



# 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 March 10, 2020

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#### 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 MORNIN AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCI INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITE 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**

**A. Employee Recognition - Juvenile Dependency Program**

Departments: Social Services and County Counsel

5 minutes

(Kathy Peterson and Stacey Simon) - Presentation by Social Services Director Kathy Peterson and County Counsel Stacey Simon recognizing staff for their role in obtaining feedback of "exemplary" and "virtually perfect" in the California Judicial Council's 2019 review of the County's juvenile dependency court practice and legal compliance.

**Recommended Action:** Recognize social workers and County Counsel staff involved in the child dependency process for their outstanding work.

**Fiscal Impact:** 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. Board Minutes**

Departments: Clerk of the Board

Approval of the Board Minutes of the Board of Supervisors Regular meeting on January 14, 2020.

**Recommended Action:** Approve the Board Minutes of the Board of Supervisors Regular meeting on January 14, 2020.

**Fiscal Impact:** None.

**B. Board Minutes**

Departments: Clerk of the Board

Approval of the Board Minutes of the Board of Supervisors Regular meeting on January 21, 2020.

**Recommended Action:** Approve the Board Minutes of the Board of Supervisors

Regular meeting on January 21, 2020.

**Fiscal Impact:** None.

**C. Resolution approving use of a five-year audit cycle for Antelope Valley Water District**

Departments: Finance

Resolution approving use of a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

**Recommended Action:** Approve Resolution R20-\_\_\_, approving use of a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

**Fiscal Impact:** Slight decrease in annual audit fees plus reduction in finance and special district personnel time devoted to the audit.

**D. HOME Investment Partnerships Program - Corrected Resolution**

Departments: Finance

Mono County was awarded \$500,000 in 2018 HOME funding. Recently, Finance was notified by the Department of Housing & Community Development that one correction is required to R18-41 to list applied for activities in order to finalize the County's 2018 HOME Standard Agreement.

**Recommended Action:** Approve Resolution R20-\_\_\_, replacing prior resolution R18-41, and authorizing the submittal of an application for funding under the Home Investment Partnerships Program (HOME), execution of a Standard Agreement and amendments thereto and of any related documents necessary to participate in the HOME Investment Partnerships Program to fund the Mono County First Time Homebuyer Program.

**Fiscal Impact:** Finalizing the agreement is the last step for Mono County to receive \$500,000 in first time homebuyer funding.

**E. SB-2 Planning Grant Resolution Revision - Corrected Resolution**

Departments: Community Development

Proposed resolution superseding and replacing Resolution R19-80, which authorized staff to file an application for SB2 Planning Grant Program funding for two projects: 1) prescriptive designs for accessory dwelling units (ADUs); and 2) California Environmental Quality Act (CEQA) streamlining checklist for greenhouse gas (GHG) emissions, to change the authorized signatory from County Administrative Officer and Board Chair, to Community Development Director, without making additional changes.

**Recommended Action:** Adopt proposed resolution R20-\_\_\_, Authorizing application for, and receipt of, SB 2 Planning Grants Program Funds and Superseding and replacing Resolution R19-80.

**Fiscal Impact:** Upon Board approval, staff will submit a final application for \$160,000 to the California Department of Housing and Community Development (HCD) for SB-2 funds. SB-2 funds are administered through reimbursement and require regular progress reports that show increased housing production or a reduction in staff time and resources due to the implementation of the proposed programs. Annual monitoring of deed restricted ADUs utilizing prescriptive designs are not covered by SB-2 funds and would need a separate, ongoing funding source.

**6. CORRESPONDENCE RECEIVED**

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.

**A. Tioga Green Letter re: Reduced Signage**

A letter from Tioga Green in Lee Vining discussing "uninformed" visits to the business, where visitors are not aware that it is a cannabis store.

**B. Casa Diablo IV Notice of Preparation**

From the Great Basin Unified Air Pollution Control District (District), included in the agenda is the Notice of Preparation (NOP) for the Casa Diablo IV Geothermal Power Plant Project Supplemental Environmental Impact Report (SEIR). If you have any questions about the attached NOP, please contact Ann Logan, Deputy Air Pollution Control Officer at (760) 872-8211.

**7. REGULAR AGENDA - MORNING**

**A. Walker Military Operations Area Airspace Update**

Departments: Board of Supervisors  
15 minutes

(Major Chad Nedeau, Douglas E. Power) - A presentation from Major Chad Nedeau from the United States Marine Corps Mountain Warfare Training Center (MWTC) in Bridgeport, California on the Walker Military Operations Area designated airspace.

**Recommended Action:** None, informational only.

**Fiscal Impact:** None.

**B. Joint Representation Agreement - Goldfarb & Lipman LLC**

Departments: County Counsel  
5 minutes

(Anne Frievalt) - Proposed agreement with the law firm of Goldfarb &

Lipman consenting to its joint representation of both Mono County and Mammoth Lakes Housing in the negotiation and drafting of an affordable housing monitoring agreement and waiving potential conflicts of interest pertaining thereto.

**Recommended Action:** Approve entry into proposed joint representation agreement and authorize County Counsel to execute said agreement on behalf of the County. Provide any desired direction to staff.

**Fiscal Impact:** Cost to Mono County for legal services to be provided by Goldfarb & Lipman in negotiating and drafting a monitoring agreement with Mammoth Lakes Housing is not expected to exceed \$1,800. (Total estimate for legal services is \$3,600, to be split evenly with Mammoth Lakes Housing).

**C. Travel, Per Diem, and Food and Beverage Policy**

Departments: Finance, County Counsel

15 minutes (10 minute presentation; 5 minute discussion)

(Janet Dutcher and Stacey Simon) - County per diem rates have not been increased since 2006 and, accordingly, have not kept pace with current costs and circumstances. In addition, County policies regarding travel, per diem and food and beverage reimbursement have historically been located in four different locations: (1) Rules 620-660 of the Mono County Personnel Rules; (2) Resolutions 95-02, as amended by R06-63; (3) Resolution 08-55; and (4) individual bargaining unit MOUs. During the last round of negotiations, references to travel and per diem rates were removed from all employee MOUs, with the understanding that a single, comprehensive policy would be enacted. The proposed policy fulfills that understanding.

**Recommended Action:** Adopt proposed resolution R20-\_\_\_, Adopting a comprehensive policy for travel, per diem (meal) and food and beverage reimbursement and superseding and replacing Resolutions R95-02, R06-63 and R08-55.

**Fiscal Impact:** Per diem meal rates would increase from the flat amounts of \$12.00 (breakfast), \$12.00 (lunch) and \$25.00 (dinner) to a fluctuating rate based on the United States General Services Administration (GSA) rate for Sacramento. Currently the GSA rates for Sacramento are \$16.00 (breakfast), \$17.00 (lunch) and \$28.00 (dinner). In addition, the reimbursement for food and beverage provided at specified county-sponsored meetings and events would increase from \$2.00 to a fluctuating amount that is 60% of the U.S. GSA rate for incidental expenses (currently \$3.00).

**D. Use of Funds for Owens Valley Groundwater Authority Membership and Vote Share**

Departments: County Counsel

15 minutes

(Jason Canger, Deputy County Counsel) - Use of Previously Budgeted Funds to Maintain or Increase the County's Vote Share on the Owens Valley Groundwater

Authority Board of Directors.

**Recommended Action:** (1) Receive presentation and update on current membership of the Owens Valley Groundwater Authority (OVGA) Board of Directors; (2) Discuss the County's use and budgetary impact of funds previously committed on behalf of other members to maintain or increase the County's vote share on the OVGA Board of Directors; and (3) Provide any desired direction to the County's OVGA representative and staff.

**Fiscal Impact:** None if the Board authorizes the County's OVGA representative to use funds to maintain or increase its vote share on the OVGA Board of Directors; OR up to \$64,186.32 in potential savings if the Board does not authorize the County's OVGA representative to use funds to maintain or increase its vote share on the OVGA Board of Directors.

**E. Coronavirus Update**

Departments: Public Health  
30 minutes

(Sandra Pearce) - Presentation by Sandra Pearce, Public Health Director, regarding Coronavirus (COVID-19) in the United States and public outreach/educational meetings planned in coming weeks within Mono County.

**Recommended Action:** None (informational only). Provide any desired direction to staff.

**Fiscal Impact:** None.

**F. Employment Agreement with Kim Bunn as Assistant Finance Director - Auditor / Controller**

Departments: Finance  
5 minutes

(Janet Dutcher) - Proposed resolution approving a contract with Kimberly Bunn as Assistant Finance Director - Auditor / Controller, and prescribing the compensation, appointment and conditions of said employment.

**Recommended Action:** Announce Fiscal Impact. Approve Resolution #R20-\_\_\_\_, Approving a contract with Kimberly Bunn as Assistant Finance Director - Auditor / Controller, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

**Fiscal Impact:** The cost for this position for the remainder of FY 2019-2020 is approximately \$51,520 of which \$36,000 is salary and \$15,520 is benefits, and enough budget is available for FY 2019-20. The cost for an entire fiscal year is approximately \$154,562, of which \$108,000 is salary and \$46,562 is benefits.

**G. Amendment to Employment Agreement with Gerald Frank as Assistant Finance Director - Treasurer / Tax Collector**

Departments: Finance

5 minutes

(Janet Dutcher) - Proposed resolution approving an amendment to the employment agreement with Gerald Frank as Assistant Finance Director - Treasurer / Tax Collector to increase base pay from \$8,333 per month to \$9,000 per month.

**Recommended Action:** Announce fiscal impact. Adopt Resolution #R20-\_\_\_\_, Amending the employment contract with Gerald Frank as Assistant Finance Director - Treasurer / Tax Collector.

**Fiscal Impact:** Increases cost of this position for the remainder of FY 2019-2020 by \$2,869, of which \$2,668 is salary and \$201 is benefits. The Department has enough budget savings to cover the increase. The annual increased cost of this position is \$8,607, of which \$8,004 is salary and \$603 is benefits.

**H. FY 2020-21 Budget Update**

Departments: CAO and Finance

30 minutes

(Janet Dutcher) - CAO and Finance will update the Board about the FY 2020-21 budget development process.

**Recommended Action:** Receive information and provide direction to staff, if desired.

**Fiscal Impact:** None

**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): Steve Barwick, Stacey Simon, 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). Unrepresented employees: All.

**B. Closed Session - Public Employment**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

**C. 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: 1. Facts and circumstances: Request by ATT for Refund of a portion of unitary taxes paid in 2014-2015 Tax Year.

**D. 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: two.

**E. Closed Session - Existing Litigation**

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Claim for damages filed by Cory Zila against Mono County.

**F. Closed Session - Existing Litigation**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: County of Mono et al. v. City of Los Angeles et al. (Alameda Superior Court Case No. RG18923377).

**THE AFTERNOON SESSION WILL RECONVENE NO EARLIER THAN 1:00 PM.**

**10. 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.)

**11. REGULAR AGENDA - AFTERNOON**

**A. Presentation on Solid Waste Fee Waiver Programs**

Departments: Public Works - Solid Waste

20 minutes

(Tony Dublino / Justin Nalder) - Presentation by Director of Public Works Tony Dublino and Justin Nalder, Solid Waste Superintendent / Environmental



Manager regarding Solid Waste Fee Waiver Programs - wood waste voucher program, and the manure waiver program.

**Recommended Action:** Review status of the Solid Waste Fee Waiver Programs and provide direction to staff regarding future implementation.

**Fiscal Impact:** If the programs continue as is, the Solid Waste Enterprise Fund will see continued lost revenue of approximately \$18,500 and increased net cost of handling of \$32,000, each year. If the recommended action is adopted, lost revenue is reduced or eliminated and the cost of handling is decreased.

**B. Review of Tipping Fees for Special Handling Waste Streams**

Departments: Public Works - Solid Waste

30 minutes

(Justin Nalder) - Presentation by Solid Waste Superintendent on the Fees and Costs of Special Handling Solid Waste Services: wood waste, treated wood, manure, and propane tanks.

**Recommended Action:** Receive staff presentation on the current costs associated with providing "special handling" solid waste services and the current fees that the County charges for those services; consider whether current fees for "special handling" waste stream services should be updated; provide any desired direction to staff.

**Fiscal Impact:** None at this time. If the Board directs staff to update the current fee schedule for "special handling" waste stream services, then staff will prepare materials related to and schedule a public hearing to consider and adopt a revised fee schedule that would likely be designed and result in fees being increased to rates to recoup annually approximately \$40,000 in lost costs.

**C. Civic Center Update**

Departments: Public Works

20 minutes

(Tony Dublino, Director of Public Works; Nate Greenberg, IT Director) - Weekly update on the County's Civic Center project at 1290 Tavern Road, and efforts to transition from other Mammoth locations into the Civic Center as of June 1, 2020.

**Recommended Action:** None; Informational only.

**Fiscal Impact:** None.

**D. Agreements/Purchase Orders for Furniture and Related Services for the Mono County Civic Center**

Departments: CAO, County Counsel

30 minutes

(Nate Greenberg) - Proposed contracts/purchase orders with Hon Co., Haworth,

Inc., and Reno Business Interiors for the purchase of furniture and related delivery and assembly services for the Mono County Civic Center and consider requested budget appropriation increases. 4/5 vote required.

**Recommended Action:** 1. Authorize the County Administrative Office to approve purchase orders with Reno Business Interiors in an amount up to \$900,000 for the purchase of furniture and furnishings in the South County Civic Center (Civic Center). 2. Authorize and approve an increase in budget appropriations in the total amount of \$150,000, specifically (i) \$75,000 from 1991 Realignment Funds and 2011 Realignment Funds, shared equally, for the Social Services Department; (ii) \$25,000 from 2011 Realignment Funds for the Behavioral Health Department; and (iii) \$75,000 from Asset Forfeiture Funds for the District Attorney's Office. 4/5 Vote Required.

**Fiscal Impact:** At its mid-year budget meeting on February 4, 2020, the Board of Supervisors approved \$500,000 from the General Fund for the purchase of furniture and furnishings for general fund and public health departments. Additionally, \$100,000 was allocated to the Social Services Department and \$150,000 was allocated to the Behavioral Health Department budgets for a total of \$750,000. This item anticipates furniture and moving cost could be as much as \$925,000, thus supporting the request at this time to increase appropriations by another \$150,000. However, staff is reviewing the needs of common area furnishings, which may result in the allocation of additional funds from the Social Services and Behavioral Health Departments, because the majority of public visitors to the Civic Center will be driven by services provided by these departments.

## 12. **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** March 10, 2020

**Departments: Social Services and County Counsel**

**TIME REQUIRED** 5 minutes

**PERSONS APPEARING BEFORE THE BOARD** Kathy Peterson and Stacey Simon

**SUBJECT** Employee Recognition - Juvenile  
Dependency Program

**AGENDA DESCRIPTION:**

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

Presentation by Social Services Director Kathy Peterson and County Counsel Stacey Simon recognizing staff for their role in obtaining feedback of "exemplary" and "virtually perfect" in the California Judicial Council's 2019 review of the County's juvenile dependency court practice and legal compliance.

**RECOMMENDED ACTION:**

Recognize social workers and County Counsel staff involved in the child dependency process for their outstanding work.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Stacey or Kathy

**PHONE/EMAIL:** x1763 or x1704 / ssimon@mono.ca.gov or kpeterson@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

<p>Click to download</p> <p> <a href="#">Staff Report</a></p>
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**History**

Time	Who	Approval
3/3/2020 11:34 AM	County Administrative Office	Yes
2/27/2020 5:24 PM	County Counsel	Yes
2/27/2020 2:49 PM	Finance	Yes



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 and Stacey Simon, County Counsel  
Date: February 27, 2020  
Re: Employee Recognition

**Recommended Action:**

No action. Employee recognition.

**Fiscal Impact:**

None.

**Discussion:**

The purpose of this item is to recognize staff for their role in the successful review findings in the California Judicial Council's review of the County's juvenile dependency court practice and legal compliance conducted in 2019.

When the County intervenes to protect a child from abuse or neglect, it steps into the role of parent. The court, in its unique oversight role, makes decisions that change the lives of children and their families forever. Federal and state laws governing the court's decisions are aimed at ensuring that children are safely maintained at home whenever possible and appropriate; giving children legally permanent and stable living situations; preserving their family relationships and connections; enhancing each family's capacity to provide for their children's needs; and ensuring that children receive all appropriate services.

Title IV-E of the federal Social Security Act. (42 U.S.C. § 670 et. seq) provides funding for foster care, including foster care maintenance and administrative costs; adoption, including adoption assistance payments and administrative costs; independent living programs; and education and training vouchers.

In federal fiscal year 2016, California received over \$181 million in federal foster care maintenance and approximately \$360 million in federal foster care administrative dollars. To receive these funds, social services departments and probation departments must comply with the title IV-E legal requirements and our state's laws and policies that implement title IV-E programs.

Judicial officers, court staff, attorneys, and department staff are provided assistance to meet the legal requirements of title IV-E and to increase the likelihood of success at future federal reviews.

The Judicial Resources and Technical Assistance (JRTA) project assists juvenile court judges and court professionals with the many legal issues that arise in juvenile dependency and juvenile justice cases statewide. JRTA attorneys conduct file reviews, observe court, and provide technical assistance upon request to help ensure Title IV-E findings and orders are made as appropriate. The Project's objective is to help ensure that California can produce successful outcomes at triennial Title IV-E federal reviews.

In consultation with the court, attorneys with JRTA in San Francisco, California, visit the Mono County Superior Court on a rotating basis to conduct a legal analysis of court files, observe court proceedings, and prepare written reports and legal memoranda detailing areas where legal findings and orders are made appropriately and as required under title IV-E.

During the on-site visit, the JRTA attorney meets with judges, juvenile court professionals, and other stakeholders and discusses preliminary findings on areas of strength and where changes are suggested. Identifying and resolving these issues early reduces the likelihood of a judicial determination error resulting during a federal review. A written report summarizing the recommendations is sent to the court and justice partners.

In the most recent review, the JRTA review found that "Mono County continues to demonstrate excellent compliance with title IV-E. In fact, compliance was virtually perfect."

We are proud to recognize the work of the Mono County Counsel's Office and the Social Services Child Welfare (Social Worker) staff for their work leading to this impressive result.



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

# REGULAR AGENDA REQUEST

Print

**MEETING DATE**    March 10, 2020

**Departments: Clerk of the Board**

**TIME REQUIRED**

**SUBJECT**                    Board Minutes

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

### AGENDA DESCRIPTION:

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

Approval of the Board Minutes of the Board of Supervisors Regular meeting on January 14, 2020.

### RECOMMENDED ACTION:

Approve the Board Minutes of the Board of Supervisors Regular meeting on January 14, 2020.

### FISCAL IMPACT:

None.

**CONTACT NAME:** Scheereen Dedman

**PHONE/EMAIL:** 7609325538 / sdedman@mono.ca.gov

### SEND COPIES TO:

### MINUTE ORDER REQUESTED:

YES    NO

### ATTACHMENTS:

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<a href="#">1-14-2020 DRAFT Minutes</a>

### History

Time	Who	Approval
2/21/2020 10:41 AM	County Administrative Office	Yes
3/3/2020 4:27 PM	County Counsel	Yes
2/27/2020 2:54 PM	Finance	Yes



**DRAFT MEETING MINUTES  
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  
January 14, 2020**

<b>Flash Drive</b>	<b>Portable Recorder</b>
<b>Minute Orders</b>	<b>M20-16 – M20-19</b>
<b>Resolutions</b>	<b>R20-06 – R20-07</b>
<b>Ordinance</b>	<b>ORD20-01 Not Used</b>

9:03 AM Meeting Called to Order by Chair Corless.

*Supervisors Present: Corless, Gardner, Kreitz, Peters, and Stump.  
Supervisors Absent: None.*

**The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015 forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>.**

Pledge of Allegiance led by Sheriff Braun

"Nothing will work unless you do." - Maya Angelou.

**1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Janet Carle, Mono Basin:**

- Thanked Board for the resolution regarding the need for a State Park Ranger at Mono Lake.
- Tioga Inn Project. Read letter (available in additional documents).

**2. RECOGNITIONS**

**A. Recognition of Megan Foster for Service to Mono County**

Departments: Social Services

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

(Social Services) - Resolution recognizing Megan Foster for her work with, and recent retirement from, the County of Mono, Department of Social Services.

**Action:** Adopt proposed resolution recognizing Megan Foster for her work with, and recent retirement from, the County of Mono, Department of Social Services.

**Peters moved; Kreitz seconded**

**Vote: 5 yes; 0 no**

**M20-16**

- Supervisor Peters read resolution into record.

### **3. COUNTY ADMINISTRATIVE OFFICE**

CAO Report regarding Board Assignments

**Steve Barwick, CAO:**

- Civic Center is proceeding at pace. Anticipate moving into the civic center in April.
- Staff working to update the legislative agenda, hoping to have to Board by Feb. 24.
- Tentative agreement with MCPE. Scheduled to consider on Jan. 28.
- January 8, leadership team meeting, discussed Beth Cohen's report.
- Assistant CAO Recruitment – selected 4 applicants for interviews, interviews taking place next week. Two meet and greets.
- Working on possible changes to the Board agenda preparation process in order to possibly get the finalized agenda to you a few days early.

### **4. DEPARTMENT/COMMISSION REPORTS**

**Robin Roberts, Behavioral Health Director:**

- Met with tribal elders and commission in Inyo on Friday to discuss a walk from Long Valley to Mono Lake in late July.
- Last Thursday department met with Beth Cohen, has 3 new staff members. Focused on 2020 plan, and the next 3 years, working on succession planning.

**Justin Nalder, Solid Waste Superintendent:**

- EcoHero show (educational outreach) will be coming to the area January 21, 8:30 AM Bridgeport Elementary, and Friday January 24, 8:30 AM Benton Elementary, 12:30 PM at Antelope Valley Elementary.

**Wendy Sugimura, Community Development Director:**

- Planning Analyst Recruiting process - Hired a part time temporary planner, Cedar Barager.
- December Planning Commission meeting report.

**Sheriff Braun:**

- Podcast "Last Day" about opioid use.

**Jason Canger:**

- Water update. Southern part of Inyo County Groundwater Basin designated by Department of Water Resources as critically over drafted, so is obligated to prepare a groundwater sustainability plan (GSP) and submit to DWR by the end of this month.
- Indian Wells Valley Groundwater Authority is preparing to adopt its GSP for approval by DWR. Includes importation of water from Owens Valley, which is part of Mono County.

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**



## 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. Board Minutes

Departments: Clerk of the Board

Approval of the minutes of the regular Board of Supervisors meeting on December 10, 2019.

**Action:** Approve the minutes of the regular Board of Supervisors meeting on December 10, 2019.

**Gardner moved; Peters seconded**

**Vote: 5 yes; 0 no**

**M20-17**

### B. Allocation List Amendment - Sheriff's Office

Departments: Sheriff / Coroner

The current Lieutenant carries the workload previously shouldered by two people. Recognizing budget constraints, the Sheriff's Office is not requesting to restore the allocated position, but to upgrade one Sergeant position to a Lieutenant position.

**Action:** Adopt proposed resolution R20-06, Authorizing the County Administrative Officer to amend the County of Mono List of Allocated Positions to add one Lieutenant position and to delete one Sergeant position within the Sheriff's Office.

**Gardner moved; Corless seconded**

**Vote: 3 yes; 2 no**

**R20-06**

**Supervisor Stump:**

- The Second Lieutenant position was originally established when Sheriff's Office was serving as the department that hosted the Paramedic program. Wants to know what the workload is that demands this position? Is she going to bring the Sergeant position back? How will this improve service delivered to constituents?

**Sheriff Braun:**

- Current Lt. is Operations and Administrative Lt. who oversees everything. He is the acting Undersheriff. Chief Deputy Coroner. All jail, patrol, court operations. The workload is burdensome. Is losing oversight needed on the jail side.
- Does not want to increase overall allocation. Ops Lt and Admin LT.
- Court security budget does not get fully spent, accruing a balance.
- A Lt. for the PSO side, not a sworn position. Title change to clearly delineate supervision. This position is still in effect. Subordinate to sworn LT position.

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

**Supervisor Kreitz:**

- Lt. won't work weekends?
- Potential for top-heavy SO for the size of the County. Cannot support this.

Stump and Kreitz voted no.

**C. Allocation List Amendment - Sheriff's Office**

Departments: Sheriff / Coroner

In order to achieve parity with other departments, the Sheriff's Office is requesting to upgrade one Administrative Services Specialist position to a Fiscal and Administrative Services Officer position.

**Action:** Adopt proposed resolution R20-07, Authorizing the County Administrative Officer to amend the County of Mono List of Allocated Positions to add one Fiscal and Administrative Services Officer position and to delete one Administrative Services Specialist position within the Sheriff's Office.

**Gardner moved; Peters seconded**

**Vote: 5 yes; 0 no**

**R20-07**

**D. Reappointment to the Mono County Child Care Council**

Departments: Mono County Child Care Council

(Courtney Powell, Mono County Child Care Council Coordinator) - Mono County Child Care Council seeks the re-appointment of Julie Winslow by the Mono County Board of Supervisors for a two-year term beginning December 19, 2019 and terminating December 18, 2021.

**Action:** Appoint Julie Winslow to a two-year term in the category of Child Care Provider from December 18, 2019 and terminating December 18, 2021 and authorize the Board Chair to sign the Certification Statement Regarding Composition of LPC Membership.

**Gardner moved; Peters seconded**

**Vote: 5 yes; 0 no**

**M20-18**

**6. CORRESPONDENCE RECEIVED**

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.

*The Board acknowledged receipt of the correspondence.*

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

### **A. Application for Alcoholic Beverage License - Andruss Motel**

An application to the State of California Department of Alcoholic Beverage Control for Alcoholic Beverage License by Andruss Motel, in Coleville, CA.

### **B. California Fish and Game Commission Letters Relating to Hunting**

The California Fish and Game Commission provided notice of proposed regulatory action relating to Mammal and Waterfowl hunting season. Any person interested may present statements, orally and in writing, relevant to this action at a hearing to be held in the Natural Resources Building Auditorium, First Floor, 1416 Ninth Street, Sacramento, CA., on Thursday, April 16, 2020 at 8:00 AM. Additional information related to these matters can found on the Fish and Game Commission website.

#### **Supervisor Peters:**

- The proposed regulations have an impact on Mono County. Wanted to make sure that people knew that the current duck hunt season would be reduced in number of days by about 14.
- Mammal letter advises of changes to seasons and bag limits.
- On the Feb 21 at Natural resources bldg. the Fish and Game Commission will hear the proposed changes by the DFW. 15-day comment period prior to Feb. 21.
- Not asking for the Board to submit comments.

### **C. Letter Regarding a New Proposal by USFW to List the Sierra Nevada Red Fox Under The ESA**

The United States Fish and Wildlife Service (USFW) proposed listing the Sierra Nevada distinct population segment of the Sierra Nevada red fox as endangered under the Endangered Species Act (ESA). The proposed rule will be available for public inspection in the Federal Register Reading Room and will publish in the Federal Register on Wednesday, January 8, opening a 60-day public comment period through March 9, 2020. Information on how to submit comments is available at [www.regulations.gov](http://www.regulations.gov) by searching under docket number FWS-R8-ES-2019-0006.

#### **Supervisor Peters:**

- Would like more information to come back on this item on how it would impact the BWRA, MWTC, and the Sonora Pass area.

#### **Supervisor Stump:**

- Request that we se4nt a letter as a Board TO USFW appreciating outreach made and notice they have published in fed register but asking for a more user-friendly version including proposed habitat maps.

#### **Wendy Sugimura:**

- Will make request for information regarding proposed habitat layer.
- Will be bringing back to Board the comments that will be made.
- Will contact USFW for Collaborative Team meeting. January 30 9 AM Mammoth Town/ County Conference room.

#### **Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

## 7. REGULAR AGENDA - MORNING

### A. Public Hearing on the Adoption of the 2019 California Building Code

Departments: Community Development - Building

(Jason Davenport) - Public hearing regarding Mono County adoption of the 2019 California Building Codes.

**Action:** Introduce, read title, and waive further reading of a proposed ordinance to adopt a revision to Chapter 15.04 of Mono County Code Title 15 to include Appendix C, I and Q, and amend the previously adopted California Building Standards Code.

**Gardner moved; Peters seconded**

**Vote: 5 yes; 0 no**

#### **M20-19**

**Jason Davenport:**

- Presented item.

*Public Hearing Opened: 10:07 AM*

*Public Hearing Closed: 10:07 AM*

*Break 10:08 AM*

*Reconvene: 10:17 AM*

### B. Mono County Public Health Fiscal Sustainability Presentation

Departments: Public Health, Finance

(Sandra Pearce, Kim Bunn, Janet Dutcher) - Presentation by Sandra Pearce, Kim Bunn, and Janet Dutcher regarding Mono County Public Health Fiscal Sustainability.

**Action:** None.

**Sandra Pearce, Public Health Director, Kim Bunn, Financial Technical Specialist, Janet Dutcher, Finance Director**

- Presented item.
- Handed out presentation summary (available in additional documents).

## 8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

## 9. CLOSED SESSION

### A. Closed Session - Human Resources

**Note:**

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Steve Barwick, Stacey Simon, 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 - Public Employment**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

**THE AFTERNOON SESSION WILL RECONVENE NO EARLIER THAN 1:00 P.M.**

*Closed Session: 11:58 AM  
Reconvene: 1:28 PM*

Nothing to report out of closed session.

**10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

No one spoke.

**11. REGULAR AGENDA - AFTERNOON**

**A. Public Safety Power Shut-Off (PSPS) Events**

Departments: Sheriff / Coroner; IT; Social Services; County Counsel (Ingrid Braun, Nate Greenberg, Kathy Peterson, Stacey Simon) - Continued discussion regarding impacts and issues that are unique to Mono County related to public safety power shutoff events and means of communicating those impacts and issues to decision makers. Discussion and possible approval of County narrative and talking points document.

**Action:** None.

**Stacey Simon, County Counsel:**

- Presented item.

**B. Inmate Welfare Fund Annual Report, Fiscal Year 2018-2019**

Departments: Sheriff / Coroner

(Sheriff Braun) - California Penal Code Section 4025 (e) states: The money

**Note:**

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

and property deposited in the inmate welfare fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail. An itemized report of these expenditures shall be submitted annually to the Board of Supervisors.

**Action:** None.

**Sheriff Braun:**

- Presented item.

### **C. Workshop Regarding Graffiti Ordinance (Mono County Code Chapter 10.45)**

Departments: County Counsel; Community Development

(Christian Milovich) - Workshop to review Chapter 10.45 of the Mono County Code pertaining to graffiti regulation and abatement.

**Action:** None.

**Christy Milovich, Assistant County Counsel:**

- Presented item.

