



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 June 5, 2018

TELECONFERENCE LOCATIONS:

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

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

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

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

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

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

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

and number of persons wishing to address the Board.)

2. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

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

4. DEPARTMENT/COMMISSION REPORTS

5. CONSENT AGENDA

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

A. Board Minutes

Departments: Clerk of the Board

Approval of minutes from the Regular meeting held on May 1, 2018.

Recommended Action: Approve the minutes from the Regular meeting held on May 1, 2018.

Fiscal Impact: None.

B. Board Minutes

Departments: Clerk of the Board

Approval of minutes from the Regular meeting held on May 8, 2018.

Recommended Action: Approve the minutes from the Regular meeting held on May 8, 2018.

Fiscal Impact: None.

C. Appointment to Antelope Valley RPAC

Departments: CDD

Antelope Valley Regional Planning Advisory Committee appointment .

Recommended Action: Consider appointing Debie Bush for a two-year term on the Antelope Valley RPAC expiring December 31, 2020.

Fiscal Impact: None.

D. Board Letter Supporting Good Neighbor Agreement between California Natural Resources Agency and Humboldt-Toiyabe National Forest

Departments: CAO

Consideration of a letter from the Mono County Board of Supervisors to the California Natural Resources Agency and the Humboldt-Toiyabe National Forest, supporting the development and execution of a Good Neighbor Agreement to facilitate funding of forest health, watershed restoration and habitat restoration efforts.

Recommended Action: Approve Board signature and distribution of letter.

Fiscal Impact: None.

E. Mono County Injury and Illness Prevention Program

Departments: Risk Management

Proposed resolution adopting the Mono County Injury and Illness Prevention Program.

Recommended Action: Adopt proposed resolution R18-____, Adopting the Mono County Injury and Illness Prevention Program.

Fiscal Impact: None.

F. Local Area Management Program (LAMP)

Departments: Health

(Louis Molina) - Board approval of the Local Area Management Program (LAMP).

Recommended Action: Approve the Local Area Management Program (LAMP), on behalf of Mono County, for the implementation of the Onsite Wastewater Treatment Systems (OWTS) Program.

Fiscal Impact: None.

G. California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement

Departments: Public Health

Proposed agreement with the California Department of Public Health (CDPH) pertaining to the California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement.

Recommended Action: Approve County entry into the California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement and authorize the Public Health Director's signature to execute said agreement on behalf of the County.

Fiscal Impact: There is no fiscal impact to the County General Fund.

H. Closeout MOU with Caltrans regarding Conway Ranch Conservation

Easement

Departments: CAO

Memorandum of understanding (MOU) with the California Department of Transportation (Caltrans) recognizing the County's compliance with requirements of prior MOU related to the establishment of a conservation easement on 804 acres of land at Conway Ranch and releasing the County from the obligation to include two final acres into the easement.

Recommended Action: Authorize Chair to execute MOU with Caltrans regarding the implementation of a Conservation Easement on Conway Ranch.

Fiscal Impact: None.

I. Immunization Local Assistance Grant Contract #17-10072

Departments: Health Department

On 5/1/2018 the Board approved County entry into the Immunization Local Assistance Grant Contract #17-10072. Upon California Department of Public Health, Immunization Branch's receipt of the grant and signature form, there was a further request for signature on the Grant Agreement, CDPH 1229 and Exhibit F, Certification Regarding Lobbying forms to fully execute the agreement.

Recommended Action: Authorize the Chairman of the Board of Supervisors to sign 2 copies of the Grant Agreement, CDPH 1229 Form and 1 copy of Exhibit F, Certification Regarding Lobbying to fully execute the Immunization Local Assistance Grant Contract #17-10072 on behalf of the County.

Fiscal Impact: There is no impact on the Mono County General Fund. The Immunization Program provides an allocation of \$36,250 per fiscal year, totaling \$181,250 for the 5-year contract period.

J. Monthly Treasury Transaction Report

Departments: Finance

Treasury Transaction Report for the month ending 4/30/2018

Recommended Action: Approve the Treasury Transaction Report for the month ending 4/30/2018

Fiscal Impact: None

K. Ordinance Delegating Investment Authority to the County Treasurer

Departments: Finance

(Janet Dutcher) - Proposed ordinance delegating investment authority to the County Treasurer.

Recommended Action: Adopt proposed ordinance ORD18-____, Delegating investment authority to the County Treasurer and authorizing annual renewals of such delegation in subsequent years by resolution.

Fiscal Impact: None.

L. Termination of Temporary Moratorium on Commercial Cannabis Operations

Departments: Community Development; CAO; County Counsel

There is a current moratorium prohibiting all commercial cannabis activities within the unincorporated area of Mono County. Following the recent adoption of local regulations and permitting processes for commercial cannabis operations, it is necessary that the Board terminate the moratorium.

Recommended Action:

Adopt proposed urgency ordinance terminating temporary moratorium on commercial cannabis activities enacted by Mono County Ordinance ORD16-11 and extended by ORD17-02 and ORD17-15. (4/5 Board approval required.)

Fiscal Impact: None.

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. California Fish and Game Commission

Letter from the California Fish and Game Commission providing a copy of the notice of proposed regulatory action relative to amending the California Code of Regulations relating to Sage Grouse Preference Points and Draw.

B. EMS Letter of Commendation

Letter of commendation from Calstar for Captain Bryan and his crew Heather and Cat.

C. Inyo National Forest Letter

Letter from the Mammoth Ranger District of the Inyo National Forest soliciting input for the Mammoth Mountain Ski Area Chair 16 Replacement Project.

D. Response to County letter regarding highway safety from Cal Trans

Letter from the California Department of Transportation responding to the Board's May 1, 2018 letter regarding fatal collisions on 395.

E. Suddenlink Letter

Letter from Suddenlink advising of changes to some monthly service fees and surcharges for residential customers.

F. Sheriff Braun's Appointment to 911 Advisory Board

Letter from Sheriff Braun to Governor Brown thanking him for her appointment to the California 9-1-1 Advisory Board.

7. REGULAR AGENDA - MORNING

A. Superior Court Comprehensive Collections Program

Departments: Mono County Superior Court

30 minutes

(Hector Gonzalez, Mono County Superior Court Administrative Officer) - Pursuant to California Penal Code section 1463.007, Mono County and the Mono County Superior Court agreed to establish a "Comprehensive Collections Program" to collect delinquent criminal/infraction fines and fees. Court staff will update the Board of Supervisors regarding the revenue generated by the comprehensive collections program. Court staff will also advise the Board of Supervisors of an increase in the recovery of collection program related costs by the Court.

Recommended Action: None; informational only.

Fiscal Impact: Estimated \$30,000 per year increase in the amount the Court will recover in collection program costs to be deducted from delinquent fines/fees revenue generated by the Court before distribution of delinquent revenues to state, Mono County and the Town of Mammoth Lakes.

B. South County Facility Options Analysis and Decision

Departments: CAO

2 hours (60 minute presentation, 60 minute discussion)

(Tony Dublino, Assistant CAO) - Staff analysis of two south county facility options: Purchase and renovation of Mammoth Mall and building a government center on the parcel known as McFlex.

Recommended Action:

Consider analysis of the Mammoth Mall property and McFlex Civic Center, and select one of the following options:

Option 1: Pursue Civic Center on McFlex Parcel A. Determine that the County will construct a new South County office facility on 175 Sierra Park Road (commonly referred to as the "McFlex" parcel) in Mammoth Lakes and, based on the analysis provided with this staff report, find that the project is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Public

Resources Code section 21083.3 and 14 CCR 15183 and direct staff to file a notice of exemption with the Mono County Clerk Recorder. B. Authorize CAO, in coordination with County Counsel, to negotiate and finalize contract for the design and construction of a County office facility in Mammoth Lakes with selected design-build entity and return to Board for approval.

Option 2: Pursue Acquisition of Mammoth Mall Direct staff to continue negotiations with the owners of the Mammoth Mall located at 106 and 126 Old Mammoth Road regarding potential purchase of the property. Return to Board at earliest opportunity for consideration of a purchase agreement.

Fiscal Impact: No immediate fiscal impact. Based on available information at this time, OPTION 1 results in acquiring a facility initially costing \$20,500,000, with a debt to capitalized ratio of 91%. Annual operating costs are between \$152,000 and \$345,000. Interest costs over the life of the debt aggregate to \$22,677,000. The residual value of the facility after 40 years is projected to be \$5,800,000, the value of the land plus 20% of the construction costs (ie..after depreciation). Average annual cash requirements over a forty-year period are \$1,343,000. Estimates are that OPTION 2 results in acquiring a facility initially valued at \$13,132,000, with a debt to capitalized ratio of 113%. Annual operating costs are between \$373,000 and \$528,000. Interest costs over the life of the debt aggregate to \$9,377,000. The residual value of the facility after 40 years is projected to be \$2,600,000, the initial cost of the land (because of its age, the building is fully depreciated). Average annual cash requirements over a forty-year period are \$1,197,000.

C. Proposed Ordinance Amending Mono County Code 1.12.050

Departments: County Counsel

10 minutes

(Anne Larsen) - Proposed ordinance amending Mono County Code Section 1.12.050, related to appeals of administrative citations issued by the Compliance Division, to clarify language and increase the pool of potential hearing officers available to hear such appeals.

Recommended Action: Introduce, read title, and waive further reading of proposed ordinance. Provide any desired direction to staff.

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

B. Closed Session - Performance Evaluation, County Administrative Officer

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

10. BOARD MEMBER REPORTS

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

ADJOURN



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

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 minutes from the Regular meeting held on May 1, 2018.

RECOMMENDED ACTION:

Approve the minutes from the Regular meeting held on May 1, 2018.

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
5-1-18 Draft Minutes

History

Time	Who	Approval
5/18/2018 6:12 PM	County Administrative Office	Yes
5/30/2018 12:50 PM	County Counsel	Yes
5/25/2018 1:49 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
May 1, 2018**

Flash Drive	Board Recorder
Minute Orders	M18-76 – M18-84
Resolutions	R18-24 – R18-25
Ordinance	ORD18-04

9:06 AM Meeting Called to Order by Chair Gardner.
Supervisors Present: Corless, Gardner, Peters, and Stump.

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

Pledge of Allegiance led by Supervisor Corless.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

2. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

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

Leslie Chapman, CAO:

- Request from RCRC and Kim Vann, USDA Rural Development State Director, what projects we might be interested in financing.
- Upcoming Budget meetings.
- LADWP update.
- South County Facility.

4. DEPARTMENT/COMMISSION REPORTS

Note:

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

None.

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. Appoint Jeff Simpson to the Inyo-Mono Broadband Consortium Advisory Committee

Departments: IT

(Nate Greenberg) - Last year, the Mono County Board of Supervisors appointed three representatives to the Committee: Ron Day, Tina Braithwaite, and Jimmy Little. Jimmy Little offered his resignation in March 2018 and we are seeking to fill his seat with a representative from District 4 who is also connected to local business & business development. Supervisor Peters recommended the appointment of Jeff Simpson for this position.

Action: Appoint Jeff Simpson as a Mono County representative to the Inyo-Mono Broadband Consortium Advisory Committee.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-76

Supervisor Peters:

- Correction – he is a representative from District 4.

B. Immunization Local Assistance Grant # 17-10072, Fiscal Years 2017-2022

Departments: Health Department

The Health Department contracts with the California Department of Public Health, Immunization Branch for the provision of immunization services.

Action: Approve County entry into the Immunization Local Assistance Grant Contract #17-10072 and authorize the Chairman of the Board of Supervisors to execute said contract on behalf of the County. Additionally, provide authorization for the Public Health Director to approve amendments and/or revisions that may occur during the 5-year contract period of July 1, 2017-June 30, 2022 with approval as to form by County Counsel.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-77

C. Monthly Treasury Transaction Report

Departments: Finance

Treasury Transaction Report for the month ending 3/31/2018.

Action: Approve the Treasury Transaction Report for the month ending 3/31/2018.

Note:

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

Corless moved; Peters seconded
Vote: 4 yes; 0 no
M18-78

D. Letter in Support of Senate Bill 1084 (Berryhill): Mono County Tri-Valley Groundwater Management District

Departments: County Counsel

(Jason Canger) - Discuss and approve letter in support of Senate Bill 1084 (Berryhill): Mono County Tri-Valley Groundwater Management District, which would amend the Mono County Tri-Valley Groundwater Management District Act to make the composition of the District board of directors more equitable to District residents and clarify the District's authority to create zones of benefit and impose assessments for SGMA related purposes.

Action: Approve proposed letter as modified by the Board, and direct staff to submit to the Senate Local Government & Finance Committee and other committees that may hear the bill.

Stump moved; Peters seconded
Vote: 4 yes; 0 no
M18-79

Supervisor Stump:

- No letter was provided in the agenda.
- County Counsel Stacey Simon provided letter (additional documents).

Supervisor Corless:

- Add RCRC and CSAC to the CC's.

E. Resolution of Necessity for Paving Work at Crowley Lake Community Center/Skatepark

Departments: Public Works

(Joe Blanchard) - Paving work to pave and make ready for public use a parking lot (and associated ADA access) at the Crowley Lake Community Center/Skatepark.

Action: Based on the information contained in this staff report, find that there is a public necessity requiring the use of a subcontractor to pave and make ready for public use a parking lot (and associated ADA access) at the Crowley Lake Community Center/Skatepark site in Crowley Lake, where no subcontractor was designated in the original construction bid.

Corless moved; Peters seconded
Vote: 4 yes; 0 no
R18-25

F. Letter to Caltrans in Support of Highway 395 Safety Improvements

Departments: CAO

Note:

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

(Tony Dublino) - Consider letter to Caltrans, expressing concern over recent vehicular collisions and fatalities on Highway 395, and supporting Caltrans efforts at identifying and implementing future safety measures.

