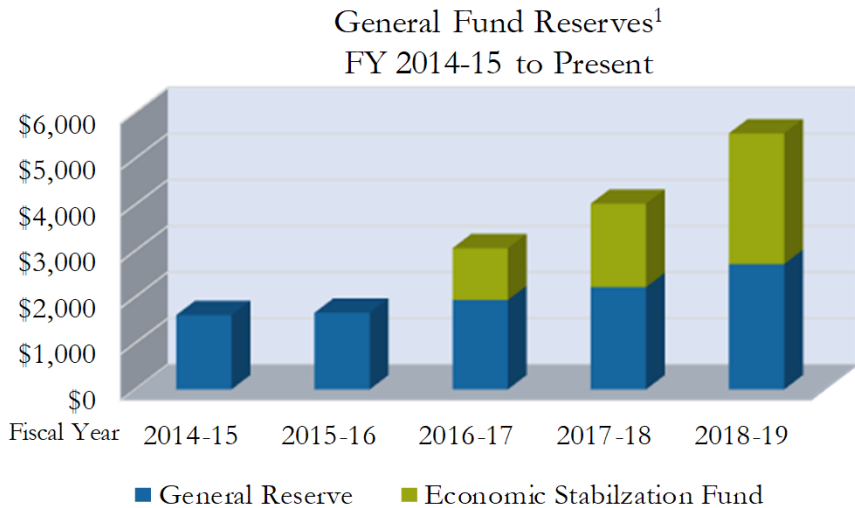
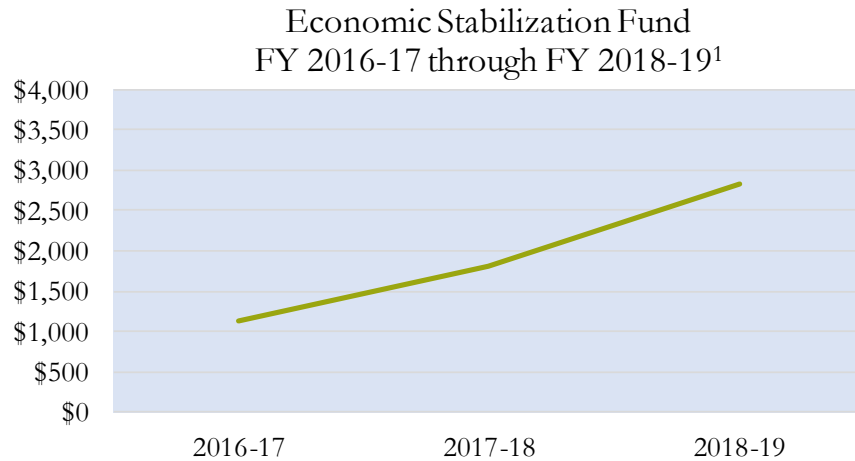
- By policy, the General Reserve is funded in an amount of 5% to 15% of average annual General Fund expenditures.
 - In FY 2018-19 the County added an additional \$500,000 to the General Reserve; increasing the balance to approximately \$2.72 million, which is 5% of General Fund Expenditures.
- The County utilized the General Reserve for landfill closure costs and to support disaster relief efforts.
 - Starting in FY 2010-11, the Board approved two interest free loans to the Solid Waste Enterprise Fund in the amount of \$1.2 million and \$750,000. Repayment is amortized over 10 years.
 - In FY 2014-15, the County withdrew approximately \$950,000 for disaster assistance related to the Round Fire.
- The County is and has been committed to replenishing its General Reserve; as a result FY 2018-19 General Reserve levels exceed those of FY 2010-11.



¹Source: Mono County. Values are in thousands. FY 2018-19 balance is projected.

Economic Stabilization Reserve

- In FY 2016-17, the County established an Economic Stabilization Reserve to offset revenue losses during an economic downturn and to provide contingency funding for sustaining County services during the next recession.
 - In FY 2018-19 the County added an additional \$1.02 million to the Economic Stabilization Fund; increasing the balance to approximately \$2.83 million.
- The aggregate balances of the County's General Reserve and Economic Stabilization Reserve total 15% of FY 2018-19 General Fund Expenditures.



¹Source: Mono County. Values are in thousands. FY 2018-19 balance is projected.

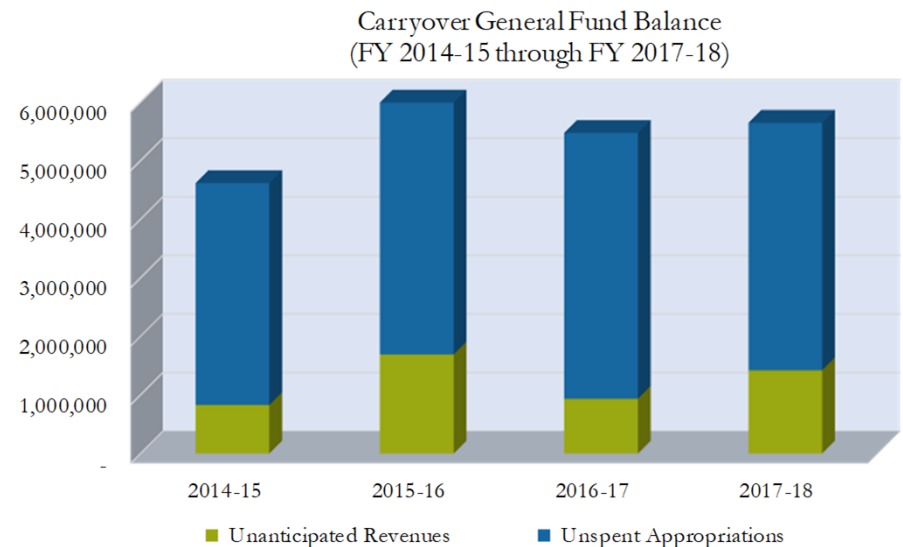
Diversity of Reserves

- In addition to the General Reserve and the Economic Stabilization Reserve, the County holds various other reserves outside of the General Fund.
- The FY 2018-19 Phase II budget amendment added the following:
 - \$500,000 to the Motor Pool fund for a combined carryover of \$680,000. This reserve is intended to replace the County's heavy equipment per CARB requirements.
 - \$200,000 to establish the affordable housing reserve.
- The County has established an impound reserve to absorb volatility in property tax appeal refunds. Current balance of the reserve is \$3.5 million.

County's Budget Process

- The formation of the County's budget occurs in two phases.
- During phase one, the County prepares a “base-line” operating budget. The Board adopts the phase one budget on or before June 30.
 - The goal is to adopt a structurally balanced budget in an effort to eliminate the County's reliance on carryover fund balance to finance ongoing operations.
- In phase two, additions above the “base-line” budget are considered based on a priority of policy items.
 - Once the amount of carryover fund balance is known, additional requested capital and other one-time expenditures are added by adopting a budget amendment in September or October of each year.

Board Strategic Priorities Workshop	Review and reflect on Board and organizational Strategic Priorities for FY 2018-19. Determine departmental capacity and role in accomplishing.
Departmental Presentations	Departments present FY 2017-18 accomplishments and FY 2018-19 priorities/tactics as they relate to Strategic Priorities Budget
FY 2018-19 Budget Adoption	FY 2018-19 Budget adoption that is 'structurally balanced' and focused on supporting departmental/agency operations.
FY 2018-19 One-Time Expenditures Allocation	Evaluation and approval of funding for capital projects and other one-time expenditures.



Conservative Budget Practices

Mono County General Fund Budget to Actual Performance						
	FY 2016-17 ¹			FY 2017-18 ¹		
	Budget	Actual	Variance	Budget	Actual	Variance
Discretionary Revenue	\$23,270	\$26,315	\$3,045	\$25,079	\$27,870	\$2,791
Program Revenues	11,519	9,409	(2,110)	11,273	9,903	(1,370)
Total Revenues	\$34,789	\$35,724	\$935	\$36,352	\$37,773	\$1,421
Salaries and Benefits	\$23,959	\$22,432	\$1,527	\$25,560	\$24,285	\$1,275
Services and Supplies	11,182	8,158	3,024	12,244	9,679	2,565
Capital Outlay and Debt Service	709	668	41	688	393	295
Contributions and Transfers	2,033	1,850	183	2,707	2,627	80
Total Expenditures	\$37,883	\$33,108	\$4,775	\$41,199	\$36,984	\$4,215
Net Change in Fund Balance	(\$3,094)	\$2,616	\$5,710	(\$4,847)	\$789	\$5,636
Transfers to Reserves ²	(\$1,374)	(\$1,374)		(\$910)	(\$910)	
Fund Balance, Beginning of the Year	\$7,833	\$7,833		\$9,075	\$9,075	
Fund Balance, End of the Year	\$3,365	\$9,075	\$5,710	\$3,318	\$8,954	\$5,636

¹Source: Mono County. Values in thousands.

²Transfers to General Reserve and/or Economic Stabilization Reserve.

FY 2018-19 Budget

- On June 12, 2018 County staff presented the FY 2018-19 Recommended Budget.

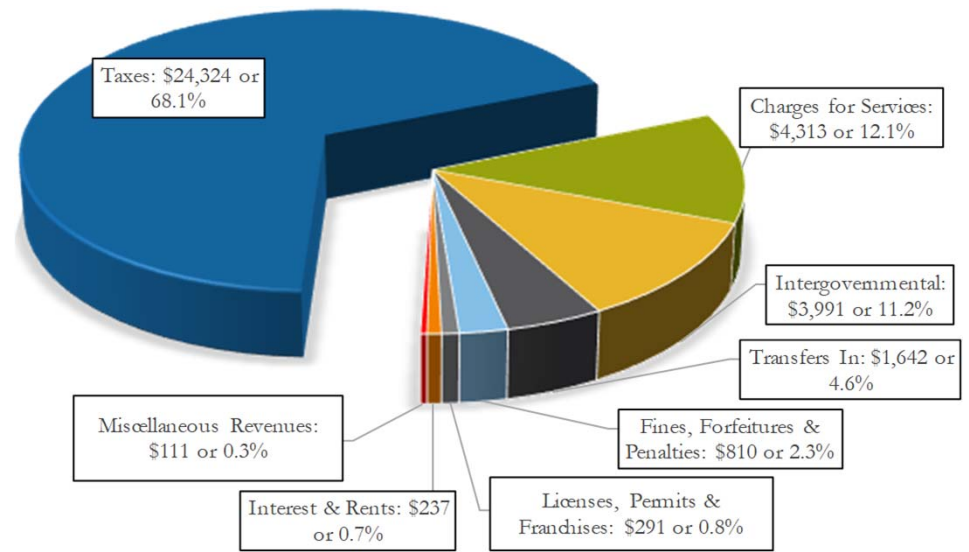
- The General Fund component of the budget included approximately \$37.2 million in expenditures and \$35.7 million in revenues.
- The FY 2018-19 budget utilized \$1.5 million of carryover fund balance.