## **12. BOARD MEMBER REPORTS**

**Supervisor Corless:**

- 1/8 NACo Public Lands Steering Committee call
- 1/10 Sierra Eastside Regional Prioritization Group monthly call—presentation on tree mortality and climate change
- 1/13 YARTS
- --Overall increase in passengers, fare revenue (fare increase, no fires)
- --Successful pilot project to extend service into Oct, over 600 passengers, issue to keep service extension in place is funding. YARTS is requesting \$19,200 from LTC, but it's a big ask from that fund, might need to look for other possibilities.
- --Kathleen Morse, Yosemite National Park: Communicated to her that Mono would like more info on 120/Tioga/Tuolumne construction project...parking impacts in Tuolumne, Tioga Rd resurfacing/rehab. 2021 closing Glacier Pt road entirely. Noted issue with fee/deferred maintenance fund: 55 percent of program has to go to deferred maintenance. Not new projects. Transportation fee revenue is \$2.6-8 million...\$1.4 million goes to YARTS. Not a lot of extra revenue to pay for more. YNP's financial world has changed.
- --Introduced Christine Chavez, new Transit Manager, expressed her excitement to expand service, electrify the fleet.

**Supervisor Gardner:**

- Last Wednesday I participated in a NACO Public Lands Conference call. Topics discussed included the Administration's proposed revised regulations for grazing, the National Environmental Protection Act, and the Endangered Species Act, as well as funding for Wild Horses and Burros control. Detailed information on these regulations is available on the NACO website. Information was also provided on the Payments in Lieu of Taxes and Secure Rural Schools programs, which are being funded at prior year levels this year, and for Forest Service and Bureau of Land Management fire funding, which is being increased for the current year. NACO staff expect more interest from the Congress this year on deferred maintenance funding gaps in all public lands agencies, and on recreation opportunities generally.

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

- Last Wednesday evening I attended the Mono Basin RPAC meeting. Topics included an update on several issues from the Forest Service, the ongoing SCE work at their substation in Lee Vining, and an update from the RPAC subcommittee on Housing.
- On Thursday the 9<sup>th</sup> I attended a meeting of the June Lake Citizens Advisory Committee. The main topic of discussion was the continued concern from the June Lake Chamber of Commerce about Alterra Corporation's future plans for June Mountain.
- On Friday Jan. 10 I attended with Supervisor Kreitz the monthly meeting of the Eastern Sierra Transit Authority Board. We reviewed operations and financial reports from the past few months, approved a labor contract and a grant application, and discussed the performance of the Executive Director.
- Yesterday I attended the quarterly meeting of the Yosemite Area Regional Transportation System with Supervisor Corless in Mammoth. We reviewed operations and financial reports, approved a grant application, and discussed selected other items regarding the future of YARTS.
- Finally, last night I attended the meeting of the Mono Basin Fire Safe Council in Mono City. This group is planning several activities this year to be more aggressive in fire prevention and in preparing residents for any potential wildland fire event.

**Supervisor Kreitz:**

- On January 8th, I participated in the Community Economic Workforce Development committee meeting. We discussed the upcoming Legislative Conference.
- Later that day, I attended the Mono County Census Committee meeting. We received an update from the consultant that is working on canvassing in Mono County for the upcoming Census. His team spent two weeks canvassing, Mono was the first county in the state to be canvased. It was reported to us that during their time here canvassing the group made over 2,000 knocks on doors knocked, and made contact with 34% (682), and 98% of folks asked said they would likely complete the Census. They will come back for two weeks during the time of the census. The Mono County Census Committee will be coming before the Board in March to give a formal update. You may go online beginning March 12th through September and complete the Census.
- On January 10th, I attended the ESTA Board meeting in Bishop. The ESTA Board authorized a grant application for Federal funds for next fiscal year that fund the Highway 395 corridor route. The Board also adopted a five-year agreement with the ESTA Employee Association.
- Yesterday, I attended the LTC meeting. Thank you Supervisor Stump for your service as the Board Chair this past year. The Commission discussed public access to the new County Civic Center via bike, public transit and foot traffic from Sierra Park Road. The Commission agreed that the focus is currently on the transition into the new building. There was a request of the staff to be sure that there is a clear articulation of the County's efforts to ease the access and development of the Town's office buildings at some time in the future.

**Supervisor Peters:**

- 9<sup>th</sup> GBAQCB
- 10<sup>th</sup> Tour Memorial Hall Kitchen remodel CSA 5 Steve Noble
- 13<sup>th</sup> LTC
- Meeting with Robin Roberts and Amanda Greenberg, Steve Barwick, Sheriff Braun and Kathy Peterson
- Upcoming:
- 29<sup>th</sup> MWTC Tour
- RCRC Installation of Officers
- Stafford Lehr Deputy Director CDFW
- CSAC Executive Board Meeting

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

**Supervisor Stump:**

- 1-9: Attended the Great Basin Unified Air Pollution District meeting - That Board reviewed the 2nd draft of the new Smoke Management Plan. A formal public hearing on the plan should occur at the March meeting. The Board also received a report on generator permitting requirements for generators. The Board requested that some clarifications be made to the fee structure assignment method.
- 1-9: Attended the Owens Valley Groundwater Authority - Wheeler Crest CSD requested to be removed from the JPA now that the Low rating for the Water Basin is finalized, The request was granted. This will cause a further discussion of funding at the next OVGA meeting. I have requested an agenda item prior to that to discuss with this Board.
- 1-11: Attended the Fire Department response community dinner in Benton. Large turn out. Great volunteer commitment among community members.
- 1-13: Attended the Local Transportation Commission. Council-member Salcido elected Chair for the coming year. Supervisor Kreitz elected Vice Chair. More work to be done on the Regional Transportation Plan to incorporate housing related items.

**ADJOURNED at 2:42 PM**

**ATTEST**

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**STACY CORLESS  
CHAIR OF THE BOARD**

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**SCHEEREEN DEDMAN  
SR. DEPUTY CLERK**





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

# REGULAR AGENDA REQUEST

Print

**MEETING DATE**    March 10, 2020

**Departments: Clerk of the Board**

**TIME REQUIRED**

**SUBJECT**                    Board Minutes

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

### AGENDA DESCRIPTION:

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

Approval of the Board Minutes of the Board of Supervisors Regular meeting on January 21, 2020.

### RECOMMENDED ACTION:

Approve the Board Minutes of the Board of Supervisors Regular meeting on January 21, 2020.

### 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> <a href="#">1-21-2020 DRAFT Minutes</a></p>
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#### History

Time	Who	Approval
3/3/2020 11:27 AM	County Administrative Office	Yes
2/27/2020 3:46 PM	County Counsel	Yes
2/27/2020 2:54 PM	Finance	Yes



**DRAFT MEETING MINUTES  
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 Mammoth Lakes Suite Z, 437 Old Mammoth Rd, Suite Z, Mammoth Lakes, CA 93546

**Regular Meeting  
January 21, 2020**

<b>Flash Drive</b>	<b>Portable Recorder</b>
<b>Minute Orders</b>	<b>M20-20</b>
<b>Resolutions</b>	<b>R20-08 – R20-10</b>
<b>Ordinance</b>	<b>ORD20-01</b>

9:04 AM Meeting Called to Order by Chair Corless.

*Supervisors Present: Corless, Gardner, Kreitz, Peters, and Stump.  
Supervisors Absent: None.*

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015 forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>.

Pledge of Allegiance led by Supervisor Stump.

**Supervisor Gardner:** *Our lives begin to end the day we become silent about things that matter.* Martin Luther King, Jr.

**1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

No one spoke.

**2. RECOGNITIONS - NONE**

**3. COUNTY ADMINISTRATIVE OFFICE**

CAO Report regarding Board Assignments  
Steve Barwick, CAO:

**Note:**

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- The Assistant CAO finalists will be in town Thursday and Friday. Meet and Greets are scheduled.
- Solid Waste issue - update to the Board next week.
- Department head meeting was productive.
- Coffee with Co-workers.
- MCPE contract scheduled for vote 1/28.
- Finance Director and staff mid-year budget.

#### 4. DEPARTMENT/COMMISSION REPORTS

Wendy Sugimura, Community Development Director:

- Planning Commission meeting update.

#### 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. Allocation List Amendment - Behavioral Health

Departments: Behavioral Health

In an effort to continue the reorganization of the Behavioral Health Department and to address a vacancy related to retirement of essential staff, the changes to the Allocation List will allow the Behavioral Health Department to provide all needed reporting to the State/Federal departments as well as internal budgeting, accounting, and fiscal expertise to the department.

**Action:** Adopt proposed resolution R20-08, Authorizing the County Administrative Officer to Amend the County of Mono List of Allocated Positions to Eliminate One Fiscal & Administrative Services Officer and Add One Accountant I/II in the Department of Behavioral Health.

**Peters moved; Stump seconded**

**Vote: 5 yes; 0 no**

**R20-08**

##### B. In-Home Supportive Services (IHSS) Advisory Board Appointment

Departments: Social Services

The purpose of this agenda item is to request re-appointment (in one case appointment) of three individuals to the IHSS Advisory Board to serve three-year terms: Toni Doman, Elizabeth Petrunak, and Wendy Ford. The term dates reflect an intent to preserve staggered terms.

**Action:** Re-appoint the following individuals to the In-Home Supportive Services (IHSS) Advisory Board to serve three-year terms: Toni Doman for a term commencing on October 1, 2018 and terminating on September 30, 2021; Elizabeth Petrunak for a term commencing on October 1, 2018 and terminating

**Note:**

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

on September 30, 2021; and appoint Wendy Ford for a term commencing on October 1, 2019 and terminating on September 30, 2022.

**Peters moved; Stump seconded**

**Vote: 5 yes; 0 no**

**M20-20**

### **C. Adoption of the 2019 California Building Code**

Departments: Community Development / Building

Proposed ordinance Adopting the 2019 California Building Code, revising Chapter 15.04 of Mono County Code Title 15, including Appendices C, J and Q.

**Action:** Adopt proposed ordinance ORD20-01, Revising Chapter 15.04 of Mono County Code Title 15, including Appendices C, J and Q.

**Peters moved; Stump seconded**

**Vote: 5 yes; 0 no**

**ORD20-01**

## **6. CORRESPONDENCE RECEIVED**

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.

*The Board acknowledged receipt of the correspondence.*

### **A. Verizon Notice to CPUC of Coleville Tower Project**

Verizon Wireless notice to the California Public Utilities Commission (CPUC) of a request by the Mountain Warfare Training Center for a new tower.

### **B. Mono County Comment Letter on IWVGA Final Groundwater Sustainability Plan**

Please find attached the letter submitted by the Community Development Department on behalf of Mono County on the Final Draft Groundwater Sustainability Plan for the Indian Wells Valley Groundwater Basin for consideration at the Indian Wells Valley Groundwater Authority (IWVGA) meeting on January 16, 2020.

## **7. REGULAR AGENDA - MORNING**

### **A. Public Hearing: Resolution Establishing Vehicle Towing and Storage Charges**

Departments: Public Works

(Kevin Julian, Road Operations Superintendent; Tony Dublino, Director of Public

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

Works) - Title 11 of the Mono County Code prohibits the parking or standing of vehicles in designated areas on the road side of the snow stakes along any county road from November 1 through April 15. Chapter 11.05.30 provides that “the charges for towing and storage for vehicles removed pursuant to the ordinance...shall be such reasonable charges as may be approved by the Board of Supervisors of the County from time to time by Resolution.”

**Action:** Adopt proposed Resolution R20-09, Adopting Vehicle Towing and Storage Charges Pursuant to Chapter 11.04 of the Mono County Code.

**Kreitz moved; Gardner seconded**

**Vote: 5 yes; 0 no**

**R20-09**

**Kevin Julian, Road Operations Supervisor:**

- Presented item.

*Public Hearing Opened: 9:30 AM*

*Public Hearing Closed: 9:30 AM*

## **B. Update from Amerigas**

Departments: Board of Supervisors

(Levi Mele, Amerigas District Manager) - Levi Mele, Amerigas District Manager of the Mammoth Lakes and Bishop area and Assistant Area Director of Area 46 (Sierras of California, Northern Nevada, and Utah) will follow up with the Board of Supervisors to discuss service issues that were brought up when he was introduced to the Board at the December 10, 2019 meeting.

**Action:** None.

**Levi Mele, Assistant Area Director:**

- Went through PowerPoint.
- Second Saturday in February, Bridgeport and surrounding area are moving out into the Mammoth operations. Those customers will have access to different staff.
- Pricing is set on an account by account basis. Many factors that influence the price per gallon.

*Break: 10:04 AM*

*Reconvene: 10:16 AM*

## **C. SCE Update of 2020 Status and Plans for the Lundy Hydroelectric Project Settlement Agreement**

Departments: Board of Supervisors

(Cal Rossi, Southern California Edison) - Southern California Edison (SCE) will be present information regarding proposed plans for meeting the 1914 adjudicated water rights in the northern Mono Basin/Mill Creek drainage. Please see the memo from SCE for further detail.

**Action:** None.

*Supervisor Gardner and County Counsel Simon recused themselves.*

### **Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

*Deputy County Counsel Canger sat in for this item.*

**Cal Rossi, Government Affairs Manager:**

- Introduced item.

**Matthew Woodhall and Geoff McQuilken:**

- Went through presentation.

Public Comment:

Kelly Henderson

Gordon Martin, Mammoth District Ranger

Cole Hawkins

*Break: 11:54 AM*

*Reconvene: 12:06 PM*

**D. Update on Recreation Activities - Eastern Sierra Recreation Coordinator**

Departments: Public Works

(Matt Paruolo, Eastern Sierra Sustainable Recreation Coordinator) - Presentation by Matt Paruolo updating the Board on his efforts as the Eastern Sierra Sustainable Recreation Coordinator, the "joint recreation position" funded by the Town of Mammoth Lakes and Mono County.

**Action:** None.

**Matthew Peruolo, ESSRP Coordinator:**

- Projects specific to Mono County and TOML, and the projects that overlap.
- Went through presentation.

**E. Authorization to Apply for Proposition 68 Per Capita Grant Funds**

Departments: Public Works

(Tony Dublino, Director of Public Works) - Proposed resolution of the Mono County Board of Supervisors Approving Applications for Per Capita Grant Funds. These grant funds are made available through Proposition 68 and are intended for recreation development and acquisition projects such as trails, playgrounds, recreational facilities, and programming.

**Action:** Adopt proposed resolution R20-10, Approving Applications for Per Capita Grant Funds. These grant funds are made available through Proposition 68 and are intended for recreation development and acquisition projects such as trails, playgrounds, recreational facilities, and programming.

**Peters moved; Kreitz seconded**

**Vote: 5 yes; 0 no**

**R20-10**

**Tony Dublino, Public Works Director:**

- Presented item.

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

**8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

No one spoke.

**9. CLOSED SESSION**

**A. Closed Session - Human Resources**

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Steve Barwick, Stacey Simon, 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 - Public Employment**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

**C. 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.

**D. Closed Session - Existing Litigation**

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Claim for damages filed by Arturo Vela against Mono County.

**THE AFTERNOON SESSION WILL RECONVENE NO EARLIER THAN 1:00 P.M.**

Closed Session: 12:59 PM  
Reconvene: 2:10 PM  
Nothing to report out of Closed Session.

**10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

No one spoke.

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**

## 11. REGULAR AGENDA - AFTERNOON

### A. Civic Center Update

Departments: Public Works

(Tony Dublino, Director of Public Works) - Update on the County's Civic Center project at 96 Thompson Way in Mammoth Lakes.

**Action:** None.

**Tony Dublino:**

- Presented item.

**Nate Greenberg:**

- Provided information

### B. Mono County Civic Center Tour

Departments: Public Works

(Tony Dublino, Public Works Director; Dave Wilbrecht) -

The meeting will adjourn to the Civic Center project site at 96 Thompson Way, Mammoth Lakes, CA., 93546. at 1:30 PM.

The Board of Supervisors will tour the Civic Center project site. The tour will take place from 1:30 PM to 2:30 PM or later, and is open to the public. At the conclusion of the tour, the meeting will adjourn to 437 Old Mammoth Rd, Suite Z, Mammoth Lakes, CA., 93546.

**Action:** None.

*Meeting adjourned to Civic Center site: 2:26 PM*

*Meeting reconvened at Civic Center site: 2:41 PM*

*Meeting adjourned to Suite Z: 3:18 PM*

*Reconvened in Suite Z: 3:30 PM*

## 12. BOARD MEMBER REPORTS

**Supervisor Corless:**

- No Report

**Supervisor Gardner:**

- No report.

**Supervisor Kreitz:**

- No Report.

**Supervisor Peters:**

- 15<sup>th</sup> RCRC Installation. Congratulate Supervisor Corless on her installation as 1<sup>st</sup> Vice Chair
- **Upcoming:** Adjourned Meeting to Walker on Feb 4<sup>th</sup> Colitas Farms Operations Permit.

**Supervisor Stump:**

**Note:**

**These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors**



- No report.

**ADJOURN at 3:31 PM**

**ATTEST**

---

**STACY CORLESS  
CHAIR OF THE BOARD**

---

**SCHEEREN DEDMAN  
SR. DEPUTY CLERK**



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Finance**

**TIME REQUIRED**

**SUBJECT** Resolution approving use of a five-year audit cycle for Antelope Valley Water District

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

**AGENDA DESCRIPTION:**

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

Resolution approving use of a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

**RECOMMENDED ACTION:**

Approve Resolution R20-\_\_, approving use of a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

**FISCAL IMPACT:**

Slight decrease in annual audit fees plus reduction in finance and special district personnel time devoted to the audit.

**CONTACT NAME:** Megan Mahaffey

**PHONE/EMAIL:** 760-924-1836 / mmahaffey@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<a href="#">Staff Report</a>
<a href="#">Antelope Valley Water District Resolution</a>
<a href="#">Draft BOS Resolution</a>

**History**

Time	Who	Approval
2/25/2020 2:21 PM	County Administrative Office	Yes

2/27/2020 3:05 PM

County Counsel

Yes

2/27/2020 2:51 PM

Finance

Yes



# DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

---

*Vacant*  
*Assistant Finance Director*  
*Auditor-Controller*

*Janet Dutcher, CPA, CGFM*  
*Director of Finance*

*P.O. Box 556*  
*Bridgeport, California 93517*  
*(760) 932-5490*  
*Fax (760) 932-5491*

**TO:** Honorable Board of Supervisors

**FROM:** Janet Dutcher, Finance Director  
Megan Mahaffey, Accountant

**DATE:** March 10, 2020

**SUBJECT:** Resolution approving use of a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

---

## **RECOMMENDATION:**

Approve Resolution R20-\_\_\_, approval of the change to a five-year audit cycle for Antelope Valley Water District in lieu of an annual audit.

## **BACKGROUND:**

California State law requires the County Auditor to contract with a CPA firm to perform an annual audit of a special district within the County, if the district does not do so on their own. Special District annual audits are required to be remitted to the California State Controller's Office within twelve months following the end of each fiscal year. Each year, the Finance Department engages one CPA audit firm to perform the required external audits of seventeen of our County's special districts. Each district pays for their audit and the County makes a set contribution towards each District's accounts to ease the cost burden of these audits to the District. Until now, all seventeen district audits were performed at the same time for each fiscal year. Currently, audits are being completed for the fiscal year ended June 30, 2017. On January 7, 2019 the board approved moving Wheeler Crest Community Service District to a three-year cycle based on California Government Code Section 26909 which specifies that "a special district may by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual audit with an audit conducted at specific intervals, as recommended by the County Auditor, that shall be completed at least once every five years."

The Finance Director recognizes the cost savings, reduced administrative burdens, and increased ability to meet statutory filing deadlines if the annual audit were replaced with an audit performed at less frequent specific intervals. And this is balanced against each District's volume and complexity of transactions and

activities that prudently might warrant performing audits at more frequent intervals or remaining on the standard annual audit cycle.

Concerning the seventeen special district audits, the Finance Director recommends the following changes the audit cycle frequencies:

SPECIAL DISTRICT	2018 REVENUES	AUDIT CYCLE FREQUENCY
ANTELOPE VALLEY WATER DISTRICT	\$2,475	5 YEAR
TRI-VALLEY GROUNDWATER MANAGEMENT DISTRICT	\$24,524	5 YEAR
MONO COUNTY RESOURCE CONSERVATION DISTRICT	\$2,467	5 YEAR
MONO CITY FIRE PROTECTION DISTRICT	\$35,142	3 YEAR
MAMMOTH LAKES COMMUNITY SERVICES DISTRICT	\$40,831	3 YEAR
LEE VINING FIRE PROTECTION DISTRICT	\$106,195	3 YEAR
WHEELER CREST COMMUNITY SERVICES DISTRICT	\$105,710	3 YEAR
WHITE MOUNTAIN FIRE PROTECTION DISTRICT	\$186,598	2 YEAR
LEE VINING PUBLIC UTILITY DISTRICT	\$188,235	2 YEAR
CHALFANT VALLEY FIRE PROTECTION DISTRICT	\$135,285	2 YEAR
PARADISE FIRE PROTECTION DISTRICT	*	1 YEAR
BIRCHIM COMMUNITY SERVICES DISTRICT	\$95,081	1 YEAR
WHEELER CREST FIRE PROTECTION DISTRICT	\$469,825	1 YEAR
ANTELOPE VALLEY FIRE PROTECTION DISTRICT	\$717,630	1 YEAR
JUNE LAKE FIRE PROTECTION DISTRICT		1 YEAR
MOSQUITO ABATEMENT DISTRICT	\$93,475	1 YEAR
LONG VALLEY FIRE PROTECTION DISTRICT	\$421,221	1 YEAR

\* The District's transactions are not maintained in the Mono County Accounting System.

**DISCUSSION:**

The purpose of this agenda item is to seek approval by resolution to change the audit frequency cycle for Antelope Valley Water District from annual to every five years.

The Antelope Valley Water District (AVWD) was formed in 1961 to provide irrigation water in the Antelope Valley area. The district's boundaries extend the length of the Antelope Valley from Walker Canyon to the Nevada state line, and include the communities of Coleville, Topaz, and a portion of Walker. The largest developed area of Walker is not included in the district boundaries. The primary land uses in the area are agricultural activities, including grazing and irrigated farming, residential uses, and limited commercial uses. On January 27, 2020, the board of directors of the district unanimously passed a resolution requesting the change to a five-year audit cycle. A copy of that resolution is attached to this agenda item.

Pursuant to the requirements discussed above and per the attached resolution of the District's Board, the Finance Director recommends the use of a five-year audit starting with the five-year period beginning July 1, 2017 and ending June 30, 2022.

**FISCAL IMPACT:**

Slight decrease in annual audit fees plus reduction in finance and special district personnel time devoted to the audit process.

**ATTACHMENTS:**

1. Antelope Valley Water District Signed Resolution
2. Mono County Board of Supervisors draft Resolution

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RESOLUTION NO. 2020- \_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY WATER DISTRICT TO REPLACE THE ANNUAL AUDIT REQUIRED BY GOVERNMENT CODE SECTION 26909 WITH AN AUDIT TO BE PERFORMED EVERY FIVE YEARS**

**WHEREAS**, paragraph (1) of subsection (a) of section 26909 of the California Government Code requires county auditors to either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of every special district within the county for which an audit by a certified public accountant or public accountant is not otherwise provided; and

**WHEREAS**, pursuant to paragraph (2) of subsection (b) of 26909 of the California Government Code, a special district may, upon the unanimous request of its governing board and with unanimous approval of the board of supervisors, replace the required annual audit with an audit conducted at specific intervals, as recommended by the county auditor, that shall be completed at least once every five years; and

**WHEREAS**, the Mono County Finance Department, the auditor for purpose of Section 26909 of the California Government Code, has recommended an audit of the District be performed every five years; and

**WHEREAS**, the Board of Directors of the Antelope Valley Water District recognizes the cost savings and reduced administrative burdens to the District of replacing the performance of an annual audit with an audit performed at less frequent specific intervals, in this case once every five years, and therefore wishes to request that the Mono County Finance Department perform an audit of the District consistent with the requirements of section 26909 of the California Government Code once every five years.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ANTELOPE VALLEY WATER DISTRICT RESOLVES**, and formally requests, that the Mono County Finance Department replace the annual audit required by section 26909 of the Government Code with an audit to be performed once every five years provided that specific interval period for such audit continues to be the recommendation of the Mono County Finance Department.

1 **PASSED, APPROVED AND ADOPTED** this 27<sup>th</sup> day of January 2020, by the  
2 following vote, to wit:

3  
4  
5 **AYES:** Dwain Chichester, Hal Curti, and Thomas Summers

6 **NOES:**

7 **ABSENT:**

8 **ABSTAIN:**

9  
10 *President*  
11 *Dwain Ch*  
12 *Dwain Chichester*  
13 , Chair  
14 Antelope Valley Water District  
Board of Directors

15 ATTEST

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R20-\_\_

**A RESOLUTION OF THE MONO COUNTY  
BOARD OF SUPERVISORS  
APPROVING USE OF A FIVE-YEAR AUDIT CYCLE FOR ANTELOPE VALLEY  
WATER DISTRICT IN LIEU OF AN ANNUAL AUDIT**

**WHEREAS**, paragraph (1) of subsection (a) of section 26909 of the California Government Code requires county auditors to either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of every special district within the county for which an audit by a certified public accountant or public accountant is not otherwise provided; and

**WHEREAS**, pursuant to paragraph (2) of subsection (b) of 26909 of the California Government Code, a special district may, upon the unanimous request of its governing board and with unanimous approval of the board of supervisors, replace the required annual audit with an audit conducted at specific intervals, as recommended by the county auditor, that shall be completed at least once every five years; and

**WHEREAS**, the Mono County Finance Department, the auditor for purpose of Section 26909 of the California Government Code, has recommended an audit of the District be performed every five years; and

**WHEREAS**, the Board of Directors of the Antelope Valley Water District on January 27, 2020 unanimously passed a resolution requesting the change to a five year audit cycle; and

**WHEREAS**, the Mono County Board of Supervisors recognizes the cost savings and reduced administrative burdens to the Department of Finance and District of replacing the performance of an annual audit with an audit performed at less frequent specific intervals, in this case once every five years, and therefore wishes to approve that the Mono County Finance Department arrange for audits of the District consistent with the requirements of section 26909 of the California Government Code once every five years.

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**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES** that the Mono County Finance Department replace the annual audit required by section 26909 of the Government Code with an audit to be performed once every five years starting with the five-year period beginning July 1, 2017 and ending June 30, 2022, provided that specific interval period for such audit continues to be the recommendation of the Mono County Finance Director.

**PASSED, APPROVED and ADOPTED** this 10th day of March, 2020, by the following vote, to wit:

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

\_\_\_\_\_  
Stacy Corless, 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** March 10, 2020

**Departments: Finance**

**TIME REQUIRED**

**SUBJECT** HOME Investment Partnerships  
Program - Corrected Resolution

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

---

### AGENDA DESCRIPTION:

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

Mono County was awarded \$500,000 in 2018 HOME funding. Recently, Finance was notified by the Department of Housing & Community Development that one correction is required to R18-41 to list applied for activities in order to finalize the County's 2018 HOME Standard Agreement.

---

### RECOMMENDED ACTION:

Approve Resolution R20-\_\_\_\_, replacing prior resolution R18-41, and authorizing the submittal of an application for funding under the Home Investment Partnerships Program (HOME), execution of a Standard Agreement and amendments thereto and of any related documents necessary to participate in the HOME Investment Partnerships Program to fund the Mono County First Time Homebuyer Program.

---

### FISCAL IMPACT:

Finalizing the agreement is the last step for Mono County to receive \$500,000 in first time homebuyer funding.

---

**CONTACT NAME:** Megan Mahaffey

**PHONE/EMAIL:** 760-924-1836 / mmahaffey@mono.ca.gov

---

### SEND COPIES TO:

---

### MINUTE ORDER REQUESTED:

YES  NO

---

### ATTACHMENTS:

Click to download
<input type="checkbox"/> <a href="#">Staff report</a>
<input type="checkbox"/> <a href="#">Proposed Resolution</a>
<input type="checkbox"/> <a href="#">Original Resolution R18-41</a>

---

History

<b>Time</b>	<b>Who</b>	<b>Approval</b>
3/3/2020 11:49 AM	County Administrative Office	Yes
3/2/2020 12:06 PM	County Counsel	Yes
3/2/2020 12:46 PM	Finance	Yes



# DEPARTMENT OF FINANCE

## AUDITOR-CONTROLLER

### COUNTY OF MONO

---

*Vacant*  
*Assistant Finance Director*  
*Auditor-Controller*

*Janet Dutcher, CPA, CGFM, MPA*  
*Director of Finance*

*P.O. Box 556*  
*Bridgeport, California 93517*  
*(760) 932-5490*  
*Fax (760) 932-5491*

To: Honorable Board of Supervisors

From: Janet Dutcher, Megan Mahaffey  
Mono County Finance Department

Date: March 10, 2020

Re: HOME Investment Partnerships Program – Corrected Resolution

#### **Recommendation:**

Approve Resolution R20-\_\_\_, Authorizing the submittal of an application for funding under the HOME Investment Partnerships Program (HOME) and execution of a Standard agreement and amendments thereto and of any related documents necessary to participate in the HOME Investment Partnerships Program to fund the Mono County First Time Homebuyer Program.

#### **Background:**

The Mono County First Time Homebuyer Program began in 2006 and has been funded with grant programs through the State of California Department of Housing and Community Development. Mono County applied for and was awarded HOME grants as follows:

Notice of Funding Availability (NOFA)	Award Amount
2006	\$800,000
2009	800,000
2013	700,000
2018	500,000
<b>Total HOME awards</b>	<b>\$2,800,000</b>

On July 17, 2018, your Board approved Resolution R18-41, authorizing the submittal of the 2018 HOME Grant Application which resulted in successful funding of \$500,000 to continue the first-time homebuyer program.

#### **Discussion:**

On February 28, 2020, we received a call from our program manager at the State Housing & Community Development, notifying us that Resolution R18-41 is missing the required list of activities. This agenda item is to correct Resolution R18-41 by replacing it with a current resolution that satisfies the HOME requirements.

#### **Fiscal Impact:**

This resolution, if approved, completes Mono County's standard agreement and permits a restart of the first-time homebuyer program with \$500,000 available for disbursement to eligible applicants.



R20-\_\_

**RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING  
UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF  
SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY  
AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY  
TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM**

**WHEREAS**, the California Department of Housing and Community Development (the “Department”) is authorized to allocate HOME Investment Partnerships Program (“HOME”) funds made available from the US Department of Housing and Urban Development (“HUD”). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations as set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

**WHEREAS**, on June 8, 2018, the Department issued a 2018 Notice of Funding Availability announcing the availability of funds under the HOME Program (the “NOFA”); and

**WHEREAS**, in response to the 2018 NOFA, The County of Mono, a Subdivision of the State of California (the “Applicant”) wishes to apply to the Department for, and receive an allocation of, HOME funds.

**WHEREAS**, Resolution R18-41 authorizing submittal of an application to the California State Department of Housing and Community Development for funding under the HOME

1 Investment Partnerships Program and approved on July 17, 2018, is missing the required list of  
2 activities.

3  
4 **NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF**  
5 **MONO RESOLVES** that:

6 **SECTION ONE:** In response to the 2018 NOFA, the Applicant shall submit an  
7 application to the Department to participate in the HOME program and for an allocation of funds  
8 for five hundred thousand dollars (\$500,000) for the following activities and/or programs to be  
9 located in the jurisdictional boundaries of the County of Mono: First-time homebuyer assistance  
10 programs, including down payment assistance and silent second mortgages.