Action: Authorize chair to sign letter and direct staff to forward to Caltrans contacts.

Stump moved; Corless seconded

Vote: 4 yes; 0 no

M18-80

Supervisor Stump:

- Should the letter be addressed to Director Green?

Tony Dublino, Assistant CAO:

- Director of Cal Trans is what they recommended.

G. General Plan Amendment 18-01

Departments: CDD

(Wendy Sugimura) - Adopt proposed ordinance ORD18-04, Adopting General Plan Amendment (GPA) 18-01 consisting of four parts – A) Commercial cannabis, B) Short-term rentals, C) Housing policies, and D) Transportation/Circulation Element, and approve the Notice of Exemption for commercial cannabis and the addenda for short-term rentals, housing and transportation/Circulation Element under the California Environmental Quality Act (CEQA) and consistent with the Mono County General Plan.

Action: Adopt proposed ordinance ORD18-04, Adopting General Plan Amendment (GPA) 18-01 consisting of four parts – A) Commercial cannabis, B) Short-term rentals, C) Housing policies, and D) Transportation/Circulation Element, in compliance with the California Environmental Quality Act (CEQA) and consistent with the Mono County General Plan.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

ORD18-04

H. Safety Seat Checkup Proclamation

Departments: Clerk of the Board

Stephanie M. Tombrello, LCSW, Executive Director, SafetyBeltSafe USA, has requested the Board adopt a proclamation recognizing the week of May 6 - 12, 2018, as Safety Seat Checkup Week.

Action: Approve proposed proclamation.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-81

6. CORRESPONDENCE RECEIVED - NONE

Note:

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

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

7. **REGULAR AGENDA - MORNING**

A. **Spring Fire Weather Refresher**

Departments: Sheriff-Coroner

(Chris Smallcomb - NWS Reno) - Presentation by Chris Smallcomb of the National Weather Service of fire weather, and the Spring / Summer outlook.

Action: None, informational only.

Chris Smallbomb, NWS:

- Gave presentation.

B. **Public Health Presentation**

Departments: Public Health

(Sandra Pearce, Louis Molina, and Amber Hise) - Presentation by Public Health regarding department structure, services, goals and tactics.

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

Sandra Pearce, Public Health Director:

- Introduced item, went through presentation (available in additional documents).

Deb Diaz, Emergency Preparedness Project Manager / Coordinator:

- Emergency Preparedness Fund.

Nancy Mahanah, Tobacco Control Program Coordinator:

- Health Education Fund.

Dustlyn Beavers, Tobacco Control Program Coordinator:

- Heath Education Fund

Louis Molina, Environmental Health:

- Environmental health.

Break: 10:53 AM

Reconvene: 11:01 AM

C. **Quarterly Investment Report**

Departments: Finance

(Gerald Frank) - Investment Report for the Quarter ending 3/31/2018

Action: Approve the Investment Report for the Quarter ending 3/31/2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-82

Gerald Frank, Finance Assistant Director:

- Presented item.

Note:

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

D. Treasury Loan to Hilton Creek Community Service District

Departments: Finance

(Janet Dutcher, Gerald Frank) - This is a request from Hilton Creek Community Service District for a 5-year treasury loan in the amount of \$100,000. This loan partially funds infrastructure improvements. Terms include a 3% annual interest rate and a callable provision allowing Hilton Creek the option to repay the loan early.

Action: Approve and authorize the Finance Director to sign a Treasury Loan Agreement in the amount of \$100,000 to Hilton Creek Community Services District.

Pulled from the agenda by Chair Gardner.

E. Resolution to Withdraw County's Ground Sustainability Agency Status

Departments: County Counsel

(Jason Canger) - Resolution of the Mono County Board of Supervisors to Withdraw its Status as a Groundwater Sustainability Agency in the Owens Valley Groundwater Basin Contingent on the Owens Valley Groundwater Authority Becoming the Exclusive Groundwater Sustainability Agency for All Portions of the Owens Valley Groundwater Basin

Action: Adopt proposed resolution R18-24, to Withdraw its Status as a Groundwater Sustainability Agency in the Owens Valley Groundwater Basin Contingent on the Owens Valley Groundwater Authority Becoming the Exclusive Groundwater Sustainability Agency for All Portions of the Owens Valley Groundwater Basin. Provide any desired direction to staff.

Stump moved; Peters seconded

Vote: 4 yes; 0 no

R18-24

Jason Canger, Deputy County Counsel:

- Presented item.

F. Mono County Audit Reports for FY 2016-2017

Departments: Finance

(Janet Dutcher) - Presentation of the Comprehensive Annual Financial Statements (CAFR), the Single Audit Report, the Treasury Oversight Committee Report and the GANN Limit Report.

Action: Hear brief presentation of the annual audit reports and provide feedback and direction to staff, if desired.

Janet Dutcher, Finance Director:

- Went through presentation (available in additional documents).

8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Note:

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

No one spoke.

9. CLOSED SESSION at 12:42 PM

A. Closed Session--Human Resources

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

B. Closed Session: Anticipated litigation

Departments: County Counsel

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

Direction was given to staff to initiate litigation. The action, defendants and particulars of such litigation shall be disclosed to any person upon inquiry once the litigation is formally commenced, unless to do so would jeopardize the County's ability to effectuate service of process or conclude existing settlement negotiations to its advantage.

Vote: 3 Yes Peters Stump Gardner; 0 no; 1 absent Corless

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 - Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code section 54956.8. Property: Mammoth Mall, 126 Old Mammoth Rd., Mammoth Lakes, CA. Negotiating Parties: Mono County and Greenlaw Partners. Agency negotiators: Leslie Chapman, Stacey Simon and Tony Dublino

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

Reconvene: 1:50 PM

Closed Session will be continued after Board reports.

Note:

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

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

11. REGULAR AGENDA - AFTERNOON

A. Proposed Ordinance Adding Chapter 5.60 to the Mono County Code Regulating Commercial Cannabis Operations

Departments: Cannabis Working Group

(Various) - Proposed ordinance adding Chapter 5.60 to the Mono County Code regulating commercial cannabis operations. As proposed, Chapter 5.60 would establish a permitting process for commercial cannabis operations within the unincorporated area of the County and includes application and review requirements, enforcement provisions, public health limitations, and a limit on the number of cannabis operation permits available for cultivation.

Action: Introduce, read title, and waive further reading of proposed ordinance No. ORD18-___ with the incorporated changes, An Ordinance of the Mono County Board of Supervisors Adding Chapter 5.60 to the Mono County Code Pertaining to the Local Regulation and Permitting of Commercial Cannabis Activities within the Unincorporated Area of the County.

Stump moved; Peters seconded

Vote: 4 yes; 0 no

M18-83

Christy Milovich, Assistant County Counsel:

- Went through item.

Public Comment:

Sarah Walsh, June Lake: Read from a letter (available in additional documents).

Robert Calvert

John Decoster

Liz Grans, Econ Dev Assistant

Eric Edgerton, Tilth Farms

Changes:

Page 23 Item K Specify whom is contacted. Sheriff and CDD

Page 22 10-day requirement Item E

Page 20 Correct typo; item f 4, remove subsection B

Page 26 B add "other reliable means"

B. Proposed Ordinance amending Chapter 7.20 of the Mono County Code to establish expedited procedures for cannabis enforcement

Departments: County Counsel and Code Compliance

(Stacey Simon) - Proposed ordinance amending Chapter 7.20 of the Mono County Code pertaining to public nuisances to add expedited procedures for addressing and abating nuisances arising from cannabis operations in violation of the Mono County Code, Mono County General Plan or other applicable law.

Note:

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

Action: Introduce, read title, and waive further reading of proposed ordinance.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-84

Stacey Simon, County Counsel:

- Went through item.

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.

Supervisor Corless:

- Upcoming - May 5: Wildfire Community Preparedness Day, 9-12 at Mammoth Lakes Fire Dept—flyer attached, please send to county
- RCRC Board Meeting—Humboldt County. Many thanks to everyone who took the time to submit projects. Per RCRC President Greg Norton: keep submitting projects, the more inventory, the better the financing opportunities. Our list is impressive!

Transportation:

5-year Road Capital Improvement Program (Garrett)
Wildlife Crossings on US 395 (Wendy)
Roundabout at 395 & 120 (Wendy)
Alternatives to open 120 earlier (Wendy)
Secondary Access Roads for Emergency Egress (Wendy)

Economic Development:

Start-up Accelerator/Incubator Program (Alicia)
Training & Technical Assistance – Free Consultation for Small Business (Alicia)
Infrastructure Maintenance for Outdoor Recreation Resources (Alicia)
Main Street Beautification/Restoration Grant Program (Alicia)
Access to Capital for Small Business Innovation and Start-ups (Alicia)
Down Payment Assistance Programs for Workforce Housing (Wendy)
Rent Assistance Program (Wendy)
Rehabilitation/Weatherization Programs (Wendy)
Deed Restricted Unit Creation (Wendy)
Private/Public Partnership for New Unit Construction (Wendy)
Prescriptive Engineering/Designs for Affordable/Secondary Units (Wendy)
Recreation Asset Enhancement and Connectivity (Tony)

Water:

Pumice Valley Landfill Expansion (Justin)

Broadband:

Mono County Underserved Areas (Nate)

Community Facilities:

- New Jail (Garrett)
New South County Facility (Garrett)
Chalfant Community Center and Park Restrooms (Joe)
Bridgeport Community Park Restrooms ADA Renovation (Joe)
Bridgeport Road and Facilities Shop Solar Installation & Re-paving (Joe)
Lee Vining Road Shop Replacement and Solar Installation (Joe)
Annex 1 Entry ADA Compliance and Solar Panel Installation (Joe)
- RCRC board voted to support proposition 69 and to oppose the repeal of SB1
 - RCRC recently joined The Disaster Readiness for Safer Communities coalition. This group was recently formed by organizations representing California's fire chiefs, firefighters, and local governments to advocate for improving disaster response

Note:

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

capability. The mission of D-RiSC is to modernize California's mutual aid system to allow first responders to pre-position personnel, equipment, and communications to combat disasters proactively. The coalition is actively seeking State funding for local fire agencies to enable this goal. Mono County could support/join this effort, request a presentation. RCRC will keep us updated on their progress.

- Presentation from the First 5 Association Exec. Director, asked specifically about child care, there are legislative relief efforts underway (blue ribbon committee formed in assembly), she spoke of the need to "rebuild the system," that childcare is a billion dollars behind pre-recession funding, the need for local partnerships
 - Leg Update
- Over 5,000 bills!!!
- Cannabis: AB 2069 - employment (RCRC negotiated employment language for 64...this bill undoes the deal)—made chambers "job killer" list, asking counties to oppose
- Tribal cannabis: AB 924, RCRC working on it, but no agreement in sight. RCRC has taken oppose position
- AB 2727: firefighter personal income tax. Moved out of committee, in suspense.
- AB2447—communication requirement to communities impacted by projects from env justice perspective. Problem w/ use of cal enviroscreen, OEHHA weighing in land use outside scope of their authority/expertise.

Supervisor Gardner:

- On Thursday April 19 I attended a meeting of the Eastern Sierra Council of Governments in Bishop. The agenda included several items, including the status of the joint Recreation position between the Town of Mammoth lakes and the County, the status of regional reliable air service, federal opportunity zones, California State Climate Change programs, and ESCOG organizational issues. This forum continues to be an important avenue for collaboration and communication across our region.
- On Monday April 23 I participated in a special meeting of the Eastern Sierra Transit Authority Board. We interviewed two candidates for the position of Executive Director.

Supervisor Peters:

- 18th Solid Waste Justin Nalder
- 18th Behavioral Health Social
- 18th BP Volunteer FD
- 19th Call With Berryhills office re Dave Cogdill Memorial Highway
- 19th BOS Special meeting
- 20th Thrift Store and Recycling Center Meeting
- 23rd HT Leanne Murphy
- 24th Scott Lee ATV and other issues Jeff Beard OHV program
- 26th Tourism Commission
- Tobacco Ordinance: Hello John. I won't be able to make it to the meeting this morning, but I wanted to express our concerns about the new tobacco regulations not allowing the sale of menthol/flavored tobacco in the Bridgeport and Northern county areas. Not being able to provide these to visitors and locals to the area can harm some of the local businesses. We believe this will steer some of the traffic north to Nevada and can cause serious financial repercussions to some of the local businesses. If you would be able to get this on a future agenda item I believe there are business owners that would like to come and address their concerns. When the surveys were taken we were under the impression that it was geared towards Vaping supplies, not towards cigarettes and chewing tobacco. I believe this could've led to some miss understandings when some of the local business owners were talking to the health department.
- **Upcoming:**

Note:

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

- Fisheries 2nd
- MC Resource Conservation District 2nd
- Hospice & AV RPAC 3rd

Supervisor Stump:

- 4-23: Community Meeting in Chalfant
- 4-24: CSA 1 meeting
- 4-25: Community meeting in Crowley
- 4-30: Wheeler Crest Fire Safe Counsel meeting
- Common topics:
- Appreciated the voter outreach
- Appreciated the road project update
- Concerned that the County would have the funding to manage cannabis
- Appreciated the Law Enforcement update
- No expressed support for Type 2 (3) Short Term Rentals - A request was made to notify the local fire departments when illegals rentals are being acted upon so that they can determine if there are life-safety fire code additional issues at the locations. (provided 3 pamphlets avail in add docs)
- Good housing discussion in Crowley
- Thank you's to Shannon Kendall, Helen Nunn, Michael Draper, Gerry LeFrancois, Amanda Benbow, Sheriff Braun, and the three SO Personnel that presented in Chalfant concerning what is known in the Community as the "drug house."