- Revenue from local taxes is the largest revenue source, estimated at \$24.3 million for FY 2018-19. Revenue from property taxes is \$18.5 million.

- For forecasting purposes, the County Administrative Office has projected annual assessed value growth of 2% to 4% in the next two years, which is estimated to produce revenue increases of approximately \$354,000 to \$709,000.

- Revenues from Charges for Service total an estimated \$4.3 million and represents the second largest source for General Fund Departments.

Mono County FY 2018-19
General Fund Revenues¹



¹Source: Mono County. Values in thousands.

FY 2018-19 Budget cont'd

- With fiscal resilience as the goal for the FY 2018-19 Budget, staff produced a budget that required defunding of vacant positions and reducing requested operating expenses.
 - During the budget amendment process, staff will have the opportunity to align the County's Strategic Priorities with available resources and prioritize appropriations of carryover fund balance.

FY 2018-19 Budget Amendment Process

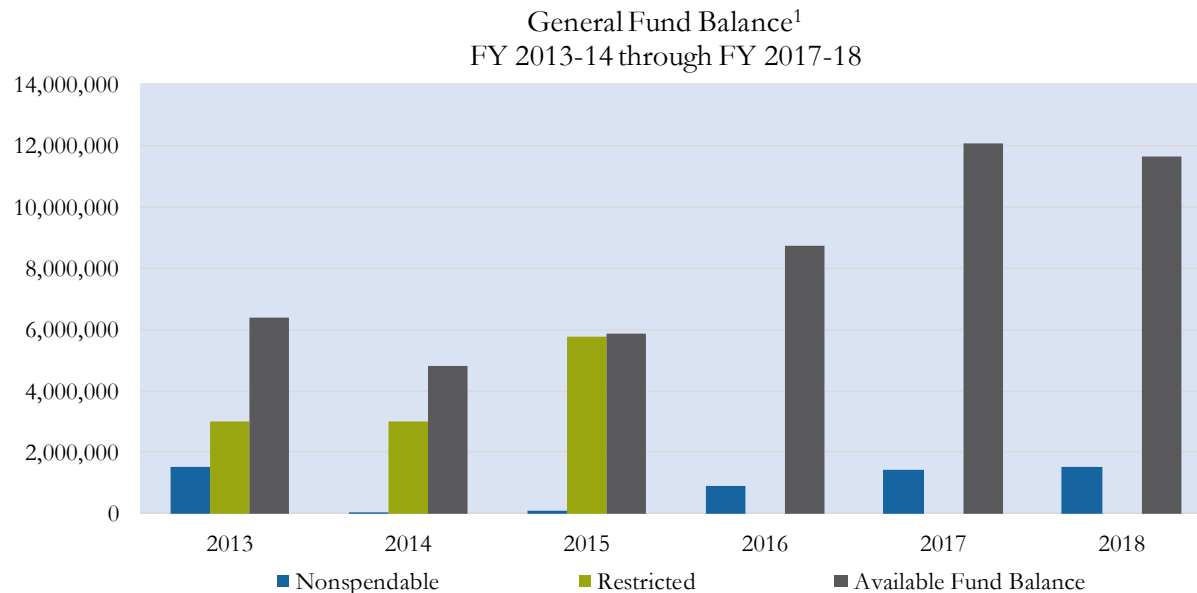
- The budget amendment process enables the Board to appropriate the General Fund balance carryover (approximately \$9 million) less amounts encumbered (approximately \$4.2 million) since the adoption of the budget.
- Appropriations are prioritized by tiers of importance:
 - Tier I: Contributions to reserves and encumbered legal obligations.
 - Tier II: Essential staffing additions and urgent facility repairs and maintenance.
 - Tier III: All other needs ranked by Strategic Priorities.
- On October 2, 2018, the Board approved the FY 2018-19 phase II budget amendment.

General Fund Balance Carryover Available for Appropriations (in 000s)	
Fund Balance at June 30, 2018	\$8,953
Set-Asides (not available for spending)	(\$2,669)
FY 2018-19 Adopted Budget Deficit, plus Subsequent Amendments ¹	(\$1,522)
Fund Balance Available for Appropriations:	\$4,762

¹Unspent encumbered contracts and critical positions.

General Fund Balance Growth

- In FY 2017-18 Available Fund Balance (consisting of Assigned and Unassigned fund balance) totaled \$11.7 million or 32.47% of General Fund Expenditures².
- The County’s Available Fund Balance has grown at an average annual rate of 16.10% over the past 5 fiscal years¹.



¹Source: Mono County FY 2012-13 through FY 2016-17 Comprehensive Annual Financial Report. Unaudited figures used for FY 2017-18.

²General Fund Expenditures including General Funds transfers out.

General Fund Balances and Liquidity

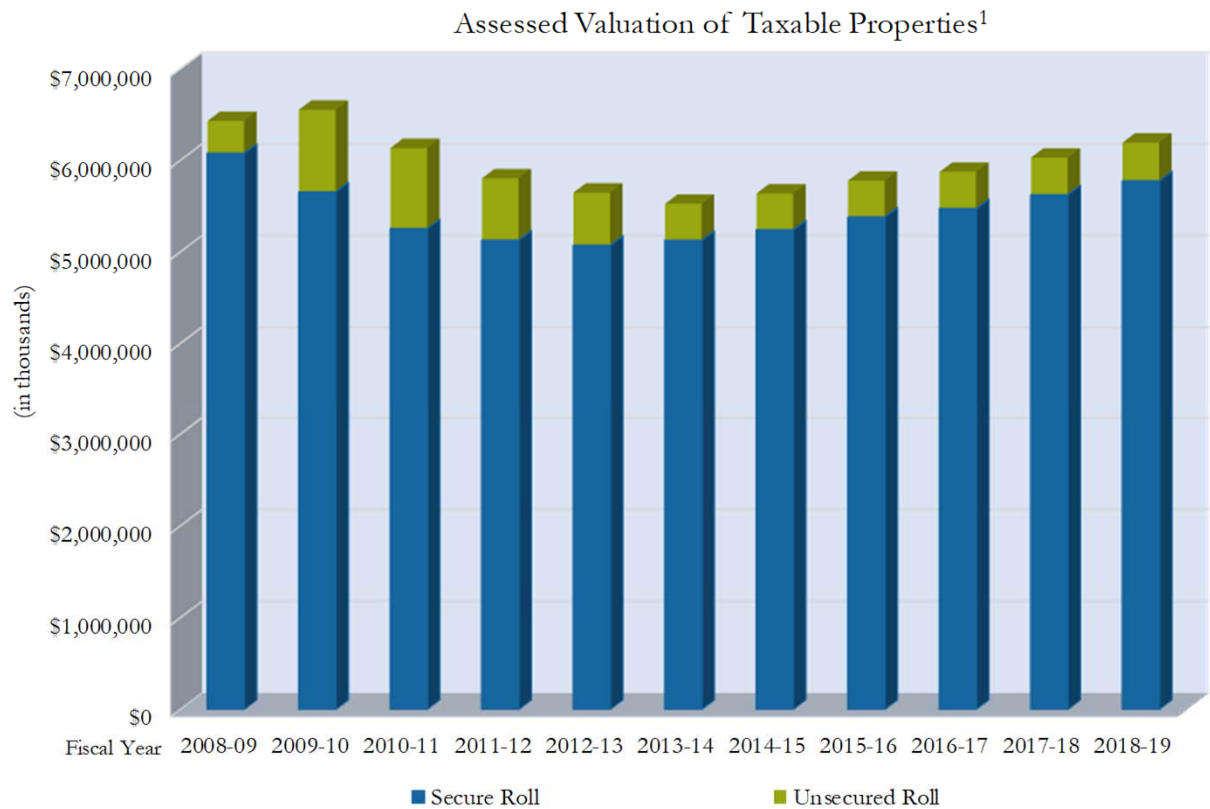
- In recent fiscal years, the County opted to reclassify various fund balances.
- Restricted fund balance previously included balances and activities related to mental and behavioral health, social services and disaster assistance. In FY 2015-16 these funds were reclassified as special revenue funds to enhance controls and transparency.
- The increase in unassigned fund balance and corresponding decrease in assigned fund balance for FY 2017-18 is a result of a change in the County's budget process.

Fiscal Year Ended June 30, (in 000s)	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Unaudited Actuals
Assets					
Cash and Investments	\$7,436	\$12,476	\$10,011	\$10,226	\$10,206
Other Assets	5,261	4,506	4,856	5,223	5,327
Total Assets	12,697	16,982	14,866	15,449	15,533
Total Revenues	\$40,963	\$40,745	\$32,720	\$33,194	\$33,813
Total Expenditures	40,827	37,160	28,122	29,921	33,094
Transfers In	2,080	2,356	1,351	1,482	1,559
Transfers Out	-5,279	-2,026	-2,116	-2,458	-2,808
Other Financing Sources	1	7	0	0	224
Net Change in Fund Balances	-3,062	3,922	3,833	2,297	-307
Fund Balance					
Nonspendable	\$21	\$73	\$913	\$1,412	\$1,521
Restricted	3,010	5,795	0	0	0
Committed	0	0	0	0	0
Assigned	0	0	4,708	7,531	2,804
Unassigned	4,840	5,869	4,016	4,543	8,854
Total Fund Balance	7,871	11,738	9,637	13,486	13,179
Cash and Investments as a % of General Fund Expenditures ¹	16.13%	31.84%	33.11%	31.58%	28.43%
Total Fund Balance as a % of General Fund Expenditures ¹	17.07%	29.95%	31.87%	41.65%	36.71%

Source: Mono County FY 2013-14 through FY 2016-17 Comprehensive Annual Financial Report. Unaudited figures used for FY 2017-18.