11  
12 **SECTION TWO:** If the application for funding is approved, then the Applicant hereby  
13 agrees to use the HOME funds for eligible activities in the manner presented in its application as  
14 approved by the Department in accordance with the statutes and regulations cited above. The  
15 Applicant may also execute a standard agreement, any amendments thereto, and any and all other  
16 documents or instruments necessary or required by the Department of HUD for the participation  
17 in the HOME program (collectively, the required documents).

18  
19 **SECTION THREE:** The applicant authorizes the County Finance Director or his/her  
20 designee(s) to execute, in the name of the applicant, the required documents.

21  
22 **SECTION FOUR:** This resolution shall supersede, and replace in its entirety,  
23 Resolution R18-41, which shall be of no further force and effect.

24  
25 **PASSED, APPROVED** and **ADOPTED** this 10<sup>th</sup> day of March, 2020, by the following  
26 vote, to wit:

27 **AYES:**

28 **NOES:**

29 **ABSENT:**

30 **ABSTAIN:**

31  
32 \_\_\_\_\_  
Stacy Corless, Chair

Mono County Board of Supervisors

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ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the Board

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





R18-41

**RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING  
UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF  
SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY  
AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY  
TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM**

**WHEREAS**, the California Department of Housing and Community Development (the “Department”) is authorized to allocate HOME Investment Partnerships Program (“HOME”) funds made available from the US Department of Housing and Urban Development (“HUD”). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations as set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

**WHEREAS**, on June 8, 2018, the Department issued a 2018 Notice of Funding Availability announcing the availability of funds under the HOME Program (the “NOFA”); and

**WHEREAS**, in response to the 2018 NOFA, The County of Mono, a Subdivision of the State of California (the “Applicant”) wishes to apply to the Department for, and receive an allocation of, HOME funds.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES** that:

**SECTION ONE:** In response to the 2018 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds

1 for five hundred thousand dollars (\$500,000) for the following activities and/or programs to be  
2 located in the jurisdictional boundaries of the County of Mono.

3  
4 **SECTION TWO:** If the application for funding is approved, then the Applicant hereby  
5 agrees to use the HOME funds for eligible activities in the manner presented in its application as  
6 approved by the Department in accordance with the statutes and regulations cited above. The  
7 Applicant may also execute a standard agreement, any amendments thereto, and any and all other  
8 documents or instruments necessary or required by the Department of HUD for the participation  
9 in the HOME program (collectively, the required documents).

10  
11  
12 **SECTION THREE:** The applicant authorizes the County Finance Director or his/her  
13 designee(s) to execute, in the name of the applicant, the required documents.


14  
15 **PASSED, APPROVED and ADOPTED** this 17<sup>th</sup> day of July, 2018, by the following  
16 vote, to wit:

17 **AYES: Supervisors Corless, Gardner, Peters, and STump.**

18 **NOES: None.**

19 **ABSENT: None.**

20 **ABSTAIN: Supervisor Halferty.**

21  
22   
23 John Peters, Vice Chair  
24 Mono County Board of Supervisors

25  
26 ATTEST:

27 APPROVED AS TO FORM:

28   
29 Clerk of the Board

30   
31 County Counsel



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**Departments: Community Development**

**TIME REQUIRED**

**SUBJECT** SB-2 Planning Grant Resolution  
Revision - Corrected Resolution

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

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### AGENDA DESCRIPTION:

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

Proposed resolution superseding and replacing Resolution R19-80, which authorized staff to file an application for SB2 Planning Grant Program funding for two projects: 1) prescriptive designs for accessory dwelling units (ADUs); and 2) California Environmental Quality Act (CEQA) streamlining checklist for greenhouse gas (GHG) emissions, to change the authorized signatory from County Administrative Officer and Board Chair, to Community Development Director, without making additional changes.

---

### RECOMMENDED ACTION:

Adopt proposed resolution R20-\_\_\_, Authorizing application for, and receipt of, SB 2 Planning Grants Program Funds and Superseding and replacing Resolution R19-80.

---

### FISCAL IMPACT:

Upon Board approval, staff will submit a final application for \$160,000 to the California Department of Housing and Community Development (HCD) for SB-2 funds. SB-2 funds are administered through reimbursement and require regular progress reports that show increased housing production or a reduction in staff time and resources due to the implementation of the proposed programs. Annual monitoring of deed restricted ADUs utilizing prescriptive designs are not covered by SB-2 funds and would need a separate, ongoing funding source.

---

**CONTACT NAME:** Bentley Regehr

**PHONE/EMAIL:** 760-924-4602 / bregehr@mono.ca.gov

---

### SEND COPIES TO:

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### MINUTE ORDER REQUESTED:

YES  NO

---

### ATTACHMENTS:

Click to download
<a href="#">staff report</a>
<a href="#">Resolution (rev'd)</a>

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**History**

<b>Time</b>	<b>Who</b>	<b>Approval</b>
3/3/2020 4:02 PM	County Administrative Office	Yes
3/2/2020 5:08 PM	County Counsel	Yes
3/3/2020 2:58 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](http://www.monocounty.ca.gov)

March 10, 2020

**TO:** Honorable Board of Supervisors

**FROM:** Bentley Regehr, Planning Analyst

**RE:** Senate Bill-2 Proposal for Funds Targeted at Increased Housing Production

## **RECOMMENDATION**

1. Approve Resolution 20-\_\_ making the required findings.
2. Provide any additional direction to staff.

## **BACKGROUND**

On November 12, 2019, the Board of Supervisors discussed a Mono County application to the State Department of Housing and Community Development (HCD) for SB-2 funds targeted at increasing housing production. (Please see the Nov. 12, 2019, staff report for a description of the SB-2 program.) The Board approved Resolution R19-80 and directed staff to file an application for two projects: 1) prescriptive designs for accessory dwelling units (ADUs) and 2) California Environmental Quality Act (CEQA) streamlining checklist for greenhouse gas (GHG) emissions.

## **DISCUSSION**

HCD has since advised Mono County to revise the resolution to change the authorized signatory from the County Administrative Officer (CAO) and the Board Chair to the Community Development Director. The proposed resolution (attached) does not include any other changes.

This staff report has been reviewed by the Community Development Director.

## **ATTACHMENT**

1. Resolution R20-\_\_ authorizing application for, and receipt of, SB 2 planning grant program funds



**RESOLUTION NO. R20-\_\_**

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS  
PROGRAM FUNDS AND SUPERSEDING AND REPLACING  
RESOLUTION R19-80**

**WHEREAS**, the State of California, Department of Housing and Community Development has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

**WHEREAS**, Mono County desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant as described in the Planning Grants Program NOFA and SB 2 Planning Grants Programs Guidelines released by the Department for the PGP Program; and

**WHEREAS**, the Department of Housing and Community Development is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017) related to the PGP Program; and

**WHEREAS**, this resolution is intended to supersede and replace resolution R19-80, in order to designate the Community Development Director as the authorized agent, in place of the Board Chair and the County Administrative Officer.

**NOW, THEREFORE, BE IT RESOLVED** that the Mono County Board of Supervisors hereby finds and resolves as follows:

**SECTION ONE:** The Board of Supervisors is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application released March 28, 2019, in the amount of \$160,000.

**SECTION TWO:** In connection with the PGP grant, if the application is approved by the Department of Housing and Community Development, the Community Development Director is authorized to enter into, execute, and deliver a State of California Agreement for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the County's obligations related thereto, and all amendments thereto.

1  
2 **SECTION THREE:** The County shall be subject to the terms and conditions as specified in  
3 the Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP  
4 guidelines published by the Department of Housing and Community Development. Funds  
5 are to be used for allowable expenditures as specifically identified in the Agreement. The  
6 application in full is incorporated as part of the Agreement. Any and all activities funded,  
7 information provided and timelines represented in the application will be enforceable  
8 through the executed Agreement. The County hereby agrees to use the funds eligible uses in  
9 the manner presented in the application as approved by the Department of Housing and  
10 Community Development and in accordance with the Planning Grants NOFA, the Planning  
11 Grants Program Guidelines, and 2019 Planning Grants Program Application.

12 **SECTION FOUR:** The Community Development Director is authorized to execute Mono  
13 County's Planning Grants Program application, the PGP Grant Documents, and any  
14 amendments thereto, on behalf of the County as required by the Department of Housing and  
15 Community Development for receipt of the PGP Grant.

16 **SECTION FIVE:** This resolution shall supersede and replace, in its entirety, Resolution  
17 R19-80, adopted by the Board of Supervisors on November 12, 2019, which shall be of no  
18 further force or effect.

19 **APPROVED AND ADOPTED** this 10<sup>th</sup> day of March 2020, by the following vote:

20 **AYES :**

21 **NOES :**

22 **ABSENT :**

23 **ABSTAIN :**

24 \_\_\_\_\_  
25 Stacy Corless, Chair

26 **ATTEST:**

27 **APPROVED AS TO FORM:**

28 \_\_\_\_\_  
29 Clerk of the Board

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



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**TIME REQUIRED**

**SUBJECT** Tioga Green Letter re: Reduced Signage

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

### AGENDA DESCRIPTION:

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

A letter from Tioga Green in Lee Vining discussing "uninformed" visits to the business, where visitors are not aware that it is a cannabis store.

### RECOMMENDED ACTION:

### FISCAL IMPACT:

### CONTACT NAME:

PHONE/EMAIL: /

### SEND COPIES TO:

### MINUTE ORDER REQUESTED:

YES  NO

### ATTACHMENTS:

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[Log](#)

### History

Time	Who	Approval
2/25/2020 2:21 PM	County Administrative Office	Yes
2/27/2020 3:46 PM	County Counsel	Yes
2/14/2020 1:37 PM	Finance	Yes



Tioga Green  
51005 Hwy 395 (PO Box 236)  
Lee Vining, CA 93541

February 13, 2020

Mono County Board of Supervisors  
c/o Clerk of the Board  
PO Box 715  
Bridgeport, CA 93517

Supervisors,

In 2018, Mono County adopted their own Cannabis Regulations that provide for additional regulatory policy for Cannabis businesses operating in the County. The process included public participation and input. District 3, where Tioga Green, our Adult-Use Recreational Cannabis Store, resides, did not elect to impose any additional restrictions on new cannabis businesses in its communities. In early 2019, High Sierra opened in the June Lake with little challenges from the County or Community. In March 2019, we submitted our application to open Tioga Green in Lee Vining on a commercial property that my partners and I own. As you know, the proposal was met with equally divided support and opposition from the community. The opponents of the project did not provide input indicating their opposition during Mono County's public participation process when they were adopting the new Cannabis Regulations however.

Mono County delayed the approval process for our permit in hopes that the two opposing sides could agree on a compromise. In addition to an extensive educational outreach effort we conducted, my partner, Margie, and I met with the opponents of the project to discuss their concerns and find out if there was anything we could do to alleviate those concerns. The opponents of the project simply said they did not want a cannabis store in their town and that it would expose kids to cannabis. The opponents also publicly stated wild claims that a cannabis store would increase crime, rape, home invasions, kidnapping, heroin use, etc.

At the July 16, 2019 Mono County Board of Supervisor's Meeting, prior to approving the permit, the Board amended the conditions of approval for Tioga Green's Cannabis Operating Permit to allow for only one 12 square foot sign on the building to "Mitigate Negative Impacts to the Community." There were no suggestions by any opponents for reduced signage and no evidence to show that adequate signage on a dispensary would negatively impact the community, or quantify how reduced signage would mitigate negative impacts. By Mono County Design Standards, the dispensary is allowed a minimum of one 25 square foot sign on the building and 50 square feet of signage on the street based on the street frontage length of the property. The condition to allow for only a 12 square foot sign is only 16% of the signage allowed in the Mono County Design Standards. There are no sign limitations in the Mono County Cannabis Regulations. The cannabis store High Sierra, in June Lake, has no signage restrictions, they have several signs, one sign on the building, a lit up "Open" sign with a cannabis leaf on it, and a dual-sided sign on the street. They also place temporary signage out on the sidewalk during their operating hours. Tioga Green had stipulations imposed on our business that no other business, including cannabis businesses in the County have to comply with.

Tioga Green has complied with the Mono County's approval of our Operations Permit and have one 12 square foot sign (3 ft tall by 4 ft wide) on the building with only our name "Tioga Green" as there is not enough room for additional text to indicate that we are a cannabis business. We are located right on Highway 395 where the speed limit is transitioning to/from 45 mph. Sign Design Standard calculations for readability, based on the distance the building is from the highway when traveling at 35-45 mph, are a minimum of 23.1 inches in height for individual letters. The ideal letter size for readability is 46.2 inches in height (from Penn State University and The United States Sign Council (USSC)). If letter size falls below the minimum height, the sign is not considered readable by these standards to individuals traveling at 35-45 mph. The letters on Tioga Green's sign are roughly 10-12 inches in height, making them unreadable to travelers. Tioga Green is also on a curve in the road so those traveling south on the highway see no sign at all until they pass the building itself.

I've included an attachment of an uninformed visitor log that we've been keeping since we opened on October 26, 2019. As of January 31, 2020, in only three months of operation, 108 different groups mistakenly tried to enter our cannabis store thinking we were another business such as a Visitor Center, Ranger Station, Café, Convenience Store, etc. In those 108 groups, **91 children were present**, either in the car or got out of the car. We have all of this documented on our security cameras. None of these people actually entered the store as we check them in outside, but it's certainly awkward for everyone when we have to tell them to leave, especially for the parents of the kids and what they might have to explain to their children about cannabis. We have "Customer Parking Only" signs in the parking lot and "No one under 21 allowed" on the building, but people are still parking in the lot and coming to the door thinking we are something else. Due to the minimal signage allowed by the Board of Supervisors, we cannot accurately describe what we are to visitors. This is not how we want people to remember their experience visiting the Eastern Sierra. The community members opposed to our store have clearly stated that their concerns were about exposing children to cannabis. Due to our lack of signage, that's what is exactly what's happening, 91 of them to be exact and that number will only increase. We realized this was an issue immediately upon opening and that's why we've been keeping the log. Every one of these groups has stated that they had no idea that it was a cannabis retail store and were either angry or embarrassed that they were trying to come in because they didn't know what it was.

As you're all aware, during the winter months when the Tioga Pass is closed, tourism is slow and all businesses in the community of Lee Vining are closed with the exception of us, Nicely's, and 2 gas stations. On average, we have 15 customers each day during the slow winter months. As you can see from the log, more than 1 group per day mistakes our business as something else and has children with them. This will continue to be an issue, increasing exponentially as summer tourism begins starting with spring break in April and growing from there.

I've included three videos as attachments to the email sent with this letter. One is of a family playing in the snow right in front of the store after we had closed for the day, another video of a young girl coming to the front door trying to use the bathroom, and one of two 17-year-olds trying to come in to buy snacks.

The Board's goal to "Mitigate Negative Impacts to the Community" with the minimal signage is failing. The sign restriction has increased negative impacts, exposing children to the idea of cannabis, when otherwise their parents would probably elect to talk to them about cannabis in a different setting. This is happening every day and it is something that we certainly don't want, and I don't believe the County wants visitors to experience.

It certainly feels like Mono County and some members of the community are treating us like we're an illegal business. This is a very challenging industry to get into as it is, add on the seasonality of tourism-based business in the Eastern Sierra, and then not being able to have adequate signage to show what our business is, it's a recipe for failure. We are part of this community and have put a lot of money into developing a new business in Mono County. We are asking to be afforded the same opportunity as any other business to be successful. The County not allowing us to have adequate signage is not only exposing children to the idea of cannabis, it is imposing an undue financial hardship on our business. Because our sign is too small to be readable, we cannot attract the drive-by business that every other business can.

This letter is a formal request for the Board to amend the Conditions of Approval in Tioga Green's Cannabis Operations Permit by removing the condition only allowing for one 12 square foot sign on the building. We're requesting consideration of this amendment as soon as possible, especially before Tioga Pass opens and more and more people are exposed. The rationale for this condition of approval to "Mitigate Negative Impacts to the Community" is producing the opposite result. Thank you for taking this request seriously and acting promptly, the exposure of uninformed visitors and children to cannabis will continue until the Board takes action.

Sincerely,



CORY ZILA  
*Owner*  
Tioga Green LLC

Electronic Attachments:

1. Tioga Green Uninformed Visitor Log (TiogaGreenUninformedVisitorLog.pdf)
2. Video of a family playing in the snow in front of Tioga Green (Video of Family Playing in Front of Tioga Green.mp4)
3. Video of a small girl attempting to enter Tioga Green (Video of Girl Trying to go into Tioga Green.mp4)
4. Video of two 17-year-olds trying to come in to buy snacks (Video of two 17-year-olds looking for snacks.mp4)

CC:

Wendy Sugimura  
Jake Suppa  
Bentley Regehr  
Jacinda Croissant  
Sandra Pearce  
Nick Criss  
Sheriff Ingrid Braun  
Mono County Planning Commission c/o CD Ritter  
Mono Basin RPAC c/o Bentley Regehr

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
1	10/26/2019	9:58am	Directions	0
2	10/26/2019	10:43am	Ranger Station	2
3	10/26/2019	2:23pm	Ranger Station	0
4	10/26/2019	3:11pm	Visitor Center	0
5	10/26/2019	5:45pm	Information Center	1
6	10/26/2019	6:30pm	Information Center	0
7	10/27/2019	10:11am	Visitor Center	3
8	10/27/2019	2:36pm	Ranger Station	0
9	10/27/2019	5:28pm	Information Center	1
10	10/28/2019	12:10pm	Visitor Center	1
11	10/28/2019	3:00pm	Ranger Station	0
12	10/29/2019	10:33am	Visitor Center	2
13	10/29/2019	1:11pm	Information Center	0
14	10/29/2019	2:48pm	Visitor Center	0
15	10/30/2019	11:40am	Visitor Center	2
16	11/12/2019	11:08am	Visitor Center	2
17	11/13/2019	10:35am	Lost	1

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
18	11/14/2019	10:38am	Lost – Visitor Center	1
19	11/14/2019	10:02am	Coffee Shop	0
20	11/14/2019	3:14pm	Visitor Center	5
21	11/15/2019	11:04am	Visitor Center	0
22	11/18/2019	12:48am	Visitor Center	0
23	11/18/2019	1:33pm	Visitor Center	0
24	11/19/2019	11:16am	Lost	2
25	11/19/2019	1:48pm	Visitor Center	2
26	11/19/2019	2:28pm	Lost	2
27	11/19/2019	4:14pm	Lost	1
28	11/20/2019	11:04am	Lost	1
29	11/20/2019	1:27pm	Restaurant	2
30	11/20/2019	1:37pm	Restaurant	0
31	11/20/2019	4:40pm	Visitor Center	0
32	11/22/2019	1:42pm	Visitor Center	0
33	11/23/2019	10:16am	Visitor Center	0
34	11/23/2019	10:30am	Lost – Asked for Directions	1

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
35	11/23/2019	10:36am	Lost – Asked for Directions	3
36	11/23/2019	11:22am	Restaurant	0
37	11/23/2019	11:45am	Lost	0
38	11/24/2019	10:38am	Lost	0
39	11/24/2019	12:55am	Lost	0
40	11/26/2019	12:25am	Lost	0
41	11/26/2019	3:05pm	Stopped to Walk Dog	0
42	11/26/2019	5:20pm	Two men relieving themselves outside on property	0
43	11/30/2019	9:45am	Tour Bus thinking it was a restaurant	?
44	12/2/2019	10:57am	Two 17-year-old boys looking to buy snack	2
45	12/3/2019	12:15am	Lost	0
46	12/3/2019	12:15am	Lost	0
47	12/3/2019	3:15pm	Restaurant	2
48	12/5/2019	10:49am	Visitor Center	0
49	12/7/2019	1:58am	Lost	2
50	12/7/2019	3:33pm	Lost	0
51	12/8/2019	3:15pm	Restaurant	0

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
52	12/9/2019	11:29am	Restroom	0
53	12/9/2019	1:29pm	Restroom	0
54	12/10/2019	11:35am	Market	?
55	12/14/2019	10:42am	Visitor Center	0
56	12/16/2019	11:51am	Visitor Center	1
57	12/17/2019	12:21pm	Visitor Center	0
58	12/18/2019	1:42pm	Visitor Center	2
59	12/19/2019	11:45am	Visitor Center	0
60	12/20/2019	12:20pm	Restroom	?
61	12/20/2019	5:50pm	Restroom	2
62	12/21/2019	11:18am	Coffee Shop	0
63	12/21/2019	4:56pm	Visitor Center	0
64	12/22/2019	3:05pm	Used as Rest Stop	0
65	12/23/2019	12:32pm	Lost/Directions	1
66	12/23/2019	4:02pm	Grocery Store	0
67	12/24/2019	4:58pm	Restaurant	0
68	12/26/2019	12:30pm	Snow Play	2

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
69	12/26/2019	1:00pm	Snow Play	1
70	12/27/2019	12:30pm	Asked to buy snow chains	0
71	12/27/2019	11:43am	Lost	1
72	12/27/2019	3:40pm	Little Girl came to door trying to use the restroom	2
73	12/27/2019	3:46pm	Lost/asked to use the Restroom	2
74	12/28/2019	2:05pm	Asked for Directions to Yosemite National Park	1
75	12/28/2019	2:24pm	Restaurant	0
76	12/28/2019	3:26pm	Pet Stop	0
77	12/28/2019	4:55pm	Restroom	5
78	12/29/2019	11:07am	Coffee Shop	2
79	1/1/2020	11:05am	Café	3
80	1/1/2020	6:00pm	Food	0
81	1/2/2020	1:22pm	Coffee Shop	2
82	1/2/2020	2:06pm	Coffee Shop	1
83	1/2/2020	3:11pm	Store	2
84	1/3/2020	11:23am	Directions to Yosemite National Park	0
85	1/4/2019	11:30am	Coffee Shop	0



## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
86	1/5/2020	11:29am	Lost	0
87	1/8/2020	4:25pm	Visitor Center	3
88	1/10/2020	11:10am	Coffee Shop	0
89	1/19/2020	10:48am	Visitor Center	?
90	1/19/2020	5:42pm	Visitor Center/ Restroom	2
91	1/20/2020	11:24am	Directions to Yosemite National Park	0
92	1/22/2020	3:18pm	Visitor Center	?
93	1/23/2020	11:30am	Visitor Center	0
94	1/23/2020	2:30pm	Visitor Center	0
95	1/23/2020	2:45pm	Visitor Center	2
96	1/23/2020	4:34pm	Visitor Center	2
97	1/24/2020	2:42pm	Restaurant	3
98	1/24/2020	3:20pm	Restaurant	?
99	1/25/2020	10:05am	Directions to Yosemite National Park/ Visitor Center	?
100	1/25/2020	12:05pm	Coffee	?
101	1/25/2020	12:44pm	Visitor Center	2
102	1/25/2020	2:25pm	Visitor Center	?

## Tioga Green - Uninformed Visitor Log

<u>Group #</u>	<u>Date</u>	<u>Time</u>	<u>Asking For:</u>	<u>Number of Children Present</u>
103	1/26/2020	9:49am	Restaurant	2
104	1/26/2020	2:54pm	Visitor Center	1
105	1/26/2020	5:25pm	Visitor Center	?
106	1/29/2020	4:58pm	Visitor Center	2
107	1/29/2020	6:04pm	Visitor Center	1
108	1/31/2020	12:03pm	Yosemite	0



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**TIME REQUIRED**

**SUBJECT** Casa Diablo IV Notice of Preparation

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

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### AGENDA DESCRIPTION:

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

From the Great Basin Unified Air Pollution Control District (District), included in the agenda is the Notice of Preparation (NOP) for the Casa Diablo IV Geothermal Power Plant Project Supplemental Environmental Impact Report (SEIR). If you have any questions about the attached NOP, please contact Ann Logan, Deputy Air Pollution Control Officer at (760) 872-8211.

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### RECOMMENDED ACTION:

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### FISCAL IMPACT:

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### CONTACT NAME:

PHONE/EMAIL: /

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### SEND COPIES TO:

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### MINUTE ORDER REQUESTED:

YES  NO

---

### ATTACHMENTS:

Click to download

[Notice of Preparation](#)

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### History

Time	Who	Approval
3/5/2020 12:22 PM	County Administrative Office	Yes
3/4/2020 5:01 PM	County Counsel	Yes
3/5/2020 11:42 AM	Finance	Yes

# NOTICE OF PREPARATION

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## Casa Diablo IV

**Date:** February 26, 2020

**To:** State Clearinghouse, Responsible and Trustee Agencies

**Subject:** Notice of Preparation of a Supplemental Environmental Impact Report for the Casa Diablo IV Project (State Clearinghouse No. 2011041008)

**Project Title:** Casa Diablo IV Geothermal Power Plant Project Supplemental EIR

The Great Basin Unified Air Pollution Control District (District) will be the Lead Agency pursuant to the California Environmental Quality Act (CEQA) and will prepare a Supplemental Environmental Impact Report (SEIR) for the Casa Diablo IV Geothermal Power Plant Project (proposed Project). The District is preparing the SEIR in response to the 2019 Appellate Court's decision in *Covington v. Great Basin Unified Air Pollution Control District* (2019) 43 Cal.App.5th 867, which resolved a CEQA challenge to the 2013 Environmental Impact Statement (EIS)/EIR for the proposed Project.

In response to the decision made by the Court of Appeals, the SEIR will focus exclusively on the feasibility of additional mitigation measures proposed in comments provided on the 2013 Draft EIS/EIR to limit the fugitive emissions of reactive organic gas (ROG). If it is determined that the additional mitigation measures are feasible, then the SEIR will evaluate the potential measures under the CEQA Guidelines, including Section 15126.4, and the environmental impacts that would result from implementing them.

**Scoping Comments:** Written scoping comments will be accepted at any time during the 30-day scoping period. Instructions for submission of comments and contact information are listed below.

## PROJECT LOCATION

The proposed Project would be located on public land (BLM Geothermal Lease # CA-11667 and CA-11667A) in Sections 29 and 32, Township 3 South, and Range 28 East Mount Diablo (MD) Base and Meridian (B&M). This location is approximately two miles east of the town of Mammoth Lakes in Mono County, California. A location map of the proposed Project area is attached to this Notice as **Figure 1**. The proposed Project has not changed since the prior analysis and would include construction, operation and maintenance of a geothermal power plant and up to 18 geothermal resource wells (some new and some existing) and associated pipelines on portions of BLM Geothermal Leases CA-11667, CA-14408 and CA-11672 located within the Inyo National Forest in Section 25 of T3S, R27E and Sections 30, 31

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and 32 of T3S, R28E, MD B&M. The proposed Project would be located entirely within the Mono-Long Valley Known Geothermal Resource Area (KGRA) in Mono County, California.

## PROJECT DESCRIPTION

Ormat Nevada Inc., proposes to build, and following the expected 30-year useful life, decommission the Casa Diablo IV Geothermal Development Project (CD-IV) in the vicinity of the existing Mammoth Pacific L.P. (MPLP) geothermal complex. The power plant would consist of the following facilities:

- A geothermal power plant consisting of two (2) Ormat Energy Converters (OEC) binary generating units (21.2 megawatts [MW] gross each) with vaporizers, turbines, generators, air-cooled condensers, preheaters, pumps and piping, and ancillary equipment. The gross power generation of the CD-IV plant would be 42.4 MW. The estimated auxiliary and parasitic loads (power used within the proposed Project site for circulation pumps, fans, well pumps, loss in transformers and cables) is about 9.4 MW, thus providing a net power output of about 33 MW.
- A motive fluid system consisting of motive fluid (isopentane) storage vessels (either one or two vessels in the range of 9,000 to 12,000 gallons) and a motive fluid vapor recovery system, which would consist of a diaphragm pump, a vacuum pump, and activated carbon canisters.
- An air cooling system for the power plant. The predominant method of cooling would be dry cooling which would be employed during most months and during cooler times of the day during warmer months. During the warmer months, the power plant may also employ an evaporative assist system to increase cooling efficiency. Evaporative assist involves spraying air-cooled condensers with water in order to decrease the temperature of air flowing through the air bays. The evaporative assist system would use either recycled water from the Mammoth Community Water District (MCWD) wastewater treatment plant, or treated brine (geothermal fluid). The use of recycled water would require installing a water supply pipeline from the MCWD treatment plant to the CD-IV plant. The use of treated brine would require installing an onsite reverse osmosis system to treat geothermal fluid.
- A reverse osmosis water treatment facility and equalization storage tank. The reverse osmosis water treatment facility would be intended to treat and desalinate a portion of the spent geothermal brine after it has passed through the OEC units. The reverse osmosis process consists of a heat exchanger to cool the water, pretreatment train with chemical dosing and microfiltration, reverse osmosis membranes, and a 350,000-gallon storage tank for storing the treated water. The reverse osmosis capacity would be 225 gallons per minute (gpm) of product water.
- Up to 18 geothermal wells (some new and some existing) are proposed. Sixteen of the wells would be located in the Basalt Canyon Area, west of U.S. Highway 395, and two wells would be located southeast of the proposed power plant east of U.S. Highway 395. The specific locations for these wells would be selected out of the possible locations shown in Figure 2. The actual number of wells may be less depending upon the productivity of the wells. Approximately half of the wells would be production wells and the other half would be injection wells. Each production well would range in depth from 1,600 to 2,000 feet below ground surface (bgs), and each new injection well would be drilled to approximately 2,500 feet bgs. Production wells would be equipped with a down-hole pump powered by a surface electric motor.
- Piping would be installed from production wells to the power plant and from the power plant to the individual injection wells. Two main pipelines would parallel MPLP's existing Basalt Canyon

pipeline through Basalt Canyon, and would cross beneath U.S. Highway 395 between the well field and the CD-IV power plant site.

- A new substation would be connected to the Southern California Edison Casa Diablo Substation at Substation Road with a half-mile-long buried 33 kilovolt (kV) transmission line.

## POTENTIAL ENVIRONMENTAL EFFECTS

The environmental effects of the proposed Project were evaluated and identified in the 2013 EIS/EIR. Based on that analysis, the proposed Project could result in impacts to Air Quality, Biological Resources, Cultural and Paleontological Resources, Geothermal and Groundwater Resources, Geology and Soil Resources, Noise, Public Health and Safety, Hazardous Materials and Fire, Recreation, Traffic and Transportation, Utilities and Public Services, Surface Water Resources, and Visual Resources.

Under CEQA Guidelines Section 15234(d), which defines the scope of what a Lead Agency must consider in the event of a remand, the analysis of all potential environmental effects of the proposed Project will not be revisited in the SEIR. Instead, the SEIR will narrowly focus on the feasibility and potential environmental effects of the mitigation measures identified in comments on the 2013 EIS/EIR to reduce the proposed Project's fugitive ROG emissions.

## PUBLIC COMMENT PERIOD

The public scoping period for the SEIR will commence on February 26, 2020, and conclude on March 27, 2020. Copies of this NOP will be available for review during business hours at the District office located at 157 Short Street, Bishop, CA 93514.