Back to Closed Session 3:24 PM

ADJOURNED at 4:48 PM

ATTEST

BOB GARDNER
CHAIR OF THE BOARD

SCHEEREN DEDMAN
SR. DEPUTY CLERK



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

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 minutes from the Regular meeting held on May 8, 2018.

RECOMMENDED ACTION:

Approve the minutes from the Regular meeting held on May 8, 2018.

FISCAL IMPACT:

None.

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> 5-8-18 Draft Minutes</p>

History

Time	Who	Approval
5/18/2018 6:12 PM	County Administrative Office	Yes
5/23/2018 11:23 AM	County Counsel	Yes
5/25/2018 2:22 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
May 8, 2018**

Flash Drive	Board Recorder
Minute Orders	M18-85 – M18-93
Resolutions	R18-26 – R18-27
Ordinance	ORD18-05 – ORD18-06

9:05 AM Meeting Called to Order by Chair Gardner.
Supervisors Present: Corless, Gardner, Peters, and Stump.

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

Pledge of Allegiance led by Supervisor Stump.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

2. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

Leslie Chapman, CAO:

- Budget meetings in May.

4. DEPARTMENT/COMMISSION REPORTS

Shannon Kendall, Registrar:

- Elections update.
- Voter guides, sample ballots began mailing April 26.
- Seven different ballot types – not all contests and measures will be on all ballots.
- If you do not receive a guide, contact our office.
- Radio spots, press ads, voter outreach throughout the County.
- Vote by Mail period began yesterday.

Note:

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

- Close of Registration is midnight May 21, 2018.
- Completed poll worker training; make up session this Thursday.
- Machines have been tested.
- Sample ballots are available online, by precinct.

Sheriff Braun:

- Deer migration. If there's one, there's more.
- Threat received by Superintendent Clark by email. Appeared to be a hoax. Checked the busses and schools anyway. Everything is fine this morning.

Amber Hise, WIC Director:

- Work-site wellness program.
- County Relay - September 13.
- **Leslie Chapman, CAO:** this is a great group.

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 of Supervisors

Approval of minutes from the Regular meeting held on April 3, 2018.

Action: Approve the minutes from the Regular meeting held on April 3, 2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-85

B. Board Minutes

Departments: Clerk of the Board of Supervisors

Approval of minutes from the Regular meeting on April 10, 2018.

Action: Approve the minutes from the Regular meeting on April 10, 2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-86

C. Board Minutes

Departments: Clerk of the Board

Approval of minutes from the Regular meeting held on April 17, 2018.

Action: Approval minutes from the Regular meeting held on April 17, 2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-87

Note:

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

D. Board Minutes

Departments: Clerk of the Board of Supervisors

Approval of minutes from the Special Meeting on April 19, 2018.

Action: Approve minutes from the Special Meeting on April 19, 2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-88

E. Proposed Ordinance Adding Chapter 5.60 to the Mono County Code Regulating Commercial Cannabis Operations

(Various) - Proposed ordinance adding Chapter 5.60 to the Mono County Code regulating commercial cannabis operations. As proposed, Chapter 5.60 would establish a permitting process for commercial cannabis operations within the unincorporated area of the County and includes application and review requirements, enforcement provisions, public health limitations, and a limit on the number of cannabis operation permits available for cultivation.

Action: Adopt proposed ordinance No. ORD18-05, An Ordinance of the Mono County Board of Supervisors Adding Chapter 5.60 to the Mono County Code Pertaining to the Local Regulation and Permitting of Commercial Cannabis Activities within the Unincorporated Area of the County. Direct staff to file a notice of exemption under the California Environmental Quality Act for the ordinance.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

ORD18-05

F. 2018-2019 Medi-Cal County Inmate Program Agreement

Departments: Sheriff

(Sheriff Ingrid Braun) - Proposed agreement with California Department of Health Care Services pertaining to the Medi-Cal County Inmate Program.

Action: Approve County entry into 2018-19 Medi-Cal County Inmate Program Agreement (Agreement Number 18-95048, amount \$120,000.00 plus \$64.16 administrative) and authorize Board Chair to execute said contract on behalf of the County.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-89

G. Proposed Ordinance amending Chapter 7.20 of the Mono County Code to establish expedited procedures for cannabis enforcement

Note:

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

Proposed ordinance amending Chapter 7.20 of the Mono County Code pertaining to public nuisances to add expedited procedures for addressing and abating nuisances arising from cannabis operations in violation of the Mono County Code, Mono County General Plan or other applicable law.

Action: Adopt proposed ordinance ORD18-06, Amending Chapter 7.20 of the Mono County Code Pertaining to Public Nuisances to Add Expedited Procedures for Addressing and Abating Nuisances Arising from Cannabis Operations in Violation of the Mono County Code Mono County General Plan or Other Applicable Law. Direct staff to file a notice of exemption under the California Environmental Quality Act for the ordinance.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

ORD18-06

H. Proposed contract with C.Toeller Consulting for process and project management services

Departments: Finance, CAO

Proposed contract with C. Toeller Consulting pertaining to process and project management services covering continued implementation of the Harris Innoprise Suite of Products plus the addition of implementation project management services for the OpenGov application.

Action: Authorize the Chair of the Board to sign contract with C. Toeller Consulting in an amount not to exceed \$60,032 for the period of April 1, 2018 through November 30, 2018.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-90

I. Contract with Baron & Budd

Departments: County Counsel

Proposed contract with Baron & Budd, P.C. for legal services.

Action: Approve County entry into proposed contract and authorize County Counsel Stacey Simon to execute said contract on behalf of the County.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

M18-91

J. Road Closures for 4th of July Celebrations

Departments: Public Works

In May 2016, the Board approved R16-36 which authorized certain road closures in conjunction with the Bridgeport 4th of July celebration. This year,

Note:

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staff was approached by event organizers to add an additional (200') section of School Street to the closure, to accommodate an event for the Bridgeport Fire Department.

Action: Adopt Resolution No. R18-26, A Resolution of the Mono County Board of Supervisors Authorizing the Temporary Closure of County Roads in Bridgeport and the Temporary Detour of Traffic onto County Roads in Bridgeport from Highway 395 for all future annual Bridgeport Fourth of July Celebrations, superseding and replacing Resolution 16-36.

Corless moved; Peters seconded

Vote: 4 yes; 0 no

R18-26

6. **CORRESPONDENCE RECEIVED - NONE**

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

7. **REGULAR AGENDA - MORNING**

A. **Sheriff's Department Presentation**

Departments: Sheriff

(Sheriff Ingrid Braun) - Presentation by Sheriff Ingrid Braun regarding the Sheriff's Office and Jail Operations.

Action: None; informational only.

Sheriff Braun:

- Went through presentation.

B. **Economic Development Department Presentation**

Departments: Economic Development

(Alicia Vennos/Jeff Simpson) - Presentation by Alicia Vennos and staff regarding an overview of the Economic Development Department's responsibilities and programs, status on FY 2017-18 goals and accomplishments, as well as key tactics to further Mono County's Strategic Priorities in the upcoming fiscal year.

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

Liz Grans, Economic Development Assistant:

- Introduced item and department.

Jeff Simpson, Economic Development Manager:

- 17/18 Goals. Success measurement.

Alicia Vennos, Economic Development Director:

- Film Commissioner.
- Strategic priorities.

Break: 10:43 AM

Note:

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Reconvene: 10:54 AM

C. Community Development Department Presentation

Departments: CDD

(Wendy Sugimura) - Presentation by the Community Development Department regarding services and programs, progress-to-date on goals set in the 2017-2018 budget process, and opportunities to further Mono County strategic planning priorities in the coming fiscal year.

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

Wendy Sugimura, Interim Director of Community Development:

- Introduced item, and team.

Gerry LeFrancois:

- Current Planning.

Nick Criss, Code Enforcement:

- Goals of the Department. Department functions.

D. Proposed Ordinance adding Mono County Code 5.65 to the Mono County Code regulating short-term rentals in residential areas

Departments: CDD

(Wendy Sugimura) - Proposed ordinance adding Chapter 5.65 to the Mono County Code regulating short-term rentals in residential areas. As proposed, Chapter 5.65 would establish a permitting process for short-term rentals in residential areas within the unincorporated county and includes application and review requirements, enforcement provisions, operational requirements and conditions, and a limit on the number of owner-occupied (Type I) rentals in the Clark Tract in June Lake.

Action: Introduce, read title and waive further reading of proposed ordinance No. ORD18-__ with the changes made, An Ordinance of the Mono County Board of Supervisors Adding Chapter 5.65 to the Mono County Code Pertaining to the Local Regulation and Permitting of Short-Term Rentals in Residential Areas Within the Unincorporated Area of the County.

Peters moved; Stump seconded

Vote: 4 yes; 0 no

M18-92

Wendy Sugimura, Interim Community Development Director:

- Went through proposed ordinance.
- Made clarifications, addressed corrections / adjustments.

Edits (pages from the agenda packet):

Section 5.65.010 - delete "and findings."

Section 5.65.030 - "For the purpose of seeking a short-term rental activity permit..."

Page 195 – Section A: "If the Director of Mono County Community Development (Department)..."

Section 5.65.080, C, 3 – "Has been determined by an administrative hearing body or a court of competent jurisdiction to have engaged in short-term rentals in violation of state or local law

Note:

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within the two years preceding the date of the application.”

Section 5.65.090: Section B – “...the short-term activity permit may not be timely renewed and operation shall be suspended unless or until the renewal is approved.

Section 5.65.110 - “Except for short term rentals operating north of Mountain Gate...”

E. Hess Park Solar Pavilion

Departments: Public Works/Facilities

(Joe Blanchard) - Presentation by Joe Blanchard regarding the Hess Park Solar Pavilion Project.

Action: Approve the Hess Park Solar Pavilion Project.

Gardner moved; Stump seconded

Vote: 4 yes; 0 no

M18-93

Joe Blanchard:
Introduced item.

Nathan Taylor, 350 MONO Climate Action:

- Discussed solar production.

Janet Carl, 350 MONO Climate Action:

- Thanked Joe Blanchard.

F. Sale of One Surplus Ford Expedition to the Long Valley Fire Protection District

Departments: Public Works / Fleet

(Jerry VandeBrake) - Resolution to sell a surplus 2012 Ford Expedition (Unit 739) to the Long Valley Fire Protection District for one dollar (\$1.00) .

Action: Adopt proposed resolution R18-27, Authorizing the Sale of a Surplus Vehicle to the Long Valley Fire Protection District.

Stump moved; Corless seconded

Vote: 4 yes; 0 no

R18-27

Jerry VandeBrake, Public Works:
• Introduced item.

8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

9. CLOSED SESSION at 12:23 PM

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Leslie Chapman, Dave Butters, Janet Dutcher, and Anne Larsen. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy

Note:

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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. Performance Evaluation - CAO

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

C. Closed Session - Initiation of Litigation

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

Reconvene: 2:07 PM

Nothing to report out of Closed Session.

10. BOARD MEMBER REPORTS

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

Supervisor Corless:

- May 2 attended Fish and Wildlife Commission meeting. Discussion effort to have ongoing fishing line monofilament clean up.
- Wildfire Community preparedness Day May 5 was a big success. Thanks to Mammoth Lakes Fire Safe Council, Mammoth Fire Dept and Mammoth Mountain for contributing to that.
- Last night, Mammoth Lakes Housing meeting. Exec Director transition discussions/planning continue. Pressure is on the town to make visible forward progress on housing. Town Council last Wednesday took action to reduce developer impact fees for accessory dwelling units. Gave report on development of the 25 acres formerly known as Shady Rest. Until there is a new name will be called "The Parcel." Robust community effort to get planning going on that. Tension between Mammoth Lakes Housing and the Town regarding new contract. Members of the Housing Board will meet with Town staff to try to prioritize tactics/actions in the Community Housing Action Plan.
- Tonight, 5:30 PM Mammoth Unified School District having informational meeting about school violence incident that was thwarted 2 weeks ago. From county, DA, Behavioral Health Sheriff, Mammoth Lakes Police Department.

Supervisor Gardner:

- On Wednesday May 2 I attended with Supervisor Stump the Caltrans Memorial Service in Bishop for those Caltrans workers killed in the line of duty. The service was well done and a fitting memorial to those who have lost their lives working for Caltrans. It was another reminder to slow down while driving through any Caltrans construction area.
- That evening I also attended the June Lake Citizens Advisory Committee meeting. We

Note:

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covered several topics and had good discussion among the new CAC members.

- On Thursday June 23 I attended the June Lake Trails Committee meeting. The committee discussed the upcoming June Lake Trails Day on June 23, and continued planning for building a trail from Gull lake to the Double Eagle.
- Friday evening, I attended with Supervisor Corless the Mono Lake Committee's Andrea Lawrence Dinner which honored Phil Pister and his extraordinary life protecting fish and our public lands in the Eastern Sierra. Phil is simply a treasure in our region. It was good to honor him and all he represents.
- Finally, yesterday I again participated in a special meeting of the Eastern Sierra Transit Authority Board. We are finalizing an offer for the position of Executive Director.