Steady Assessed Value Growth

- In FY 2018-19 the County’s net assessed value increased 2.73% when compared to FY 2017-18.
 - Current property taxes are projected to contribute approximately \$17 million to General Fund revenues.
- Since FY 2013-14, the County’s lowest point of the Great Recession, annual assessed values have grown at an annual average rate of 1.56%.



¹Source: Mono County Property Tax System. FY 2018-19 reflects data to date, final assessed values may change by the end of the tax year.

Principal Property Taxpayers

- The ten largest taxpayers paid a total of approximately \$6.77 million in taxes in FY 2016-17.
- Top property taxpayers account for only 11.1% of total net assessed value.

Rank	Taxpayer	Type of Business	Taxable Assessed Value ¹	Percentage of Total County Assessed Value
1	City of Los Angeles	Government	\$319,157	5.21%
2	Southern California Edison	Utility	93,966	1.53%
3	Magma Energy Incorporated	Utility	82,425	1.34%
4	IW Mammoth Holdings	Developer	50,787	0.83%
5	Ormat	Utility	35,671	0.59%
6	Mammoth Pacific	Utility	27,955	0.46%
7	Snowcreek Investment Company	Developer	22,049	0.36%
8	Metric Mammoth, LLC	Restaurant Facilities	16,434	0.27%
9	JPK Mammoth Village Owner	Commercial Facilities	15,540	0.25%
10	Vons Company, Inc.	Retail Store	13,506	0.22%
			\$677,490	11.06%
FY 2016-17 Net Assessed Value:			\$6,112,820	

¹Source: Mono County Property Tax Software. Values in thousands.

Tax Levies, Collections and Delinquencies

Fiscal Year End June 30	Taxes Levied for the Fiscal Year ¹	Collected within the Fiscal Year of the Levy ²		Collections in Subsequent Years ³	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2008-09	\$61,511	\$58,105	94.46%	\$3,408	\$61,510	99.99%
2009-10	65,208	57,969	88.90%	7,214	65,183	99.96%
2010-11	61,210	54,658	89.30%	6,519	61,177	99.95%
2011-12	58,030	54,847	94.51%	3,150	57,997	99.94%
2012-13	56,893	55,986	98.41%	883	56,869	99.96%
2013-14	54,989	53,288	96.91%	1,657	54,945	99.92%
2014-15	56,118	54,051	96.32%	2,022	56,073	99.92%
2015-16	57,736	55,635	96.36%	2,023	57,658	99.86%
2016-17	58,487	56,905	97.30%	1,464	58,369	99.80%
2017-18	60,059	59,698	99.40%	124	59,822	99.61%

¹Includes Secured, Unsecured, and Unitary Taxes levied for the county itself, school districts, cities and special districts under the supervision of their own governing boards. Includes adjustments to the tax rolls from the levy date to delinquency date.

²Includes amounts collected by the County on behalf of itself, school districts, cities and special districts under the supervision of their own governing boards.

³Includes adjustments to the levy. Taxes levied less collections to date equal the delinquent taxes receivable.

Source: Mono County Property Tax System. Values in thousands.

Transient Occupancy Tax

- The County is a destination of choice for both domestic and international travelers.
 - Mammoth Mountain is a world-class ski resort.
 - The County is a leader in world-renown parks coupled with world-class fishing and hiking.
- Tourism and recreation are major contributors to the County's economy.
 - Annually, an estimated 1.5 million visitors travel to the County and on average stay approximately three days, generating \$16 million in lodging and retail sales taxed county-wide.
 - TOT is collected by the County from all visitors staying within the County's unincorporated lodging facilities, R.V. Parks, and campgrounds. The current rate of tax is 12% for the unincorporated area of the County and 13% for the Town of Mammoth Lakes.
 - 75% of TOT collected are allocated to the General Fund as discretionary income. 17% of TOT is allocated to Paramedics and 8% is invested back into the County's tourism industry.



Transient Occupancy Tax cont'd

- In 2017, TOT receipts increased by 7.2% over the previous year and have increased by 29.85% over the last three years.
 - Increases are due largely to the increased number of international travelers to the County.
 - TOT revenues reached an all-time high of \$3.56 million in FY 2017-18.

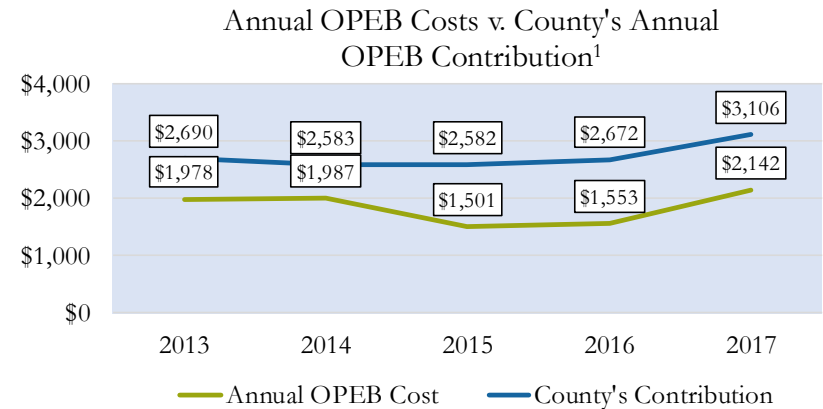
Fiscal Year	TOT Tax Receipts ¹	Growth Rate
2008-09	\$2,504	
2009-10	2,357	-5.86%
2010-11	2,326	-1.31%
2011-12	2,472	6.27%
2012-13	2,417	-2.26%
2013-14	2,591	7.20%
2014-15	2,742	5.84%
2015-16	3,026	10.36%
2016-17	3,321	9.75%
2017-18	3,560	7.20%



¹Source: Mono County Transient Occupancy Tax Statistics. Values are in thousands.

OPEB Overview

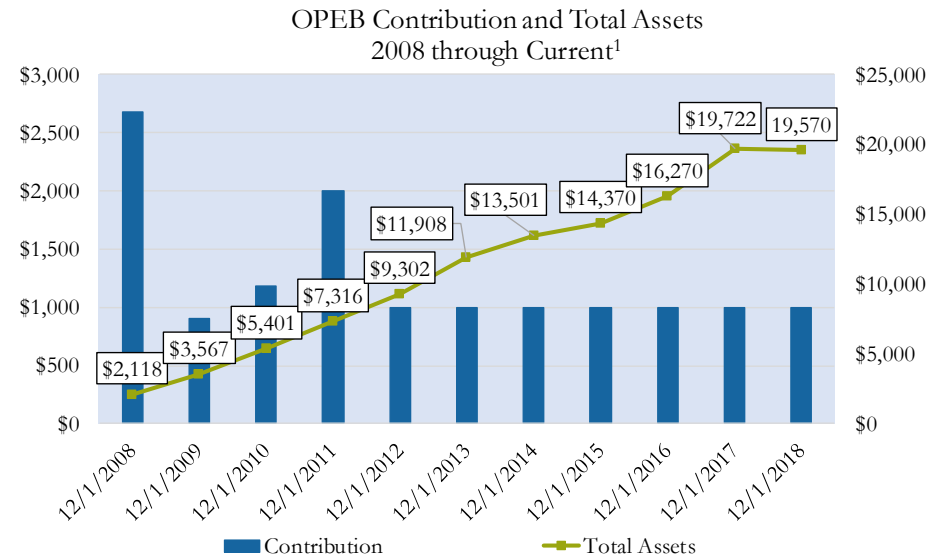
- The County provides post-retirement health care benefits for qualified County employees hired prior to January 1, 2002.
 - Currently, 175 retirees and 26 active employees meet the eligibility requirements. No new members are added or are eligible.
 - Employees hired after January 1, 2002, are not eligible for post-retirement benefits.
 - Instead eligible employees receive a County matching contribution toward a 401 (a) plan.



¹Source: Mono County FY 2016-17 Comprehensive Annual Financial Report. Values in thousands.

OPEB Trust

- The County established an OPEB irrevocable trust with PARS in November of 2007.
 - The County has contributed approximately \$1 million a year since 2012.
 - As of April 30, 2018, the balance of the trust is \$19.6 million.
 - The County anticipates making a contribution of \$1 million on or before December 2018.
- County will continue to contribute \$1 million each year until the balance of the trust is sufficient to cover costs through the lifetime of retired employees.



¹Values in thousands.

Labor Relations

- The FY 2018-19 budget supports a workforce of 317.55 authorized positions.
 - The General Fund supports 14 departments which encompasses most County services and basic governmental functions.
- Salaries and benefits are determined through a process of “meet and confer” with representatives from each of the formal labor units.
 - All employee salaries are subject to periodic renegotiation.
- Labor negotiations with MCPE begins in December.
- The County is in the process of finalizing a salary survey. To anticipate potential salary increases, the FY 2018-19 budget has a built in contingency that assumes a salary increase of 5% for all employees.

Bargaining Unit	Labor Organization	Number of Employees ¹	Contract Expiration
MCDSA	Deputy Sheriffs' Association	18	12/31/2021
MCPSO	Public Safety Officers' Association	13	12/31/2022
MCPRA	Paramedic Rescue Association	23	6/30/2018 ²
MCDPOA	Deputy Probation Officers Association	8	6/30/2019
MCPE	Mono County Public Employees	177	12/31/2018 ³
Total Number of Employees:		239	

¹Full time equivalents are based on filled positions, calendar 2018.