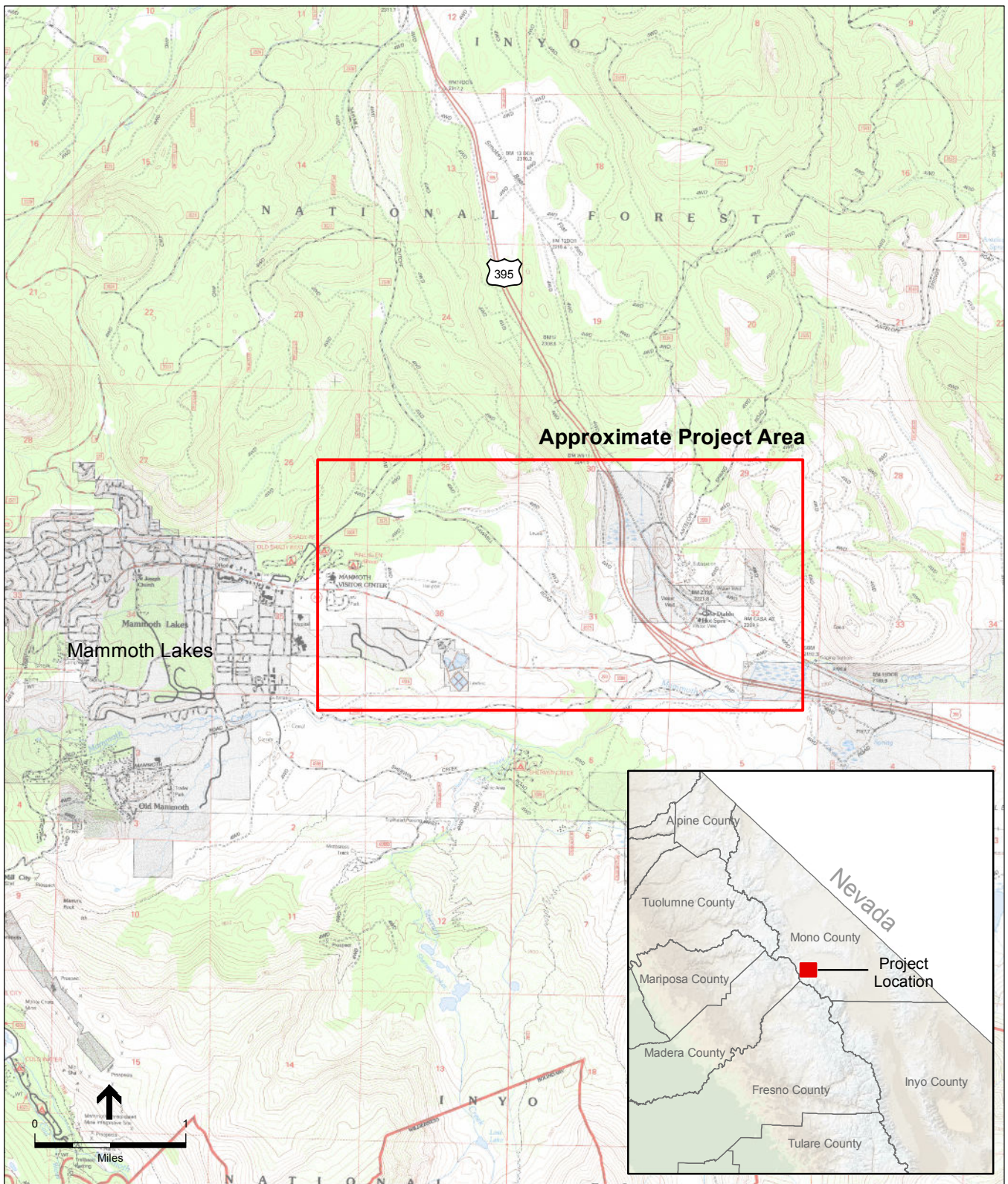
A copy of this NOP also will be posted online at <http://www.gbuapcd.org> under What's New. Comments concerning this action will be accepted until 5:00 p.m. on March 27, 2020. Comments may be submitted by any of the following methods: 1) via mail or hand delivery to the District's office at 157 Short Street, Bishop, CA 93514; or 2) via email to [permits@gbuapcd.org](mailto:permits@gbuapcd.org). Names and addresses of commenters will become part of the public record.

Primary Agency Contact: Ann Logan  
Great Basin Unified Air Pollution Control District  
157 Short Street  
Bishop, CA 93514-3537  
Phone: (760) 872-8211

If there are any questions regarding this NOP, please contact Ms. Ann Logan at (760) 872-8211.

Date: February 26, 2020

Signature: 



SOURCE: USGS 7.5- minute Old Mammoth topographic quadrangle, 1984

Casa Diablo IV Geothermal Project  
**Figure 1**  
 Project Vicinity Map  
 Mono County, California



SOURCE: Ormat, 2010

Casa Diablo IV Geothermal Project  
**Figure 2**  
 Project Layout  
 Preliminary - Subject to Revision





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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Board of Supervisors**

**TIME REQUIRED** 15 minutes

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

Major Chad Nedeau, Douglas E.  
Power

**SUBJECT** Walker Military Operations Area  
Airspace Update

**AGENDA DESCRIPTION:**

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

A presentation from Major Chad Nedeau from the United States Marine Corps Mountain Warfare Training Center (MWTC) in Bridgeport, California on the Walker Military Operations Area designated airspace.

**RECOMMENDED ACTION:**

None, informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Scheereen Dedman

**PHONE/EMAIL:** X5538 / sdedman@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<a href="#">Presentation</a>

**History**

Time	Who	Approval
2/25/2020 2:22 PM	County Administrative Office	Yes
2/27/2020 3:30 PM	County Counsel	Yes
2/27/2020 2:49 PM	Finance	Yes

# Walker High/Low MOA:



Maj Chad "Peanut" Nedeau, Air Officer, MWTC

# Walker High/Low MOA:

## MOA defined:

- A military operations area (MOA) is airspace designated outside of Class A airspace, to separate or segregate certain nonhazardous military activities from Instrument Flight Rules (IFR) traffic and to identify for Visual Flight Rules (VFR) traffic where these activities are conducted.
- MOAs are designated to contain nonhazardous, military flight activities including, but not limited to, air combat maneuvers, air intercepts, low altitude tactics, etc.
- In effect, MOAs are always joint use in that VFR aircraft are not denied access, and IFR aircraft may be routed through the airspace, by agreement between controlling and using agencies, when approved separation can be provided from the MOA activity.



# Walker High/Low MOA:

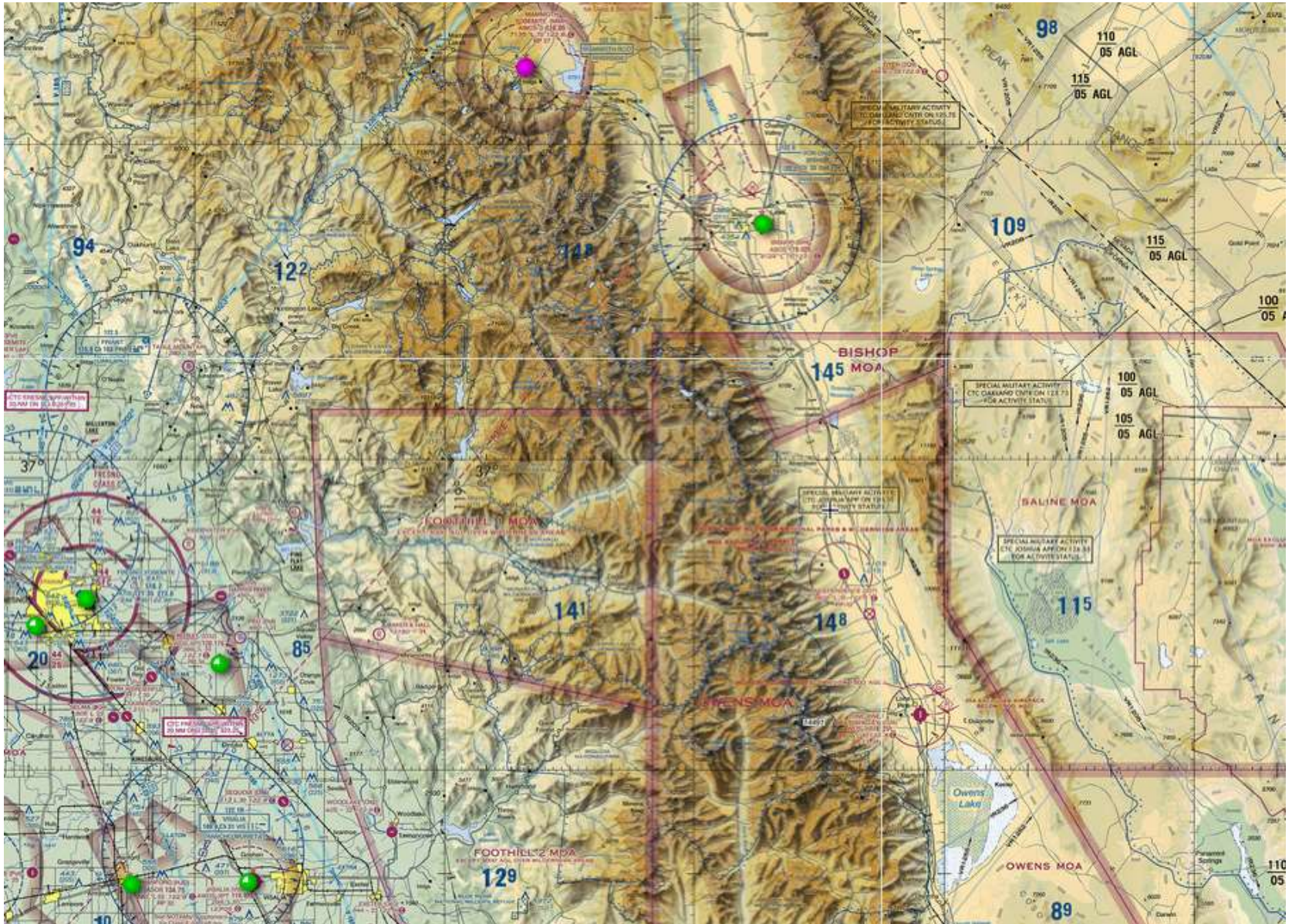
- What it is: Lines on the map and associated frequencies to allow us to continue to conduct the operations we are currently conducting, but in a manner that increases safety to an appropriate level.
- What it isn't: A restricted area, preventing any local aviation traffic from operating within the boundaries of this proposed airspace.
  - The expectation is this MOA is active only when absolutely necessary.

**This is all about safety and coordination!**



\*Example MOAs to the south (VIC Bishop) over the Sierra Mountains

# Walker High/Low MOA:



\*Example MOAs to the south (VIC Bishop) over the Sierra Mountains

## Walker High MOA:

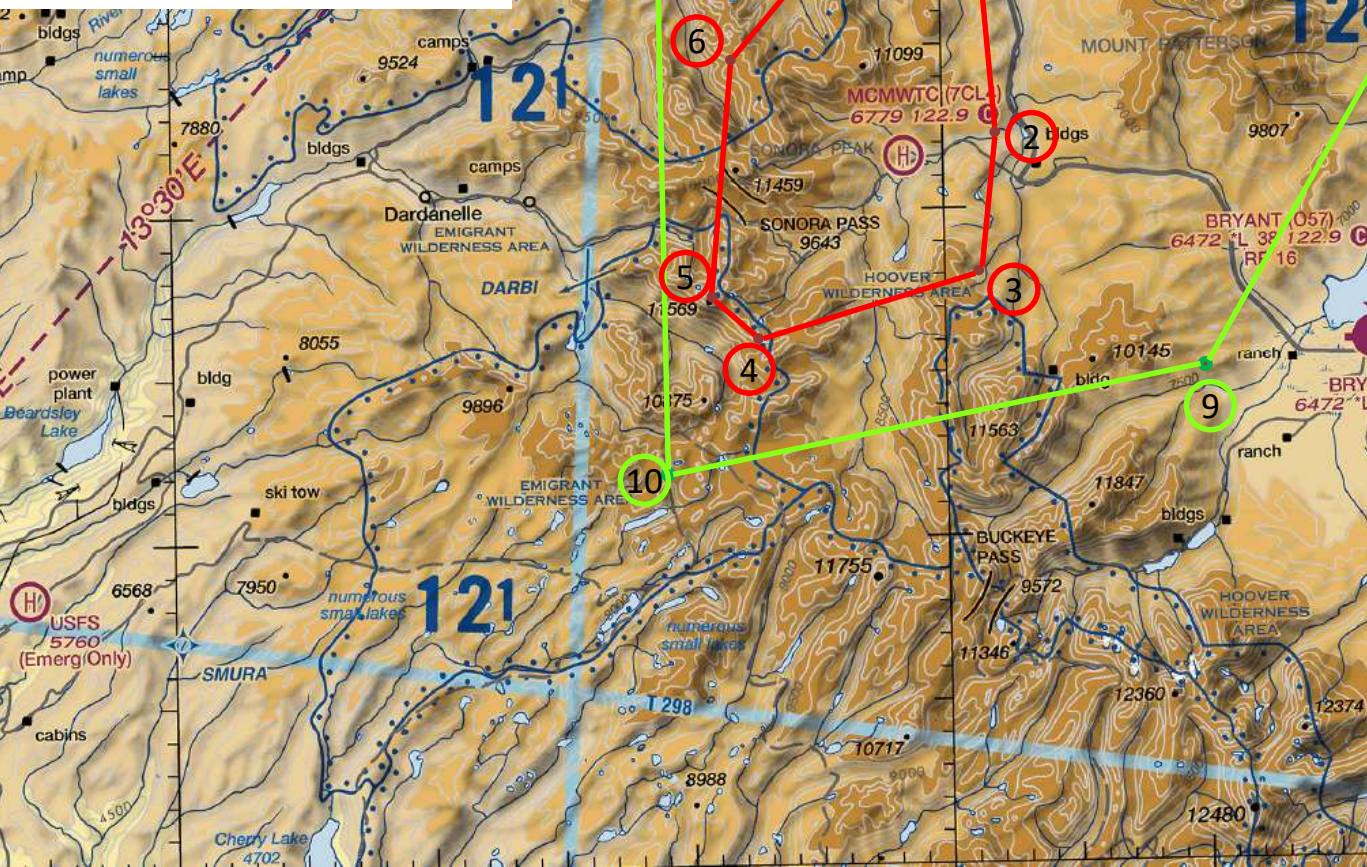
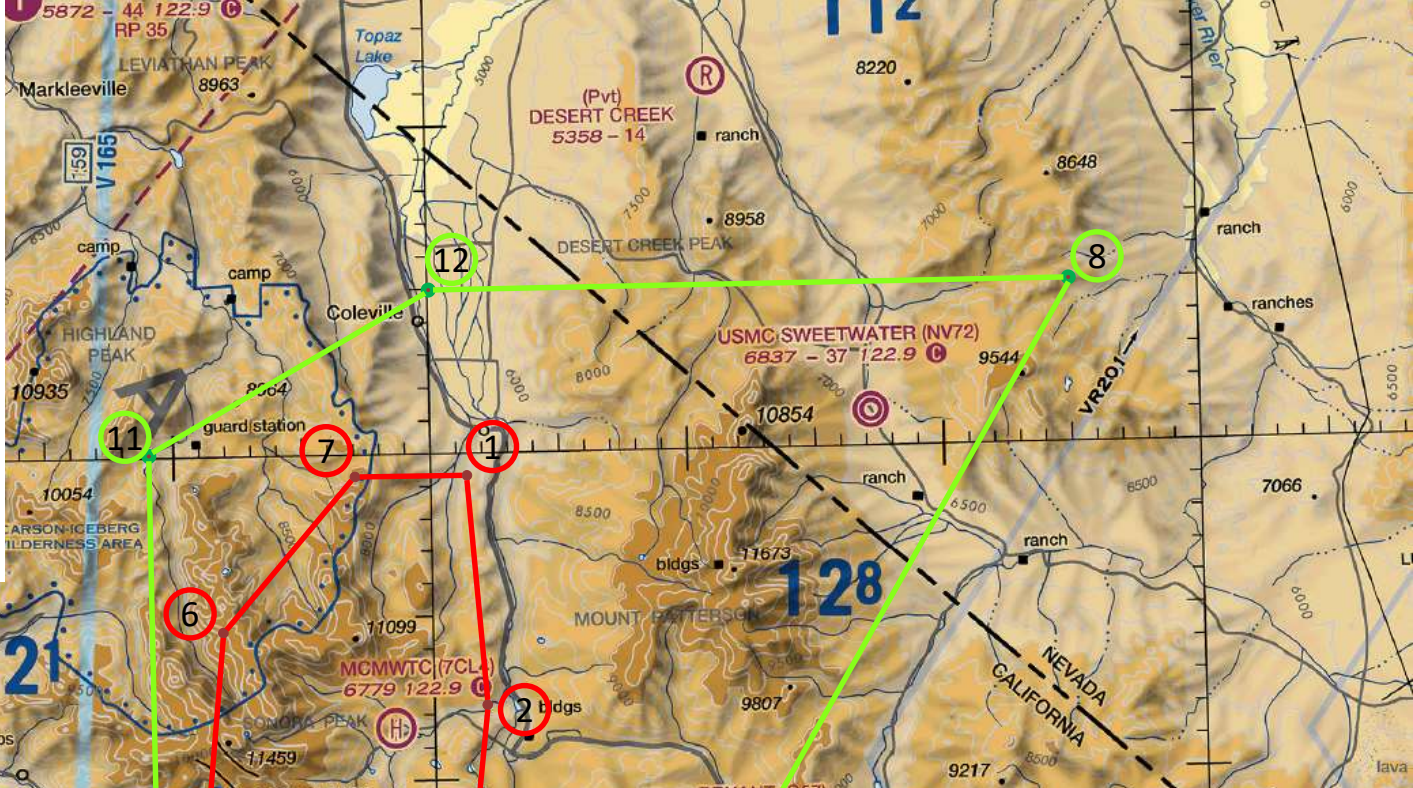
Green

### Lateral Boundaries

- 8: 38° 35' 00" N 119° 05' 00" W
- 9: 38° 15' 00" N 119° 20' 00" W
- 10: 38° 12' 00" N 119° 41' 00" W
- 11: 38° 30' 00" N 119° 41' 00" W
- 12: 38° 35' 00" N 119° 30' 00" W

### Vertical Description

From the 13,500' Mean Sea Level up to but not including FL180 excluding that airspace from the surface up to and including 3,000' Above Ground Level (AGL) above wilderness areas.



## Walker Low MOA:

Red

### Lateral Boundaries

- 1: 38° 29' 09" N 119° 27' 58" W
- 2: 38° 21' 45" N 119° 27' 39" W
- 3: 38° 17' 41" N 119° 28' 28" W
- 4: 38° 15' 36" N 119° 36' 46" W
- 5: 38° 17' 10" N 119° 39' 05" W
- 6: 38° 23' 58" N 119° 37' 41" W
- 7: 38° 29' 13" N 119° 32' 39" W

### Vertical Description

From the surface up to not including 13,500' Mean Sea Level (MSL) excluding that airspace from the surface up to and including 3,000' Above Ground Level (AGL) above wilderness areas.

## Walker High/Low MOA:



## Questions or Comments?

**Maj Chad "Peanut" Nedeau**  
**MCMWTC Air Officer**  
**760-932-1452**  
**Chad.nedeau@usmc.mil**

**Mrs. Tara Paladino**  
**MCMWTC Deputy Air Officer**  
**760-932-1454**  
**Tara.paladino@usmc.mil**



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: County Counsel**

**TIME REQUIRED** 5 minutes

**PERSONS APPEARING BEFORE THE BOARD** Anne Frievalt

**SUBJECT** Joint Representation Agreement - Goldfarb & Lipman LLC

**AGENDA DESCRIPTION:**

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

Proposed agreement with the law firm of Goldfarb & Lipman consenting to its joint representation of both Mono County and Mammoth Lakes Housing in the negotiation and drafting of an affordable housing monitoring agreement and waiving potential conflicts of interest pertaining thereto.

**RECOMMENDED ACTION:**

Approve entry into proposed joint representation agreement and authorize County Counsel to execute said agreement on behalf of the County. Provide any desired direction to staff.

**FISCAL IMPACT:**

Cost to Mono County for legal services to be provided by Goldfarb & Lipman in negotiating and drafting a monitoring agreement with Mammoth Lakes Housing is not expected to exceed \$1,800. (Total estimate for legal services is \$3,600, to be split evenly with Mammoth Lakes Housing).

**CONTACT NAME:** Anne Frievalt

**PHONE/EMAIL:** 760 924-1707 / afrievalt@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Staff Report</a>
<input type="checkbox"/> <a href="#">Joint Representation Letter</a>

**History**

Time

Who

Approval



3/3/2020 3:38 PM	County Administrative Office	Yes
2/27/2020 3:04 PM	County Counsel	Yes
2/27/2020 2:56 PM	Finance	Yes

**County Counsel**  
Stacey Simon

**Assistant County Counsels**  
Christian E. Milovich  
Anne L. Frievalt

**Deputy County Counsel**  
Jason Canger

OFFICE OF THE  
COUNTY COUNSEL

Mono County  
South County Offices  
P.O. BOX 2415  
MAMMOTH LAKES, CALIFORNIA 93546

**Telephone**  
760-924-1700

**Facsimile**  
760-924-1701

**Paralegal**  
Jenny Lucas

To: Mono County Board of Supervisors  
From: Anne Frievalt, Assistant County Counsel  
Date: March 10, 2020  
Re: Joint Representation Agreement with Goldfarb & Lipman

Strategic Plan Alignment:

Enhance quality of life for County residents by addressing the housing crisis through homelessness prevention.

Recommended Action:

Approve Joint Representation Agreement with the law firm of Goldfarb & Lipman in order to retain its services to negotiate and draft a monitoring agreement with Mammoth Lakes Housing to ensure compliance with deed restrictions requiring use of the Birch Creek Condominium (40 Willow Ave., Unit No. 5, June Lake) as transitional housing and use of the Davison House (71 Davison St., Mammoth Lakes) as low income housing.

Fiscal Impact:

Cost to Mono County for legal services to be provided by Goldfarb & Lipman in negotiating and drafting a monitoring agreement with Mammoth Lakes Housing is not expected to exceed \$1,800. (Total estimate for legal services is \$3,600, to be split evenly with Mammoth Lakes Housing).

Discussion:

The law firm of Goldfarb & Lipman has provided expert legal representation to Mono County in connection with both, (a) its deed restricted sale of the Birch Creek Condominium to Inyo Mono Advocates for Community Action, Inc. for use as transitional housing, and (b) its deed restricted sale of the Davison House to Silver State Investors, LLC, for use as low income housing.

The County must ensure compliance with the deed restrictions on both properties through regular monitoring and believes that Mammoth Lakes Housing has the knowledge and expertise necessary to efficiently and economically monitor both properties for compliance. Therefore, the County wishes to enter into an agreement with Mammoth Lakes Housing for monitoring services.

Goldfarb & Lipman can efficiently negotiate and prepare such a monitoring agreement, since it drafted the actual deed restrictions and is therefore uniquely familiar with the specific monitoring needs of both properties. However, since Goldfarb & Lipman also represents Mammoth Lakes Housing, the firm must obtain the written consent of both Mono County and Mammoth Lakes Housing to the firm's joint representation of both parties before the firm can represent Mono County in regard to the monitoring agreement. For that reason, we request that the Board approve the County's entry into the Joint Representation Agreement and authorize County Counsel to execute the Joint Representation Agreement on behalf of Mono County.

If you have any questions on this matter prior to your meeting, please call Anne Frievalt at 924-1707.

M David Kroot February 26, 2020

Lynn Hutchins

Karen M. Tiedemann

Thomas H. Webber

Dianne Jackson McLean

Michelle D. Brewer

Jennifer K. Bell

Robert C. Mills

Isabel L. Brown

James T. Diamond, Jr.

Margaret F. Jung

Heather J. Gould

William F. DiCamillo

Amy DeVaudreuil

Barbara E. Kautz

Erica Williams Orcharton

Luis A. Rodriguez

Rafael Yaquián

Celia W. Lee

Dolores Bastian Dalton

Joshua J. Mason

Elizabeth R. Klueck

Jeffrey A. Streiffer

Jhaila R. Brown

Erik Ramakrishnan

Rye P. Murphy

Aileen T. Nguyen

Katie Dahlinghaus

Erin C. Lapeyrolerie

San Francisco

415 788-6336

Los Angeles

213 627-6336

San Diego

619 239-6336

Goldfarb & Lipman LLP

via email and u.s. mail

Stacey Simon, County Counsel  
County of Mono  
P.O. Box 2415  
452 Old Mammoth Road, 3rd Floor  
Mammoth Lakes, CA 93546

Patricia Robertson, Executive Director  
Mammoth Lakes Housing, Inc.  
587 Old Mammoth Road, #4  
Mammoth Lakes, CA 93546

Re: Consents to Potential Conflict of Interest and Joint Representation –  
Affordable Housing Monitoring Agreement

Dear Ms. Simon and Ms. Robertson:

We write this letter to disclose our representation of the County of Mono (the "County") and Mammoth Lakes Housing, Inc. ("MLH") (collectively, the "Parties"), and to request the consent of the County and MLH for Goldfarb & Lipman LLP to jointly represent the County and MLH in connection with the negotiation and drafting of an agreement for MLH to provide services in monitoring compliance with certain affordable housing regulatory agreements on behalf of the County (the "Transaction").

The specific purpose of this letter is to advise you of a potential conflict of interest of Goldfarb & Lipman due to the existing and continued relationships that Goldfarb & Lipman has separately with each of you, and the proposed joint representation of both of you in this Transaction as described below. To undertake this representation, we are required to (1) disclose in writing our existing relationship with each of you, (2) obtain the informed written consent of each of you to such potential conflict of interest, and (3) obtain agreement from each of you to the limited joint representation as described in this letter. We believe that we will be able to provide competent and diligent representation to each of you in this matter.

I. Existing Relationships.

The County is an existing client of Goldfarb & Lipman. We have represented the County in connection with the sale of two County properties for affordable and transitional housing to private parties subject to regulatory agreements that will require ongoing monitoring. We also continue to provide the County occasional advice on some of its housing policies and procedures, and in connection with possible County financial support of a permanent supportive housing project.

In addition, MLH is an existing client of Goldfarb & Lipman. We have and continue to provide general counsel services to MLH and to represent MLH in connection with real estate and other transactions for the development of affordable housing projects in and around the Mammoth Lakes area.

## II. Potential Conflict of Interest.

While we are unaware of any current conflict of interest created by our existing relationships described in Section I above (except for the Joint Representation discussed below), as attorneys, we are governed by specific rules relating to our representation of clients when potential conflicts of interest exist. We must disclose certain information, and obtain the informed written consents of each of you to represent each of you in connection with the Transaction as described in this letter, in accordance with Rules 1.1, 1.4, 1.6, 1.7, 1.8.2., 1.9 and 1.10 of the Rules of Professional Conduct of the State Bar of California (the "CRPC").

Our representation of each of you in connection with the Transaction could potentially create a conflict of interest for Goldfarb & Lipman, for example, if an impasse in negotiating the monitoring agreement arose, or if we have or became aware of information regarding one of you that is relevant to the Transaction which would have an adverse effect on the other party. At this time, we do not believe that there is an actual conflict of interest for Goldfarb & Lipman, and we believe that we can competently represent each of you in this Transaction and still maintain our independent judgement and duty of loyalty to each of you in unrelated matters. In addition, we do not believe that we have obtained any confidential information from MLH which is material to our proposed representation of the County, or from the County which is material to our proposed representation of MLH.

However, if an actual conflict should arise related to the Transaction in which: (i) the interest of the County is now adverse to the interest of MLH, that would affect our independent judgment and our duty of loyalty to each of you in the unrelated matters; (ii) the issue of dispute in this Transaction is substantially related to the same issue in which we have represented either of you in other matters; or (iii) we have obtained any confidential information from MLH that is material to our representation of the County, or any confidential information from the County that is material to our representation of MLH, we would need to determine if we could continue to represent the County and MLH in the Transaction. In reaching our decision, we would first need to determine if we could competently continue such representation, notwithstanding the adversity, and after such determination, we would further need to obtain the informed written consent of each of you.

## III. Joint Representation.

The joint representation of each of you by Goldfarb & Lipman (the "Joint Representation") will be limited to issues related to the Transaction. Goldfarb & Lipman proposes to represent both Parties for purposes of the entire Transaction. The informed written consents of each of you are

requested because of the potential conflict of interest that may arise due to Goldfarb & Lipman's Joint Representation. The interests and objectives of each of you in the Joint Representation related to the Project are, or may become, inconsistent with one another. Therefore, it is important that you thoroughly understand the consequences of the Joint Representation.

In representing both of you in connection with the Joint Representation, Goldfarb & Lipman will strive to provide legal services that are equally beneficial to both of you. In other words, rather than vigorously asserting each of your respective interests regarding these issues, we will strive to reach agreements on matters that are mutually beneficial to both of you. The consequence is that there is likely to be a balancing of interests between your two organizations.

At this point, we feel that we can competently and diligently represent all of your respective interests, that the representation does not involve the assertion of a claim by one of you against the other, and that we do not believe that our representation of one of you will be materially limited by our responsibilities to or relationship with the other of you. There are, however, some consequences of Joint Representation that each of you should consider, and for which you may wish to obtain the advice of independent legal counsel, before consenting to such representation:

a. No Secrets. Goldfarb & Lipman cannot maintain any secrets between each of you in connection with the Joint Representation. Normally, Goldfarb & Lipman would keep confidential all client information. However, anything disclosed by either of you to Goldfarb & Lipman that is relevant to this Joint Representation must be disclosed to the other party.

Additionally, in fulfilling our obligations to provide competent legal services, we may have to disclose to either of you any information that we have obtained from the other party in this Transaction or any other matters that may be relevant or material to this Joint Representation. However, we would be required to obtain your prior informed written consent before we could make any such disclosures. At this point, we are unaware of any information that would require such disclosure.

b. Attorney-Client Privilege. With joint representation, each of you each and separately waive the attorney-client privilege with regard to communications with Goldfarb & Lipman in connection with the Joint Representation. This means that in the event of any dispute (including litigation) between each of you in connection with the Joint Representation, Goldfarb & Lipman could be compelled to testify about attorney-client communications regarding the Joint Representation that would otherwise be confidential and privileged without this waiver. Both of you would, however, maintain the attorney-client privilege against third parties who might make any claim or file a lawsuit against either of you in relation to the Joint Representation.

c. Adverse Interest. If any actual adverse interest develops between each of you related to the Joint Representation, then we will have to determine whether we can competently continue our representation, even if both of you are willing to provide informed written consent.

If the interests of the County and MLH become adverse, and as a consequence, we make the determination that we can no longer provide competent legal representation to both of the respective interests, we would then need to withdraw from representing both parties in the Joint Representation. Rule 1.4 of the CRPC requires us to keep both of you promptly informed of all material matters or issues in the Joint Representation and the Transaction, so that we would immediately disclose to both of you when there is a change of this nature.

d. Rules of Professional Conduct. As attorneys we are governed by specific rules relating to our representation of clients where we have a relationship with both parties and therefore a potential conflict of interest. Rules 1.1, 1.4, 1.6, 1.7, 1.8.2., 1.9 and 1.10 of the CRPC govern conflicts of interest. Accordingly, we must obtain the informed written consent of each of you before proceeding with our Joint Representation of each of you in connection with the Transaction.