Supervisor Peters:

- 2nd Fisheries
- 2nd Resource Conservation District
- 3rd Hospice
- 3rd RPAC
- 5th Lion Club
- 5th Cinco de Mayo
- 7th WRID
- Thrift Store Recycling Board
- Tobacco Ordinance 7.92
- Tour of Mono Lake
- **Upcoming:**
- Local School Presentation on Local Beef 5/9
- Town Hall Bridgeport 23rd
- CSAC Leg Conference Next week

Supervisor Stump:

- 5-2: Attended the Cal Trans memorial for fallen employees. Unfortunately Cal Trans lost two employees in 2017 bringing their total line of duty deaths to over 180. Nice ceremony.
- 5-7: Attended a Special Meeting of CSA1. A big thank you to Joe Blanchard, Paul Roten, Claude Fiddler, Janet Dutcher, Stephanie Butters, and Garrett Higerd for all their work towards getting the Crowley Skate Park project finished.
- Thank you's to Stacey Simon and Anne Larsen for their research on a legal question involving last week's report out of Closed Session. Thank you to Wendy Sugimura for clarifying issues I had with the short-term ordinance on today's agenda. Thank you to Stacey Simon and Christy Milovich for their help with CSA translator site issues.
- Congratulations to Public Works for successfully installing an oil/water separator at the Crowley Road yard. This is an environmental protection project to protect the nearby wetlands. I especially appreciated the open trench/trench collapse safety training all road employees involved went through and the staging of trench safety equipment equipment to protect employees. Our crew did a great job.
- Thank you to Jake Suppa for getting out information to the Fire Districts about properties that may have life safety / Fire Code issues.
- To all new supervisor candidates who appear to be MIA. With the exception of Mr. Kosen, none of you have spoken with me to ask about County issues. When I read the reports in the Mammoth Times and the Sheet on the candidates night of 4-30 I was struck by how erroneous some of the statements were. You will not know what is really going on unless you attend meetings or at least ask questions. On May 21,22, and 23 there will be County Budget hearings to set the County Budget that at least one of you will be responsible for overseeing. You do not have to talk to me if you do not want to, I do not care, but you do need to get engaged. Again I do want to recognize that Mr.

Note:

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

Kosen has reached out to me at least once.

ADJOURNED at 2:22 PM

ATTEST

BOB GARDNER
CHAIR OF THE BOARD

SCHEEREN DEDMAN
SR. DEPUTY CLERK



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: CDD

TIME REQUIRED

SUBJECT Appointment to Antelope Valley
RPAC

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Antelope Valley Regional Planning Advisory Committee appointment .

RECOMMENDED ACTION:

Consider appointing Debie Bush for a two-year term on the Antelope Valley RPAC expiring December 31, 2020.

FISCAL IMPACT:

None.

CONTACT NAME: G. Le Francois

PHONE/EMAIL: 760.924.1810 / glefrancois@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Debi's Application

History

Time	Who	Approval
5/30/2018 11:06 AM	County Administrative Office	Yes
5/23/2018 10:30 AM	County Counsel	Yes
5/9/2018 4:19 AM	Finance	Yes

Mono County Community Development Department

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

Planning Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax932.5431
www.monocounty.ca.gov

May 15, 2018

To: Mono County Board of Supervisors
From: Gerry Le Francois, Principal Planner
Subject: Antelope Valley Regional Planning Advisory Committee (AVRPAC) appointment

Action Requested

Consider appointing Debie Bush for a two-year term on the Antelope Valley RPAC.

Fiscal/Mandates Impact

No fiscal impacts are expected.

Current Fiscal Year Budget Projections

No impact is expected on current fiscal year budget projections.

Discussion

The existing membership and their current terms are below:

	Existing members (terms are two or four years):	Term expires
1	Dan Anthony	12.31.2020
2	Mike Curti	12.31.2018
3	Arden Gerbig	12.31.2018
4	Mark Langner	12.31.2018
5	Don Morris	12.31.2018
6	Orval Mosby	12.31.2018
7	John Vannoy	12.31.2020
8	Bruce Woodworth	12.31.2018
9	Ned Welsh	12.31.2020
10	Katy Buell	12.31.2020
11	Charles Brown	12.31.2020
12	Roger Donahue	12.31.2020
13	Patti Hamic-Christensen	12.31.2018
14	vacant	12.31.2020
15	Eric Edgerton	12.31.2022

Existing By-Laws allow for 15 members. This item is sponsored by Supervisor John Peters. If you have any questions regarding this item, please contact Gerry Le Francois at 924.1810 or glefrancois@mono.ca.gov.

Mono County Regional Planning Advisory Committees

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800 phone, 924-1801 fax
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760-932-5420 phone, 932-5431 fax
www.monocounty.ca.gov

MEMBERSHIP APPLICATION

Mono County Regional Planning Advisory Committees (RPACs) advise the Board of Supervisors and other decision-makers on local planning issues, the General Plan, and associated area/community plans. The RPACs serve as a community forum and information clearinghouse. Most RPACs meet evenings monthly or as-needed.

Please choose the RPAC in your area:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Antelope Valley | <input type="checkbox"/> June Lake CAC (Citizens Advisory Committee) |
| <input type="checkbox"/> Benton/Hammil | <input type="checkbox"/> Long Valley |
| <input type="checkbox"/> Bridgeport Valley | <input type="checkbox"/> Mono Basin |
| <input type="checkbox"/> Chalfant Valley | <input type="checkbox"/> Swall Meadows |

Name DEBIE BUSH

Address [REDACTED]

City/State/Zip LOLEVILLE, CA 96107

Phone (day) [REDACTED] Phone (eve) [REDACTED]

Email [REDACTED]

Occupation/Business OWNER, WALKER GENERAL STORE

Special interests or concerns about the community:

IT IS IMPORTANT TO EMBRACE CHANGE & GROWTH
IN A COMMUNITY, BUT IT IS EQUALLY IMPORTANT TO
PRESERVE THE DEFINING CHARACTER AND RESOURCES.
IT IS ALSO IMPORTANT THAT THE BUSINESS
COMMUNITY'S INTERESTS AND CONCERNS HAVE
A VOICE IN PLANNING. I LOVE MY COMMUNITY,
ITS RESIDENTS, AND THE AREA WE ARE BLESSED
TO LIVE IN.

Signature Debbie C. Bush Date 5/6/18

Applications will be reviewed and recommended exclusively by the local supervisor.
Recommended appointments are then considered and acted upon by the Board of Supervisors.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: CAO

TIME REQUIRED

SUBJECT Board Letter Supporting Good Neighbor Agreement between California Natural Resources Agency and Humboldt-Toiyabe National Forest

PERSONS APPEARING BEFORE THE BOARD

AGENDA DESCRIPTION:

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

Consideration of a letter from the Mono County Board of Supervisors to the California Natural Resources Agency and the Humboldt-Toiyabe National Forest, supporting the development and execution of a Good Neighbor Agreement to facilitate funding of forest health, watershed restoration and habitat restoration efforts.

RECOMMENDED ACTION:

Approve Board signature and distribution of letter.

FISCAL IMPACT:

None.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760.932.5453 / tdublino@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Draft Board letter supporting GNA between CNRA and HTNF](#)

History

Time

5/31/2018 6:14 AM

Who

County Administrative Office

Approval

Yes

5/31/2018 10:47 AM

County Counsel

Yes

5/31/2018 5:34 PM

Finance

Yes



Larry Johnston ~ District One Fred Stump ~ District Two Bob Gardner ~ District Three
John Peters ~ District Four Stacy Corless ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5533 • FAX (760) 932-5531
Shannon Kendall, Clerk of the Board

June 5, 2018

Mr. William Dunkelberger,
Forest Supervisor,
Humboldt-Toiyabe National Forest,
1200 Franklin Way,
Sparks, NV 89431

Dr. Russel Henly,
Asst. Secretary of Forest Resources Management,
California Natural Resources Agency,
1416 Ninth St., Suite 1311,
Sacramento, CA 96814

Re: Good Neighbor Authority Agreement

Dear Mr. Dunkelberger and Dr. Henly;

At its June 5, 2018 Board meeting, the Mono County Board of Supervisors voted to encourage your respective agencies to move forward as quickly as reasonably possible to finalizing a Good Neighbor Authority agreement.

Region 5 of the US Forest Service and California have already signed such an agreement, and the southern portion of Mono County is fortunately covered by this agreement. Unfortunately, in the northern portion of our county there are approximately 500,000 acres within the Humboldt-Toiyabe National Forest, which is a part of Region 4 and is not covered by a similar agreement.

We believe that such an agreement will be helpful in improving forest health and reducing the risk of catastrophic wildfires within our County, as well as improving watershed health, including fish and wildlife habitat.

Currently, the Forest Service does not have funding to adequately address the rapidly developing issues of forest health, or necessary watershed and habitat restoration activities. Poor forest health can lead to larger, more intense, and more destructive wildfires that impact our natural resources, property values, air quality, and recreation economy. North Mono County includes the entire headwaters of the Walker River watershed, and the local economy depends on the quality of those waters for agriculture and recreation uses.

The lack of federal funding to manage these resources has been exacerbated by rapid changes in the landscape due to the recent and unprecedented drought, and these resources have already been negatively

impacted. The County is deeply concerned that the continuation of this combined pattern will lead to increasingly damaged resources, and related damage to our local recreation and agriculture economies.

Meanwhile, California has hundreds of millions of dollars to invest in forest health through its California Climate Initiative, and two additional ballot measures that will hopefully pass this year. A Good Neighbor Authority agreement between the Humboldt-Toiyabe and California will make it easier for some of these dollars from California to be invested in much needed forest health management, watershed restoration and habitat restoration.

Thank you for your consideration and we look forward to progress in negotiating this Good Neighbor Authority agreement.

Sincerely,

Bob Gardner, Chair
Mono County Board of Supervisors

Cc: John Laird, Secretary, California Natural Resources Agency
Kealii Bright, California Natural Resources Agency
Cheva Gabor, Humboldt-Toiyabe National Forest
Assemblyman Frank Bigelow
Senator Ted Gaines
Paul Smith, Rural County Representatives of California
California State Assoc. of Counties



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Risk Management

TIME REQUIRED

SUBJECT Mono County Injury and Illness
Prevention Program

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Proposed resolution adopting the Mono County Injury and Illness Prevention Program.

RECOMMENDED ACTION:

Adopt proposed resolution R18-___, Adopting the Mono County Injury and Illness Prevention Program.

FISCAL IMPACT:

None.

CONTACT NAME: Jay Sloane

PHONE/EMAIL: 760.932.5405 / jsloane@mono.ca.gov

SEND COPIES TO:

Jay Sloane

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution
IIPP

History

Time	Who	Approval
5/31/2018 5:50 AM	County Administrative Office	Yes
5/30/2018 2:35 PM	County Counsel	Yes

5/31/2018 5:23 PM

Finance

Yes



County of Mono

County Administrative Office

Leslie L. Chapman
County Administrative Officer

Tony Dublino
Assistant County Administrative Officer

Dave Butters
Human Resources Director

Jay Sloane
Risk Manager

To: Board of Supervisors

From: Jay Sloane

Date: June 5, 2018

Re: Mono County Injury and Illness Prevention Program

Recommended Action

Review and adopt Mono County Injury and Illness Prevention Program

Fiscal Impact

None

Discussion

General Industry Safety Order 3203 requires that every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP). The IIPP must contain several elements including: identifying the person or persons with authority and responsibility for implementing the program, a system for ensuring that employees comply with safe and healthy work practices, a system for communicating with employees on matters relating to occupational safety and health, procedures for identifying and evaluating work place hazards, a procedure to investigate occupational injury or illness, a procedure for correcting unsafe or unhealthy conditions, training and instructing employees on the IIPP. <https://www.dir.ca.gov/title8/3203.html>

This IIPP brought to the Board has been reviewed by County Counsel and the Trindel Loss Prevention Director.

If you have any questions on this matter prior to your meeting, please call me at (760) 932-5405



R18-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ADOPTING THE MONO COUNTY INJURY AND
ILLNESS PREVENTION PROGRAM**

WHEREAS, it is the policy of the County of Mono to provide a work place environment free from recognized hazards and with the safest working conditions possible;

WHEREAS, the County desires to provide a safe work environment, comply with all federal, state and local safety regulations, and provide an atmosphere that promotes the health and safety of all employees;

WHEREAS, the Board of Supervisors wishes to adopt an Illness and Injury Prevention Policy to be implemented, followed, and maintained by all employees, with the intent of providing all reasonable safeguards for employee health and safety;

WHEREAS, the health and safety of all employees, and the success of the County Safety Program, depend on the vigilant effort of each elected official, department head, and employee;

WHEREAS, it shall be the responsibility of each elected official and department head to direct and ensure that employees perform their assigned tasks in a safe working manner, and to develop and encourage awareness in all employees of the importance of workplace safety and a healthy work environment; and

WHEREAS, working together, the County can reach its goal of providing the safest and healthiest workplace and working conditions possible.

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

///

///

1 The Illness and Injury Prevention Policy attached as Exh. A and incorporated
2 herein is hereby adopted.

3 **PASSED, APPROVED and ADOPTED** this 5th day of June , 2018, by the
4 following vote, to wit:

5 **AYES:**

6 **NOES:**

7 **ABSENT:**

8 **ABSTAIN:**

9
10
11
12
13 Supervisors

Bob Gardner, Chair
Mono County Board of

14 ATTEST:

APPROVED AS TO FORM:

15
16
17
18 _____
Clerk of the Board

County Counsel

MONO COUNTY

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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SAFETY POLICY MISSION STATEMENT

It is the policy of the County of Mono to provide a work place environment free from recognized hazards and with the safest working conditions possible. It is the County's desire to provide a safe work environment, compliance with all federal, state and local safety regulations, and an atmosphere that promotes the health and safety of all employees. The Board of Supervisors has adopted a County Safety Program that will be implemented, followed, and maintained by all employees. This Safety Program outlines the intention of the Board of Supervisors to provide all reasonable safeguards for employee health and safety. The health and safety of all employees, and the success of the County Safety Program, depends on the vigilant effort of each elected official, department head, and employee. It shall be the responsibility of each elected official and department head to direct and ensure that employees perform their assigned tasks in a safe working manner, and to develop and encourage awareness in all employees of the importance of workplace safety and of a healthy work environment. Safety awareness, thorough training, supervision, and ongoing communication are key components of a successful Safety Program. By working together, the County can reach its goal of providing the safest and healthiest workplace and working conditions possible.