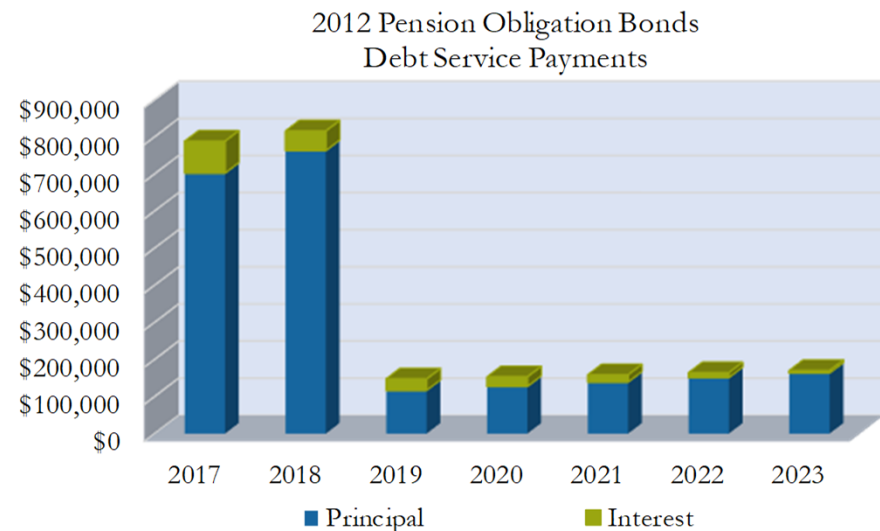
²Currently in negotiations.

³Negotiations began in November.

Low Debt Burden

- The County’s only outstanding debt is \$696,600 of 2012 taxable pension obligation bonds.
 - The POBs were issued to refund the side fund created by CalPERS when the County’s Safety Plan was comingled into CalPERS pooled-based plans, generating \$522,660 in savings.
 - Without the POBs, the County’s safety actuarial contribution rates would be greater than its current rates.
- All of the County outstanding debt is fixed-rate and rapidly amortizing within the next five years.
- Low debt burden and rapid amortization provides the County with the budgetary flexibility to undertake the public financing of the Civic Center project.

Issue	Date of Issuance	Par Amount Issued	Final Maturity	Interest Rate	Amount Outstanding ¹
Taxable Pension Obligation	2012	4,612,900	2023	4.36%	696,600



¹Outstanding as of June 30, 2018.

Capital Improvement Plan

- The County’s latest 5-year Capital Improvement Plan (“CIP”) was approved by the Board on October 2, 2018. The CIP will cover FY 2018-19 through FY 2023-24.
 - The 2018 Strategic Priorities have informed the proposed list of CIP projects. A project inclusion in the CIP indicates that the project addresses one or more Strategic Priorities.
- Although the County’s CIP is a 5-year planning document, the CIP is updated and presented annually, allowing the Board to refine direction as different needs and desires emerge.
 - The CIP is presented to the Board for approval following the identification of carry-over fund balance from the prior year.
- Most CIP projects have some source of funding outside of the County’s discretionary General Fund.
 - The CIP provides a 5-year view of each outside funding source and can identify any over-allocation of these funds.
- County does not anticipate issuing any additional debt for future CIP projects.

Fiscal Year	Total Est. CIP Project Costs ¹
2018-19	\$20,562
2019-20	\$10,159
2020-21	\$10,801
2021-22	\$21,645
2022-23	\$26,309



Source: Mono County 5-Year Capital Improvement Plan FY 2019-2024.

¹Values are in thousands and include both General Fund and Non-General Fund projects.



Economic Highlights



Residential Profile

- The major population center, and the County’s only incorporated area, is the town of Mammoth Lakes.
 - The remainder of the County’s residents are in small communities throughout the County.
 - The County has a low population density of 5 people per square mile.
- There are approximately 3,500 dwelling units in the unincorporated area of the County. Of these units, 35% or 1,225, are occupied by full time residents, while the remaining 65% or 2,275 are occupied by second homeowners¹.
 - The County has one of the lowest permanent resident occupancy rates when compared to peer counties².
 - 3.7% or 85 of the homes owned by second homeowners are registered as short-term rentals¹.
- As a result, the County has a strong wealth and income profile.

Economic Comparison		
	Mono County	State of California
Population ³	13,981	39,250,017
Percentage of Retired Population ³	32.9%	0.02%
Per Capita Personal Income ³	\$48,166	\$56,374
Median Household Income ⁴	\$58,937	\$63,783
Unemployment Rate ⁵	3.5%	3.9%

¹Source: Mono County Property Tax System, County Assessor’s Office, and County Treasurer-Tax Collector’s Office.

²Source: Mono County Community Development Department.

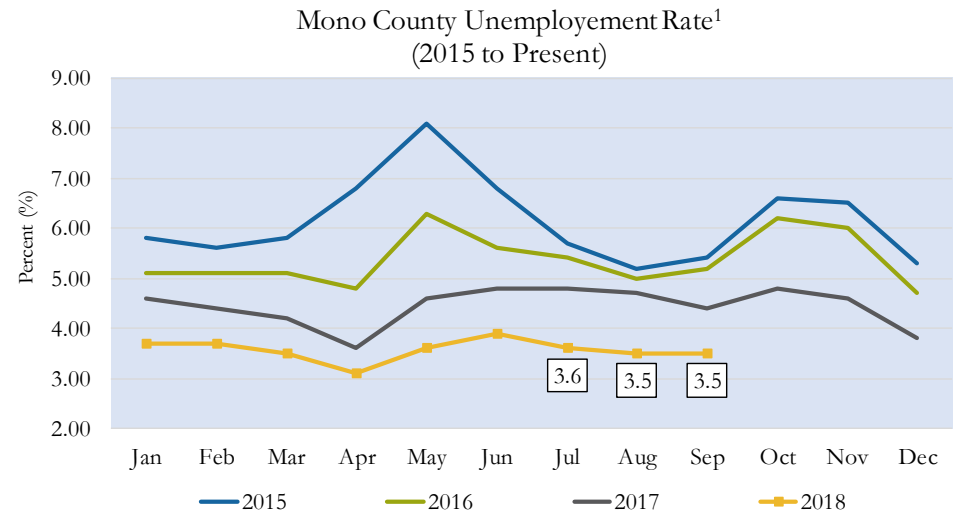
³Source: U.S. Department of Commerce, Bureau of Economic Analysis. Data as of 2016 (current data).

⁴U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates. Data as of 2016 (current data).

⁵California Employment Development Department. Data as of September 2018.

Tourism Fuels Local Economy

- Tourism is a major economic sector in the County and represents an important revenue stream.
 - Approximately 38.5% of all employment is directly, or indirectly, associated with the industry.
 - Unemployment rates fluctuate with the seasonal recreation opportunities available to tourists.

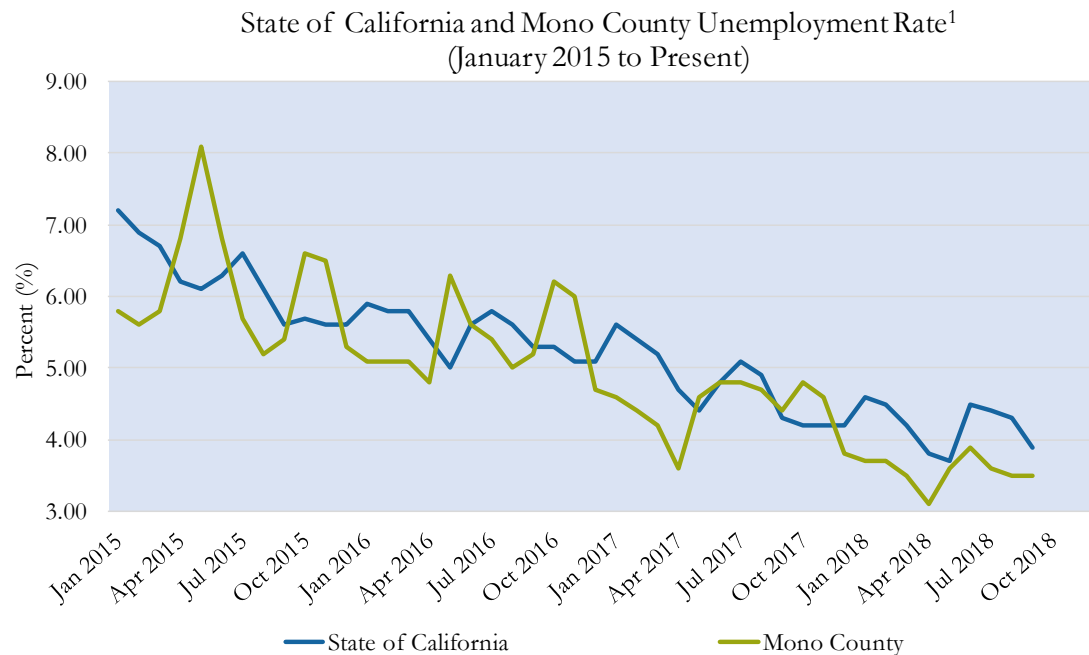


- County aggressively ensures assessment and collections of TOT.
 - 0.65 FTE dedicated to TOT audits.
 - Use of Host Compliance, LLC platform to capture taxes from online rentals.

¹Source: California Employment Development Department. Values are not seasonally adjusted.

Unemployment Rates that are Less than California's

- Since 2017, the County's unemployment rate has been trending downward in tandem with the State.
 - Thus far, in 2018, the County's monthly unemployment rate has been lower than State of California's monthly unemployment rate.



¹Source: California Employment Development Department. Values are not seasonally adjusted.



Concluding Remarks



Credit Highlights

- Seasoned management team.
- Strong financial management practices and policies.
- Robust reserves, conservative budgeting and strong fund balances.
- Steady and consistent growth in assessed values, property taxes and transient occupancy taxes.
- OPEB Trust is sufficiently funded to cover future medical costs through the lifetime of retired employees.
- No County hospital.
- Negligible debt burden and up to 45% of 2018 COP debt service is reimbursable.
- Strong tourist based economy with high wealth and income levels and low unemployment. Pristine public lands that attract more than a million visitors a year to Mono County.



Financing Schedule

November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

= Holiday

Date	Activity
Thursday, November 8	In-person rating meeting
Tuesday, November 13	County Board approves the financing
Friday, November 16	Receive rating
Thursday, November 22	Thanksgiving holiday
Week of November 26	Post POS
Week of December 3 (approx. 1 week after posting)	Bonds are priced
Week of December 17 (2 weeks after pricing)	Bonds are closed

RatingsDirect®

Summary:

Mono County, California; Appropriations

Primary Credit Analyst:

Christopher Grant, San Francisco + 1 (415) 371 5096; chris.grant@spglobal.com

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US\$20.17 mil certs of part (Mono County Civic Ctr) ser 2018A due 08/01/2048

Long Term Rating

AA-/Stable

New

Rationale

S&P Global Ratings assigned its 'AA-' long-term rating to Mono County, Calif.'s series 2018A certificates of participation (COPs) with a par of approximately \$20.13 million. The outlook is stable.