#### IV. Informed Written Consent.

You should thoroughly review and consider the matters discussed in this letter, and consider seeking independent counsel before providing your consent. If, after such review, each of you consents to Goldfarb & Lipman representing each of you in the manner outlined above, please sign and return the attached consent form (i) acknowledging that you have been advised of Goldfarb & Lipman's past and continuing relationships with each of you; (ii) acknowledging that you have been advised to Rules 1.1, 1.4, 1.6, 1.7, 1.8.2., 1.9 and 1.10 and the potential conflict of interest associated with our Joint Representation of each of you in connection with the Transaction; (iii) the consequences of Joint Representation in relation to the Transaction; and (iv) that you nevertheless consent to our representation of you in connection with the Transaction and to our Joint Representation of each of you in connection with the Transaction.

If you have any questions regarding this letter or our representation of each of you, please call us before signing and returning the enclosed copy of this letter.

Sincerely,



Heather Gould  
Attorney for the County



Rafael Yaquián  
Attorney for MLH

**CONSENT**

Goldfarb & Lipman has explained to each of you: (i) Goldfarb & Lipman's past and continuing relationships with each of you; (ii) CRPC Rules 1.1, 1.4, 1.6, 1.7, 1.8.2., 1.9 and 1.10 and the potential conflict of interest in relation to Goldfarb & Lipman's proposed representation of the Parties in the negotiation and drafting of an affordable housing monitoring agreement and the possible consequences of this conflict; (iii) the potential conflict of interest that Goldfarb & Lipman may have in its Joint Representation of each of you in connection with the Transaction; and (iv) the consequences of such Joint Representation. Each of the undersigned nevertheless consents to representation by Goldfarb & Lipman regarding the Transaction and gives approval to such representation as described in this letter.

We understand that we have the right to seek independent counsel before signing this consent or at any future time.

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

COUNTY OF MONO:

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

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

Its: \_\_\_\_\_

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

MAMMOTH LAKES HOUSING, INC.:

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

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

Its: \_\_\_\_\_





OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**Departments: Finance, County Counsel**

**TIME REQUIRED** 15 minutes (10 minute presentation;  
5 minute discussion) **PERSONS APPEARING** Janet Dutcher and Stacey Simon

**SUBJECT** Travel, Per Diem, and Food and Beverage Policy **BEFORE THE BOARD**

### AGENDA DESCRIPTION:

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

County per diem rates have not been increased since 2006 and, accordingly, have not kept pace with current costs and circumstances. In addition, County policies regarding travel, per diem and food and beverage reimbursement have historically been located in four different locations: (1) Rules 620-660 of the Mono County Personnel Rules; (2) Resolutions 95-02, as amended by R06-63; (3) Resolution 08-55; and (4) individual bargaining unit MOUs. During the last round of negotiations, references to travel and per diem rates were removed from all employee MOUs, with the understanding that a single, comprehensive policy would be enacted. The proposed policy fulfills that understanding.

### RECOMMENDED ACTION:

Adopt proposed resolution R20-\_\_\_, Adopting a comprehensive policy for travel, per diem (meal) and food and beverage reimbursement and superseding and replacing Resolutions R95-02, R06-63 and R08-55.

### FISCAL IMPACT:

Per diem meal rates would increase from the flat amounts of \$12.00 (breakfast), \$12.00 (lunch) and \$25.00 (dinner) to a fluctuating rate based on the United States General Services Administration (GSA) rate for Sacramento. Currently the GSA rates for Sacramento are \$16.00 (breakfast), \$17.00 (lunch) and \$28.00 (dinner). In addition, the reimbursement for food and beverage provided at specified county-sponsored meetings and events would increase from \$2.00 to a fluctuating amount that is 60% of the U.S. GSA rate for incidental expenses (currently \$3.00).

**CONTACT NAME:** Stacey Simon

**PHONE/EMAIL:** x1704 / [ssimon@mono.ca.gov](mailto:ssimon@mono.ca.gov)

### SEND COPIES TO:

### MINUTE ORDER REQUESTED:

YES  NO

### ATTACHMENTS:

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[Staff Report](#)

[D Adopting Resolution](#)

[D Policy](#)

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### History

Time	Who	Approval
2/25/2020 2:22 PM	County Administrative Office	Yes
3/3/2020 4:27 PM	County Counsel	Yes
2/27/2020 4:30 PM	Finance	Yes

**County Counsel**  
Stacey Simon

OFFICE OF THE  
COUNTY COUNSEL

**Telephone**  
760-924-1700

**Assistant County Counsels**  
Christian E. Milovich  
Anne L. Frievalt

Mono County  
South County Offices  
P.O. BOX 2415

**Facsimile**  
760-924-1701

**Deputy County Counsel**  
Jason Canger

MAMMOTH LAKES, CALIFORNIA 93546

**Paralegal**  
Jenny Lucas

To: Board of Supervisors

From: Stacey Simon, Janet Dutcher and Jay Sloane

Date: March 10, 2020

Re: Resolution adopting a comprehensive policy for travel, per diem (meal) and food and beverage reimbursement

Recommended Action

Adopt proposed resolution implementing a comprehensive policy for travel, per diem (meal) and food and beverage reimbursement and superseding and replacing Resolutions R95-02, R06-63 and R08-55.

Strategic Plan Focus Area(s) Met

- Economic Base
- Infrastructure
- Public Safety
- Environmental Sustainability
- Mono Best Place to Work

Fiscal Impact

Per diem meal rates would increase from the flat amounts of \$12.00 (breakfast), \$12.00 (lunch) and \$25.00 (dinner) to a fluctuating rate based on the United States General Services Administration (GSA) rate for Sacramento. Currently the GSA rates for Sacramento are \$16.00 (breakfast), \$17.00 (lunch) and \$28.00 (dinner). In addition, the reimbursement for food and beverage provided at specified county-sponsored meetings and events would increase from \$2.00 to a fluctuating amount that is 60% of the U.S. GSA rate for incidental expenses (currently \$3.00).

Discussion

County per diem rates have not been increased since 2006 and, accordingly, have not kept pace with current costs and circumstances. In addition, County policies regarding travel, per diem and food and beverage reimbursement have historically been located in four different locations: (1) Rules 620-660 of the Mono County Personnel Rules; (2) Resolutions 95-02, as amended by R06-63; (3) Resolution 08-55; and (4) individual bargaining unit MOUs.

During the last round of negotiations, references to travel and per diem rates were removed from all employee M O U s, with the understanding that a single, comprehensive policy would be enacted. The proposed policy fulfills that understanding.

The policy would also replace Resolutions R95-02 (establishing a travel expense policy), R06-63 (amending R95-02 to increase per diem rates) and R08-55 (adopting a policy regarding the provision of food and beverages), thereby creating one policy to address all per diem, food and beverage reimbursement issues. To the extent that language regarding travel remains in sections 620-660 of the Personnel Rules, the proposed policy is consistent with those requirements and cross-references them.

In addition to adjusting rates to reflect current costs, provisions are included in the new policy to address the following situations which have arisen in recent years:

- Where per diem is paid for with grant funds and the grant provides a higher reimbursement rate; and
- Where food is purchased for public events for which it is difficult to predict the ultimate number of attendees.

Finally, the proposed policy carries forward without substantive change, all of the rules, procedures and requirements previously set forth in employee M O U s, and the various resolutions it would supersede and replace.

If you have any questions on this matter prior to your meeting, please call Stacey Simon at 924-1704 or Janet Dutcher at 932-5494.



R20-\_\_

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS ADOPTING A COMPREHENSIVE POLICY FOR TRAVEL, PER DIEM (MEAL) AND FOOD AND BEVERAGE REIMBURSEMENT AND SUPERSEDING AND REPLACING RESOLUTIONS R95-02, R06-63 AND R08-55**

**WHEREAS**, the County’s policies regarding approval of and reimbursement for travel, meals and food and beverages are currently set forth in Resolutions R95-02 (Establishing a Travel Expense Policy for Mono County Officers and Employees), R06-63 (Adjusting the County’s Meal Allowance Per Diem Rates), R08-55 (Adopting a County Policy Regarding Use of Public Funds to Provide Food and Beverages other than as Related to Authorized County Travel) and the Mono County Personnel System (Rules 620-660); and

**WHEREAS**, the County wishes to update and consolidate those policies through adoption of the “Policy for Travel, Per Diem (Meals) and Food and Beverages” which is attached hereto as an exhibit and incorporated by this reference;

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES** that:

**SECTION ONE:** The Mono County Travel, Per Diem (Meal) and Food and Beverage Policy (the “Policy”) is hereby adopted.

**SECTION TWO:** This Resolution shall supersede and replace, in their entirety, Resolutions R95-02, R06-63 and R08-55 which shall be of no further force or effect.

**PASSED, APPROVED and ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Stacy Corless, Chair  
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the Board

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



## **Mono County Travel, Per Diem (Meal) and Food and Beverage Policy**

*Adopted March 10, 2020 (R20-\_\_\_)*

---

### **I. Travel Policy** (*pursuant to Sections 620 – 660 of the Mono County Personnel Rules*)

- A. TYPES OF TRAVEL AUTHORIZED. Travel for any of the following County purposes may be approved:
- i. Conferences or conventions where attendance by elected officials or employees is required by law or approved as necessary or desirable.
  - ii. Professional or County association meetings.
  - iii. Meetings or conferences required or which are deemed beneficial in the implementation or administration of new or ongoing programs.
  - iv. Training or in-service sessions.
  - v. Educational meetings where direct benefit to the County, or department is shown.
  - vi. Where normal work duties require out-of-county travel.
- B. APPROVAL AUTHORITY.
- i. Employee travel within California or Nevada must be approved by the department head or designee.
  - ii. Employee or department head travel outside of California or Nevada must be approved by the CAO.
  - iii. Travel outside of California or Nevada by elected officials must be approved by the Board of Supervisors
- C. PROCEDURES FOR TRAVEL AND REIMBURSEMENT REQUESTS.
- i. Travel and reimbursement requests shall comply with Personnel Rules 650 and 660 and be accompanied by an agenda or other information indicating the purpose and value of the travel.
  - ii. Travel requests should be made at least five (5) working days before travel is to occur, except in an emergency; when not practical due to departmental business; or where the travel involves an authorized employee pursuing and/or returning a fugitive(s) from justice.
  - iii. Reimbursement requests shall be submitted to the Finance Department following completion of approved travel and shall include:
    - (a) an explanation of the purpose of the trip, including an agenda or other announcement if available;
    - (b) the dates of travel;
    - (c) an itemization of all expenses;

- (d) receipts (unless for meals under II.B.i, where no receipt is required).
- (e) If a supporting document(s) or receipt is not available, a statement to that effect shall be made by the claimant and submitted with the reimbursement request.

D. MODE OF TRAVEL. Travel should be made by the most economical means available and in accordance with the following:

- i. **Automobile use.** County vehicles should be used when possible, but the use of personal vehicles may be approved where the use of a County vehicle is not possible or where it is impractical. Personal vehicle mileage is reimbursed at the IRS rate.
- ii. **Air travel.** Commercial air travel may be approved if it is the most economical option, or travel by car is impractical due to time constraints. Use of private, rental or chartered aircraft may be approved where commercial air travel is authorized, but reimbursement for actual and necessary cost shall not exceed the commercial air travel rate from Mono County to the point of destination for the number of passengers.

E. LODGING AND EXPENSES. Lodging costs and miscellaneous expenses shall be reimbursed as provided in Personnel Rules section 640.

F. TRAVEL ADVANCES. Travel advances shall be in accordance with Personnel Rules section 650, which provides as follows:

- i. Department Heads are expected to provide employees with County credit cards in lieu of travel advances, and travel advances should be granted only when there is insufficient time to obtain a credit card.
- ii. Employees requesting a travel advance must submit the travel request form at least ten days prior to the anticipated travel.
- iii. Travel advance requests may include advance payment for registration, lodging, meals and/or transportation and shall not be granted in an amount less than fifty dollars.
- iv. Employees receiving a travel advance must file a reconciliation claim with the Director of Finance for their travel within thirty (30) days of their return from the trip.

## II. Per Diem (Meal) Policy

A. QUALIFYING MEALS. The following meals shall be reimbursed at the rates set forth in paragraph B. below:

- i. Meals eaten while engaged in approved out-of-county travel requiring an overnight stay. On the day of travel, if the employee leaves prior to 7:30 a.m. breakfast for that day shall be reimbursed and dinner shall be reimbursed if the employee returns after 5:30 p.m.
- ii. Meals eaten while engaged in travel not requiring an overnight stay, where the meal, or function at which the meal occurs, is for the benefit of the County and approved by the department head. Breakfast shall be reimbursed if the employee commences travel prior to 7:30 a.m., lunch shall be reimbursed if the employee returns after 1:00 p.m., dinner shall be reimbursed if the employee returns after 5:30 p.m.
- iii. A banquet or similar meal included with, or as part of, an approved conference or event.

B. REIMBURSEMENT RATES.

- i. **Meals purchased directly by the employee or official.** Qualifying meals shall be reimbursed at the United States General Services Administration (GSA) rate for Sacramento, receipts need not be provided. Current rates at the time of adoption of this policy, and effective October 1, 2019 to September 30, 2020, are:

Breakfast \$16  
 Lunch \$17  
 Dinner \$28  
 (Total per day \$61)

Rates shall be adjusted annually in accordance with any changes to the GSA rate for Sacramento without amendment to this Policy.

- ii. **Meals included in a conference or event registration fee.** For a meal or banquet included in an approved conference or event – reimbursement shall be for the actual cost of the registration and receipts shall be provided. There shall be no additional reimbursement unless the employee or official has a dietary restriction that is not accommodated as part of the conference or event, or the provided meal is a continental breakfast and a full breakfast is purchased. In such cases, the employee or official shall be reimbursed at the above rate for the purchased meal.
- iii. **Meal expenses reimbursed by grant.** Notwithstanding the foregoing, if meal reimbursement is made using grant funds and the rate of reimbursement provided by the grant is higher than the County rate, then reimbursement may be approved by the Finance Director at actual cost, not to exceed the rate authorized by the grant.



### III. Food and Beverage Policy (non-travel-related)

#### A. PURPOSE AND INTENT.

- i. The occasional provision of food and beverages at certain County meetings, trainings, interview panels and similar functions enhances participation and promotes employee morale;
- ii. From time to time, scheduled County functions overlap or run into a traditional meal period. In such circumstances, it is often more efficient and convenient to continue the meeting through the meal period by providing reasonable food and beverages to participants than it is to adjourn or reschedule the meeting;
- iii. The provision of food and beverages to members of the public and employees of other agencies in connection with their voluntary attendance at and participation in County functions, including but not limited to interview panels or advisory committees, promotes the County's ability to attract such attendance and participation; and
- iv. The policies and procedures set forth below promote the above purpose and intent.

#### B. QUALIFYING FUNCTIONS.

- i. **County staff meetings.** Beverages such as coffee, water and soft drinks and snacks such as cookies or fruit are allowed for scheduled County-wide or department staff meetings or other meetings approved by the CAO. Snacks will be reimbursed for up to one staff meeting per month for each department.
- ii. **Meetings running over a meal hour.** When there is insufficient time to adjourn for a meal, purchase of meals appropriate to the time of day is allowable for scheduled meetings of County staff, mandated boards or other meetings, interview panels or training sessions approved by the CAO.
- iii. **Functions with public participation.** Snacks or meals appropriate to the time of day may be provided at scheduled meetings, trainings, panels and educational and promotional presentations when they are hosted by Mono County employees, related to County programs or mandates and include participants who are not County employees.
- iv. **Approved overtime exceeding 4 hours.** Meals eaten by an employee who is required to work at least four (4) hours of overtime past their normal shift

(i.e., extended shift). One meal shall be reimbursed per extended shift to correspond with the time of day the meal was eaten.

- v. **In-County meals.** A breakfast, lunch or dinner meeting held within the County and for the benefit of the County.
- vi. **County-hosted events.** A meal associated with a conference, convention or meeting that benefits the County which is hosted by the department head or other County officer. Reimbursement of actual costs shall be made to the host, and to any duly-authorized delegate or representative attending the event, upon presentation of a claim for reimbursement.

C. REIMBURSEMENT RATES.

- i. **Snacks and beverages.** Beverages and snacks shall be reimbursed at an amount up to 60% of the U.S. GSA rate for incidental expenses for Sacramento (currently \$3.00) per person. Rates shall be adjusted annually in accordance with any changes to the GSA rate for incidental expenses for Sacramento, without amendment to this policy.
- ii. **Meals.** Qualifying meals shall be reimbursed at the per diem rates set forth in the *Per Diem (Meal)* section of this Policy (II.B.i.) unless otherwise provided in paragraph III.B. above.
- iii. **Exceptions.** The limits set forth in subdivisions i and ii may be waived by the Finance Director in the following circumstances:
  - (a) Where the snacks and beverages or meal is provided in conjunction with an event that is open to the public and the department is unable to determine actual attendance in advance of the event.
  - (b) Where the snacks and beverages or meal is provided using grant funds and the grant allows for a higher rate. In such cases, reimbursement shall be actual cost, up to the amount allowed by the grant.

D. PROCEDURES AND REQUIREMENTS.

- vii. **Claims for reimbursement.** Claims shall be submitted to the Finance Department with appropriate documentation including itemized receipts, a copy of the agenda or other documentation, and an estimate of the number of people attending.
- viii. **Unused food and beverages.** If possible, unused food and beverages should be saved for use at a future qualifying function. Otherwise, it should be distributed in employee access areas or given to an appropriate operating division such as

the jail. Snacks and beverages may not be distributed to participants for personal use.

- ix. **Advanced authorization.** If an employee is unsure if the use of public funds is appropriate to provide food and beverages at a function, he or she should seek advanced approval from the CAO.



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: County Counsel**

**TIME REQUIRED** 15 minutes

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

Jason Canger, Deputy County  
Counsel

**SUBJECT** Use of Funds for Owens Valley  
Groundwater Authority Membership  
and Vote Share

**AGENDA DESCRIPTION:**

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

Use of Previously Budgeted Funds to Maintain or Increase the County's Vote Share on the Owens Valley Groundwater Authority Board of Directors.

**RECOMMENDED ACTION:**

(1) Receive presentation and update on current membership of the Owens Valley Groundwater Authority (OVGA) Board of Directors; (2) Discuss the County's use and budgetary impact of funds previously committed on behalf of other members to maintain or increase the County's vote share on the OVGA Board of Directors; and (3) Provide any desired direction to the County's OVGA representative and staff.

**FISCAL IMPACT:**

None if the Board authorizes the County's OVGA representative to use funds to maintain or increase its vote share on the OVGA Board of Directors; OR up to \$64,186.32 in potential savings if the Board does not authorize the County's OVGA representative to use funds to maintain or increase its vote share on the OVGA Board of Directors.

**CONTACT NAME:** Jason Canger

**PHONE/EMAIL:** (760) 924-1712 / jcanger@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

<p>Click to download</p> <p> <a href="#">Staff Report</a></p>
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History

Time

Who

Approval

3/3/2020 11:26 AM	County Administrative Office	Yes
3/2/2020 2:47 PM	County Counsel	Yes
3/3/2020 2:40 PM	Finance	Yes

**County Counsel**  
Stacey Simon

**Assistant County Counsel**  
Anne Frievault  
Christian E. Milovich

**Deputies**  
Jason Canger

OFFICE OF THE  
COUNTY COUNSEL

Mono County  
South County Offices  
P.O. BOX 2415  
MAMMOTH LAKES, CALIFORNIA 93546

**Telephone**  
760-924-1700  
**Facsimile**  
760-924-1701

**Paralegal**  
Jenny Lucas

To: Mono County Board of Supervisors

From: Jason Canger, Deputy County Counsel

Date: March 10, 2020

RE: STAFF REPORT – Use of Funds Previously Dedicated to the Mono County Tri-Valley Groundwater Management District and the Wheeler Crest Community Services District for Mono County to Maintain or Increase Its Vote Share on the Owens Valley Groundwater Authority Board of Directors

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**Recommended Action**

- (1) Receive presentation and update on current membership of the Owens Valley Groundwater Authority (OVGA) Board of Directors following the re-prioritization of the Owens Valley Groundwater Basin by the California Department of Water Resources (DWR);
- (2) Discuss the County's use and budgetary impact of funds previously committed to fund the OVGA membership of the Tri-Valley Groundwater Management District and the Wheeler Crest Community Services District (the "Districts") -- which have now withdrawn from the OVGA, to increase the County's OVGA membership contribution so as to maintain or increase the County's vote share on the OVGA Board of Directors; and
- (3) Provide direction to the County's primary and alternate representatives on the OVGA Board of Directors regarding the use of funds previously committed to fund the OVGA membership of the Districts that have now withdrawn from the OVGA.

**Fiscal Impact**

None if the Board authorizes the County's OVGA representatives to use the funds to maintain or increase its vote share on the OVGA Board of Directors and the County's OVGA representatives do use those funds because the funds have previously been budgeted for the Districts' OVGA memberships. Alternatively, up to \$64,186.32 in potential savings if the Board does not authorize the County's OVGA representatives to use these funds to maintain or increase its vote share on the OVGA Board of Directors.

**Background**

The Sustainable Groundwater Management Act (SGMA) requires the sustainable management of groundwater resources by local agencies. In groundwater basins that DWR designates as

Mono County Board of Supervisors

RE: STAFF REPORT – Use of Funds Previously Dedicated to the Mono County Tri-Valley Groundwater Management District and the Wheeler Crest Community Services District for Mono County to Maintain or Increase Its Vote Share on the Owens Valley Groundwater Authority Board of Directors

March 10, 2020

Page 2 of 3

medium- and high-priorities, SGMA requires local public agencies with land use and groundwater management/regulatory authority to form groundwater sustainability agencies (GSA) and prepare groundwater sustainability plans (GSP) to ensure basins are managed and operated according to their sustainable yield within 20 years. Under SGMA, failure to form GSAs and prepare GSPs according to specified deadlines will subject medium- and high-priority basins to “state intervention,” which is a reference to the State Water Resources Control Board’s authority to prepare GSPs and impose management measures (i.e., groundwater extraction restrictions, fees) in such basins.

Following the enactment of SGMA in 2014, DWR categorized the Owens Valley Groundwater Basin (Basin) as a medium-priority basin. This categorization required the preparation of a GSP for the Basin by January 31, 2022. In order to address this mandate, the County and other local public agencies within the boundaries of the Basin began considering options to form a single GSA for the Basin and the preparation of a single GSP. Ultimately, in 2017, the County and these other local public agencies agreed to form a joint powers agency to serve as the GSA for the Basin. However, for many of these local public agencies, including the County, the decision to form and join this new joint powers agency was predicated on the facts that Basin was rated a medium-priority and thus had to prepare a GSP by January 31, 2022, that failure to timely prepare a GSP would result in the State preparing a plan without input from local governments and public agencies, and that the local public agencies would be more competitive as a group when applying for grant funds for GSP preparation. Moreover, several of the local public agencies had reservations about executing the joint powers agreement that would create the joint powers agency that would become the GSA for the Basin, the Owens Valley Groundwater Authority (OVGA).

The OVGA joint powers agreement (collectively, the OVGA JPA) includes a structure whereby member agencies are allocated votes on the OVGA Board of Director based on whether they are a funding or non-funding member. In short, funding members commit to providing a proportional amount of the OVGA budget during the first three years in exchange for at least four votes, while non-funding members do not provide any financial contribution but receive two votes. At the time OVGA members were deciding whether to be funding or non-funding members, the County committed to funding the member contributions of the Mono County Tri-Valley Groundwater Management District (Tri-Valley) and the Wheeler Crest Community Services District (Wheeler Crest), the other two local public agencies in the Mono County portion of the Basin with land use and/or groundwater management authority, so that these districts would each have four votes on the OVGA Board of Directors. Following the withdrawal of some of the original OVGA members, the County purchased additional votes to increase its vote share on the OVGA Board of Directors from four votes to six and two-thirds votes. As a result, on annual basis for the OVGA’s first three years, the County committed to make member contributions for itself, Tri-Valley, and Wheeler Crest in the amount of \$52,860,

Mono County Board of Supervisors

RE: STAFF REPORT – Use of Funds Previously Dedicated to the Mono County Tri-Valley Groundwater Management District and the Wheeler Crest Community Services District for Mono County to Maintain or Increase Its Vote Share on the Owens Valley Groundwater Authority Board of Directors

March 10, 2020

Page 3 of 3

\$22,654, and \$22,654, respectively, or an annual total of \$98,168 and three-year total of \$294,504.

In January 2020, DWR re-designated the Basin a low-priority basin. As a result, the SGMA mandates to form a GSA and prepare a GSP by January 31, 2022 for the Basin do not apply to the Basin or the local public agencies located in the Basin. More importantly, the State has no authority to intervene in the Basin and prepare a GSP that might include draconian water extraction/use restrictions and fees. In light of these changed circumstances, in January and February 2020, the OVGA Board of Directors allowed members to withdraw from the OVGA. After discussion amongst their respective boards, both Tri-Valley and Wheeler Crest decided to withdraw from the OVGA; however, this Board has decided to remain part of the OVGA until the GSP for the Basin is prepared. At its February 2020 meeting, the OVGA approved the withdraw of both Tri-Valley and Wheeler Crest, terminated the funding commitments of both agencies, and provided each agency a \$9,439.16 prorated refund for their second year member contributions. Under existing agreements between the County and both Tri-Valley and Wheeler Crest, those refunds will be returned to the County. Accordingly, once the refunds are returned to the County (which may have already occurred), the County will have spent \$98,168 for first year member contributions, \$79,289.68 for second year member contributions, and is committed to spend at least \$52,860 for the third year member contribution of the County so long as it remains a member of the OVGA. These amounts have already been budgeted and, for third year member contributions, are currently accounted for in line items of next year's budget.

The County's current primary representative on the OVGA Board of Directors, Supervisor Stump, has requested discussion and consideration that this Board authorizing him to use those third year member contributions already budgeted but freed up by the withdrawal of Tri-Valley and Wheeler Crest, as well as those funds refunded by the OVGA in February 2020, to purchase additional votes on the OVGA Board of Directors if necessary to maintain or increase the County's vote share on the OVGA Board of Directors.





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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Public Health**

**TIME REQUIRED** 30 minutes

**PERSONS  
APPEARING  
BEFORE THE  
BOARD** Sandra Pearce

**SUBJECT** Coronavirus Update

**AGENDA DESCRIPTION:**

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

Presentation by Sandra Pearce, Public Health Director, regarding Coronavirus (COVID-19) in the United States and public outreach/educational meetings planned in coming weeks within Mono County.

**RECOMMENDED ACTION:**

None (informational only). Provide any desired direction to staff.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Sandra Pearce

**PHONE/EMAIL:** 760.924.1818 / spearce@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
3/5/2020 12:26 PM	County Administrative Office	Yes
3/4/2020 5:03 PM	County Counsel	Yes
3/5/2020 11:42 AM	Finance	Yes



# MONO COUNTY HEALTH DEPARTMENT

## Public Health

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P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 924-1831  
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

DATE: March 10, 2020  
TO: Honorable Board of Supervisors  
FROM: Sandra Pearce, Public Health Director  
SUBJECT: Coronavirus Update

### **Recommendation:**

None (informational only). Provide any desired direction to staff.

### **Discussion:**

On February 26, 2020, the California Department of Public Health confirmed that a California resident was hospitalized with novel coronavirus (COVID-19), and likely caught the illness from someone in the community. Since that time, California has seen its first death related to Coronavirus, and there has been an increase in the number of people in the United States with confirmed COVID-19 infection who have not traveled outside the United States or had contact with known cases.

The Mono County Public Health Department has been communicating with the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH) medical facilities, emergency personnel, schools, businesses and other community resources to provide guidance on COVID-19 and possible prevention measures that can be taken as the situation evolves. Public Health has scheduled community meetings about the coronavirus (COVID-19) epidemic to discuss locally relevant information about Coronavirus and hear community members' questions and concerns. The meetings are scheduled for the following dates and times:

- **Wednesday March 11, 2020 @ Mammoth High School Cafeteria 6:00pm – 7:00pm**
- **Wednesday March 18, 2020 @ Walker Senior Center 12:30pm – 2:00pm**
- **Wednesday March 18, 2020 @ Memorial Hall in Bridgeport 3:00pm – 4:00pm**
- **Thursday March 19, 2020 @ the Benton Community Center 5:30pm – 6:30pm**

Spanish language interpretation will be available at the Bridgeport and Mammoth meetings.

### **Fiscal Impact:**

There is no fiscal impact to the County General Fund.

For questions about this item, please call Sandra Pearce at (760) 924-1818.

Submitted by:

A handwritten signature in black ink that reads "S Pearce".

Sandra Pearce, Public Health Director



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**Departments: Finance**

**TIME REQUIRED** 5 minutes

**PERSONS** Janet Dutcher

**SUBJECT** Employment Agreement with Kim  
Bunn as Assistant Finance Director -  
Auditor / Controller

**APPEARING  
BEFORE THE  
BOARD**

### AGENDA DESCRIPTION:

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

Proposed resolution approving a contract with Kimberly Bunn as Assistant Finance Director - Auditor / Controller, and prescribing the compensation, appointment and conditions of said employment.

### RECOMMENDED ACTION:

Announce Fiscal Impact. Approve Resolution #R20-\_\_\_\_, Approving a contract with Kimberly Bunn as Assistant Finance Director - Auditor / Controller, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

### FISCAL IMPACT:

The cost for this position for the remainder of FY 2019-2020 is approximately \$51,520 of which \$36,000 is salary and \$15,520 is benefits, and enough budget is available for FY 2019-20. The cost for an entire fiscal year is approximately \$154,562, of which \$108,000 is salary and \$46,562 is benefits.

**CONTACT NAME:** Janet Dutcher

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

### SEND COPIES TO:

### MINUTE ORDER REQUESTED:

YES  NO

### ATTACHMENTS:

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[Staff report](#)

[Resolution - Employment Agreement](#)

[Employment Agreement](#)

History

<b>Time</b>	<b>Who</b>	<b>Approval</b>
2/21/2020 11:21 AM	County Administrative Office	Yes
2/28/2020 11:09 AM	County Counsel	Yes
3/2/2020 9:17 AM	Finance	Yes



# DEPARTMENT OF FINANCE

## AUDITOR-CONTROLLER

### COUNTY OF MONO

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*Vacant*  
*Assistant Finance Director*  
*Auditor-Controller*

*Janet Dutcher, CPA, CGFM, MPA*  
*Director of Finance*

*P.O. Box 556*  
*Bridgeport, California 93517*  
*(760) 932-5490*  
*Fax (760) 932-5491*

To: Honorable Board of Supervisors

From: Janet Dutcher, Finance Director

Date: March 10, 2020

Re: Employment Agreement for Kimberly Bunn as Assistant Finance Director –  
Auditor/Controller

#### **Recommendation:**

Approve the Employment Agreement to promote Kimberly Bunn as the next Assistant Finance Director in the Auditor / Controller Division of the Department of Finance.

#### **Discussion:**

The Assistant Finance Director – Auditor / Controller position became vacant on December 31, 2020, and a public recruitment process began. The Assistant Finance Director in the Auditor / Controller division of the Department of Finance is an at will management level position that manages the accounting operations of the County and supervises six employees.

Interviews to fill the vacancy were held on January 15, 2020, and Kimberly Bunn is the successful candidate. Kimberly has been with the County since May 1, 2006 and has held a successively higher fiscal positions in the County, each having greater responsibility and complexity. We look forward to Kimberly's continued contribution and dedication to Mono County and its fiscal operations.