SECTION I **RESPONSIBILITY FOR SAFETY**

The safety and health of employees of the County of Mono is of primary importance. As such, the Mono County Board of Supervisors pledges to ensure diligent and conscientious elimination of unsafe and unhealthy conditions throughout all County facilities and expects equal diligence from all employees in the elimination of unsafe and unhealthy acts and conditions.

Success in all safety and health matters depends upon cooperation among the Board of Supervisors, elected officials, department heads, employees, and also between each employee and his or her fellow workers. Only through such cooperation can a Safety Program work to the highest benefit of each employee.

1. RESPONSIBILITIES

A. The Board of Supervisors shall:

1. Require a safe and healthy workplace for all county employees
2. Develop, adopt, and implement an effective Injury and Illness Prevention Program (IIPP).
3. Require and expect full compliance with all safety and health laws, rules, and regulations from every Mono County employee.

B. The Mono County Risk Manager shall:

1. Ensure a safe and healthy workplace for all county employees.
2. Be responsible for the implementation of an effective IIPP for Mono County and communicate changes in the IIPP.
3. Establish and support a Countywide Safety Committee ("Safety Committee") comprised of department safety representatives.

4. Ensure that periodic safety and health inspections are performed to identify or eliminate unsafe and unhealthful working conditions and/or practices.
5. Ensure prompt and thorough investigation of every accident to determine the cause and implement appropriate corrective action to prevent recurrence.
6. Monitor the effectiveness of the County's Safety Program and make recommendations for change when appropriate.
7. Monitor each department's compliance with the IIPP.
8. Conduct and participate in regular Safety Committee meetings.
9. Ensure that orientation is provided to all new employees entering County service regarding the County's Injury and Illness Prevention Program and general workplace safety.
10. Ensure that employee and supervisory safety training is provided on an on-going basis.
11. Be responsible for ensuring proper and thorough documentation of all matters relating to safety and health.
12. Keep updated files of all Department Safety Meeting Records, Countywide Safety Committee meetings, Leadership Supervision Training Programs, and incident reports.
13. Encourage employees to inform the County of workplace hazards without fear of reprisal.

D. Department Heads shall:

1. Ensure a safe and healthy workplace for all employees in their department.
2. Require, expect, and ensure compliance with the IIPP from all employees within their department.
3. Develop general and specific safety guidelines for their department.
4. Require and ensure that all employees within their department know the location and content of the IIPP, and that they understand and follow established safety guidelines.
5. Assign one person in their department to be the designated Department Safety Representative.
6. Ensure that the Department Safety Representatives participate in Safety Committees Meetings and other safety related trainings.
7. Actively participate and cooperate in department related safety investigations.
8. Develop and encourage proper attitudes towards health and safety matters in themselves and all employees within their department.
9. Correct unsafe conditions and practices immediately upon becoming aware of such conditions and practices.
10. Assist in the proper, thorough and timely documentation of all matters relating to safety and health or delegate the duty to document to a supervisor within their department.
11. Actively contribute to the continued success of the Safety Program by recommending appropriate changes.
12. Hold employees under their supervision accountable for safety and loss control and take appropriate disciplinary action when necessary.
13. Ensure that all employees are properly trained to safely perform their assigned tasks.
14. Ensure that orientation is provided to all new employees entering County service regarding the County's Injury and Illness Prevention Program and general workplace safety in the event that the Risk Manager is unable to do so.

15. Encourage employees to inform the County of workplace hazards without fear of reprisal.

E. Supervisors and Managers shall:

1. Ensure a safe and healthy workplace for employees.
2. Ensure that employees under their supervision receive appropriate safety orientation and training.
3. Ensure that employees under their supervision understand and follow established safety guidelines.
4. Ensure that safety inspections of their work areas are conducted regularly.
5. Ensure that materials and equipment are maintained in good condition.
6. Ensure that employees under their supervision are provided with necessary personal protective equipment and trained in its use.
7. Conduct investigations immediately upon notification of an accident, injury, or near-miss incident, contact the Risk Manager, and contact or notify their department head.
8. Respond to each report of an incident or hazard within appropriate time frames and contact the Risk Manager.
9. Take appropriate action to abate hazards and to correct unsafe practices.
10. Encourage employees to inform the County of workplace hazards without fear of reprisal.

F. Employees shall:

1. Cooperate in all aspects of safety in the workplace, including compliance with all rules, regulations and the IIPP.
2. Notify their department head in the event of an observed unsafe or unhealthy condition or practice.
3. Report to their supervisors all accidents, injuries, or near-miss incidents; and all hazardous conditions or unsafe practices.
4. Be vigilant and aware of safe and healthy work practices and remind fellow employees about safe and healthy work practices, whenever appropriate.
5. Continuously and conscientiously perform their duties in a safe and healthful manner, using safe work practices at all times.
6. Participate in ongoing training sessions and other safe workplace programs.

G. Department Safety Representatives shall:

1. Conduct monthly department safety meetings and forward the documentation to the Risk Manager.
2. Report all identified hazards
3. Correct all identified hazards
4. Attend Safety Committee Meetings

SECTION II **SAFETY COMMUNICATION PROGRAM**

The County of Mono believes in active, ongoing communication between management and employees. The continued success of the County's Safety Program is only possible with

active communication between staff, supervisors, and the Risk Manager. Although effective communication can take many forms, documentation of communication is crucial to maintaining a formal safety program. The County's communication system will include, but is not limited to:

1. ORIENTATION

All new employees will be trained on the County's written Injury and Illness Prevention Program. Employee orientation will be provided at the time of hire and will stress the importance of safety in the workplace. Orientation will be a combined effort of the Risk Manager, the Department Head, and personnel.

2. MEETINGS

A. Departmental Safety Meetings

1. Departmental safety meetings are to be held at least once each month. DOT departments will conduct safety meetings twice per month. These meetings will be in accordance with the Trindel Insurance Fund By-laws.
2. Departmental safety meetings may be held in conjunction with regularly scheduled staff meetings and should be properly documented. A copy of the minutes or notes and roster from the safety meeting shall be sent to the Risk Manager.
3. Departmental safety meetings shall provide an opportunity for all employees to talk about safety related topics, exchange ideas, and recommend potential solutions to potential or existing safety issues.

B. Countywide Safety Committee Meetings

1. The purpose of the Countywide Safety Committee ("Safety Committee") is to increase DSR effectiveness, create a culture of safety, and identify and resolve safety issues. The Countywide Safety Committee for the County of Mono shall be comprised of the following:
 - a. Risk Manager.
 - b. Department Safety Representatives.
2. The Safety Committee shall meet every other month and not less than quarterly. Notice of Safety Committee meetings will be distributed to each department. The Safety Committee shall address the following topics:
 - a. Review of accidents and investigations with discussion and recommendation of solutions to prevent recurrences.
 - b. Review results of periodic, scheduled worksite inspections.
 - c. Discussion and review of alleged hazardous conditions brought to the attention of any Safety Committee member. When determined necessary by the Safety Committee, the Safety Committee may conduct its own inspection and investigation to assist in remedial solutions.
 - d. Safety training needs with recommendations of how training can be designed and accomplished.

- e. Review and discussion of employee safety suggestions, with recommendations to assist in the evaluation and implementation of the employee safety suggestions.
- f. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to the county management for the prevention of future incidents.
- g. Any other safety issues that have been brought to the attention of Safety Committee members.
- h. If the County has been cited by Cal OSHA, the Safety Committee may, upon request from Cal OSHA, verify abatement action taken by the County.

- 3. Recommendations from the Safety Committee will be presented to the County Administrative Officer for consideration and possible implementation, as appropriate. Written minutes of the Safety Committee meetings shall be on file with the Risk Manager.

3. SAFETY COMMUNICATION (OTHER)

A. General Safety Communication

- 1. Safety Committee meeting minutes will be provided to any employee requesting a copy.
- 2. Safety and health information may also be disseminated through emails, memos, and paycheck inserts.
- 3. Information about safety training and other safety-related information will be disseminated to all employees when applicable. Employees are encouraged to inform the Risk Manager or department head of any safety-related information that may be of interest to all employees.

4. DOCUMENT AVAILABILITY

- A. Copies of the written Injury and Illness Prevention Program will be available to all employees as follows:

- 1. A copy will be included in each New Employee Orientation Binder.
- 2. Copies will be given to all department heads and elected officials and maintained for use within their departments.
- 3. Copies will be provided to members of the Board of Supervisors.
- 4. Copies will be provided to any employee upon request.
- 5. A digital copy will be on the intranet under Risk Management, which will be accessible by computers in the Mono County network.
- 6. The master copy will be maintained in the Mono County Risk Manager's office for maintenance and updates.

SECTION III **HAZARD IDENTIFICATION & CORRECTION**

It is the County's policy to ensure that a safe workplace is maintained at all times. Formal periodic safety inspections, as described below, are a part of the County's effective accident prevention program.

Each employee is encouraged to report any unsafe or unhealthy condition in the workplace, and to make suggestions to improve the safety of working conditions. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety. Notification by employees about workplace hazards may be made anonymously to the Risk Manager.

1. HAZARD IDENTIFICATION

- A. Daily Work:** County employees will notice new hazards in the daily course and scope of their employment. All hazards shall be reported and documented on the Mono County Incident/Hazard Report Form (Attachment C). Employee safety must be ensured by properly abating the hazard.
- B. Routine Inspections:** Routine inspections will be conducted within each department as appropriate to ensure that personal protective equipment, vehicles and heavy equipment are in safe operating condition, that the workplace is maintained and operated in a safe and healthful manner, and that all employees are complying with safe work practices. Any noted deficiencies shall be brought to the immediate attention of the department head and the Risk Manager for corrective action using the Mono County Incident/Hazard Report Form as documentation.
- C. Semi-Annual Scheduled Inspections:** Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work practices. The inspections will be performed and documented by a competent county employee who is familiar with county facilities and safety principles. The documentation will be maintained by the Risk Manager. The Risk Manager is responsible for making recommendations for necessary corrective action where deficiencies exist. The inspections will occur around April and October of each year.

2. HAZARD CORRECTION PROCEDURES

Work place hazards and unsafe/unhealthy work practices shall be corrected as soon as they are identified. A target date for correction will be established by the department head and Risk Manager, based on the following criteria:

- A. Imminent Hazard:** Any hazard that presents an Imminent Danger to Life and/or Health "IDLH" to any employee or member of the public. Upon recognition of an imminent hazard:
 1. Discontinue all activities related to Imminent Hazard
 2. Evacuate vicinity of imminent hazard
 3. Immediately notify emergency response personnel if necessary
 4. Immediately notify supervisor, department head, and Risk Manager.
 5. Employees needed to correct the imminent hazard shall be provided with all necessary safeguards included training and PPE (personal protective equipment)
 6. Imminent Hazards shall be corrected immediately

B. **Serious Hazard:** Any hazard where there is a substantial probability that an employee or the public will suffer physical harm. Upon recognition of a serious hazard:

1. Discontinue all activities related to serious hazard
2. Vicinity shall remain "off limits" until corrected
3. Immediately notify supervisor, department head, and Risk Manager.
4. Serious hazards shall be corrected within three days, or as soon as reasonably possible

C. **General Hazard:** Any hazard which may affect the safety and health of employees or the public. Upon recognition of a general hazard:

1. All efforts shall be made to mitigate and minimize the general hazard until the condition has been corrected.
2. Notify supervisor, department head, and Risk Manager.
3. General hazards shall be corrected within fourteen days, or as soon as reasonably possible.

The department head will be responsible for ensuring that all hazards are corrected within the time frame indicated above. Departments may work directly with Public works if necessary. The Risk Manager shall be responsible for notifying other departments of hazardous conditions.

SECTION IV **ACCIDENT INVESTIGATION**

Effective investigation of all incidents is an important part of the County's IIPP. The main objective in conducting an investigation is to identify the cause and make any changes necessary to prevent the incident from happening again. Incident investigation is fact-finding, not faultfinding. The County's thorough incident investigation procedure includes:

- A. Collecting the facts.
- B. Determining the sequence of events that resulted in the incident.
- C. Identifying action needed to prevent recurrence
- D. Providing follow-up to ensure that corrective action was taken.

1. ACCIDENT INVESTIGATION

- A. The first concern after an accident has occurred is for the comfort and treatment of any injured worker(s). After the affected employee(s) have received medical treatment, investigation of the accident can be initiated.
- B. The department head and the Risk Manager should work together to determine the extent of investigation needed (depending on the severity of the accident) and shall conduct the investigation promptly after the accident.
- C. Fact-finding should be thorough and objective and shall include:
 1. A complete description of the accident.
 2. A discussion with employee(s) and any witnesses to determine events leading up to the accident.

3. The reason(s) the accident occurred or the cause of the unsafe or unhealthy condition.
 4. Photographs or video of the location of the accident.
- D. A summary of the accident investigation shall be prepared using the **Mono County Incident/Hazard Report Form**.
1. The summary shall also document preventative measures planned or taken to prevent recurrence. This should include measures to correct unsatisfactory conditions and/or performance.
 2. The **Mono County Incident/Hazard Report Form** will be maintained in the Risk Manager's office after all corrections have been made. The Risk Manager and department head are responsible for monitoring remedial actions.
- E. Accidents and corresponding investigations will be presented in summary at the Countywide Safety Committee meetings. All efforts should be taken to ensure confidentiality of the injured worker whenever possible.