The COPs are secured by lease rental payments made by the county, as lessee, to the Mono County Economic Development Corp., as lessor, for the use of the leased property, which is the county civic center that will be constructed using the COPs' proceeds. We rate these obligations one notch lower than our view of the county's general creditworthiness to account for the appropriation risk associated with the lease payment. The county has covenanted to budget and appropriate funds for the bonds' repayment, and has considered the affordability of the lease payment in its long-term plans. We considered the affordability and likelihood of the lease payment, which is reflected in the appropriation rating and in our view of the county's general creditworthiness. In our view, the lease features and terms are standard, with no unusual risks regarding timely debt payments. Under the agreements, the county can abate lease payments in the event the leased property is damaged or destroyed. To mitigate the risk of abatement in such a case, the county has agreed to maintain at least two years of lease interruption insurance as well as casualty insurance equal to the full replacement cost of the damages. To mitigate construction risk associated with the project, the COPs include capitalized interest extending three months beyond anticipated project completion in February 2020. Excluding the series 2018A COPs and debt secured solely by county enterprise revenues, the county has less than \$1 million in net direct debt outstanding.

The rating reflects our view of the county's:

- Adequate economy, with a concentrated employment base;
- Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2017 of 37% of operating expenditures;
- Very strong liquidity, with total government available cash at 72.7% of total governmental fund expenditures and 38.4x governmental debt service;
- Adequate debt and contingent liability profile, with debt service carrying charges at 1.9% of expenditures and net direct debt that is 40.9% of total governmental fund revenue, as well as low overall net debt at less than 3.0% of

market value, but a large pension and other postemployment benefits (OPEB) obligation and the lack of a plan to sufficiently address this obligation; and

- Strong institutional framework score.

The county is sparsely populated, with more than half its year-round population based in its single incorporated community (Mammoth Lakes), and its economy is heavily concentrated in the tourism and recreation sector due to its abundance of national and state protected lands. Given this focus on tourism, approximately 65% of the county's housing stock is second homes, which leads to an extremely high market value per capita, but we believe that the inherent risk of a concentrated economy offsets this strength to some extent. Increasing tax revenues and conservative budgeting practices have allowed the county to rapidly increase its available fund balance to 37.3% of general fund expenditures in fiscal 2017, from 15.0% in fiscal 2015. While the county's debt burden is quite low, even including the series 2018A COPs, we view its pension and OPEB burden as large.

Adequate economy

We consider Mono County's economy adequate. The county has an estimated population of 13,747. The county has a projected per capita effective buying income of 104.3% of the national level and per capita market value of \$445,914. Overall, the county's market value grew by 2.7% over the past year to \$6.1 billion in 2019. Weakening Mono County's economy is a concentrated employment base, with a single sector accounting for more than 30% of total county employment. Its unemployment rate was 4.4% in 2017.

Mono County is in east-central California, within the Sierra-Nevada mountain range and bordering Nevada to the east. Its population has been largely stable in recent years, growing by only 3.6% cumulatively from 2010-2017, although this includes a 4.7% cumulative decline since 2012. More than half the county's permanent population is in Mammoth Lakes--the county's only incorporated city. The economy is highly concentrated in tourism and recreation, reflecting the county's mountainous terrain and natural beauty. The county attracts approximately 1.5 million visitors annually, and about 65% of all homes are second homes, which contributes to the county's extremely high market value per capita. On the other hand, approximately 38% of countywide employment is associated with the tourism and recreation sector, which we view as concentrated and therefore a credit risk.

Approximately 94% of the county is public land administered by federal, state, and local governments. Most of this public land is not subject to property taxation, although the Los Angeles Dept. of Water and Power, which sources water from the county, does pay property taxes on the land it owns under state law, and is the county's largest taxpayer, accounting for 5.2% of total assessed value (AV) in fiscal 2017. The county's property tax base has been somewhat volatile across the current economic cycle, declining 15.9% cumulatively from fiscal 2010-2014, and subsequently increasing by 2.3% annually through fiscal 2019; the county's AV has not yet recaptured its fiscal 2010 peak.

Strong management

We view the county's management as strong, with good financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Key policies and practices include:

- A well-developed and reliable process for developing budgetary assumptions that is based on a five-year trend analysis of revenues and expenditures, review of countywide economic development activity, and consultations with state sources of financial information; we note that because sales taxes are not a major source of revenue for the county, the county does not use an independent forecaster for sales trends;
- Semi-annual budgetary reviews and amendments by the board of supervisors;
- A lack of formal long-term financial planning;
- A five-year rolling capital improvement plan that identifies funding sources for projects;
- A formal investment policy that we do not consider aggressive, with quarterly reporting to the board on holdings and performance;
- A formal debt management policy that covers most, but not all, of the key areas we identify in our FMA methodology; and
- A formal policy requiring general reserves to be maintained at between 5%-15% of average general fund expenditures in order to accommodate extraordinary or unanticipated expenditures. The county dipped into this reserve in fiscal years 2011 and 2015, but has since replenished the reserve; in fiscal 2017, the county established an economic stabilization reserve, but does not have a targeted size for this reserve.

Strong budgetary performance

Mono County's budgetary performance is strong, in our opinion. The county had operating surpluses of 7.1% of expenditures in the general fund and of 10.0% across all governmental funds in fiscal 2017. Our assessment accounts for the fact that we expect budgetary results could deteriorate somewhat from 2017 results in the near term. For our analysis of the county's budgetary performance, we have adjusted general fund revenues to include recurring transfers in from the realignment fund and from nonmajor governmental funds. We have also adjusted general fund expenditures to include recurring transfers out to subsidize the road fund and for debt service. We note that general fund revenues and expenditures declined significantly in fiscal 2016, because the county reclassified certain programmatic activities as special revenue funds in that year, but we do not believe that this reclassification reflects a material shift in budgetary performance.

The county has recorded large surpluses at the general fund and total governmental funds levels since fiscal 2015, largely due to increasing tax revenues and conservative budgeting practices. However, the county's fiscal 2018 unaudited actuals show a moderate general fund deficit of 1.6% of expenditures as rising costs--particularly for public safety--outpaced revenue growth. The fiscal 2019 budget shows a larger deficit of 4.0% of expenditures. However, the county consistently achieves strongly favorable budget-to-actual variances in recent years, primarily by retaining unfilled staff vacancies, so we expect that its actual general fund performance for fiscal 2019 will be much closer to balanced.

Property taxes are the county's primary source of general fund revenue, accounting for about 61% of the total in fiscal 2019. Intergovernmental revenues are the second-largest source (14% of the total in fiscal 2017); these include payments in lieu of taxes from the federal government that are appropriated annually and therefore potentially volatile, and the county mitigates this potential volatility by not budgeting these payments until the subsequent fiscal year.

Transient occupancy (lodging) taxes are the county's third-largest source of general fund revenues, and have been volatile across the current economy cycle--declining significantly following the Great Recession, and growing rapidly since fiscal 2013.

Very strong budgetary flexibility

Mono County's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2017 of 37% of operating expenditures, or \$12.1 million.

Positive budgetary performance in recent years has allowed the county to increase its available fund balance rapidly, to 37.3% of adjusted general fund expenditures in fiscal 2017, from 15.0% in fiscal 2015. Accounting for the county's moderate unaudited general fund deficit in fiscal 2018 and full budgeted deficit in fiscal 2019, the county's available fund balance would only decline to 27.3% of general fund expenditures, which we would still consider very strong. As mentioned above, we do not expect the county to realize its full budgeted deficit in fiscal 2019, so believe that its available fund balance will remain at or near 30% of general fund expenditures over the near term.

We note that general fund assets include a \$660,000 advance receivable from the solid waste enterprise fund (as of fiscal 2017), and that the solid waste has a negative net position. We understand that the solid waste fund's negative net position is due to its recognition of forthcoming landfill closure costs as liability, but that the fund has maintained positive operations and is building up fund balances to pay for the closure costs as they come due. Management indicates that the solid waste fund is repaying the advance from the general fund, which will be fully repaid in fiscal 2021. Accordingly, we do not believe that the solid waste fund represents a financial risk to the county.

Very strong liquidity

In our opinion, Mono County's liquidity is very strong, with total government available cash at 72.7% of total governmental fund expenditures and 38.4x governmental debt service in 2017. In our view, the county has satisfactory access to external liquidity if necessary. The county's investments are primarily in U.S. Agencies, the state Local Agency Investment Fund, collateralized deposits and certificates of deposits, and highly rated corporate notes and municipal bonds. We do not consider the county's investment portfolio to be aggressive.

In 2012, the county issued privately placed pension obligation bonds; after reviewing the documentation for this debt, we believe that creditors have the ability to accelerate the repayment of existing principal upon the occurrence of an event of default, which we believe represents a contingent liquidity risk to the county. However, given that the principal outstanding on this debt is less than \$700,000 (as of the beginning of fiscal 2019), relative to county cash and investments of roughly \$34 million (as of the end of fiscal 2017), we do not consider this liquidity risk to be material.

Adequate debt and contingent liability profile

In our view, Mono County's debt and contingent liability profile is adequate. Total governmental fund debt service is 1.9% of total governmental fund expenditures, and net direct debt is 40.9% of total governmental fund revenue. Overall net debt is low at 1.6% of market value, which is in our view a credit strength. The county does not have plans to issue additional debt.

In our opinion, a credit weakness is Mono County's large pension and OPEB obligation. The county participates in two multiple-employer, defined-benefit pension plans administered by the California Public Employees Retirement System

(CalPERS): the cost-sharing Safety Plan for its public safety employees, and the agent Miscellaneous Plan for its other employees. As of fiscal 2017, the Miscellaneous Plan accounted for 63% of the county's combined net pension liability of \$47.7 million and had a funded ratio of 69%, while the Safety Plan had a funded ratio of 74%. We consider these plans under-funded. In fiscal 2017, the county's pension carrying charge accounted for 9.3% of total governmental funds expenditures, which we consider elevated. We believe that the county has not yet developed a robust plan to address CalPERS contribution rates that will increase significantly in the coming years due to revised actuarial assumptions.