In determining her salary, consideration should be given to her current compensation she could expect to receive over the next couple of years as the Public Health Fiscal Officer and the loss of union protection in accepting a County at-will position. The negotiated salary is 2% higher than previously contracted for this position.

#### **Fiscal Impact:**

The cost for this position for the remainder of FY 2019-2020 is approximately \$51,520, of which \$36,000 is salary and \$15,520 is benefits. While this is about a 2% increase over the budgeted amount for this position, the Department has enough budget savings to cover the increase.

The cost for an entire fiscal year is approximately \$154,562, of which \$108,000 is salary and \$46,562 is benefits.



**RESOLUTION NO. R19-**

**A RESOLUTION OF THE MONO COUNTY  
BOARD OF SUPERVISORS APPROVING AN  
EMPLOYMENT AGREEMENT WITH KIMBERLY BUNN  
AND PRESCRIBING THE COMPENSATION, APPOINTMENT,  
AND CONDITIONS OF SAID EMPLOYMENT**

**WHEREAS**, the Mono County Board of Supervisors has the authority under Section 25300 of the Government Code to prescribe the compensation, appointment, and conditions of employment of County employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Mono County Board of Supervisors, that the Employment Agreement of Kimberly Bunn, a copy of which is attached hereto as an exhibit and incorporated herein by this reference as though fully set forth, is hereby approved and the compensation, appointment, and other terms and conditions of employment set forth in that Agreement are hereby prescribed and shall govern the employment of Kimberly Bunn. The Chairman of the Board of Supervisors shall execute said Agreement on behalf of the County.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of March, 2020, by the following vote:

**AYES** :

**NOES** :

**ABSTAIN** :

**ABSENT** :

ATTEST: \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Stacy Corless, Chair  
Board of Supervisors

APPROVED AS TO FORM:

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

## **EMPLOYMENT AGREEMENT OF KIMBERLY BUNN**

This Agreement is entered into by and between Kimberly Bunn and the County of Mono.

### **I. RECITALS**

The County wishes to employ Kimberly Bunn as Assistant Director of Finance – Auditor/Controller in accordance with the terms and conditions set forth in this Agreement. Ms. Bunn wishes to accept continued employment with the County on said terms and conditions.

### **II. AGREEMENT**

1. The term of this Agreement shall be March 9, 2020 until March 8, 2023, unless earlier terminated by either party in accordance with this Agreement. This Agreement shall automatically terminate in the event the County implements new agreements for its “at-will” employees and executes such new agreement as to Ms. Bunn. The County shall notify Ms. Bunn in writing no later than September 9, 2022 whether it intends to negotiate a renewal of this Agreement. In the event the County fails to provide such notice, Ms. Bunn shall notify the County in writing of its breach of this provision of the Agreement and County shall be allowed 30 days from the receipt of that notice to cure the breach. If the County cures the breach and notifies Ms. Bunn that it does not intend to negotiate a renewal of the Agreement, then this Agreement shall terminate six months after said notification and no additional compensation or damages shall be owing to Ms. Bunn as a result of the cured breach. If the County does not cure the breach, then the Agreement shall automatically renew for another three years on the same terms in effect at the time of renewal.
2. Commencing March 9, 2020, Ms. Bunn shall be employed by Mono County as Assistant Director of Finance – Auditor/Controller, serving at the will and pleasure of the Director of Finance in accordance with the terms and conditions of this Agreement. Ms. Bunn accepts such employment. The Director of Finance shall be deemed the “appointing authority” for all purposes with respect to Ms. Bunn’s employment.
3. Commencing March 9, 2020, Ms. Bunn’s salary shall be \$9,000 per month. Ms. Bunn understands that she is responsible for paying the employee’s share of any retirement contributions owed to the Public Employees Retirement System (PERS) with respect to her employment for the County.

Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect to Ms. Bunn's salary. During such negotiations the County shall consider and discuss the issue of increased compensation with Ms. Bunn in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable.

4. Ms. Bunn shall earn and accrue vacation and sick leave in accordance with the County's Management Benefits Policy and in accordance with any applicable County Code provisions not in conflict with said Policy. Also pursuant to said Policy, in recognition of the fact that her employment will be exempt from the payment of overtime or compensatory time-off under the Fair Labor Standards Act, she shall be entitled to 80 hours of merit leave (aka administrative leave) during each year of service under this Agreement. Ms. Bunn understands that said merit leave does not accrue from one calendar year to the next; rather, it must be used by December 31<sup>st</sup> of each calendar year in which it is provided, or it is lost.
5. To the extent deemed appropriate by the Director of Finance, the County shall pay the professional dues, subscriptions, and other educational expenses necessary for Ms. Bunn's full participation in applicable professional associations, for her continued professional growth and for the good of the County.
6. To the extent not inconsistent with the foregoing or any other provision of this Agreement, Ms. Bunn shall be entitled to the same general benefits provided by the County to other management-level employees, as described more fully in the County's Management Benefits Policy. Such benefits include but are not limited to CalPERS retirement benefits, CalPERS medical insurance, County dental and vision coverage, and life insurance. As an existing employee of the County, whose employment preceded the passage of the Public Employees' Pension Reform Act of 2013 (PEPRA), the CalPERS retirement formula applicable to Ms. Bunn's County employment will be "2.7% at 55." Any and all references in this Agreement to the County's Management Benefits Policy shall mean the "Policy Regarding Benefits of Management-level Officers and Employees," amended most recently by Resolution R14-54 of the Mono County Board of Supervisors and as the same may be further amended from time to time and unilaterally implemented by the County.
7. Ms. Bunn understands and agrees that her receipt of compensation or benefits of any kind under this Agreement or under any applicable County Code provision or policy – including but not limited to salary, insurance coverage, and paid holidays or leaves – is expressly contingent on her actual and regular rendering of full-



time personal services to the County or, in the event of any absence, upon her proper use of any accrued leave. Should Ms. Bunn cease rendering such services during this Agreement and be absent from work without any accrued leave to cover said absence, then she shall cease earning or receiving any additional compensation or benefits until such time as she returns to work and resumes rendering personal services; provided, however, that the County shall provide any compensation or benefits mandated by state or federal law. Furthermore, should Ms. Bunn's regular schedule ever be reduced to less than full-time employment, on a temporary or permanent basis, then all compensation and benefits provided by this Agreement or any applicable County policies shall be reduced on a pro-rata basis, except for those benefits that the County does not generally pro-rate for its other part-time employees.

8. Consistent with the "at will" nature of Ms. Bunn's employment, the Director of Finance may terminate Ms. Bunn's employment at any time during this Agreement, without cause. In that event, this Agreement shall automatically terminate concurrently with the effective date of the termination. Ms. Bunn understands and acknowledges that as an "at will" employee, she will not have permanent status nor will her employment be governed by the County Personnel System (Mono County Personnel Rules) except to the extent that System is ever modified to apply expressly to at-will employees. Among other things, she will have no property interest in her employment, no right to be terminated or disciplined only for just cause, and no right to appeal, challenge, or otherwise be heard regarding any such termination or other disciplinary action the Director of Finance may, in his or her discretion, take during Ms. Bunn's employment.
9. In the event of a termination without cause occurring after the first twelve (12) months of Ms. Bunn's employment, Ms. Bunn shall receive as severance pay a lump sum equal to six months' salary or, to the extent that fewer than six full calendar months remain (as of that effective date) before this Agreement would have expired, Ms. Bunn shall instead receive a lesser amount equal to any remaining salary payments she would have received before expiration of the Agreement had she not been terminated. Notwithstanding the foregoing, Ms. Bunn shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Ms. Bunn that it intends to negotiate a renewal of this Agreement but before this Agreement expires. In no event shall the parties' failure or inability to arrive at mutually acceptable terms of a renewed agreement trigger the payment of severance pay. Note: for purposes of severance pay, "salary" refers only to base compensation.
10. Notwithstanding the foregoing, Ms. Bunn shall not be entitled to any severance pay in the event that the Director of Finance has grounds to discipline her on or about the time she gives her notice of termination. For purposes of this

provision, grounds for discipline include but are not limited to those specified in the Mono County Personnel Rules, as the same may be amended from time to time. Ms. Bunn shall also not be entitled to any severance pay in the event that she becomes unable to perform the essential functions of her position (with or without reasonable accommodations) and her employment is duly terminated for such non-disciplinary reasons.

11. Ms. Bunn may resign her employment with the County at any time. Her resignation shall be deemed effective when tendered, and this agreement shall automatically terminate on that same date, unless otherwise mutually agreed to in writing by the parties. Ms. Bunn shall not be entitled to any severance pay or additional compensation of any kind after the effective date of such resignation.
12. This Agreement constitutes the entire agreement of the parties with respect to the employment of Ms. Bunn.
13. The parties agree that the Board of Supervisors' approval of this Agreement on behalf of the County is a legislative act and that through this agreement, the Board of Supervisors is carrying out its responsibility and authority under Section 25300 of the Government Code to set the terms and conditions of County employment. It is not the parties' intent to alter in any way the fundamental statutory (non-contractual) nature of Ms. Bunn's employment with the County nor to give rise to any future contractual remedies for breach of this Agreement or of an implied covenant of good faith and fair dealing. Rather, the parties intend that Ms. Bunn's sole remedy in response to any failure by the County to comply with this Agreement shall be traditional mandamus.
14. Ms. Bunn acknowledges that this Agreement is executed voluntarily by her, without duress or undue influence on the part or on behalf of the County. Ms. Bunn further acknowledges that she has participated in the negotiation and preparation of this Agreement and has had the opportunity to be represented by counsel with respect to such negotiation and preparation or does hereby knowingly waive her right to do so, and that she is fully aware of the contents of this Agreement and of its legal effect. Thus, any ambiguities in this Agreement shall not be resolved in favor of or against either party.

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**III. EXECUTION:**

This Agreement is executed by the parties effective March 9<sup>th</sup>, 2020.

EMPLOYEE

THE COUNTY OF MONO

\_\_\_\_\_  
Kimberly Bunn

\_\_\_\_\_  
By: Stacy Corless, Chair  
Board of Supervisors

APPROVED AS TO FORM:

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



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**Departments: Finance**

**TIME REQUIRED** 5 minutes

**PERSONS** Janet Dutcher

**SUBJECT** Amendment to Employment  
Agreement with Gerald Frank as  
Assistant Finance Director -  
Treasurer / Tax Collector

**APPEARING  
BEFORE THE  
BOARD**

### AGENDA DESCRIPTION:

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

Proposed resolution approving an amendment to the employment agreement with Gerald Frank as Assistant Finance Director - Treasurer / Tax Collector to increase base pay from \$8,333 per month to \$9,000 per month.

### RECOMMENDED ACTION:

Announce fiscal impact. Adopt Resolution #R20-\_\_\_\_, Amending the employment contract with Gerald Frank as Assistant Finance Director - Treasurer / Tax Collector.

### FISCAL IMPACT:

Increases cost of this position for the remainder of FY 2019-2020 by \$2,869, of which \$2,668 is salary and \$201 is benefits. The Department has enough budget savings to cover the increase. The annual increased cost of this position is \$8,607, of which \$8,004 is salary and \$603 is benefits.

**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](#)

[Resolution -- Employment Agreement](#)

[Amendment](#)

History

<b>Time</b>	<b>Who</b>	<b>Approval</b>
2/21/2020 10:41 AM	County Administrative Office	Yes
2/27/2020 3:37 PM	County Counsel	Yes
3/2/2020 9:16 AM	Finance	Yes



# DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

---

*Vacant*  
*Assistant Finance Director*  
*Auditor-Controller*

*Janet Dutcher, CPA, CGFM, MPA*  
*Director of Finance*

*P.O. Box 556*  
*Bridgeport, California 93517*  
*(760) 932-5490*  
*Fax (760) 932-5491*

To: Honorable Board of Supervisors

From: Janet Dutcher, Finance Director

Date: March 10, 2020

Re: Amendment to Employment Agreement with Gerald Frank as Assistant Finance Director  
- Treasurer / Tax Collector

## **Recommendation:**

Approve the proposed amendment to the employment agreement with Gerald Frank as the Assistant Finance Director in the Treasurer / Tax Collector Division of the Department of Finance.

## **Discussion:**

Gerald Frank is appointed the Assistant Finance Director – Treasurer / Tax Collector in the Department of Finance. Gerald has been with the County since May 20, 2008 and was promoted to his current position on January 15, 2016. As Assistant Finance Director, Gerald manages the billing and collection of \$80 million of property taxes and \$3.5 million of transient occupancy taxes, and the investing of monies in the Mono County Investment Pool having a balance reaching \$146 million.

Kimberly Bunn was recently selected to fill the Assistant Finance Director – Auditor / Controller position, at an annual salary of \$108,000. The Assistant Finance Director in the Treasurer / Tax Collector Division performs different duties but considered of similar complexity and level of responsibility as the Assistant Director in the Auditor / Controller Division. Therefore, the salary for both Assistant Finance Directors should be equally the same, which will establish equal comparability between the Department's two assistants.

The compensation gap, or parity, between the salary of the Finance Director and the salaries of the Assistant Finance Directors should be like the gap, or parity, in the compensation structure of other County departments. This gap in other departments currently ranges from 15% to 25%. By setting the Assistant Finance Director salary at \$108,000 per year, this reduces the gap from 31% down to 25%, and further establishes parity of the assistant position in Finance with the assistant positions across the County.

This agenda item is to recommend increasing Gerald's compensation from \$99,996 annually to \$108,000.

**Fiscal Impact:**

This recommendation increases the cost of this position for the remainder of FY 2019-2020 by \$2,869, of which \$2,668 is salary and \$201 is benefits. The Department has enough budget savings to cover the increase.

The annual increased cost of this recommendation is \$8,607, of which \$8,004 is salary and \$603 is benefits.



**RESOLUTION NO. R20-**

**A RESOLUTION OF THE MONO COUNTY  
BOARD OF SUPERVISORS APPROVING AN AMENDMENT TO THE  
EMPLOYMENT AGREEMENT OF GERALD FRANK**

**WHEREAS**, the Mono County Board of Supervisors has the authority under Section 25300 of the Government Code to prescribe the compensation, appointment, and conditions of employment of County employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Mono County Board of Supervisors, that the Agreement and First Amendment to the Agreement Regarding Employment of Gerald Frank, a copy of which is attached hereto as an exhibit and incorporated herein by this reference as though fully set forth, is hereby approved. The compensation, appointment, and other terms and conditions of employment set forth in the Employment Agreement of Gerald Frank, as amended by the attached Agreement and First Amendment, are hereby prescribed and shall govern the employment of Gerald Frank. The Chairman of the Board of Supervisors shall execute said Agreement and First Amendment on behalf of the County.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of March, 2020, by the following vote:

**AYES** :

**NOES** :

**ABSTAIN** :

**ABSENT** :

ATTEST: \_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Stacy Corless, Chair  
Board of Supervisors

APPROVED AS TO FORM:

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



**AGREEMENT AND FIRST AMENDMENT TO  
AGREEMENT REGARDING EMPLOYMENT  
OF GERALD FRANK**

This Agreement and First Amendment is entered into by and between Gerald Frank and the County of Mono (sometimes referred to herein collectively as "the parties") for the purpose of amending that certain Agreement re Employment of Gerald Frank entered into by the parties on or about April 17, 2019.

**I. RECITALS**

- A. The County currently employs Gerald Frank as its Assistant Finance Director – Treasurer/Tax Collector in accordance with an employment agreement entered into on or about April 17, 2019 (sometimes referred to herein as "the Agreement").
- B. The parties wish to amend the Agreement to effectuate a change in Mr. Frank's compensation.

**II. AGREEMENT**

NOW, THEREFORE, the parties agree as follows:

- 1. Effective March 9, 2020, Section 3 of the Agreement is amended to read as follows: "Mr. Frank's salary shall be \$9,000 per month, prorated for the month of March, 2020. Mr. Frank understands that he is responsible for paying the employee's share of any retirement contributions owed to the Public Employees Retirement System (PERS) with respect to his employment for the County. Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect Mr. Frank' salary. During such negotiations the County shall consider and discuss the issue of increased compensation with Mr. Frank in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable."
- 2. The following language shall be added to Section 1 of the Agreement:  
  
"This Agreement shall automatically terminate in the event the County implements new agreements for its "at-will" employees and executes such new agreement as to Mr. Frank."
- 3. All other provisions of the Agreement not hereby amended shall remain in full

force and effect.

**III. EXECUTION:**

This Agreement and First Amendment is hereby entered into by the parties as follows:

EMPLOYEE

THE COUNTY OF MONO

\_\_\_\_\_  
Gerald Frank

\_\_\_\_\_  
Stacy Corless, Chair  
Board of Supervisors

APPROVED AS TO FORM:

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



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: CAO and Finance**

**TIME REQUIRED** 30 minutes

**PERSONS APPEARING BEFORE THE BOARD** Janet Dutcher

**SUBJECT** FY 2020-21 Budget Update

**AGENDA DESCRIPTION:**

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

CAO and Finance will update the Board about the FY 2020-21 budget development process.

**RECOMMENDED ACTION:**

Receive information and provide direction to staff, if desired.

**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
<input type="checkbox"/> <a href="#">Staff report</a>
<input type="checkbox"/> <a href="#">Workforce Budgeting - Methodology presentation</a>
<input type="checkbox"/> <a href="#">CalPERS Rates and Fiscal Impact</a>
<input type="checkbox"/> <a href="#">Monthly Healthcare rates for FY 2020-21 Budget Development</a>

**History**

Time	Who	Approval
3/3/2020 11:47 AM	County Administrative Office	Yes

2/27/2020 3:01 PM

County Counsel

Yes

3/3/2020 2:41 PM

Finance

Yes



# DEPARTMENT OF FINANCE AUDITOR-CONTROLLER COUNTY OF MONO

Vacant  
Assistant Finance Director  
Auditor-Controller

Janet Dutcher, CPA, CGFM, MPA  
Director of Finance

P.O. Box 556  
Bridgeport, California 93517  
(760) 932-5490  
Fax (760) 932-5491

**Date:** February 18, 2020

**To:** Honorable Board of Supervisors

**From:** Janet Dutcher, Finance Director  
Steve Barwick, County Administrative Officer

**Subject:** FY 2020-2019 Budget Update

**Action Requested:** Receive information and provide direction to staff if desired.

## Discussion:

On February 4, staff discussed next year's budget calendar with your Board. The schedule includes six opportunities for updating you and the public about our budget process. This is the first budget update.

Listed below are critical milestones from the calendar. The goal is adoption of all ongoing and one-time spending needs in July. This means conservatively estimating the General Fund (GF) carryover balance available for spending to minimize the risk of budgeting greater needs than we have resources.

## Calendar for Mono County Budget

Month	Event	Participants	Comments	FY 2020-21
February	Internal rates GF discretionary revenues Non-discretionary spending			
March	Base Budget			
March 30 – April 17	Departments budget development Submit proposals			
March 27 – May 15	Budget meetings			
June 15, 18	Budget Workshop			
July 21	Public hearing Budget Adoption			

MONO COUNTY BUDGET CALENDAR				
BUDGET ACTIVITY	DEPARTMENT	COMMITTEE	DATE	FY 2020-21
CAD and Finance develop budget calendar. Proposed calendar presented to the Board. Dates for key milestones are set.	CAD FINANCE BOARD MEMBERS		Send detailed calendar to DR, present commented calendar to the BOB. Also set timeline JCCS adoption, JCCS comment.	Feb 4 BOB mtg.
Strategic workshops, one with DR and the other with Board & County leaders to update strategic plan for FY 2020-21 strategic objectives and funding priorities.	CAD/Hea Greenberg FINANCE SOFT HEAR BOARD MEMBERS			March
Capital Improvement Projects workshop	BOARD MEMBERS PROJECT REVIEW COMMITTEE			March
Finance Department: Schedule of assumptions and economic factors GF revenue projections (departments are responsible for non-GF revenues) Schedule of salary and benefit accounts. Resource allocation Cost plan allocation Internal rates for various department charges including water and sewer; IT charges and tech refresh, copier pool Set up Department proposals in Budget Builder	FINANCE SFP AND SERVICE DEPARTMENTS HEALTH RESOURCES			Feb 6 to 18
CAD and Finance update Board about budget development	BOARD MEMBERS CAD FINANCE		Present rate development results	Feb 18 mtg.
CAD and Finance finalize Beginning assumptions for developing FY 2020-21 base budget Revenue estimates Net cost allocation to SF budget units Import base budget into budget builder	CAD FINANCE			By March 20

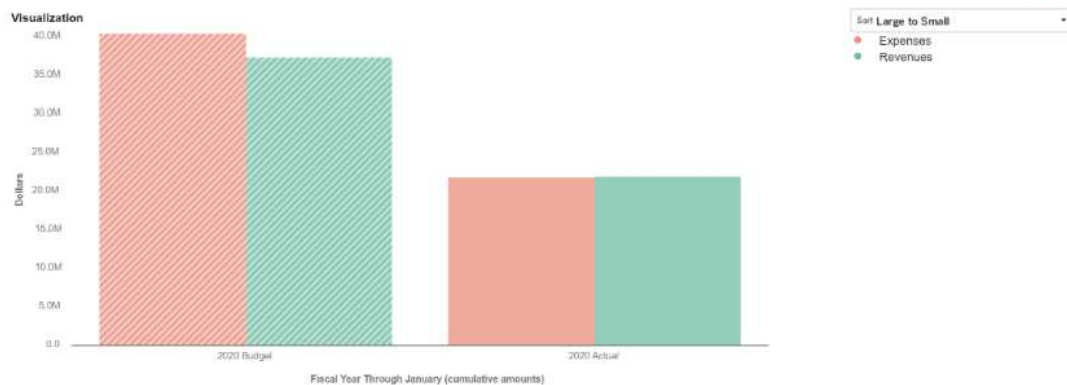
We are in an early but critical stage of next year’s budget cycle. As the first month of the budget process concludes, we are discussing budget policy and strategizing the best pathway forward towards achieving a structurally balanced budget.

## Budget Philosophy

- **Budgets are about making funding decisions that affect future activities**
  - Optimize budgets to drive performance
  - Embed evidence of public value in proposals
  - Stop making incremental changes to budgets to maintain the status quo
  - Start making funding decisions based on priority needs and program effectiveness

We recognize the challenge before us when expenditures exceed our resources, yet significant progress was made in the FY 2019-20 budget cycle when the GF deficit was reduced from \$6.3 million to \$3 million. We believe this is good momentum and we are modeling how we might continue this progress towards reducing the GF deficit to \$0.

2020 Mid Year Budget - with Variance



Expand All	2020 Budget	2020 Actual	2019-20 Variance	2019-20 Variance
▶ Expenses	\$ 40,409,465	\$ 21,850,956	18,558,509	45.93%
▶ Revenues	37,409,466	21,943,867	-15,465,579	-41.34%
▶ Taxes	25,089,800	16,509,484	-8,480,116	-33.81%
▶ Intergovernmental	4,551,437	2,702,275	-1,849,162	-40.63%
▶ Charges for Services	4,541,394	1,792,326	-2,749,068	-60.53%
▶ Transfers In	676,834	305,655	-371,179	-54.85%
▶ Fines, Forfeitures & Penalties	630,209	270,349	-359,860	-57.10%
▶ Interest & Rents	291,092	147,747	-143,345	-49.24%
▶ Licenses, Permits & Franchises	312,400	85,330	-227,070	-72.69%
▶ Miscellaneous Revenues	14,500	130,720	116,220	801.52%
<b>Revenues Less Expenses</b>	<b>\$ -2,999,999</b>	<b>\$ 92,931</b>	<b>3,092,930</b>	<b>103.10%</b>

Data filtered by Types, GENERAL FUND, No Project and reported on February 13, 2020. Created with OpenGov

Using the OpenGov Budget Builder application, we continue to use a solution of strategically formulating a base budget from which Departments propose their budgets. We intend this budget year's strategic base budget to move the County's GF spending closer to our goal of falling within the projected available current resources and eliminating the reliance on carryover. In terms of balancing the budget, it is organizationally easier to expand the pie chart as resources become available than it is to shrink proposed overall spending we cannot afford.

## Budget Guidelines

- **Goal: Structurally balanced budget in the General Fund and a responsibly balanced budget in the non-General Fund**
- **Challenge:** Expenditures > Revenues
- **Solution:**
  - a) Base budget as a starting point
  - b) Propose against the base budget - justifying funding increases above the base amount
  - c) Provide data to support augmentation request

**FY 2020 Amended Budget - General Fund**

Visualization

Department	Amount	Percentage
Information Technology	\$2,205,558	5.8%
Public Works	\$3,748,664	8.3%
County Administrative Officer	\$2,262,338	5.9%
Community Development	\$2,094,429	5.7%
District Attorney	\$2,037,537	5.6%
More (8 grouped)	\$7,291,458	16.6%
Sherriff	\$16,021,480	24.9%
Finance	\$6,346,412	15.3%
Emergency Medical Services	\$4,391,913	10.0%

Data shared by Departments, GEN/NOA, FUND, No Project, Expenses and Reported on February 15, 2020. Created with OpenGov

CAO and Finance are currently planning changes to the detailed instructions and information for departments to guide the formulation of their budget proposals. These will be available for distribution on March 30.

Department training and budget kick-off is planned for April 1, with all department heads and fiscal staff expected to attend.

Finance is currently working on:

- Estimating salary and benefits. We are using the Workforce develop application connected and interlinked with OpenGov budget builder. The application calculates salaries and benefit cost amounts using modeling, positions and incumbents. The goal is continuous achievement of a higher level of precision in the budget for this significant expense category, along with greater automation and transparency. Factors we consider in our simulation include:
  - Known and anticipated COLAs
  - Next year's PERS contribution rates for current service costs
  - Next year's allocation of PERS unfunded accrued liability payment
  - Scheduled pension obligation bond debt service payments
  - Level of funding for retiree other post-employment benefits
  - Anticipated increase in health care premiums

- Vacant positions on the allocation list which are not currently funded in the budget
- Insurance expense allocation to Departments
- A87 charges
- Internal service charges including motor pool, copier and IT
- Forecasting of GF discretionary revenues

CAO and Finance continue to strategize about our approach towards budget balancing and setting expectations so departments can formulate budget requests more closely aligned with our objective of structurally balancing the General Fund operating budget.





# Workforce Budgeting *Mono County Methodology*

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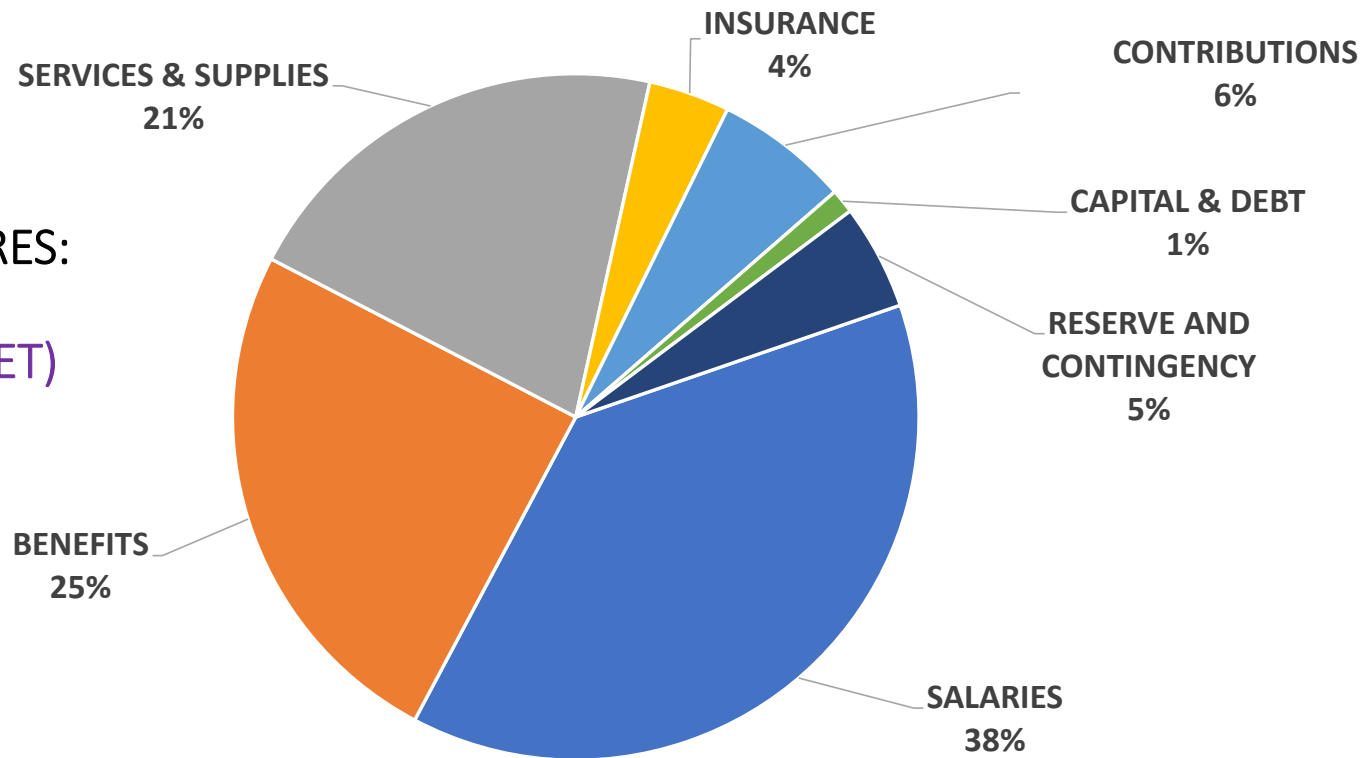
# STRATEGIES TO ELIMINATE BUDGET DEFICITS?