SECTION V **SAFETY COMPLIANCE**

- A. The employee's direct supervisor will communicate poor or unsatisfactory safety practices verbally, in writing, and in the employee's annual performance evaluation. Conversely, supervisors shall provide positive feedback to employees who report hazards and have safe work practices.
- B. It is the County's intent to ensure a safe work environment and safe work practices for all employees. Failure to observe the requirements of the County's Injury and Illness Prevention Program may result in disciplinary action up to and including termination.
- C. It is the department head's responsibility to ensure that their employees know, understand, and follow established safety guidelines described in this Safety Program.
- D. Depending on the severity of the safety violation, disciplinary action may include, but is not limited to: documented verbal warning; written warning; suspension without pay; demotion; and termination from employment.

SECTION VI **SAFETY TRAINING**

A fundamental requirement for the development of an effective formal workplace health, safety, and accident prevention program involves the training of new employees, ongoing training for all existing employees, and special training for those employees assigned to new job duties. The purpose of conducting safety training for employees is to teach them new or advanced skills that enable them to perform their tasks in a safe, efficient, and productive manner. The County shall provide training on general and job-specific safety practices and

procedures with the goal of reducing or eliminating unsafe acts that could result in employee injury or illness.

1. GENERAL SAFETY TRAINING

1. When a program is first established.
2. To all new employees prior to job assignments.
3. To all employees prior to new job assignments for which training has not previously been received.
4. Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized workplace hazard.
6. For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction may be exposed and how to communicate information about those hazards effectively.

2. JOB-SPECIFIC SAFETY TRAINING

This training shall be designed with the particular needs of each department in mind, and includes, but is not limited to:

1. Proper Equipment Use and Handling
2. Proper Use of Personal Protective Equipment
3. Specialized Operation Procedures

3. RETRAINING

Departments shall provide ongoing training as necessary to ensure a safe and healthy workplace. Guidelines for retraining shall be developed for each department by the department head with recommendations from the department's staff, Risk Manager, and Countywide Safety Committee. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

SECTION VII **INJURY AND ILLNESS REPORTING PROCEDURES**

Despite an effective safety program and the safety awareness of employees in the performance of their job, accidents happen. The first concern is for the comfort and treatment of any injured worker(s).

1. INJURY AND ILLNESS REPORTING

The following procedures should be followed any time an employee receives an injury or illness as a result of performing their normal work duties.

A. Notification and Reporting of Work-Related Injury and Illness

1. All employees are required to report injuries, even minor injuries, immediately to their department head.
2. The employee and/or department head will complete the **Mono County Incident/Hazard Report Form** and once completed forward to the Risk Manager.
3. It is the responsibility of the Risk Manager to immediately notify the Administration Office of employees who are off work due to illness or injury for purposes of Family and Medical Leave Act (FMLA) notice.

B. Formal Notification of Hazards

Mono County Incident/Hazard Report Form

1. If a Hazard is identified the primary action is to ensure employee safety.
2. Employee or department head completes the form and submits to the Risk Manager within 24-hours of incident, observation, or complaint.
3. This form is used to determine the action (imminent, serious, or general) and implement corrections or investigation, as appropriate.
4. Forms may be submitted confidentially or anonymously to the Risk Manager.

SECTION VIII **RECORD KEEPING REQUIREMENTS & INSTRUCTIONS**

Maintaining thorough records relating to implementation of the safety program is critical to ensuring successful monitoring, evaluation, and updating of the County's Injury and Illness Prevention Program.

A. Meeting and Training Records

A. Required Action:

1. Countywide Employee Training
 - a. Roster documenting employee attendance to be retained as a permanent document by the Risk Manager.
2. Departmental Employee Training
 - a. Maintain a copy of the completed form in the departmental training binder.
 - b. Send training record to the Risk Manager for permanent training files.
3. Safety Meeting Sign-In Sheets
 - a. Department Safety Representative keeps copy of safety meeting sign-in sheets.
 - b. Department Safety Representative scans and emails a copy to the Risk Manager to keep as a permanent record.

C. Inspection Forms

A. Required Action:

1. Completed by competent employee as inspection is being performed in consultation with the department head, supervisor, or Risk Manager.

2. Corrections are noted on the inspection checklist and are submitted to the Risk Manager when completed.
3. Send copy to the Risk Manager for permanent safety files.

D. Mono County Incident/Hazard Report Form

A. Required Action:

1. If a hazard is identified, the primary action is to ensure employee safety.
2. Employee or department head completes the form and submits to the Risk Manager within 24-hours of incident, observation, or complaint.
3. This form is used to determine the action (imminent, serious, or general) and implement corrections or investigation, as appropriate.
4. Send original to the Risk Manager for permanent safety files.
5. Forms may be submitted confidentially or anonymously to the Risk Manager.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Health

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

Louis Molina

SUBJECT Local Area Management Program
(LAMP)

AGENDA DESCRIPTION:

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

Board approval of the Local Area Management Program (LAMP).

RECOMMENDED ACTION:

Approve the Local Area Management Program (LAMP), on behalf of Mono County, for the implementation of the Onsite Wastewater Treatment Systems (OWTS) Program.

FISCAL IMPACT:

None.

CONTACT NAME: Louis Molina

PHONE/EMAIL: 760-924-1845 / lmolina@mono.ca.gov

SEND COPIES TO:

Louis Molina

Sandra Pearce

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report - LAMP](#)

[LAMP Table of Contents](#)

[LAMP](#)

[Tentative Resolution Approval \(Lahontan\)](#)

History

Time	Who	Approval
5/30/2018 11:05 AM	County Administrative Office	Yes
5/30/2018 2:32 PM	County Counsel	Yes
5/31/2018 5:23 PM	Finance	Yes



MONO COUNTY HEALTH DEPARTMENT

Environmental Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

May 23, 2018

To: Honorable Board of Supervisors

From: Louis Molina, Environmental Health Director

Subject: Local Area Management Program (LAMP) for Onsite Wastewater Treatment Systems (OWTS)

Recommended Action: Approve the LAMP, on behalf of Mono County, for the implementation of the OWTS program.

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

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

Fiscal Impact: None.

For questions regarding this item, please call Louis Molina at 924-1845.

Submitted by: _____
Louis Molina, Environmental Health Director Date

Reviewed by: _____
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MONO COUNTY LOCAL AREA MANAGEMENT PROGRAM

SECTION I INTRODUCTION

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

The implementation of this LAMP will allow the continued use of OWTS within the jurisdiction of Mono County while protecting public health and water quality. The LAMP is designed to protect groundwater and surface waters from contamination through the proper design, placement, installation, maintenance and assessment of OWTS. This plan develops minimum standards for the treatment and ultimate disposal of sewage through the use of OWTS in Mono County. The LAMP does not regulate or otherwise cover the following, which will require the owner of these projects to file a report of waste discharge with the Lahontan Water Board, obtain waste discharge requirements, and pay annual fees:

- Any OWTS designed for multiple dwelling units or commercial developments with a projected wastewater flow of over 500 gallons per day per acre;
- Any OWTS that generates industrial or commercial high strength wastewater;
- Projects utilizing package wastewater treatment plants with onsite disposal;
- Any OWTS with domestic waste peak flows that exceed 10,000 gallons per day; or
- Any other projects with the potential to result in water quality impacts that the Mono County Health Department, Environmental Health Division (MCEH) may refer to the Lahontan Regional Water Board for waste discharge requirements.

MCEH has managed the OWTS program in Mono County for many decades. For conventional OWTS, permitting criteria has been based on the Water Quality Control Plan for the Lahontan Region (Lahontan Basin Plan), the California Plumbing Code (CPC), Appendix K, concepts from the USEPA Design Manual – Onsite Wastewater Treatment and Disposal Systems (EPA Manual), and some design concepts of the

Manual of Septic Tank Practice published by the U.S. Department of Health, Education and Welfare (1975). Alternative and supplemental system designs are also in use in the County and these designs have been reviewed by the Lahontan Regional Water Board. In addition, a Memorandum of Understanding (MOU) between Mono County and the Lahontan Regional Water Board, established and signed in January 1989, has been in effect and it prescribes OWTS standards that have been enforced by MCEH since that date. Although this MOU will expire on May 13, 2018, this LAMP incorporates the majority of those same standards.

Mono County is a relatively large county (greater than 3,000 square miles), and is also a remote, rural county with a permanent population of around 15,000. Additionally, more than 90% of Mono County lands are public lands owned by different agencies of the federal government or private land owned by the City of Los Angeles. As a result, the Mono County population remains steady and it is assumed there will not be significant development and/or population growth in the future. Historical records indicate that communities served by onsite wastewater disposal systems in Mono County show little degradation of groundwater aquifer quality due to OWTS. All of the county's larger population centers are served by public sewers and OWTS are banned in these areas, as properties must be serviced by a community sewer when one exists within 200 feet of the property, with certain allowances related to excessive cost. Sewered areas include the communities of Crowley Lake/Hilton Creek, Mammoth Lakes, June Lake, Lee Vining, and Bridgeport. Residential communities adjacent to the larger sewered systems, and all other rural areas in the County, are served by OWTS. Due to the relatively low loading rates from existing OWTS, in combination with minimal new development, there has been little history of failing systems over the years. Historically, groundwater analyses from public water system water wells, as well as from private water wells, have shown virtually no groundwater contamination in any community where OWTS are presently used in Mono County. Towards that purpose, this LAMP will maintain the "status quo" wherever possible, while striving to incorporate the new requirements of the OTWS Policy.

In June 2012, the SWRCB adopted the OWTS Policy and it became effective in May of 2013. For the first time, it established a statewide, risk-based tiered approach for the regulation and management of OWTS. The OWTS Policy regulates OTWSs pursuant to the classification within one of four different tiers. Tier 0 sets regulatory standards for existing OWTS which are functioning properly and require no changes. Tier 1 establishes minimum standards for low risk new or replacement OWTS. Tier 2, once approved by the appropriate regional water quality control board, allows local agencies to develop customized management programs that address the conditions specific to that jurisdiction. This customized management program is the LAMP. Once approved, the standards contained in a LAMP supersede the Tier 1 standards. Tier 3 applies special, enhanced standards to both new and existing OWTS that are located near waterbodies listed as impaired due to nitrogen or pathogens, pursuant to Section 303(d) of the Clean Water Act. The final tier, Tier 4, is for those OWTS that are presently failing and require corrective action.

In addition to the LAMP, the County has produced its Implementing Ordinance, which

will function in conjunction with the LAMP, to establish OWTS policies, procedures, and requirements governing the OWTS Program in the County. A complete copy of the Implementing Ordinance is attached hereto as Appendix XX. This LAMP conforms to all of the applicable Tier 2 criteria listed in Section 9 of the OTWS Policy, including the prohibitions contained in Section 9.4. MCEH acknowledges that the Tier 1 standards afford an essential level of public health and water quality protection. Accordingly, the County's LAMP and Implementing Ordinance incorporate many Tier 1 standards. Further, while this LAMP does not require regulatory oversight for regular maintenance of conventional systems, it does require all non-conventional types of OWTS to obtain operating permits that include provisions that require regular maintenance and reporting. Finally, the provisions of this LAMP shall apply to all unincorporated areas of Mono County where a sewer system is not available. This includes all public lands controlled by the USDA/USFS, and the BLM that are located in Mono County. It also covers lands owned by the City of Los Angeles. It does not apply to the incorporated Town of Mammoth Lakes, which is served by the Mammoth Community Water District, or any other prohibition areas that are defined in the Lahontan Basin Plan (OWTS Policy, Purpose and Scope of the Policy). MCEH will continue to issue permits for, and inspect construction of, OWTS constructed in a small portion of public lands in Madera County within the San Joaquin River drainage in the Red's Meadow area, per an MOU between Mono County and Madera County. OWTS permit requirements for this region will adhere to those requirements outlined in the Madera County LAMP.

While every effort was made to make this LAMP comprehensive, MCEH anticipates that it will be necessary to modify this LAMP in the future. This opportunity is built into the OWTS Policy in Section 9.3.3, which requires a complete evaluation of the LAMP every five (5) years to determine its efficacy in meeting water quality objectives with respect to impacts from OWTS. Modifications may also be necessary as technology, conditions, and experience improve and change over time. Any proposed changes will be made only after consultation and approval of the Lahontan Regional Water Quality Control Board and the Mono County Board of Supervisors.

SECTION II GENERAL POLICY RECOMMENDATION AND PROVISIONS

Any structure, regardless of use, that produces wastewater shall have an adequate wastewater treatment and dispersal system. Unless otherwise specified in this LAMP, the following criteria shall apply for the construction of OWTS in Mono County, unless otherwise specified in this LAMP.