The county's OPEBs consist of a single-employer, defined benefit health care plan for employees hired before the beginning of 2002. In 2007, the county established an irrevocable trust to fund these benefits, and since then has made regular contributions to this trust--in addition to its OPEB pay-as-you-go costs--leading to an OPEB funded ratio of 42% as of the beginning of 2016. The county intends to continue making contributions of about \$1 million annually until the trust is fully funded. Including these trust contributions, the county's OPEB carrying charge was 6.6% of total governmental funds expenditures in fiscal 2017, leading to a combined pension and OPEB charge of 15.9% of total governmental funds expenditures, which we consider high.

Strong institutional framework

The institutional framework score for California counties required to submit a federal single audit is strong.

Outlook

The stable outlook reflects our expectation that the county will maintain adequate to strong budgetary performance, strong to very strong budgetary flexibility, and continue to make progress in funding its OPEB liability. The outlook also reflects our view that the county's economic concentration in tourism will continue to partially offset the economic strength suggested by its extremely high market value per capita. Accordingly, we do not expect to change the rating within the next two years.

Upside scenario

We could raise the rating if the county significantly increases its available fund balance while also making rapid progress in addressing its pension and OPEB liabilities. We could also raise the rating if the county's economy diversifies significantly, although we do not view this as likely.

Downside scenario

We could lower the rating if a downturn in the tourism sector, or unanticipated capital needs or rising pension costs, were to prompt the county to significantly reduce its available fund balance.

- Related Research S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015
- Local Government Pension And Other Postemployment Benefits Analysis: A Closer Look, Nov. 8, 2017
- 2018 Update Of Institutional Framework For U.S. Local Governments

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**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Public Works

TIME REQUIRED 30 minutes (20 minute presentation;
10 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Tony Dublino

SUBJECT Civic Center Update

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Receive information from the Public Works Director and project manager about the current status of the Mono County Civic Center Project.

RECOMMENDED ACTION:

None. Information only.

FISCAL IMPACT:

None.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: x5415 / tdublino@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> Staff Report</p>

History

Time	Who	Approval
11/28/2018 7:49 AM	County Administrative Office	Yes
11/28/2018 9:54 AM	County Counsel	Yes
11/28/2018 9:41 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: December 4, 2018
To: Honorable Chair and Members of the Board of Supervisors
From: Tony Dublino, Director of Public Works
Subject: Mono County Civic Center – Monthly Update

The following information is intended to inform the Board and the public about the current status of the Civic Center project:

Interagency Coordination

The County, Town of Mammoth Lakes, Southern Mono Healthcare District, and Mammoth Community Water District have been coordinating in various ways regarding this next step in the development of the McFlex parcel. This includes adjustments to the fee title of the property, and the re-alignment of access and utility easements. Significant progress has been made, with additional work to come.

In mid-November, the Town and County approved the transfer and acceptance of fee title parcels for the access easement and parking area, and the building footprint. All documents were notarized and recorded during the week of Thanksgiving. This was a critical action item necessary for the bond issuance. The County can now proceed with the bond issuance, as the bond proceeds will be secured by land whereon the improvements will be placed.

Re-alignment of the access easements is a continuing effort but is not critical to the continuation of the project. Necessary adjustments are expected to occur over the next year, simultaneous with project development.

Design

The design of the Civic Center is a continuation of the visioning process that occurred with HMC consultants in March of 2017. The size and form of the building relies heavily on what was developed by HMC, with some minor changes to accommodate issues and opportunities identified since that time.

The massing and fenestration (building form, roof lines and window/door placements) has passed through a process established in the MOU between the Town and County, intended to ensure consistency with the Town's Design guidelines. Town planning staff has provided comments that have improved the overall appearance of the building form and improved the building's compatibility with adjacent structures.

Design of the exterior colors and materials, as well as the overall site plan and multi-modal connectivity, is a continuing process. The drawings shown below are representations of the currently proposed colors and materials, which continue to evolve with each round of feedback from staff and agency stakeholders. The following images are from the most recent elevations and renderings of the design.



Main entrance, from the south



Main Entrance, from the southwest



Plaza area, from the west



Interior view of the multi-purpose meeting room

Construction

Ground was broken during the week of November 11th. Crews cleared vegetation, removed trees, and rough-leveled the site. At this time, the site where access, parking and building improvements will be made is clear, and prepped for winter snows. This early effort will facilitate the removal of snow from the site in the spring of 2019, when construction is scheduled to begin.

Budget

Budget continues to be a major focus of this project. County staff is meeting regularly with the Design-Build team to review current project costs, and their estimates for future work.

Until now, all cost estimates have been based on concepts, and have been necessarily generic. In mid-November, the County approved major design details (utility locations, building massing and fenestration), so estimates can now be revised, and based on specific materials, lengths, and square footages. This will make the estimates much more precise.

As the design-build process unfolds, each design decision and commitment will allow for the estimates to become more accurate. If estimates trend above budget, opportunities for reducing costs in other areas can, and will be, explored to preserve the \$20.5m budget.

There is a budget meeting scheduled for Thursday November 29th, after this staff report and agenda are finalized. Details from that meeting, and specific budget information, can be provided verbally at today's meeting, as requested.

Schedule

The project is currently on schedule. The 'Schematic Design' was delivered on time and necessary reviews have been provided on time. The clearing and grubbing of the site was not included in the initial project schedule, but its completion last month will help ensure a timely mobilization to the site in the spring of 2019. The next major milestone is to complete reviews and approve the exterior elevations, colors and materials. Once approved, the

architect can complete and submit the first phase of plans for the 'Site Work, Utilities, and Foundation' that is scheduled for January 2019. Phase two plan submittal for the 'Core and Shell,' and Phase three for 'Interior Finish and Sitework,' will follow as work is getting underway at the site.

If you have any questions regarding this item, please contact Tony Dublino at tdublino@mono.ca.gov (760) 932-5459.

Respectfully submitted,



Tony Dublino / Director of Public Works



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: Clerk of Board of Supervisors

TIME REQUIRED 10 minutes

PERSONS APPEARING BEFORE THE BOARD Chair Gardner

SUBJECT Appointment of 2019 RCRC Delegates

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Each year the Mono County Board of Supervisors appoints a Delegate and two alternates to serve on the RCRC board. The Delegate and first alternate (for RCRC and Golden State Finance Authority Boards) are Mono County Supervisors; the second alternate (which serves on the RCRC Environmental Services Joint Powers Authority) is typically the solid waste staff member. The time has come to appoint new delegates/alternates for the 2019 calendar year.

RECOMMENDED ACTION:

Appoint Supervisor Stacy Corless as the 2019 RCRC delegate; appoint Supervisor John Peters as the first alternate; appoint Justin Nalder as the second alternate (to the RCRC ESJPA board in his capacity as Solid Waste manager). These appointments will expire in December 2019.

FISCAL IMPACT:

None.

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> Memos and Forms</p>
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History

Time

Who

Approval

11/29/2018 5:59 AM	County Administrative Office	Yes
11/28/2018 9:50 AM	County Counsel	Yes
11/28/2018 9:50 AM	Finance	Yes



To: RCRC Board of Directors
RCRC Alternates
RCRC CAO's
RCRC Clerks of the Board

From: Greg Norton, President & CEO

Date: October 12, 2018

Re: Designation of the 2019 RCRC Delegates and Alternates -
ACTION REQUIRED

As we're approaching the end of another year, this is a reminder that annually the Rural County Representatives of California (RCRC) requires confirmation of each member county's Delegate and Alternate to the RCRC Board of Directors. The first RCRC Board Meeting of 2019 will be held on January 16th in Sacramento. That same evening, RCRC will hold its Annual Installation of Officers and Rural Leadership Awards Reception.

To ensure we have the necessary Delegate and Alternate confirmations, once determined, please utilize the attached designation form to provide your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail PDF to mchui@rcrcnet.org, or mailed to:

Rural County Representatives of California
1215 K Street, Suite 1650
Sacramento, CA 95814
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

Attachment

- RCRC Designation Form



**Designation of 2019 Delegate and Alternate Supervisors for the
Rural County Representatives of California (RCRC) Board of Directors**

Date: _____

County: _____

Delegate: Supervisor _____

Alternate: Supervisor _____

Authorization:

ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA DEL NORTE,
EL DORADO, GLENN, IMPERIAL, INYO, LAKE, LASSEN



MADERA, MARIPOSA, MODOC, MONO, NEVADA, PLUMAS,
SHASTA, SIERRA, SISKIYOU, TEHAMA, TRINITY, TUOLUMNE

CHAIR – MICHAEL KOBSEFF, SISKIYOU COUNTY
VICE CHAIR – MICHAEL RANALLI, EL DORADO COUNTY
EXECUTIVE DIRECTOR – GREG NORTON

TECHNICAL ADVISORY GROUP (TAG)
TAG CHAIR – RACHEL ROSS, TEHAMA COUNTY
TAG VICE CHAIR – JIM MCHARGUE, AMADOR COUNTY
PROGRAM MANAGER – MARY PITTO

To: ESJPA Board of Directors
ESJPA Alternates
ESJPA CAO's
ESJPA Clerks of the Board

From: Greg Norton
President & CEO

Date: November 27, 2018

Re: Designation of the 2019 ESJPA Delegates and Alternates -
ACTION REQUIRED

The first ESJPA Board Meeting of 2019 will be held on **March 14th** in Sacramento. Please complete the attached designation form specifying the official Delegate and Alternate for your county.

Upon the official determination by the county, please provide confirmation of your county's election/appointment. Please forward the formal confirmation to RCRC as soon as possible. The confirmation can be sent via e-mail to mpitto@rcrcnet.org, or mailed to:

Rural County Representatives of California
1215 K Street, Suite 1650
Sacramento, CA 95814
Attn: Maggie Chui

Please note that the ESJPA bylaws require that a Supervisor be the Delegate. **Alternates are generally a staff member in charge of solid waste/recycling programs for the county.** While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate from each county will have voting rights.