- Raise Revenue
- Delay Expenditures
- Cut Services
- Layoff Employees
- Be more Efficient

**OR**  
**BE MORE PRECISE?**

# WORKFORCE IS 63% OF GF SPENDING

GF EXPENDITURES:  
By Type  
(FY 2019 BUDGET)



# GFOA Best Practice – Effective Budgeting of Salary and Wages

- Limited Resources
- Salary and Benefits = high % of our GF budgets
- Forecast more accurate expenditure projections



Government Finance Officers Association

BEST PRACTICE

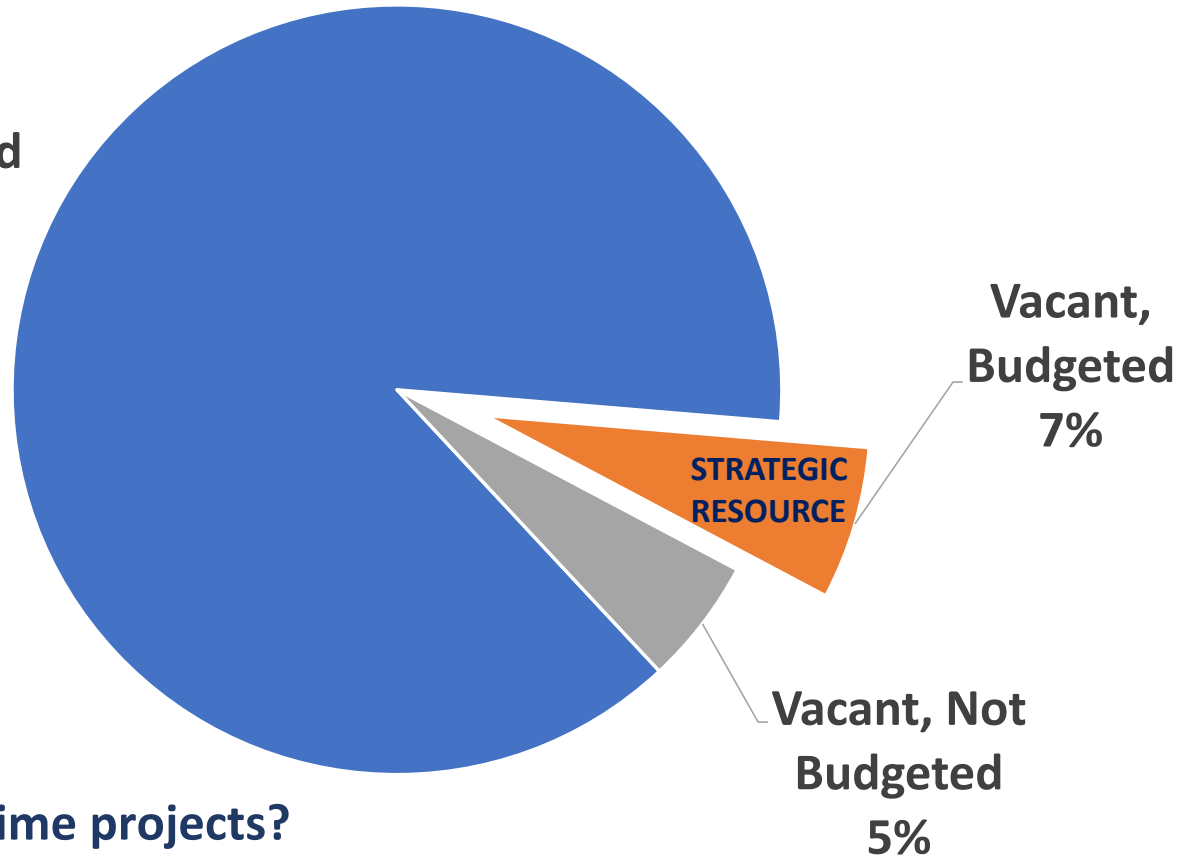
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Effective Budgeting of Salary and Wages

---

# POSITION CONTROL LIST

**Filled, Budgeted**  
**88%**



- **Temporary vacancy?**
- **Recruiting?**
- **Source of budget savings**
- **Opportunity to fund one-time projects?**

# GFOA ADVICE

***Vacancy Adjustments.*** Not all positions will be filled 52 weeks per year, so ***expected vacancies need to be addressed in the salary budget.*** In doing so, however, governments should consider developing policies on how to treat these vacancies. If the government fully funds salaries associated with vacancies, it is building some potential cushion into the budget. Items to consider:

- Start dates (# of months position is vacant)
- Trends (turnover, months to fill)
- Frozen or Eliminated Positions
- Funded vs Unfunded Positions
- Retirements

# COLLECTIVE BARGAINING – GFOA RECOMMENDATIONS

- Identify unions and specific compensation items within budget, ***ACCORDING TO THEIR MOU***
- Build into Budgets
  - Scheduled and anticipated COLAS
  - Add-on Pay (Bilingual, Education, Licensing)
  - PERS
    - Normal cost
    - UAL
  - Health Care
- Negotiations - Expiring contracts

MCPE

DSA

PSO

EMS

DPOA

AT WILL

ELECTED

TEMP

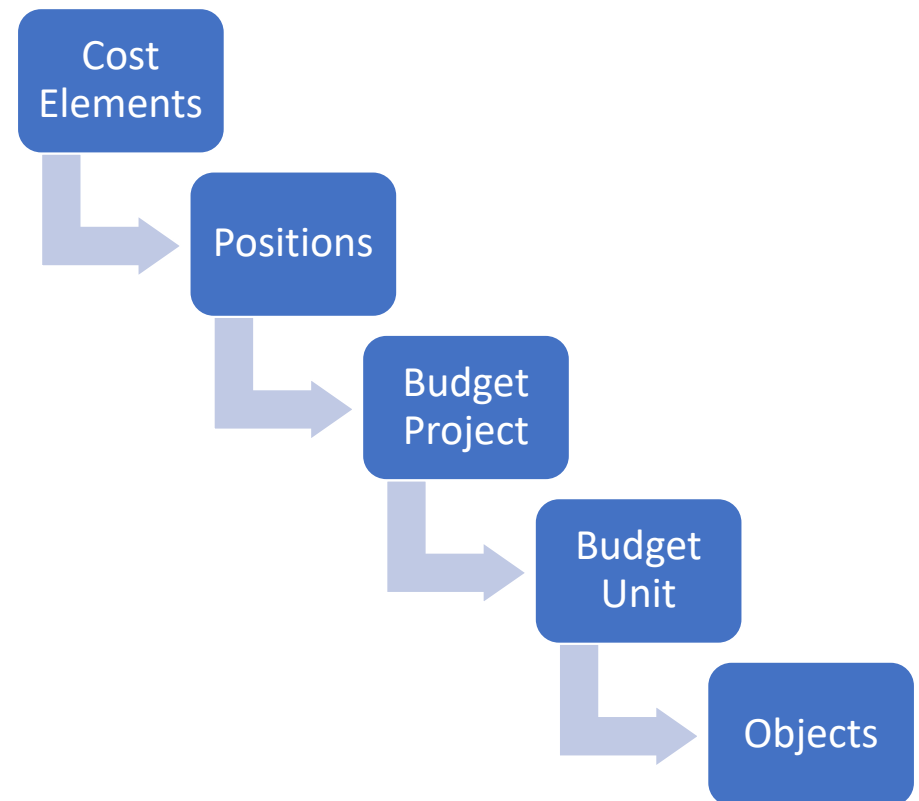
# BUILD COMPENSATION MODEL

- **Assumptions**

- Base pay
- Steps
- COLAs – scheduled and anticipated
- Health care premiums
- Pension rates
- 401a Participation

- **Dynamic**

- Change rates, not data
- Policy development
- Budget targets
- Data analysis





# MONO COUNTY COST ELEMENTS

SALARY	HOLIDAY (Public Safety)
COLA	401a (County Match)
EDUCATION	UNIFORMS
LONGEVITY	CELL PHONE ALLOWANCE
HEALTH INSURANCE	AUTO ALLOWANCE
PENSION – NORMAL COST	OUT OF CLASS PAY
PENSION - UAL	VACATION / SL PAYOUT
RETIREE HEALTH	MEDICARE / SOCIAL SECURITY

**DESIGN  
FORMULA**

# POSITIONS

## Data Collection

- Recommendation
  - Start with full position control listing
  - Set allocation to 0% for unfunded positions
- Position title
- Department
- Bargaining unit
- FTE, Allocation %
- Budget unit
- Incumbent
- Compensation profile

[← Go back to all positions](#)

### Position

Position Name (required)	Position Number (required)	
<input type="text" value="SHERIFF"/>	<input type="text" value="440-SHF-005-01"/>	
Job Name	Job Number	
<input type="text" value="SHERIFF"/>	<input type="text" value="ELECTED"/>	
Position Start Date (required)	End Date?	
<input type="text" value="07 / 01 / 2019"/>	OFF <input type="checkbox"/> ON <input checked="" type="checkbox"/>	
Class	Grade	
<input type="text" value="0"/>	<input type="text" value="0"/>	
Full Time Equivalency (FTE) (required)	Standard Hours per Year (required)	Hourly Base Wage (required)
<input type="text" value="1"/>	<input type="text" value="2080"/>	<input type="text" value="\$ 70.425"/>

# PROJECTED TOTAL COST

---

Projected Total Cost

**\$250,774**

Refresh

## Cost Breakdown

Salary	\$146,484
PERS	\$32,120
Unfunded PERS	\$30,382
Health	\$20,727
Retiree Health	\$13,477
401(a)	\$2,930
Medicare	\$2,124
State Disability Insurance	\$1,184
Dental	\$792
Life	\$244
Vision	\$234
EBS Admin Fee	\$54
Survivors Benefit	\$24

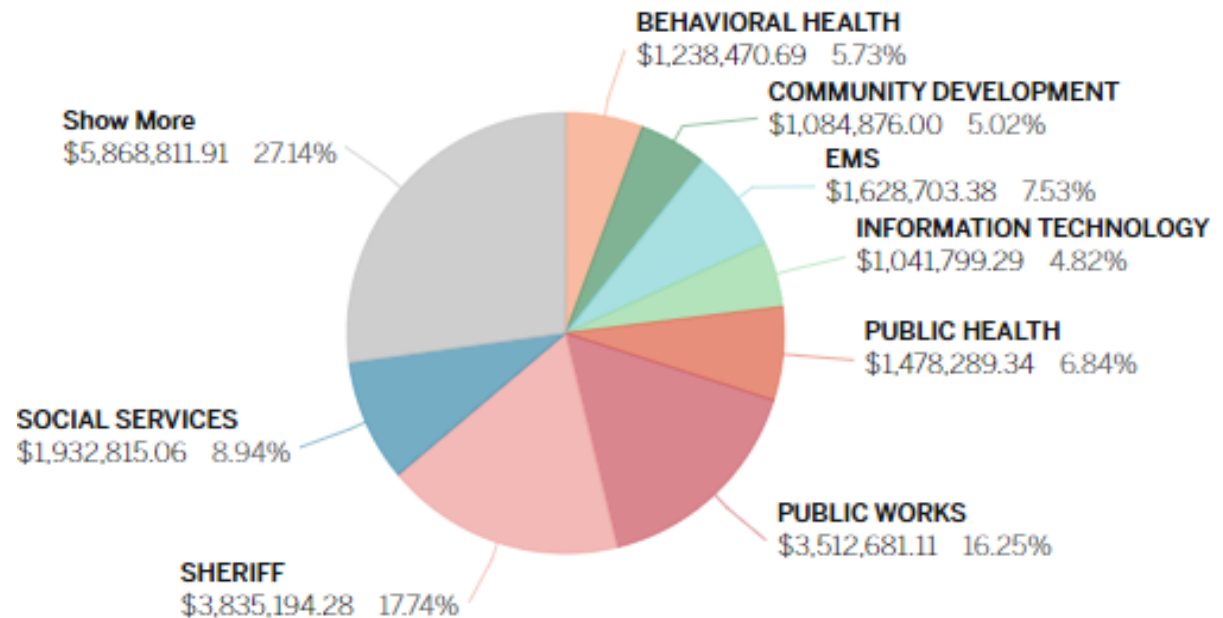
# BUDGET DEVELOPMENT INTEGRATION

<b>Salary And Wages</b> <small>100-22-440-21100-0000000</small>	-2,122,270	-2,445,711	-4,357,649	<u>2,385,321</u>	<input type="text" value="0"/> \$ ▾ 0%	2,385,321
<b>Overtime</b> <small>100-22-440-21120-0000000</small>	-434,682	-325,000	-831,381	0	<input type="text" value="400000"/> \$ ▾ N/A	400,000
<b>Holiday Pay</b> <small>100-22-440-21410-0000000</small>	-101,942	-115,432	-212,064	<u>112,449</u>	<input type="text" value="0"/> \$ ▾ 0%	112,449
<b>Employee Benefits</b> <small>100-22-440-22100-0000000</small>	-1,728,220	-521,470	-1,090,338	<u>300,441</u>	<input type="text" value="0"/> \$ ▾ 0%	300,441
<b>Employee Benefits - Health (M...</b> <small>100-22-440-22110-0000000</small>	0	-547,410	-850,271	<u>498,522</u>	<input type="text" value="0"/> \$ ▾ 0%	498,522
<b>Employee Benefits - PERS (ER ...</b> <small>100-22-440-22120-0000000</small>	0	-759,686	-1,351,913	<u>979,445</u>	<input type="text" value="0"/> \$ ▾ 0%	979,445
<b>Uniform Allowance</b> <small>100-22-440-30120-0000000</small>	-2,821	-15,000	-12,483	<u>1,000</u>	<input type="text" value="3600"/> \$ ▾ 360%	4,600

- Creating datasets – User Perspective
  - Unnecessary columns
  - Accumulating results by object
  - Excel template
  - Year field = date stamp
- Department Review and Feedback
- Make Changes
- Repeat
- Finalize

# REPORTING

ACCOUNT 21100 TOTALS BY DEPARTMENT



# LESSONS

- Start with position allocation list
  - Set allocation to 0% for vacant and not budgeted positions
- Greater budgetary precision
  - Less Flexibility
  - Unanticipated events
  - Solid contingency allocation and policy on use
  - Educate Governance
- Controlling Costs
  - Holding the line is not easy
  - Living within our means = less freedom to spend
- Decision Making – what if analysis
  - Model = ability to change
  - Reports = impact from change

# CalPERS Pension Rates

***FY 2020-21 Fiscal Impact on Budget***

# CONTRIBUTION FORMULA

NORMAL  
COST

+

AMORTIZATION  
OF UNFUNDED  
ACCRUED  
LIABILITY (UAL)



## PERS Rates – Normal Cost

*The annual cost of service accrual for the upcoming fiscal year for active employees. Should be viewed as the long-term contribution rate.*

MEMBER CATEGORY	FY 2019-20 RATES	FY 2020-21 RATES	CHANGE	FISCAL IMPACT
MISCELLANEOUS	11.099%	11.173%	0.074%	\$11,026
PUBLIC SAFETY	21.927%	23.674%	1.747%	92,518
				<b>\$103,544</b>

# Amortization of Unfunded Accrued Liability (UAL)

*FY 2020-21 annual payment towards the unfunded accrued liability.*

*The UAL is the short-fall in plan assets available to pay the total dollars needed as of the valuation date to fund all benefits earned in the past for current members (retired and active)*

<b>MEMBER CATEGORY</b>	<b>FY 2019-20 Amortization</b>	<b>FY 2020-21 Amortization</b>	<b>FISCAL IMPACT</b>	<b>% INCREASE</b>
MISCELLANEOUS*	\$2,699,077	\$2,959,139	\$260,062	9.64%
PUBLIC SAFETY	1,345,373	1,539,160	193,787	14.40%
* INCLUDES SUPERIOR COURT'S SHARE	<b>\$4,044,450</b>	<b>\$4,498,299</b>	<b>\$453,849</b>	<b>11.22%</b>

# Healthcare rates for FY 2020-21 Budget Development (EE, EE+1, FAMILY, per month)

BARGAINING UNIT	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
MCPE, MANAGEMENT ELECTED PROBATION	\$836.40 \$1,672.80 \$2,139.64	\$879.47 \$1,758.94 \$2,251.62	\$863.62 \$1,727.25 \$2,210.42	\$677.58 \$1,330.46 \$1,712.09
PARAMEDICS	\$689.12 \$1,378.24 1,791.71	\$723.58 1,447.15 \$1,881.30	\$710.90 \$1,421.80 \$1,848.34	\$494.28 \$520.29 \$1,285.11
DSA, PSO	\$836.40 \$1,672.80 \$2,139.64	\$879.47 \$1,758.94 \$2,251.62	\$735.68 \$1,580.40 \$2,021.51	\$735.30 \$1,614.05 \$2,089.05



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE**    March 10, 2020

**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): Steve Barwick, Stacey Simon, 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). Unrepresented employees: All.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:**

**PHONE/EMAIL:** /

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

<p><a href="#">Click to download</a></p> <p>No Attachments Available</p>
--

**History**

Time

Who

Approval



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**TIME REQUIRED**

**SUBJECT** Closed Session - Public Employment

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

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### AGENDA DESCRIPTION:

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

---

### RECOMMENDED ACTION:

---

### FISCAL IMPACT:

---

### CONTACT NAME:

PHONE/EMAIL: /

---

### SEND COPIES TO:

---

### MINUTE ORDER REQUESTED:

YES  NO

---

### ATTACHMENTS:

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No Attachments Available

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History

Time

Who

Approval



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE**    March 10, 2020

**TIME REQUIRED**

**SUBJECT**            Closed Session - Exposure to  
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. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 1. Facts and circumstances: Request by ATT for Refund of a portion of unitary taxes paid in 2014-2015 Tax Year.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:** Jason Canger

**PHONE/EMAIL:** (760) 924-1712 / jcanger@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
2/25/2020 2:20 PM	County Administrative Office	Yes
2/25/2020 10:07 AM	County Counsel	Yes
2/26/2020 5:15 PM	Finance	Yes



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

**REGULAR AGENDA REQUEST**

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**MEETING DATE**    March 10, 2020

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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. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: two.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:**

**PHONE/EMAIL:** /

**SEND COPIES TO:**

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YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
3/3/2020 3:39 PM	County Administrative Office	Yes
2/27/2020 3:39 PM	County Counsel	Yes
2/27/2020 2:54 PM	Finance	Yes



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE**    March 10, 2020

**TIME REQUIRED**

**SUBJECT**            Closed Session - Existing 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 - EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Claim for damages filed by Cory Zila against Mono County.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:**

**PHONE/EMAIL:** /

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
3/3/2020 11:27 AM	County Administrative Office	Yes
2/28/2020 11:09 AM	County Counsel	Yes
3/2/2020 9:07 AM	Finance	Yes





OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** March 10, 2020

**TIME REQUIRED**

**SUBJECT** Closed Session - Existing Litigation

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

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### AGENDA DESCRIPTION:

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: County of Mono et al. v. City of Los Angeles et al. (Alameda Superior Court Case No. RG18923377).

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### RECOMMENDED ACTION:

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### FISCAL IMPACT:

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**CONTACT NAME:**

**PHONE/EMAIL:** /

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### MINUTE ORDER REQUESTED:

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History

Time

Who

Approval



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Public Works - Solid Waste**

**TIME REQUIRED** 20 minutes

**PERSONS APPEARING BEFORE THE BOARD** Tony Dublino / Justin Nalder

**SUBJECT** Presentation on Solid Waste Fee Waiver Programs

**AGENDA DESCRIPTION:**

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

Presentation by Director of Public Works Tony Dublino and Justin Nalder, Solid Waste Superintendent / Environmental Manager regarding Solid Waste Fee Waiver Programs - wood waste voucher program, and the manure waiver program.

**RECOMMENDED ACTION:**

Review status of the Solid Waste Fee Waiver Programs and provide direction to staff regarding future implementation.

**FISCAL IMPACT:**

If the programs continue as is, the Solid Waste Enterprise Fund will see continued lost revenue of approximately \$18,500 and increased net cost of handling of \$32,000, each year. If the recommended action is adopted, lost revenue is reduced or eliminated and the cost of handling is decreased.

**CONTACT NAME:** Justin Nalder

**PHONE/EMAIL:** 760-932-5453 / jnalder@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
3/3/2020 3:38 PM	County Administrative Office	Yes

3/3/2020 3:39 PM

County Counsel

Yes

3/2/2020 1:28 PM

Finance

Yes



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS SOLID WASTE DIVISION

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • FAX 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**To:** Honorable Chair and Members of the Board of Supervisors

**From:** Tony Dublino, Director of Public Works  
Justin Nalder, Solid Waste Superintendent / Environmental Services Manager

**Date:** March 10, 2020

**Subject:** Solid Waste Fee Waiver Programs – Update and Recommended Changes

---

## Recommended Action:

Consider update on the Solid Waste Fee Waiver Programs, current issues with the Waiver Programs, and provide direction to staff for future implementation of the Programs.

## Wood Waste Voucher Implementation Options:

1. No change.
2. Limit the total number of waivers issued to a given district.
3. Replace the waiver program with 'free defensible space dump days.'

## Manure Waiver:

1. No Change.
2. Eliminate Manure exemption, manure would be subject to \$5 per load charge (A noticed public hearing must occur before this action can be taken).

## Fiscal Impact:

If the Programs continue without change, the Solid Waste Enterprise Fund will see continued lost revenue of approximately \$18,500 and increased net cost of handling of \$32,000. If the recommended action is adopted, lost revenue is reduced or eliminated, and the cost of handling is decreased.

## Discussion:

In November of 2012 the Board of Supervisors approved Resolution 12-72 allowing for waiver of tipping fees at the County's landfills for specific activities. The Resolution includes community cleanup days, thrift store activities, the wood waste voucher program, as well as illegal dumping cleanup efforts. Resolution 12-72 also established that staff would monitor the programs and provide annual updates to the Board.

Mono County Solid Waste Fee Waivers								
Program	Fiscal Year						Annual Avg.	
	2013/14	2014/15	2015/16	2016/17	2017/2018	2018/19	Tons Received	Net Cost of Handling
Wood Waiver	\$7,264	\$15,227	\$15,490	\$11,871	\$10,218	\$9,015	668	\$24,883
Manure	\$1,470	\$1,915	\$1,300	\$1,215	\$1,255	\$1,780	480	\$4,779
Thrift Store	\$831	\$163	\$211	\$537	\$1,009	\$1,174	9	\$280
Illegal Dumping	\$361	\$469	\$240	\$625	\$819	\$777	7	\$217
Community Cleanups	\$2,210	\$2,778	\$4,934	\$6,742	\$4,567	\$5,751	61	\$1,888
Total	\$12,135	\$20,552	\$22,175	\$20,990	\$17,867	\$18,497	1,225	\$32,047

Over the last six (6) fiscal years, the County has averaged about \$18,700 in fee waivers annually. As shown in the table, individual waiver programs have fluctuated but have remained reasonably stable and predictable.

Over recent years, staff has recommended that the wood waiver and the manure waiver programs be changed, restricted, or even eliminated due to administrative challenges with the programs, including for-profit abuse, contaminated deliveries, and the fact that the beneficiaries of the program (defensible space for wood and public health concerns for manure) are outside the mission of the Solid Waste Division.

Despite these recommendations, the Board has consistently directed staff to continue the programs due to their popularity and use by the citizens. Staff recognizes the community support that these programs enjoy, but once again must recommend changes to these two programs.

The reasons for the recommended changes are in many ways the same as the past, but as the County heads towards the closure of Benton Crossing Landfill and the re-invention of solid waste rate structures and operational procedures, it is becoming increasingly important to make steps toward cost recovery associated with processing these waste streams.

**Wood Waiver Discussion**

The cost of disposing wood waste is currently \$17.25 per ton, but recent studies of our current methods put the actual cost of handling at \$37.25 per ton. As such, the true cost of the waiver programs is not reflected in the ‘lost revenue,’ but in the actual cost of handling and processing. This annual loss to the SWEF is subsidized through other revenue generating programs (i.e., Municipal Solid Waste), but since those revenue generating programs will not be around for much longer, it seems wise to take some steps toward cost recovery at this time.

The wood waiver program is operated as an incentive for the creation and maintenance of defensible space and is intended for use by property owners or their representatives. Over the years, staff has refined and improved implementation of the program to ensure the program is not being taken advantage of. Currently, wood waste vouchers are printed and tracked by County staff, with each coupon valid for up to 580 lbs of clean brush, clean wood and/or flammable organics.

Unfortunately, the wood voucher program continues to bring on a number of challenges. First, the implementation of the program, including the distribution and tracking of nearly 3,000 individually numbered and signed vouchers is a significant task. Each community/fire District is issued 100 coupons in the early part of each year, with no limit on further requests throughout the remainder of the year. The coupons are intended

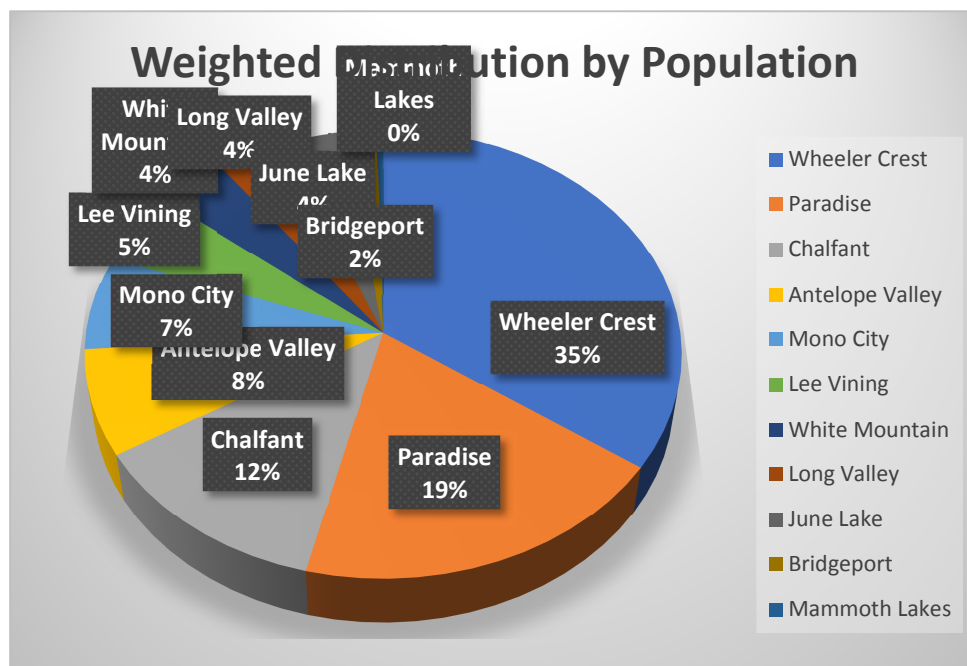
to be distributed to community members by the respective Chiefs of each community’s fire station but how this actually occurs varies throughout the County.

The program continues to be utilized by a significant number of paid contractors who are acting on behalf of property owners, and gate attendants have no way of verifying if in fact all incoming loads are for defensible space or if they are from landscape maintenance, or that they actually originated in Mono County.

Additionally, many wood waste voucher loads are contaminated with foreign objects and materials that have caused substantial damage to machinery including grinders and the biomass boiler. These “free” loads end up costing the SWEF significant funds in processing and repairs. In some instances, entire piles of material intended for diversion and re-use must be rejected and buried.

Another concern with the program is the unequal distribution of the vouchers across the County:

2019 DEFENSIBLE SPACE WOOD WASTE COUPON DISTRIBUTION	
Community	Quantity
Chalfant	700 (Requested more at end of year.)
Wheeler Crest	600
Antelope Valley	325
Long Valley	300
Paradise	300
Mammoth Lakes	300
June Lake	200
Mono City	100
Lee Vining	100
Bridgeport	100
White Mountain	100



The above pie chart illustrates the number of vouchers provided to each fire district, considering the population of the respective communities for a 'weighted' representation of program utilization.

Currently, 70% of the program is serving the southernmost communities of the County. It should be noted that the City of Bishop is approximately 12-35 miles away from these communities and the Bishop Sunland Landfill accepts chip-able construction and demolition waste at \$50/ton, and \$25/ton for clean wood. The County's fee waiver program and reduced tipping fees may be an attractive option for out-of-county residents or contractors.

### **Manure Waiver Discussion**

The Board was made aware in 2016 that the manure waiver program was beginning to create problems because the material was being brought to the Transfer Station sites en masse, and that eventually the material would have to be transported off-site because there was not enough area to re-use it effectively. That time has come. It is currently costing the SWEF approximately \$9.95 per ton to process, collect and transport manure that is being delivered to the Transfer Station sites at no charge.

The rationale provided when the manure waiver was enacted was that it was a public health concern to leave manure in the residential areas. Unfortunately, that public health concern has not been eliminated, but only relocated to the Transfer Stations where the material is stockpiled in large quantities.

### **Recommendation**

Wood Waste Voucher Program. It is recommended that the Board choose **Option 3** for the Wood Waste Voucher Program, thereby eliminating the administrative burden of distributing and tracking coupons, and implementing defensible space cleanup days in coordination with the Community Fire Districts. Some communities already implement these programs with good success. The clean organic and wood waste tipping fees would continue to be waived for these annual events.

Manure Waiver. It is recommended that the Board choose **Option 2** and re-instate the \$5 per load charge for manure. This action would require a public hearing and subsequent Board Resolution.

If you have any questions regarding this item, please contact me at (760) 932-5453.

Cordially,

Tony Dublino  
Director of Public Works

Justin Nalder  
Solid Waste Superintendent/Environmental Services Manager

Dear Ms. Dedman:

I am President of the Pine Glade Association, an association of 48 cabin owners on Forest Service land near Toms Place. I write to let you know how our association has taken fuel reduction for fire safety around our cabins very seriously, and how the wood waste vouchers have helped encourage owners to participate in our fuel reduction goals. Our biggest problem with this program in the last couple of years has been obtaining vouchers from the local fire station, as the supply seems to have been limited. I have heard that the county is considering a different way to incentivize fuel reduction efforts, including assigning community clean-up days. This might be a fine idea too, but our challenge in Pine Glade, where we are required by Forest Service regulation to have primary residences elsewhere, is that owner schedules are not likely to coincide enough to have a thorough participation on a given day. I imagine this is a problem for all the communities in Mono County, but especially so for us on Forest Service permits. We have made great strides in reducing fuels in our tract in recent years, and this has no doubt contributed to a reduced hazard for us as well as for the adjacent Sunny Slopes community, and firefighters too. We are all concerned by trends in fire hazard, heartened by community efforts to reduce it, and open to new ways to do so. The voucher program seems like a good element in efforts to make our communities safer.

Sincerely,

Andy Selters  
President, Pine Glade Association, Inc.



I have lived in Chalfant since 7/04 and I have to say the wood waste waivers have been a god send. It is often difficult to keep the tumbleweeds in check along with the trimmings and removal of dying cypress etc. Often when the temps are cool enough to do the physical labor needed i.e. winter, your outside water is turned off due to the below freezing temperatures so you can't burn. Thus the pile just sits there until summer and as we have learned we often have high winds in the winter causing fires and having a burn pile just sitting there is just inviting disaster. With the coupons you are motivated to get the pile to the transfer station.

I also notice when they are available most neighbors make the effort to clean up and the fire danger is reduced, and things look better. The coupons seem to act as a trigger to people to do the work involved. We were cal fire inspected last year and they were rather strict and consequently lots of a Brush trees had to be removed. Thank goodness the coupons were available do the stuff could be taken away.

Additionally, not everyone has the space to burn safely.

Thus I would urge the county to keep this program intact for the trick valley area.

Please excuse the formatting as this was written on a cell phone.

Roberta Lagomarsini  
128 Ronda Chalfant ca

[rlagomars@gmail.com](mailto:rlagomars@gmail.com)

Dear Ms. Dedman,

I would like to have the wood waste vouchers continue. I also support Community Clean up days. I am a Paradise resident who frequently travels for business and pleasure. There is a good chance that I would not be at home during a community clean up day. I still would like to be able to deposit my bags of thistle and other flammable plants at the transfer station when I am home though the voucher system.

Sincerely,

Patricia Brown, Ph.D.

134 Eagle Vista

Paradise Estates

Bishop, CA 93514

760 920 3975

Dear county officials-

Regarding the proposal to eliminate wood waste vouchers in favor of community clean up days, the latter would in no way serve as a comparable replacement for the former. The weeds around our house grow on their own schedule, and as they do I pull them resulting in large flammable pile. The vouchers allow me to immediately get rid of that pile, before the wind scatters it as is likely to happen if I have to wait for some predetermined community wide clean up day.