- When a public sewer is available within 200 feet of a structure producing wastewater, the structure must connect to the public sewer.
- This LAMP shall not supersede requirements set forth in Section 4.1 of the Water Quality Control Plan for the Lahontan Region (Basin Plan) for Prohibition Areas.
- Chemical, portable toilets are acceptable for temporary use and during special events. Portable toilets are not acceptable for permanent use.
- Composting, solar, incinerating or other unconventional toilets shall not be installed in any permanent structure unless a standard toilet, attached to a permitted OWTS, is also available within the same structure.
- Holding tanks are not acceptable for wastewater disposal for residential use in lieu of a permitted OWTS.
- Minimum Depth to Groundwater/Minimum Soil Depth: In lieu of Table 2 of the State OWTS Policy, for sites with percolation rates from 5 to 60 minutes per inch (MPI) there shall exist a soil thickness layer of not less than 5 feet from the bottom of the disposal area to groundwater or to an impervious layer such as clay, bedrock or fractured bedrock. Impervious is defined as a stratum with percolation rates greater than 120 MPI. For sites with percolation rates from 1- 5 MPI, the anticipated high groundwater level shall be at least 40 feet below the bottom of the leach trench. For sites with percolation rates greater than 60 MPI, OWTS with supplemental treatment will be required, where applicable, or other types of non-conventional OWTS. Only Supplemental treatment systems and components certified by NSF, or an equivalent third-party tester, will be approved.
- The average density for any new subdivision of property made by tentative approval pursuant to the Subdivision Map Act, where OWTS will be utilized for onsite sewage disposal, where the parcels are served by a public water system, and where the subdivision occurs after the effective date of this LAMP, shall not exceed two equivalent dwelling units per acre (2 EDU/acre), or its equivalent
- Proposed subdivisions, where an OWTS and individual water supply well will exist on each lot, shall have lots with a minimum lot size of 40,000 square feet.
- Lots within existing subdivisions in Mono County, created prior to June 16, 1988 (effective date of the Lahontan Basin Plan OWTS criteria), shall not be required to meet the maximum 2 EDU/acre requirement. Undeveloped lots in these subdivisions will be issued OWTS permits and held to all OWTS siting requirements outlined in the LAMP, to the greatest extent possible, for all criteria with the exception to density, as long as groundwater protection can be

maintained. Furthermore, these subdivisions will be the focus areas of the Water Quality Assessment Plan, described in greater detail in Section IX of this LAMP.

- Dispersal systems shall be designed per Appendix H of the CPC. Accordingly, for gravel-less chamber systems, no sidewall credit is given, only trench bottom area. However, for these systems, a 0.7 factor/credit of the rock and perforated pipe system infiltrative area requirements is allowed. Leach field sizing shall be calculated based on the appropriate application rate for the soil characteristics observed on site.
- Ground slope in the disposal area shall not be greater than 30%.
- New cesspools and seepage pits will not be approved for use in Mono County. Where a seepage pit is presently being used and functioning satisfactorily, no action will be taken to require its replacement until such time that the system is failing or no longer functioning satisfactorily. Cesspools, when discovered, will be required to be abandoned and properly destroyed, and replaced with an approved OWTS.
- For existing undeveloped lots and replacement systems, the standards stipulated in this LAMP for new OWTS shall be required wherever possible. Where existing physical constraints will not allow this, new OTWS will be installed as close to standards as possible, but in no case will be allowed where significant degradation of the environment or a threat to human health would occur.
- Horizontal setbacks shall adhere to the requirements set forth in the most recent addition of the CPC, the Mono County Code, or the following table, whichever is the greatest distance.

SETBACK REQUIREMENTS		
Component	Setback	Minimum Distance
<i>Septic Tank</i>	Structure	5 feet
<i>Septic Tank</i>	Property Line	5 feet
<i>Septic Tank</i>	Water Well	100 feet
<i>Septic Tank</i>	Leach Lines	5 feet
<i>Leach Lines</i>	Structure	8 feet
<i>Leach Lines</i>	Property Line	5 feet
<i>Leach Lines</i>	Water Well	100 feet
<i>Leach Lines</i>	Leach Lines	System dependent – confer with MCEH
<i>Leach Lines</i>	Water Mains (Public)	25 feet
<i>Leach Lines</i>	Ephemeral Stream or Drainage Course	25-50 from edge of bank
<i>Leach Lines</i>	Perennial Stream	100 feet from top of bank
<i>Leach Lines</i>	Pond or Lake	200 feet from high water line

<i>Leach Lines</i>	Water Supply Reservoir	200 to 400 feet from the high water line
<i>Leach Lines</i>	Cut Slopes	5:1 setback from top of cut slope

Maximum density for developments utilizing OWTS shall be 2 EDU/acre (two single family dwellings per acre). Per the OWTS Policy, wastewater generated from a single family dwelling is expected to be 250 gallons per day. However, for the purposes of designing and sizing leach fields, wastewater flows will be calculated using 150 gallons per day per bedroom, per the CPC. This conservative calculation criteria (relatively high wastewater flows) will help to assure ample leach field sizing. Leach field size will be calculated based on the number of bedrooms in the residence (wastewater flows), and the appropriate application rate, in gallons per square foot per day (g/sf/d), for the soil characteristics observed on site. Application rates for various soils are derived from the most recent edition of the USEPA Manual. Septic tank minimum capacity will be determined using sizing criteria from the most recent edition of the California Plumbing Code (CPC).

Commercial disposal field designs shall be determined by peak waste flows for the specific occupancy designations listed in the most recent edition of the CPC. Septic tank minimum capacity will likewise be required to meet CPC criteria. Commercial operations that produce greater than 500 gpd per acre will require supplemental treatment.

Provisions of this LAMP and the Implementing Ordinance apply to wastewater flows of 10,000 gpd or less. Projects with flows calculated to exceed 10,000 gpd do not qualify for the OTWS Policy conditional waiver of waste discharge requirements. The project owner will be referred to the Lahontan Regional Water Board for submittal of a report of waste discharge, obtaining waste discharge requirements, and payment of fees.

Notifications to Owners of Water Systems and SWRCB

Existing or proposed OWTS in close proximity to public water wells and surface water drinking water supplies have some potential to cause an impact on the water quality of that water source. The owner/operator of a public water system, or SWRCB Division of Drinking Water (DDW) if the owner of the system cannot be identified, will be notified of a pending permit and subsequent construction of an OWTS under the following conditions:

1. Prior to issuance of a permit to install a new or replacement OWTS, the water system owner will be notified when the OWTS will be within a horizontal sanitary setback to a public well. Likewise, the owner will be notified if the water system source is surface water and the OWTS is within 1,200 feet of an intake point for a surface water treatment plant for drinking water, is in the drainage catchment in which the intake point is located, or is otherwise located such that it may impact water quality at

the intake point. This will provide opportunity for the water system owner to submit comments to MCEH prior to permit issuance. Notification will be done electronically or in writing by MCEH with a copy of the OWTS permit application that includes:

a. A topographical plot plan for the parcel showing the OWTS components, property boundaries, proposed structures, physical address, and name of the property owner.

b. The estimated wastewater flows, intended use of proposed structure generating the wastewater, soil data, and estimated depth to seasonally saturated soils.

c. An advisement that the public water system owner or SWRCB/DDW shall have 15 days from receipt of the permit application to provide recommendations and comments to MCEH.

2. The owner of a public water system will be notified upon discovery of a failing OWTS that is within 150 feet of a public water well. For surface water sources, notification will take place when the failing OWTS is within 400 feet of the high water mark of a surface water drinking water supply where the dispersal system is within 1,200 feet of the water system's surface water treatment plant intake, or is in the catchment of the drainage and located such that it may impact water quality at the intake point; or is within 200 feet of the high water mark of a surface water drinking water supply where the dispersal system is between 1,200 and 2,500 feet of the water system's surface water treatment plant intake, or is in the catchment of the drainage and located such that it may impact water quality at the intake point. Notification will be done electronically or in writing and will include proposed corrective action that will be taken to mitigate the failure.

OWTS Near Impaired Water Bodies

Currently, there are no water bodies in Mono County listed on Attachment 2 of the OWTS Policy as impaired pursuant to the federal Clean Water Act. If and when a water body in Mono County is subject to being listed on Attachment 2 because it has been listed as impaired under Section 303(d) of the Clean Water Act, MCEH will follow the applicable specific requirements found in Tier 3 of the OWTS Policy or develop an Advanced Protection Management Program (APMP), approved by the Lahontan Regional Water Board, for the impaired water body. This LAMP will require an APMP for any newly proposed development in all Tier 3 – Impaired Areas listed in Attachment 2 of the OWTS Policy and will require appropriate supplemental treatment systems (STS) within those areas.

Twin Lakes Subdivision

Although not listed on Attachment 2 of the OWTW Policy, Upper Twin Lakes, near Bridgeport, has been identified as having elevated nitrate levels. At present, the Twin Lakes Subdivision is at build-out based on the current Basin Plan density requirement of no more than 2 EDU/acre. Unlike other existing subdivisions in Mono County that

received exemptions from the Lahontan Regional Water Board for higher densities, the Twin Lakes Subdivision received no exemption. Upon the effective date of this LAMP, the maximum density exemptions granted by the Lahontan Regional Water Board, for existing subdivisions in Mono County that exceed the 2 EDU/acre, will no longer be valid. Instead, the provisions and requirements outlined in this LAMP and its Implementing Ordinance will take effect.

The Twin Lakes Subdivision is approximately 100 acres in area. To date, 200 OWTS permits have been issued which leaves approximately 60 lots that cannot currently be built upon due to the maximum density requirement in the Lahontan Basin Plan. Upon the effective date of this LAMP, a portion of those remaining 60 lots may be developed provided that horizontal setback requirements set forth in this document can be met. However, due to the elevated nitrate levels known to exist in Upper Twin Lakes, this LAMP will require construction and monitoring requirements that are similar to Tier 3 requirements for all new OWTS on the remaining undeveloped lots within the Twin Lakes Subdivision. This requirement will also apply to replacement OWTS to be located on developed lots, when deemed necessary, under the following conditions:

1. All new and replacement OWTS shall incorporate STS with designs certified by the National Sanitation Foundation (NSF), such as NSF 245 for nitrogen removal, or another approved third-party tester, so as to ensure that total nitrogen concentrations in OWTS effluent are reduced by 50% or greater. The owner must periodically (at least annually) sample the influent and effluent for total nitrogen to verify that limits are met. In addition, the owner must sample the effluent for BOD and total suspended solids to verify achievement of 30 mg/L for BOD and total suspended solids.
2. STS shall be designed by a licensed civil engineer. The engineer shall design an STS for the specific lot or parcel where the STS will be installed. The engineer shall prepare a report that identifies all components of the STS and submit that report to MCEH along with the OWTS permit application.
3. STS shall be designed by a licensed civil engineer. The engineer shall design an STS for the specific lot or parcel where the STS will be installed. The engineer shall prepare a report that identifies all components of the STS and submit that report to MCEH along with the OWTS permit application.
4. Setbacks for all new and replacement OWTS with STS shall meet the same criteria set forth in the LAMP for other Tier 2 - OWTS.
5. A routine inspection and maintenance program for all STS in the Twin Lakes subdivision shall be developed and implemented by the Twin Lakes Subdivision homeowners' governing body.
6. An APMP shall be developed by MCEH for the Twin Lakes Subdivision if, in the future, Upper Twin Lakes is listed in Attachment 2 of the OWTS Policy.

SECTION III

REQUIREMENTS FOR EXISTING OWTS

Existing Functioning OWTS

Consistent with the criteria outlined in Tier 0 of the OWTS Policy, systems that are functioning properly will not be affected by this LAMP for as long as they continue to function properly. As part of MCEH education and outreach program (LAMP Sec 6), MCEH will encourage owners to perform regular inspection and maintenance, as necessary, to ensure that an OWTS continues to operate satisfactorily and to extend the life of the system. OWTS that fail will be repaired consistent with the criteria outlined in Tier 4 of the OWTS Policy and MCEH standards.

The Mono County Code has an effective voluntary maintenance and mandatory reporting program for standard OWTS. Although the ordinance does not require routine maintenance, it does stipulate that whenever an OWTS is serviced, the system is to be inspected and a written report is to be completed and submitted to the MCEH.

Further, under the Implementing Ordinance, whenever an OWTS is serviced it must be serviced and inspected by a Qualified Inspector. A Qualified Inspector means a Registered Environmental Health Specialist, Professional Engineer, Qualified Contractor, or others deemed to have professional knowledge and experience to evaluate an OWTS, such as a Registered Pumper Company employee who has received proper training. The Qualified Inspector shall inspect the septic tank and look for signs of deterioration, corrosion and that all components of the tank are in place and functioning. In addition, the Qualified Inspector shall look for evidence that the dispersal field has failed or is in the process of failing. The Qualified Inspector shall prepare a written report that includes the property owner's name and site address, a description of the type of OWTS, and any deficiencies noted during the inspection. The report must be submitted to MCEH within 30 days of the date of servicing and inspection. A copy of the inspection form is attached hereto as Appendix XX. In cases where an OWTS has been determined to be failing, the Qualified Inspector must submit a report to MCEH within 24 hours. Once the report is received by MCEH, the report will be reviewed, and appropriate corrective action will be initiated. All reports will be uploaded to the MCEH database with inspection findings.

Failing and Failed OWTS

When an OWTS has failed or is found to be failing by either a Qualified Inspector, MCEH staff, or other means, appropriate mitigation measures may be required, which may include repeated pumping of the septic tank to eliminate further sewage discharges. Subsequently, the failing OWTS will be required to be repaired as soon as practicable by a Qualified Contractor and must meet current standards. A conventional OWTS may be repaired by the homeowner.

When it is determined that a system is failing or has failed and MCEH has a permit

on record, the replacement dispersal field will be required to be the same type and size, or larger.

Replacement or repairs of OWTS shall be in conformance with Tier 4 standards of the OWTS Policy and shall meet requirements of the Implementing Ordinance. If site conditions preclude the installation of a new dispersal field that meets required standards, supplemental treatment will be required, if deemed necessary, to provide treatment equivalent to the required standards.

All repairs or modifications to an OWTS require an approved permit from MCEH.

OWTS in Degraded Basins

If the Lahontan Regional Water Board identifies a groundwater basin in the County where use of OWTS is causing or contributing to an exceedance of nitrate or pathogen maximum contaminant levels, the County will develop an APMP following consultation and approval by the Lahontan Regional Water Board. The APMP shall provide the same level of protection as the Tier 3 standards in the OWTS Policy and may include additional regulatory requirements including but not be limited to: (i) supplemental treatment for all new and replacement systems; (ii) mandatory, routine inspections, and maintenance; (iii) shallow ground water monitoring; (iv) connection to a public sewer if one exists; (v) or other appropriate actions.