Additionally, please note that all Delegates and Alternates will be required to comply with the ESJPA conflict of interest code and file a Form 700.

Please do not hesitate to contact me at gnorton@rcrcnet.org or Staci Heaton, ESJPA Program Manager, at sheaton@rcrcnet.org if you have any questions or require additional information. Thank you for your assistance in this matter.

Attachments

- ESJPA Designation Form



Designation of 2019 Delegate and Alternates for the
Rural Counties' Environmental Services Joint Powers Authority (ESJPA)
Board of Directors

Date: _____

County: _____

Delegate: Supervisor _____

1st Alternate: _____

2nd Alternate: _____

**An Alternate is generally a staff member who is in charge of solid waste /recycling programs for the member county. While there is no limit on the number of county staff who may attend the ESJPA meetings, only the officially designated Delegate or Alternate will have voting rights. Please note that all Delegates and Alternates will be required to comply with the ESJPA's conflict of interest code and file a Form 700.*

Authorization:



Golden State Finance Authority (GSFA)
1215 K Street, Suite 1650 · Sacramento, California 95814
Phone: (855) 740-8422 · Fax: (916) 444-3219 · www.gsfa-home.org

To: GSFA Board of Directors
GSFA Alternates
GSFA CAO's
GSFA Clerks of the Board

From: Greg Norton, Executive Director

Date: October 12, 2018

Re: Designation of the 2019 GSFA Delegates and Alternates -
ACTION REQUIRED

Annually the Golden State Finance Authority (GSFA) requires confirmation of each member county's Delegate and Alternate to the GSFA Board of Directors. The first GSFA Board Meeting of 2019 will be held on January 16th in Sacramento.

Upon determination, please provide confirmation of your county's election/appointment. Once determined, please forward the formal confirmation to GSFA as soon as possible. The confirmation can be sent via e-mail PDF to mchui@rcrcnet.org or mailed to:

Golden State Finance Authority
1215 K Street, Suite 1650
Sacramento, CA 95814
Attn: Maggie Chui

Please do not hesitate to contact me if you have any questions or require additional information. Thank you for your assistance with this information.

Attachment

- GSFA Designation Form



**Designation of 2019 Delegate and Alternate Supervisors for
Golden State Finance Authority (GSFA) Board of Directors**

Date: _____

County: _____

Delegate: Supervisor _____

Alternate: Supervisor _____

Authorization:

RCRC 2019 Meeting Calendar

January 2019

Wednesday, January 16, 2019
Wednesday, January 16, 2019
 Thursday, January 17, 2019

RCRC Board Meeting
RCRC Installation Reception
 CSAC Executive Committee

RCRC Board Room
Sacramento
 Sacramento

February 2019

Thursday, February 14, 2019
 Wednesday, February 20, 2019

CSAC Board Meeting
 RCRC Executive Committee

Sacramento
 RCRC Board Room

March 2019

March 2-6, 2019
Wednesday, March 13, 2019
 Thursday, March 14, 2019

NACo Legislative Conference
RCRC Board Meeting
 ESJPA Board Meeting

Washington D.C.
RCRC Board Room
 RCRC Board Room

April 2019

Thursday, April 4, 2019
 April 24 - 25, 2019
 Thursday, April 25, 2019

CSAC Executive Committee
 CSAC Legislative Conference
 CSAC Board Meeting

Sacramento
 Sacramento
 Sacramento

May 2019

May 1-2, 2019
 May 15-17, 2019
 Wednesday, May 22, 2019

RCRC Board Meeting
 NACo WIR Conference
 RCRC Executive Committee

Tuolumne County
 Spokane County, Washington
 Sacramento

June 2019

Wednesday, June 19, 2019
 Thursday, June 20, 2019

RCRC Board Meeting
 ESJPA Board Meeting

RCRC Board Room
 RCRC Board Room

July 2019

Wednesday, July 10, 2019
 July 11-15, 2019

RCRC Executive Committee
 NACo Annual Conference

RCRC Board Room
 Clark County, Las Vegas, NV

August 2019

Thursday, August 1, 2019
Wednesday, August 14, 2019
 Thursday, August 15, 2019

CSAC Executive Committee
RCRC Board Meeting
 ESJPA Board Meeting

Sacramento
RCRC Board Room
 RCRC Board Room

September 2019

Thursday, September 5, 2019
September 25-26, 2019
Friday, September 27, 2019

CSAC Board Meeting
RCRC Annual Meeting
RCRC Board Meeting

Sacramento
 El Dorado County
 El Dorado County

October 2019

October 2-4, 2019
 Wednesday, October 16, 2019
 Thursday, October 17, 2019

CSAC Executive Retreat
 RCRC Executive Committee
 ESJPA Board Meeting

TBA
 RCRC Board Room
 RCRC Board Room

November 2019

Wednesday, November 13, 2019

RCRC Executive Committee

RCRC Board Room

December 2019

December 3 - 6, 2019
 Thursday, December 5, 2019
Wednesday, December 11, 2019
 Thursday, December 12, 2019
 December 18 - 20, 2019

CSAC Annual Meeting
 CSAC Board Meeting
RCRC Board Meeting
 ESJPA Board Meeting
 CSAC Officers' Retreat

San Francisco
 San Francisco
RCRC Board Room
 RCRC Board Room
 TBA



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

Departments: CDD, County Counsel

TIME REQUIRED 30 minutes (10 minute presentation;
20 minute discussion) **PERSONS APPEARING** Wendy Sugimura, Christy Milovich

SUBJECT Temporary Cannabis Permit
Processing Options **BEFORE THE BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Alternatives for processing cannabis use and operation permits under the State's deadline of Dec. 31, 2018, in order to respond to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.

RECOMMENDED ACTION:

Hear brief presentation from staff on various alternatives for responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis. Following presentation and discussion, choose one or more of the following options:

Option 1: Approve Resolution authorizing the Community Development Director to establish a conditional process for providing temporary local authorization to applicants who meet specified conditions for the sole purpose of responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.

Option 2: Reschedule Board of Supervisor, Planning Commission, and/or Land Development and Technical Advisory Committee (LDTAC) meetings to enable consideration of permit applications prior to December 31; specify the meeting dates.

Option 3: Direct staff to continue processing local applications without altering scheduled meetings. Provide any further direction to staff.

FISCAL IMPACT:

None other than staff time.

CONTACT NAME: Wendy Sugimura

PHONE/EMAIL: 7609241814 / wsugimura@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Atch 1 - Resolution re temporary authorization

History

Time	Who	Approval
11/29/2018 7:25 AM	County Administrative Office	Yes
11/28/2018 12:25 PM	County Counsel	Yes
11/28/2018 1:06 PM	Finance	Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

December 4, 2018

To: Mono County Planning Commission

From: Wendy Sugimura, Director

RE: Alternatives for responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.

Recommendation:

- Hear brief presentation from staff on various alternatives for responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.
- Following presentation and discussion, choose one or more of the following options:
 - o **Option 1:** Approve Resolution authorizing the Community Development Director to establish a conditional process for providing temporary local authorization to applicants who meet specified conditions for the sole purpose of responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.
 - o **Option 2:** Reschedule Board of Supervisor, Planning Commission, and/or Land Development and Technical Advisory Committee (LDTAC) meetings to enable consideration of permit applications prior to December 31; specify the meeting dates.
 - o **Option 3:** Direct staff to continue processing local applications without altering scheduled meetings.
- Provide any further direction to staff.

BACKGROUND/DISCUSSION

Staff continues to respond to changes in State regulations and timing in relation to State-issued licenses for commercial cannabis. In 2017, under Senate Bill 94, a process for the issuance of State temporary licenses to prospective commercial cannabis operators who could demonstrate valid local approval to operate was established and is set to expire, without possibility of extension, on December 31, 2018. In response to this expiration date and in light of the fact that the State has a significant backlog of annual applications to process, the Governor signed Senate Bill 1459, the cannabis provisional license bill, on September 27, 2018. SB 1459 creates a pathway for holders of State temporary licenses to obtain State provisional licenses commencing January 1, 2019, for the same premises and the same commercial cannabis activity for which their State temporary license was granted. However, in order to obtain a State provisional license under SB 1459, Applicants must have obtained a State temporary license, and in order to have obtained a State temporary license under SB 94, must have submitted evidence of a valid local license, permit or other authorization for the activity to the State prior to December 31, 2018. In other words, without a State temporary license an Applicant is not eligible for a provisional license and without local authorization to operate an Applicant is not eligible for either.

California Business and Professions Code section 6050.1 identifies the requirements for the local approval that is required for the State's Temporary Commercial Cannabis Cultivation license (emphasis added):

26050.1.

(a) Notwithstanding subdivision (c) of Section 26050, until January 1, 2019, a licensing authority may, in its sole discretion, issue a temporary license if the applicant submits all of the following:

(1) A written request to the licensing authority in a manner prescribed by the licensing authority.

(2) A copy of a valid license, permit, or other authorization, issued by a local jurisdiction, that enables the applicant to conduct commercial cannabis activity at the location requested for the temporary license.

Members of the cannabis community who currently have applications for local permits pending with the Community Development Department have expressed great concern about how the State's new process folds into the County's current efforts for 2019 and it is uncertain how quickly the State will be able to process annual licenses, and specifically whether annual licenses will be processed in time for operators to begin business in 2019.

Based on this concern, staff is now presenting three options for the Board to consider in an effort to aid these applicants in obtaining a temporary and/or provisional license.

Option 1:

Option 1 includes the approval by your Board of a resolution (Attachment 1) authorizing the Community Development Department to establish a conditional process for providing temporary local authorization to applicants who meet specified conditions for the sole purpose of responding to state inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis. The intent under this option is to create a bridge to allow a placeholder for operators to hold a place in line for 2019 with the State. A temporary local authorization process could assist with helping an applicant obtain a State temporary license prior to the December 31, 2018 expiration date.

To be clear, however, the temporary authorization is not certain to be effective because it does not enable the applicant to conduct commercial cannabis activity until all local permits have been obtained, and the State has a large backlog of temporary licenses to process, which may also affect the ability of an applicant to obtain a temporary license regardless of the County's processing times.