I don't know how the vouchers are being abused, but those individuals responsible for that are the ones that should be held accountable, not the rest of us. Perhaps the abusers should lose the right to get vouchers for a year or something. Also, I think it would be good for everyone to hear about how the vouchers are being abused.

Thank you for your time.

-Michael Kanouff, 4856 Deer Peak Trail, Paradise, 760-387-2148

I understand there is a controversy regarding getting tickets for clean brush disposal vs a day of clean-up. I am all in favor of tickets, I have a fellow that works for me and making that day on a subjective day of clean-up would not work. We live on 7 acres and always have clean brush to dispose of, but it is costly to take to the dump and the tickets would allow me to take the brush on a day convenient to me not the county. I also think it would prompt people to clean around their houses.

So please put my vote for tickets.

Marion Dunn  
58489 Highway 120  
Benton, Ca.  
760-933-2369

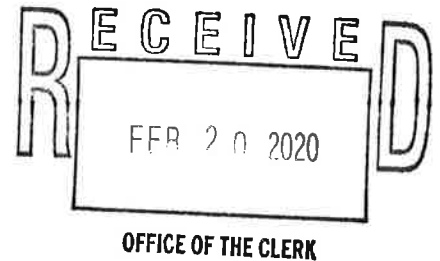


# Long Valley Fire Protection District

3605 Crowley Lake Drive •  
Crowley Lake • California 93546-1145  
Ph. 760.935.4545  
longvalleyfd@gmail.com

February 13, 2020

Mono County Board of Supervisors/c/o Clerk of the Board  
P.O. Box 715  
Bridgeport, CA 93517



RE: Defensible Space Wood Waste Program

Dear Board Members,

The Long Valley Fire Protection District wants the Board of Supervisors to be aware that the District is opposed to any changes to the "Defensible Space Wood Waste Program". This program was put into place to help encourage residents to create defensible space around structures and reduce wildfire fuel. This program helps to prevent a catastrophic event if a wild fire occurs in our District and the County. A perfect example of a pro-active defensible space program is Lower Swall Meadows. Had that program not been in effect the property loss from that fire would have been much greater.

This program has proven to be effective and is appreciated by the residents. If the County starts charging dump fees for wood waste, residents will not be as pro-active to taking it to the dump. We need to encourage creating and maintaining defensible space, which is exactly what this program currently does.

Sincerely,

Sharon M. Shaw, Chairman Long Valley Fire Protection District Board of Commissioners

cc County Administrative Officer  
cc County Counsel  
cc file

Kay G <kaygarrick@sbcglobal.net>

Good Day,

I reside in White Mountain Estates, Mono County, District 2 and have heard that the Wood Waste Vouchers for our area are currently on hold and not available until decisions are made by the Board of Supervisors. I understand that the Board is considering eliminating this program and moving more towards Community Clean Up Days.

As a retired woman, I have regularly utilized the Wood Waste Vouchers to effectively clear my property of hazardous growth. I feel that this program works very well as it allows me to take care of the yard waste and bring it to the transfer station when I'm done. I can manage the yard at my pace, take the yard waste away in a timely manner. This program has worked well for most of us in the community and should not be discontinued because of some misuse. For Community Clean Up Days, I assume that certain dates are designated to take yard waste to the transfer station. What if I am not available to take my yard waste in on that day? Does the waste just sit in my yard waiting for the next Clean Up Day? That seems to defeat the whole purpose of motivating residents to actively remove yard waste that may contribute to wild fires.

I think you, as the Board, need to look at your responsibility in protecting our lands, county, property and residents. The overall intention of having the Wood Waste Vouchers is to encourage residents to be good stewards of the land and create defensible space to protect property which prevents wildfires. This program has been working well for our community and needs to be continued ASAP.

Thank you for your work for our community and your consideration.

Sincerely,

Kay Garrick  
30 Sequoia Street

Bishop, CA 93514

Hi, I just want to voice a request to continue the wood waste coupon program. It is a convenient way to keep our yard and peripheral area clean of debris. I hope it continues.

Jim Lewey  
Sent from my iPhone

From what I understand, there are plans suggested to eliminate the Wood Waste Vouchers in favor of Community Clean-Up days where wood waste would be accepted for free.

Most Mono County residents have busy schedules and pressing commitments in their work and personal lives. Adding to the time-juggling by eliminating the flexibility of taking wood waste to the transfer stations as their time allows will not benefit anyone. I believe that eliminating the vouchers will have a negative effect on the overall goal of the Wood Waste Program, that being disposal of fire hazard vegetation to encourage defensible space and protect property and, possibly, lives.

If the problem with the program is that abusers are dropping off materials that don't qualify as wood waste, then the abusers should be better educated and the drop offs better monitored. To stop the program without first taking these measures is, in my opinion, irresponsible.

For Community Clean-Up days to be effective for elimination of the fire hazard vegetation, they would have to be held at least monthly during most months of the year and be well advertised with plenty of advance notice of the clean-up dates and allowable materials.

Defensible space is important to all of us. Making it harder for residents to achieve that goal is not a wise thing to do.

Thank you,  
Geri Bassett  
Chalfant Valley Resident



I would like to give my opinion to the Board of Supervisors on reasons to keep the Wood Waste program.

My name is Craig Williams and my wife and I have been residents of Paradise since 1997. I have been involved with the Volunteer Fire Department for most of that time as a board member, volunteer and Chief. I am retired from CalFire after over 30 years of working for the State and did property inspections in this area for years. Not until the Round Fire scared people straight 5 years ago did many people take fuel reduction seriously in the area. We now only have 2 days a week to deliver our waste to the transfer station and the dumpster is full over the top many times during the summer. This has caused me to have to drive with my truck loaded to somewhere else or wait for the next open day. To think you could have a few clean up days a year and have the logistical needs to fulfill the day is not likely. Some like myself continue to remove dead fuels blown in by wind from undeveloped lots or trim into those lots to reduce the fire threat. We can have fires in this area year around due to the winds and dry climate. We do not want people stacking up there dead trimmings and brush removal to wait for a free clean up day. This could cause a bigger threat for fire in the community and allow piles to be blown around into other lots. Please keep the Wood Waste program in place and maybe cut down on the amount of vouchers per address to keep control of abusers.

Thank you for your time,  
Craig S. Williams  
4843 Sherwin Trail  
Paradise

Charles Tucker <ctuckernh@hotmail.com>

The current program is good because it lets one take the waste away as one "harvests" it, which happens year round, each property owner doing it on his/her own time. The problem with a few community clean up days is that one has to keep it from blowing away once it is "harvested".

I would like tickets instead of a day, my fellow that works would not present a good time. Please file my request for tickets instead of a Day.

Ceal Gargan  
Benton  
933-2369



To: Mono County Board of Supervisors  
From: Wheeler Crest Fire Safe Council  
Re: Wood Waste Voucher Program

March 5, 2020

Dear Mono County Board of Supervisors,

The Wheeler Crest Fire Safe Council would like to express its gratitude and support for the Wood Waste Voucher Program. With first-hand experience of the destruction that can be caused by a wildfire, our residents depend on this program to help maintain their defensible space. A small incentive such as dump vouchers makes the chore of property maintenance more feasible. For part-time residents, it is important to facilitate their defensible space work at the times when they are here. Scheduled clean up days will be difficult for part-time residents to utilize and their fire safe activities may decline.

Given the hit on property values caused by the Round Fire and the associated decrease in Mono County tax revenue, the small cost of the dump vouchers seems like a good investment. As outlined in our recent Community Wildfire Protection Plan, another wildfire in Swall Meadows is inevitable. The only uncertainty is whether we are prepared, and the dump voucher program is a crucial component of our preparation.

We would be happy to assist Mono County in educating Swall Meadows residents on the requirements of the program. There is a need for more outreach and education around this program to ensure that residents are not dumping inappropriate materials. Frankly, a good start might be a new name for the program that focuses on defensible space or public safety rather than "wood." WCFSC can circulate educational materials through our active outreach efforts and meetings.

Please feel free to contact me with any questions or if we can assist with this program. Thanks again for your past support of creating defensible space in Swall Meadows.

Sincerely,

A handwritten signature in blue ink that reads "Karen Ferrell-Ingram".

Karen Ferrell-Ingram  
Chair, Wheeler Crest Fire Safe Council  
140 Willow Road, Swall Meadows



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Public Works - Solid Waste**

**TIME REQUIRED** 30 minutes

**PERSONS APPEARING BEFORE THE BOARD** Justin Nalder

**SUBJECT** Review of Tipping Fees for Special Handling Waste Streams

**AGENDA DESCRIPTION:**

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

Presentation by Solid Waste Superintendent on the Fees and Costs of Special Handling Solid Waste Services: wood waste, treated wood, manure, and propane tanks.

**RECOMMENDED ACTION:**

Receive staff presentation on the current costs associated with providing "special handling" solid waste services and the current fees that the County charges for those services; consider whether current fees for "special handling" waste stream services should be updated; provide any desired direction to staff.

**FISCAL IMPACT:**

None at this time. If the Board directs staff to update the current fee schedule for "special handling" waste stream services, then staff will prepare materials related to and schedule a public hearing to consider and adopt a revised fee schedule that would likely be designed and result in fees being increased to rates to recoup annually approximately \$40,000 in lost costs.

**CONTACT NAME:** Justin Nalder

**PHONE/EMAIL:** 760-932-5453 / jnalder@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
3/5/2020 12:29 PM	County Administrative Office	Yes

3/2/2020 5:45 PM

County Counsel

Yes

3/3/2020 2:41 PM

Finance

Yes



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS SOLID WASTE DIVISION

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • FAX 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**To:** Honorable Chair and Members of the Board of Supervisors

**From:** Justin Nalder, Solid Waste Superintendent

**Date:** March 10, 2020

**Subject:** Tipping Fees for Special Handling Waste Streams

---

## **Recommended Action:**

Review existing fee schedule for special handling waste streams as compared to actual cost and determine if staff should prepare a resolution and begin the public notification process for tipping fee adjustments.

## **Fiscal Impact:**

Current operations are experiencing an estimated annual net loss of around \$40,000. If select waste streams have tipping fees adjusted accordingly, these costs would be recouped.

## **Discussion:**

In the industry of waste management there are two main practices when price setting for recyclable / divertible waste streams. The first is to integrate the cost of handling certain waste streams within fees for general waste. This approach incentivizes recycling and diversion with an appearance of being free or reduced in cost. The reality is that those programs must be subsidized by the processor. Mono County currently operates under this approach.

The second common industry practice is to charge actual costs of handling / processing. Often, it results in rates that are equal or higher than general waste fees. This approach is not one that the general public is very familiar with since the recycling message that has been mass communicated over the last two decades has been that recycling saves money. Changes in international commodity markets have drastically influenced material processing capacities and value for U.S. producers. In order to avoid substantial operation losses, many jurisdictions and private companies are shifting to real-cost rates.

Considering the waste streams accepted and processed at Mono County solid waste facilities, there are four particular waste streams that result in losses of around \$40,000/year. These waste streams include wood waste, treated wood, manure and propane tanks. Each of these waste streams have different methods of processing and different end products. Efforts to appropriately process these materials are essential to meet state diversion mandates.

By way of tonnage, wood waste is responsible for most of the annual losses. The process for wood waste is as follows: a customer brings a load of wood waste to one of the County disposal facilities. The gate attendant inspects the load to ensure that only clean wood waste is present. The customer is

directed to unload at the stockpiling area for clean wood. Upon check-out, a charge of \$17.25/ton is provided, or perhaps a wood voucher may be used allowing for free disposal of the entire load. Once the stockpiles have reached capacity, a wood chipping contractor is employed to chip all the clean wood waste material into 6" minus chips. Then Mono County Solid Waste staff processes the wood chips through an additional grinder which is tooled to produce a 2" minus chip. The chips are sent through a mechanical sifter to isolate all wood chips between the sizes of 2" and ½" which have been identified as optimum for use as feedstock in the Bridgeport biomass boiler. Material that ends up too large or too small is set aside for other uses, such as mulch, erosion control or alternative daily cover. The optimum sized chips are then transported by truck and trailer to the Bridgeport Road shop and unloaded in front of the wood chip storage garage. From there County staff pushes the chips into the garage until transported as fuel to the feed hopper for the biomass boiler.

This process has been refined from much more cumbersome and time-consuming methods. However, it comes at a cost. The wood chipping contractor costs \$1,100/hr plus deployment costs. The mechanical sifter was a \$123,000 expense. And additional bins and roll-off trailers were purchased to accommodate transport of the material. Once the material is delivered and used as feedstock for the biomass boiler, the process then incurs additional costs, not included in the calculations above, for maintenance of the boiler. The amount of maintenance is directly correlated to the condition of the feedstock. Until recently, the process has not produced a feedstock that is appropriate for use in the boiler. As a result, the boiler has been out of service in favor of the backup propane heat option. As previously mentioned, the system has been modified to make the best use of the resources available. Nevertheless, the costs of handling are disproportionate to the tipping fees charged.

Although slightly different processes are implemented, a similar overall scenario exists for the treated wood waste, manure and propane tanks.

**Table 1: Cost vs Charge**

Waste Stream (Material)	Cost	Charge (Current) / Ton
Wood Waste	\$37.25 / Ton	\$17.25 / Ton or Free with Voucher
Treated Wood	\$397.42 / Ton	\$74 / Ton
Manure	\$9.95 / Ton	\$0 / Ton
Propane Tanks	\$18.77 / Tank	\$.63 / Tank (with mixed load) or \$5 Minimum Charge

Processing and end use options are being considered for each of the mentioned waste streams. If more efficient, cost effective methods can be identified, the *cost* of handling will be reduced from its current status. Considerations of burden on the customer are also to be considered, as in the case of treated wood. If prices are set too high, it's likely that waste will be more frequently disposed of in an illegal manner.

Staff requests direction from the Board as to whether not tipping fee adjustment should be considered for the four listed waste streams. If such direction is given, staff will prepare a resolution with recommended tipping fees for further consideration by the Board and proceed with public notice process.

If you have any questions regarding this item, please contact me at (760) 932-5453.



Cordially,

A handwritten signature in blue ink, appearing to read "Justin Nalder".

Justin Nalder  
Solid Waste Superintendent



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** March 10, 2020

**Departments: Public Works**

**TIME REQUIRED** 20 minutes

**SUBJECT** Civic Center Update

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

Tony Dublino, Director of Public Works; Nate Greenberg, IT Director

**AGENDA DESCRIPTION:**

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

Weekly update on the County's Civic Center project at 1290 Tavern Road, and efforts to transition from other Mammoth locations into the Civic Center as of June 1, 2020.

**RECOMMENDED ACTION:**

None; Informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Tony Dublino

**PHONE/EMAIL:** 760.932.5459 / tdublino@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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<a href="#">Staff Report - PW</a>

**History**

Time	Who	Approval
3/5/2020 12:24 PM	County Administrative Office	Yes
3/5/2020 9:03 AM	County Counsel	Yes

3/5/2020 11:45 AM

Finance

Yes



**INFORMATION TECHNOLOGY  
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546  
(760) 924-1819 • FAX (760) 924-1697 • [ngreenberg@mono.ca.gov](mailto:ngreenberg@mono.ca.gov)

Nate Greenberg  
*Information Technology Director*

March 10, 2020

**To** Honorable Board of Supervisors  
**From** Nate Greenberg, Information Technology Director  
**Subject** South County Civic Center Transition Team Update

**Recommendation**

Informational item – direct staff as appropriate.

**Discussion**

For the past several months, a small group of staff and department heads from the Sierra Center and Minaret Malls have been meeting on a regular basis to ensure a smooth transition from our existing Mammoth Lakes offices to the new South County Civic Center. This group of people is referred to as the Transition Team and is being led by Nate Greenberg and Dave Wilbrecht. The following is intended to provide an update of the activities being carried out, or completed by that team.

**Key Updates:**

1. On February 27<sup>th</sup>, 2020 Mono County reached an agreement with the landlords at Sierra Center Mall and signed a two month lease extension, allowing us to remain in the building until May 31<sup>st</sup>. This will provide a little more time for us to prepare for the move and, more importantly, minimize the impact on staff and our clients. I want to recognize the hard work of Dave Wilbrecht, Jason Canger, and Stacey Simon for moving this along, and Shields Richardson for helping facilitate the conversation.
2. A lot of working is happening to nail down the exact details of the physical move into the Civic Center from the Sierra Center and Minaret Malls. The primary hold-up around pinning down a more detailed schedule is finalizing the furniture purchase and move list and coordinating the physical move of the furniture with RBI. This is a step which should be completed within the next two weeks. As of right now, it is anticipated that staff will be moving from the Sierra Center Mall into the Civic Center around the week of May 22<sup>nd</sup>. It is likely that the Minaret Mall move will take place during the second or third week in June.
3. The following is intended as a preliminary schedule, which will likely change slightly:

ITEM	ROUGH DATE	DESCRIPTION
Temporary Certificate of Occupancy	April 22 <sup>nd</sup>	First date we can start staging furniture, testing systems, etc. in the building
Sierra Center Mall Move Prep	May 4-15 <sup>th</sup>	Final buttoning up of all remaining personal effects, and other items for the move
All new furniture is assembled in Civic Center	May 15 <sup>th</sup>	RBI assembling all new furniture in Civic Center

<b>Sierra Center Mall Move</b>	May 18 <sup>th</sup> – 22 <sup>nd</sup>	RBI & IT physically moving PCs/furniture to Civic Center and getting people setup in Civic Center.
<b>Sierra Center Mall “Tear Down”</b>	May 18 <sup>th</sup> – 29 <sup>th</sup>	Public Works and IT removing remaining technology equipment and furniture
<b>Surrender of Sierra Center Mall</b>	May 31 <sup>st</sup>	County fully surrenders Sierra Center Mall to landlord
<b>Minaret Mall Move</b>	2 <sup>nd</sup> /3 <sup>rd</sup> week June (TBD)	

3. The County has engaged Reno Business Interiors to assist with the physical move, space planning and office layout, and the procurement of new furniture (where it is needed). A more complete update on this effort will be provided during the March 10, 2020 Board item for the South County Civic Center Furniture Purchase.
4. All staff are being asked to continue focusing on getting rid of trash, items no longer needed, and other things which can be preemptively removed from offices (in both Sierra Center Mall and Minaret Mall). Public Works is actively assisting with removing trash and surplus furniture from these locations.

Finally, I want to recognize the dedication and engagement of Dave Wilbrecht who is helping lead the Transition Team effort along with the Transition Team members, Department Heads, and Public Works staff who are helping move this process along – we couldn’t do it without you!

**Transition Team**

- Rich Bonneau
- Becky Buccowich
- Alyssa Damico
- Sarah Gillespie
- Jenny Lucas
- Michelle Raust
- Shelby Stockdale
- Suzanne West
- Dylan Whitmore
- Cathy Young

**Department Heads**

- Steve Barwick
- Karin Humiston
- Tim Kendall
- Sandra Pearce
- Kathy Peterson
- Louis Molina
- Robin Roberts
- Stacey Simon
- Wendy Sugimura
- Alicia Vennos

**Public Works**

- Joe Blanchard
- Tony Dublino
- Don Nunn
- Pam Smitheman

**Fiscal Impact**

None at this time.

**Strategic Plan Alignment**

**Mono County Strategic Priorities**

- ✘ 1. Improve Public Safety & Health
- ✘ 2. Enhance Quality of Life for County Residents
- ✘ 3. Fiscally Health County & Regional Economy
- 4. Improve County Operations
- 5. Support the County Workforce

**IT Strategic Initiatives**

- ✘ 1. Customer Success
- ✘ 2. Infrastructure & Security
- ✘ 3. Communications
- ✘ 4. Engaged & Empowered Users
- ✘ 5. Usability & Access
- ✘ 6. Data Quality & Availability



# MONO COUNTY

## DEPARTMENT OF PUBLIC WORKS

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POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • Fax 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Date:** March 10, 2020  
**To:** Honorable Chair and Members of the Board of Supervisors  
**From:** Tony Dublino, Director of Public Works  
**Subject:** Mono County Civic Center – Weekly Update

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

### **Current Status**

#### *Construction—Exterior*

Building exterior is complete with the exception of the canopy roofing, lower lobby windows, and the eastern entrance/exit door combinations. All windows are expected to be installed in the coming week, with the canopy roofs and painting on hold until the warmer and more predictable weather of April.

#### *Construction—Interior*

All first floor offices, hallways and bathrooms are painted with all T-bar structure, ceiling fixtures, fire sprinklers and alarms in place and ready for ceiling tiles. Door frames and doors are being installed throughout the first floor at this time.

Second floor offices are all painted, with T-bar structure and ceiling infrastructure in place in about half the floor. This work will continue throughout the week, with door installations beginning late in the week.

The lobby is the final space to be finished, with drywall hanging last week and paint this week.

The elevator is installed and being prepared for state inspection.

The building now has permanent power at the Main Switch Gear – although none of the building's circuits have been turned on, passing this milestone with SCE is a major obstacle cleared. Individual circuits will be energized and tested as the final makeup is completed during March.

#### *Construction—Site*

Connection of the HVAC refrigerant lines began last week, with testing of the HVAC system expected to begin this week.

The generator is now in place, with hookups to the building underway. The permanent propane connection is being finalized at this time, with trenching and installation due in the coming weeks.

The removal of the contractors job trailers, final site grading and preparation of the 'back lot' for curb, gutter and asphalt will begin in the last week of March.

### **Interagency Coordination**

An Agreement regarding funding and maintenance of some of the site improvements is being discussed between CAO Barwick and Town Manager Holler at this time.

### **Design**

The only remaining design work is for the roof snow rails and the landscaping plan. Both are in process and staff expects to see drafts soon.

### **Budget and Estimate**

Staff is currently analyzing change orders that have been proposed by Roebbelen and will make a recommendation when the analysis is complete.

### **Schedule**

The project is now two weeks ahead of the revised schedule, with a goal for Temporary Certificate of Occupancy on April 22<sup>nd</sup>. County staff expects to prepare the building for occupancy (moving in furnishings and equipment) during the month of May, with full occupancy and services beginning on Monday, June 1.

If you have any questions regarding this item, please contact Tony Dublino at [tdublino@mono.ca.gov](mailto: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** March 10, 2020

**Departments: CAO, County Counsel**

**TIME REQUIRED** 30 minutes

**PERSONS** Nate Greenberg

**SUBJECT** Agreements/Purchase Orders for  
Furniture and Related Services for  
the Mono County Civic Center

**APPEARING  
BEFORE THE  
BOARD**

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### AGENDA DESCRIPTION:

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

Proposed contracts/purchase orders with Hon Co., Haworth, Inc., and Reno Business Interiors for the purchase of furniture and related delivery and assembly services for the Mono County Civic Center and consider requested budget appropriation increases. 4/5 vote required.

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### RECOMMENDED ACTION:

1. Authorize the County Administrative Office to approve purchase orders with Reno Business Interiors in an amount up to \$900,000 for the purchase of furniture and furnishings in the South County Civic Center (Civic Center). 2. Authorize and approve an increase in budget appropriations in the total amount of \$150,000, specifically (i) \$75,000 from 1991 Realignment Funds and 2011 Realignment Funds, shared equally, for the Social Services Department; (ii) \$25,000 from 2011 Realignment Funds for the Behavioral Health Department; and (iii) \$75,000 from Asset Forfeiture Funds for the District Attorney's Office. 4/5 Vote Required.

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### FISCAL IMPACT:

At its mid-year budget meeting on February 4, 2020, the Board of Supervisors approved \$500,000 from the General Fund for the purchase of furniture and furnishings for general fund and public health departments. Additionally, \$100,000 was allocated to the Social Services Department and \$150,000 was allocated to the Behavioral Health Department budgets for a total of \$750,000. This item anticipates furniture and moving cost could be as much as \$925,000, thus supporting the request at this time to increase appropriations by another \$150,000. However, staff is reviewing the needs of common area furnishings, which may result in the allocation of additional funds from the Social Services and Behavioral Health Departments, because the majority of public visitors to the Civic Center will be driven by services provided by these departments.

---

**CONTACT NAME:** Nate Greenberg

**PHONE/EMAIL:** (760) 924-1819 / ngreenberg@mono.ca.gov

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**SEND COPIES TO:**

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**MINUTE ORDER REQUESTED:**

YES  NO

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### History

Time	Who	Approval
3/5/2020 12:21 PM	County Administrative Office	Yes
3/4/2020 2:05 PM	County Counsel	Yes
3/5/2020 2:10 PM	Finance	Yes



**INFORMATION TECHNOLOGY  
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546  
(760) 924-1819 • FAX (760) 924-1697 • [ngreenberg@mono.ca.gov](mailto:ngreenberg@mono.ca.gov)

Nate Greenberg  
*Information Technology Director*

---

**TO:** Honorable Board of Supervisors  
**FROM:** Nate Greenberg, IT Director  
Dave Wilbrecht  
**DATE:** March 10, 2020  
**SUBJECT:** Furniture Purchase for South County Civic Center

---

**RECOMMENDATION**

1. Authorize the County Administrative Office to approve purchase orders with Reno Business Interiors in an amount up to \$900,000 for the purchase of furniture and furnishings in the South County Civic Center (Civic Center).
2. Authorize and approve an increase in budget appropriations in the total amount of \$150,000, specifically (i) \$75,000 from 1991 Realignment Funds and 2011 Realignment Funds, shared equally, for the Social Services Department; (ii) \$25,000 from 2011 Realignment Funds for the Behavioral Health Department; and (iii) \$75,000 from Asset Forfeiture Funds for the District Attorney's Office. 4/5 Vote Required.

**FISCAL IMPACT**

At its mid-year budget meeting on February 4, 2020, the Board of Supervisors approved \$500,000 from the General Fund for the purchase of furniture and furnishings for general fund and public health departments. Additionally, \$100,000 was allocated to the Social Services Department and \$150,000 was allocated to the Behavioral Health Department budgets for a total of \$750,000. This item anticipates furniture and moving cost could be as much as \$925,000, thus supporting the request at this time to increase appropriations by another \$150,000. However, staff is reviewing the needs of common area furnishings, which may result in the allocation of additional funds from the Social Services and Behavioral Health Departments, because the majority of public visitors to the Civic Center will be driven by services provided by these departments.

**DISCUSSION**

1. Needs Assessment, Space Planning, Design Expertise. For some time, staff has been working to determine the County's need for new furniture at the Civic Center. As part of this process, staff determined furniture assessment, planning, and design expertise was needed to determine what furniture could be reused and/or reallocated to the Civic Center from the Sierra Center Mall (SCM) and the Minaret Mall (MM). The goal is to reuse as much of the existing furniture as possible. Many pieces of furniture can be reused within a department or reallocated to another department. For example, the new District Attorney's Office are too small to fit the existing desks from the SCM, and therefore new furniture is required. However, the existing furniture from the District Attorney's Office is in good shape and can be reallocated to other departments. Some other pieces of furniture cannot be moved without

damage which would render the pieces unusable afterward. The reason they are in use now is due to staff's clever ways of binding them with wire or propping them against other pieces of furniture. When they are moved, however, they will collapse and will not be functional, and therefore need to be replaced.

In December 2019, in anticipation of the County's move to the Civic Center, staff contacted Reno Business Interiors (RBI) for assistance with the County's furniture assessment, planning, and design needs. RBI is a furniture dealership with expertise providing furniture and space assessment and design services. To determine what new furniture was needed, RBI came to the County in early February 2020 to inventory, measure, and inspect existing furniture in the SCM and the MM. Thereafter, RBI downloaded this data into Computer Aided Design Drawing (CADD) software with data about the Civic Center floor plan and space supplied by the Public Works Department and began assessing and designing the furniture needed for each department and the common areas in the Civic Center. The process has been interactive, with close collaboration between the RBI design team and County departments. Based on these CADD drawings, RBI will prepare purchase orders for recommended furniture to be submitted pursuant to nationwide contracts administered by Omnia Partners, discussed in more detail below. Again, although new furniture will be purchased, the goal has been and remains to reuse and reallocate as much of the existing furniture from the SCM and the MM as possible. There are two exceptions to the reuse/reallocation of furniture. Both the Social Services Department and the Behavioral Health Department have funds for new furniture. Staff intends to surplus furniture in those departments.

2. Schedule. At this time, staff is projecting the Temporary Certificate of Occupancy (TCO) for the Civic Center to be issued on April 22, 2020. Staff anticipates being able to access the Civic Center following this date. The final Certificate of Occupancy (CO) is expected to be issued on or around May 22. The goal is to have all new furniture delivered to and assembled by RBI and selected contractors in the Civic Center between April 22 and May 22. Once the final CO is issued, and likely beginning the week of May 25, staff and furniture from the SCM will be moved to the Civic Center, and then the SCM will be cleared out and completely vacated by May 31, 2020. (The MM move is scheduled for the third week in June. Although equally important as the SCM, it has fewer departments, less furniture, and the lease is less burdensome, consequently, moving the MM should be a shorter process.) This is an aggressive schedule for moving departments from the SCM to the Civic Center. However, it is possible due to the two non-general fund departments (Social Services and Behavioral Health Departments) not taking their furniture (except those that can be reused) to the Civic Center. Also, the CAO, County Counsel, Probation, District Attorney, and the Tourism and Economic Development Departments have the ability to "flex" between the County's Mammoth and Bridgeport offices, providing additional time and flexibility to move these departments' furniture to the Civic Center during the TCO period. These employees will return from "flexing" directly to the Civic Center.

3. Procurement. RBI works with several commercial furniture manufacturers through nationwide contracts administered by a third-party non-governmental entity called Omnia Partners. These nationwide contracts provide fixed unit prices for items of furniture as well as fixed rates for related services, such as the assessment and design services provided by RBI and also the delivery and assembly of furniture provided by contractors to be selected by RBI. These contracts streamline purchasing for local governments and public agencies, and will allow the County to take advantage of a wide range of furniture options, categories, and designs and to purchase in bulk. Furthermore, under

these contracts, the services of qualified and experienced consultants and contractors, such as RBI, are leveraged to assist local governments and public agencies with space planning, furniture design and needs assessment, and furniture delivery and assembly all with fixed prices at reduced rates previously negotiated at the time the nationwide contracts were executed.

In the County's case, staff anticipates that RBI will be ordering furniture through nationwide contracts with two commercial manufacturers, Hon. Co. and Haworth, Inc. Purchase Orders submitted by RBI on the County's behalf for furniture and related services will be subject to the terms and conditions of those contracts with Hon Co. and Haworth, Inc. Official materials related to these contracts, including the executed agreements to which the County's purchase will be subject, can be accessed via the following links:

- Hon Co. – <https://www.omniapartners.com/publicsector/contracts/supplier-contracts/hon-company>
- Haworth, Inc. – <https://www.omniapartners.com/publicsector/contract/supplier-contracts/haworth>

As of the preparation of this item and staff report, the County has not received from RBI final Purchase Orders. However, staff continues to work closely and remains in regular contact with RBI as it works to finalize costs, furniture lists, and the selection of contractors for delivery and assembly services for inclusion in the final Purchase Orders. If RBI completes the Purchase Orders prior to the March 10 meeting, staff will present those Purchase Orders and related materials for the Board's consideration during open session.

If you have any questions regarding this staff report or the issues or materials discussed herein, please contact me at (760) 924-1819 or [ngreenberg@mono.ca.gov](mailto:ngreenberg@mono.ca.gov).

Sincerely,

Nate Greenberg  
IT Director