If the Board decides to go this route, staff will work under a very ambitious timetable to establish the process to be effective immediately upon approval by the Board. The process will involve an administrative review of the application for conditional approval for compliance with local regulations and will include the following conditions:

- a. The Applicant has submitted conditional use permit and cannabis operation permit applications to the Community Development Department and the Director of the Community Development Department has determined that the applications are complete.
- b. It reasonably appears that the Applicant has the ability to satisfy all minimum requirements of the County's commercial cannabis regulations, including but not limited to, those in Chapter 13 of the Mono County General Plan and Chapter 5.60 of the Mono County Code.
- c. The Applicant to whom temporary local authorization is granted understands and acknowledges in writing that he or she may not engage in any commercial cannabis activity or operation unless and until all necessary environmental review has been completed and all State and local licenses and permits have been secured.

d. No commercial cannabis activity, operation or business may operate, notwithstanding the temporary local authorization issued pursuant to this Resolution, unless and until the County has issued a valid conditional use permit under Mono County General Plan Chapter 13 and Cannabis Operation Permit under Chapter 5.60 of the Mono County Code, following environmental review as required by the California Environmental Quality Act and compliance with all other applicable laws.

e. A temporary local authorization shall give no guarantee or promise that the holder of such local authorization will have the ability to cultivate or operate any type of commercial cannabis business in the future, obtain an annual State license, conditional use permit or annual local cannabis operation permit.; and,

f. The temporary local authorization may be revoked at any time at the discretion of the Community Development Director.; and

g. A The temporary local authorization shall expire on December 31, 2018 or concurrently with issuance of a State temporary license to the Applicant, whichever occurs later.

Option 2:

If desired, the Board could direct staff to reschedule various meetings to enable consideration of use permits and cannabis operations permits prior to Dec. 31, 2018. If the permits are approved, the County could respond affirmatively when asked by the State if the applicant has the required local approvals, which would meet State requirements for their temporary license process.

At this time, only one applicant is requesting rescheduled meetings, and that use permit is expected to be heard by the Planning Commission on Dec. 20. The use permit must be approved before the Board may consider the operation permit. In addition, the multi-departmental Land Development and Technical Advisory Committee reviews draft use permits prior to consideration by the Planning Commission; LDTAC meetings are regularly held on the first and third Monday at 1:30 pm of every month (Dec. 3 and 17).

For the application in question, staff is expediting the review to make the Dec. 20 Planning Commission meeting and has already revised departmental priorities to accommodate the timeframe. However, even at this pace, staff will not be ready for public presentations any earlier than the week of Dec. 17. Therefore, two possible options exist to reschedule meetings:

1. LDTAC reviews the draft use permit on Dec. 17, the Planning Commission considers the use permit on Dec. 20, and the Board of Supervisors convenes a special meeting on Dec. 21, 26, 27, or 28 to consider the operation permit.
2. LDTAC holds a special meeting to review the draft use permit in the morning of Dec. 17, the Planning Commission holds a special meeting to consider the use permit in the afternoon of Dec. 17, and the Board of Supervisors considers the operation permit at the Dec. 18 regular meeting.

The LDTAC and Planning Commission have not yet been polled for availability on the alternative meeting dates.

Option 3:

The applications would be processed as originally scheduled, and in a manner typical of other use permits and planning permits. Two options exist for the processing timeframe:

1. The typical timeframe would have been to target the Jan. 17 Planning Commission meeting for use permit consideration, and the Feb. 19 Board of Supervisors meeting to consider the operation permit. This timeframe would not require reprioritization of tasks in the Community Development Department.
2. The current target is to hear the use permit at the Dec. 20 Planning Commission meeting, and then consider the operation permit at the Jan. 15 Board of Supervisors meeting. This timeframe requires reprioritization of Community Development Department tasks.

Attachments:

1. Resolution authorizing the Community Development Director to establish a conditional process for providing temporary local authorization to applicants who meet the specified conditions for the sole purpose of responding to State inquiries regarding commercial cannabis operations in connection with state temporary licenses for commercial cannabis.



RESOLUTION NO. R18-__

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO ESTABLISH A
CONDITIONAL PROCESS FOR PROVIDING TEMPORARY LOCAL
AUTHORIZATION TO APPLICANTS WHO MEET SPECIFIED CONDITIONS
FOR THE SOLE PURPOSE OF RESPONDING TO STATE INQUIRIES
REGARDING COMMERCIAL CANNABIS OPERATIONS IN CONNECTION
WITH STATE TEMPORARY LICENSES FOR COMMERCIAL CANNABIS**

WHEREAS, on May 1, 2018, consistent with its decision to establish a two-part discretionary permitting system for local regulation of commercial cannabis operations in the unincorporated area of Mono County (“County”), the Mono County Board of Supervisors (“Board”) adopted Ordinance No. ORD18-04 which modified certain land use designations to allow for cannabis activities and added Chapter 13 to the Mono County General Plan setting forth land use regulations for permitting commercial cannabis activities within the County; and

WHEREAS, thereafter, on May 8, 2018, the Board adopted Ordinance No. ORD18-05 adding Chapter 5.60 to the Mono County Code, which established the operational (i.e., non-land use) regulations for permitting commercial cannabis operations within the County (General Plan land use designations/Chapter 13 and Mono County Code Chapter 5.60 are collectively referred to herein as the “County Regulations”); and

WHEREAS, several prospective commercial cannabis operators in Mono County have submitted applications for local commercial cannabis permits in accordance with the County Regulations (“Applicants”), but certain of those applications have not yet been fully processed or presented for approval to County decision makers; and

WHEREAS, a process for the issuance of State temporary licenses to prospective commercial cannabis operators who could demonstrate valid local approval to operate was established effective June 27, 2017 by Senate Bill 94, and is set to expire, without possibility of extension, on December 31, 2018; and

WHEREAS, on September 27, 2018, the Governor signed Senate Bill 1459, the cannabis provisional license bill, which creates a pathway for holders of State temporary licenses under SB 94 to obtain State provisional licenses commencing January 1, 2019, for the same premises and the same commercial cannabis activity for which their State temporary license was granted; and

WHEREAS, accordingly, in order to obtain a State provisional license under SB 1459, Applicants must have obtained a State temporary license under SB 94, and in order to have obtained a State temporary license under SB 94, must have submitted evidence of a valid local license, permit or other authorization for the activity to the State prior to December 31, 2018; and

1 **WHEREAS**, without a State temporary license (and thereafter a State provisional
2 license) it is uncertain whether a prospective commercial cannabis operator in Mono County,
3 even if ultimately licensed in accordance with the County Regulations, will be able to operate in
2019 due to the time which it takes for an annual State license to be processed; and

4 **WHEREAS**, it is therefore the intent of the Board to create a process for issuance of
5 temporary local commercial cannabis authorizations to persons having submitted applications for
6 commercial cannabis operations to the County in accordance with the County Regulations, for
7 the purpose of preserving the eligibility of those persons to apply for a State temporary license
under SB 94 and, as such, a State provisional license under SB 1459; and

8 **WHEREAS**, a temporary local authorization may be granted pursuant to this resolution
9 only to individuals or entities that have, as of the date of adoption of this resolution, submitted
10 completed applications to the County for a conditional use permit and cannabis operations permit
in accordance with the County Regulations, and shall expire with the expiration of the State
temporary license system on December 31, 2018; and

11 **WHEREAS**, receipt of a temporary local authorization does not permit an Applicant to
12 initiate or engage in commercial cannabis activities within Mono County and applicants proceed
13 at their own risk in obtaining a temporary local authorization;

14 **NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED** by the Mono
15 County Board of Supervisors as follows:

16 **SECTION ONE:** The Mono County Director of Community Development is hereby
17 authorized and directed to establish a conditional process for providing temporary
18 local authorization to an Applicant for the sole purpose of responding to State
19 inquiries regarding commercial cannabis operations in connection with State
20 temporary licenses. The process for providing such temporary local authorization
shall, at a minimum, include the following conditions:

- 21 a. The Applicant submits a written request to the Director of the Community
22 Development Department for a temporary local authorization by December 20,
2018.
- 23 b. The Applicant has submitted conditional use permit and cannabis operation
24 permit applications to the Community Development Department and the
25 Director of the Community Development Department has determined that the
26 applications are complete.
- 27 c. It reasonably appears that the Applicant has the ability to satisfy all minimum
28 requirements of the County's commercial cannabis regulations, including but
29 not limited to, those in Chapter 13 of the Mono County General Plan and
30 Chapter 5.60 of the Mono County Code.
- 31 d. The Applicant to whom temporary local authorization is granted understands
32 and acknowledges in writing that he or she may not engage in any commercial
cannabis activity or operation unless and until all necessary environmental
review has been completed and all State and local licenses and permits have
been secured.

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- e. No commercial cannabis activity, operation or business may operate, notwithstanding the temporary local authorization issued pursuant to this Resolution, unless and until the County has issued a valid conditional use permit under Mono County General Plan Chapter 13 and Cannabis Operation Permit under Chapter 5.60 of the Mono County Code, following environmental review as required by the California Environmental Quality Act and compliance with all other applicable laws.
- f. A temporary local authorization shall give no guarantee or promise that the holder of such local authorization will have the ability to cultivate or operate any type of commercial cannabis business in the future, obtain an annual State license, conditional use permit or annual local cannabis operation permit.
- g. The temporary local authorization may be revoked at any time at the discretion of the Community Development Director.
- h. The temporary local authorization shall expire on December 31, 2018 or concurrently with issuance of a State temporary license to the Applicant, whichever occurs later.

APPROVED and **ADOPTED** this _____ day of _____, 2018, by the following vote, to wit:

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

Bob Gardner, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

TIME REQUIRED

SUBJECT Closed Session- Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Leslie Chapman, Dave Butters, Janet Dutcher, and Anne Larsen. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
No Attachments Available

History

Time

Who

Approval



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE December 4, 2018

TIME REQUIRED

SUBJECT Closed Session - Initiation of
Litigation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time	Who	Approval
11/28/2018 8:00 AM	County Administrative Office	Yes
11/27/2018 2:16 PM	County Counsel	Yes
11/27/2018 3:30 PM	Finance	Yes