OWTS Evaluation/Modification

Existing functioning OWTS that would otherwise be expected to continue to function properly may become overtaxed when homes are remodeled or expanded in a manner that increases the sewage flow or changes the characteristics of the sewage generated. When a building remodel results in a potential increase in wastewater flow, the OWTS shall be evaluated by MCEH. If MCEH determines that the current OWTS is not sized to accept the additional wastewater flow, then MCEH will require appropriate modification to the OWTS. Examples of changes that would result in an increased flow to the system include the addition of a bedroom, increased number of occupants, or installation of a fixture or device that would increase the average daily wastewater flow to the OWTS.

Additionally, improvements on the property that encroach on the OWTS or its designated expansion area would trigger the need for review and evaluation by MCEH. If it is determined that a remodel or improvement to a property presents no impact to the OWTS or that the existing system design and sizing is adequate, then no modification to the OWTS will be required.

OWTS Abandonment Standards

Unless properly abandoned, an OWTS no longer in use represents a safety hazard. The top or lids of the septic tank may deteriorate and collapse over time. Therefore, MCEH will ensure that septic tanks and other components of the OWTS are properly abandoned.

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

- Upon the discovery of a hollow seepage pit or cesspool;
- When the structure is connected to a public sewer; or
- When the structure served by the OWTS is demolished unless the owner demonstrates their intention to use the system in the future.

Standards for abandonment of a septic tank include:

- The tank shall be pumped to remove all contents;
- The tank will then be removed entirely and transported to a landfill for disposal, unless MCEH approves abandoning the tank in place; and
- If abandoned in place, the top of the tank shall be removed or crushed, the bottom of the tank punctured or cracked to allow drainage through the tank, and the tank then filled with clean soil or approved fill material.

Standards for abandonment of a dispersal field include:

- Seepage pits shall be excavated to a depth of 2 feet below grade and the center pipe cut. The center pipe and the excavation shall then be backfilled with clean soil or other fill material approved by MCEH.
- Standard leach lines composed of perforated pipe and gravel may be abandoned in place when MCEH determines that doing so will not negatively impact future development.
- If hollow chambers are used, also called a chamber system, the chambers shall be removed and the trench backfilled. In some cases, a chamber system may be abandoned in place with MCEH approval.

SECTION IV REQUIREMENTS OF NEW OWTS

MCEH review of new OWTS will occur on two levels. An initial review to verify OWTS feasibility occurs as part of the discretionary review process for proposals to create new lots through the Mono County Community Development Department (MCCDD) procedures. A second, more detailed review occurs when an application to construct an OWTS is submitted to MCEH. The issuance of a permit to construct an OWTS is a ministerial process.

The initial, discretionary review is performed by MCEH staff working in the Land Use Program. The role of the Land Use Program staff is to review projects within the unincorporated portions of Mono County to ensure conformity with state and local regulations and policies enforced by MCEH. These projects may involve a number of programs overseen by MCEH, including retail food, recreational health, solid waste, drinking water, and other programs, and, for the purposes of this LAMP, sewage or wastewater dispersal.

For projects that involve subdivisions, development plans, and conditional use permits, a determination must be made as to whether adequate public water and sewer services are available. If such services are available, MCEH will make it a condition of project approval that the applicant obtain approvals from the public water and sewer agencies and connect to these systems. For those projects where public water or sewer services are not available and a private water well and/or use of an OWTS is proposed, MCEH reviews well and soil test data to confirm their feasibility for the proposed project.

MCEH shall determine OWTS feasibility by reviewing the proposed site conditions and the preliminary engineering and layout of the system to ensure that adequate disposal area for both the primary and 100% expansion area exists. Appropriate setbacks to property lines, existing structures, water courses, water wells and other features are also reviewed. A minimum of 2 soil profiles and 2 percolation tests are also required for each proposed lot. In cases where uniform soil conditions are anticipated or are discovered through this process, the number of soil profiles and/or percolation tests may be reduced with MCEH approval. Soil profiles are required in the area of the proposed disposal field in order to determine the long-term suitability of the soils to accept wastewater. In most cases, MCEH will visit the site to confirm the accuracy of the map and the location of any limiting features of the property.

If upon review MCEH finds that the proposed project site is unsuitable for wastewater treatment and dispersal, then the project cannot move forward unless a suitable site is identified. For projects proposed in areas known to be problematic for use of OWTS, MCEH will apply strategies to address those specific conditions and to mitigate impacts to surface water or groundwater. Additionally, if an OWTS is inadequate or inappropriate for a proposed project, MCEH will communicate this determination to the project applicant and MCCDD during the Land Use Program's review process.

The standards for new OWTS, as well as specific siting, design and construction

criteria are contained in the Implementing Ordinance, which outlines general provisions for the repair, upgrade, modification or abandonment of existing systems. Tier 1 standards of the OWTS Policy apply unless otherwise specifically addressed in the Implementing Ordinance.

Protection of OWTS

All OWTS require regular maintenance to ensure that they are operating as designed and to prolong the useful life of the system. This is especially true for alternative systems and those that utilize supplemental treatment. In order to facilitate inspection and maintenance, OWTS components must be accessible.

In most OWTS designs, a 100% expansion area must be identified and set aside for future dispersal field use. Development in this expansion area that would preclude its future use as a dispersal field will not be allowed.

Prohibitions

The LAMP and the Implementing Ordinance will continue to administer current MCEH policies and implement the following prohibitions and requirements:

- The use of seepage pits and cesspools for sewage dispersal is prohibited.
- The use of holding tanks as a permanent means of wastewater management is prohibited.
- Sewage dispersal in fill material, unless the material is engineered fill designed for that purpose, is prohibited.
- A discharge to an OWTS that exceeds peak design flow or maximum permitted capacity is prohibited.
- No OWTS shall utilize any form of effluent disposal that discharges on or above the post installation ground surface such as sprinklers, exposed drip lines, free-surface wetlands, or a pond.

Professional Qualifications

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

- Soil evaluations must be performed by a Professional Civil Engineer, Professional Geologist, Certified Soil Scientist, or Registered Environmental Health Specialist (REHS).
- OWTS must be designed by a Qualified Professional, such as a Professional Civil Engineer, Professional Geologist or REHS.

- Construction, modification, repair and abandonment of an OWTS must be performed by a Qualified Contractor. A Qualified Contractor is a California State License Board (CSLB) licensed contractor who possesses an “A”, C-42 or C36 license. A contractor who possesses a “B” license may construct an OWTS associated with a building project, provided that he is performing 3 or more building trades on that project.
- Inspections, maintenance and servicing must be performed by a Qualified Inspector or a Qualified Contractor. “Qualified Inspector” means a Registered Environmental Health Specialist, Professional Engineer, Qualified Contractor, or an individual that meets the requirements of the State OWTS Policy.

Site/Soil Evaluation

A general site evaluation must be completed that will assess topographical features of the lot, setbacks to water courses or water bodies, as well as distances to neighboring wells, neighboring OWTS and other surface features.

A soil evaluation will be required for all newly created lots prior to issuance of an OWTS permit. In most cases, this soil evaluation will include soil profiles to determine the depth and quality of soil and to assure minimum separation to groundwater or to bedrock or another confining zone. Percolation tests will also be required on newly created lots to determine wastewater acceptability of the soil and the appropriate application rate to use in the OWTS design. Soil profiles are required in the area of the proposed primary dispersal field, as well as in the expansion field. Soil profiles and percolation tests should be conducted in the spring and early summer months when anticipated groundwater is at its highest level (shallowest soil depth).

MCEH may waive the requirement for soil profiles and/or percolation tests in some developments, on existing lots, where ample data exists of the soil characteristics in the area and where soil condition have been shown to be relatively uniform throughout the development. MCEH will make this determination on a case by case basis.

Tank Requirements

The construction standards and sizing criteria for septic and treatment or pump basin tanks must be consistent with standards contained in state regulations and adopted documents. As stipulated in the California Plumbing Code (CPC), all tanks are to be watertight and constructed of durable, corrosion resistant material such as reinforced concrete or approved plastics and must conform to the International Association of Plumbing and Mechanical Officials (IAPMO), the National Sanitation Foundation (NSF) or the American Society for Testing and Material (ASTM) standards.

If an OWTS design calls for placing a tank beneath areas subject to vehicular traffic, such as a driveway, the tank, risers and manhole covers must be traffic rated.

Septic tanks must have a minimum of 2 compartments and a minimum capacity and size based on criteria stated in the latest edition of the CPC. Each compartment shall be accessible through a manway or port that is a minimum of 20 inches in diameter.

In general, all tanks should be buried as shallow as practicable, with a minimum cover of 6 inches. When site conditions warrant a tank being buried deeper than 12 inches below grade, each compartment opening is to be fitted with a watertight riser that extends to within 12 inches of grade, or to grade whenever practicable. When risers are required and extend to finish grade, corrosion and tamper resistant fasteners shall be used to secure the riser lids.

A minimum separation of 5 feet is required between structures, patios and decks so that all tank lids are accessible for tank inspection, servicing and maintenance.

Dispersal Fields

Dispersal fields will be constructed based on the calculated area needed to treat sewage produced from a proposed or existing residence or structure. Additional area shall be identified and set aside for a future OWTS dispersal field that is equal to the area of the original dispersal field, otherwise known as 100% replacement or expansion area. This expansion area will be used when the original dispersal field no longer functions adequately.

Standard/Conventional Leach Line Construction

Leach lines are the preferred method of OWTS effluent dispersal. Leach trenches that consist of either perforated PVC pipe installed over a layer of leach rock, or chamber system leach lines, are considered a standard or conventional dispersal field. Conventional leach lines are preferred over other types of dispersal fields for several reasons. Shallow conventional trenches allow for better dispersal by means of both percolation of liquid waste downward and evaporation of liquid upward. Soil microbes that break down or utilize the effluent are more numerous at shallow soil depth and can more effectively treat OWTS effluent.

In a standard rock and perforated pipe system, leach line trenches are to be constructed to a minimum width of 18 inches, to a maximum of 36 inches. The depth of the trenches will vary dependent on design. The depth of leach rock beneath the perforated pipe will vary between 1 foot minimum and 3 feet maximum. The perforated pipe will be covered with a minimum of 2 inches of leach rock, with the rock and pipe covered with filter fabric prior to backfill. A minimum of 12 inches (18 inches is preferred) of earth cover shall then be applied.

When a chamber system leach field is installed, trenches shall be wide enough to accommodate the width of the chambers used. No leach rock is required for standard installations. Instead, the chambers shall be placed directly on the bottom of the trench. The chambers shall be covered with a layer of untreated filter fabric and then backfilled

with earth cover to a minimum depth of 1 foot.

For rock and pipe systems and for chamber systems, trenches shall be constructed on contour (if a slope exists) and trench bottoms shall be level. In most cases where more than a single leach line is to be installed, a distribution box shall be installed between the septic tank and dispersal field. This will help to ensure even distribution of effluent to the leach lines. A distribution box shall be installed at least 5 feet from the septic tank, as well as 5 feet from the dispersal field. The distribution box shall be set onto a concrete pad on compacted earth, or set in concrete mixed on site, to eliminate the settling of the distribution box upon backfilling.

To facilitate future inspections of the dispersal field, inspection ports (or viewing ports) shall be installed at the end of each leach trench. If warranted, inspection ports may be required elsewhere in the leach field dependent upon site conditions.

Low Pressure Distribution

The preferred method of wastewater dispersal is by gravity flow. However, when site conditions preclude gravity distribution, effluent may be distributed to a disposal field under pressure.

Pressure distribution systems must be designed by a Qualified Professional.

Alternative OWTS

Alternative OWTS utilize dispersal fields consisting of components other than a conventional or supplemental treatment system, such as a mound, at-grade, and evapotranspiration systems. There are a number of developments in Mono County that utilize Alternative OWTS. These developments include portions of Paradise Estates, Swall Meadows, and Sunny Slopes.

Alternative OWTS must be designed by a Qualified Professional in conformance with state guidelines. MCEH has received recommendations from the Lahontan Regional Water Board for various Alternative OWTS designs that can be used in Mono County. Other Alternative OWTS could be approved in the future, provided that the systems are certified by NSF or another approved third-party tester.

Prior to final approval, the property owner shall record a notice stating that an Alternative OWTS has been installed on the property. This "Notice to Property Owner" shall run with the land and will act as a notice to any future property owner that the property is served by an Alternative OWTS and is therefore subject to an operating permit and regular maintenance, monitoring, and reporting requirements. A copy of the recorded document shall be provided to MCEH before final OWTS approval will be given.

To ensure that the Alternative OWTS continues to function properly, it will need to be inspected by a Qualified Inspector at least annually or as otherwise approved by

MCEH. Inspection reports shall be submitted to MCEH detailing the findings of the inspection. These reports shall be submitted within 30 days of the inspection.

Supplemental Treatment

Due to site conditions or due to water quality objectives specific to a particular site, some OWTS will require supplemental treatment prior to discharging of effluent to a dispersal field. Supplemental Treatment Systems (STS) are often used to overcome constraints having to do with high groundwater, shallow soils, or setback requirements to surface waters. STS include processes that can effectively reduce wastewater constituents such as Total Suspended Solids (TSS), Bio-chemical Oxygen Demand (BOD) and Total Nitrogen (TN). All STS will require plan review and approval from MCEH prior to installation. All STS must be tested and certified to meet NSF Standard 245 for nitrogen reduction, or a testing standard(s) specific to the contaminant(s) of interest.

All STS owners shall be provided with an informational maintenance or replacement document by the system designer or installer. This document shall specify homeowner procedures to ensure maintenance, repair or replacement of critical items within 48 hours following failure. A copy of these documents shall be maintained at the site and shall be available to the qualified service provider.

An STS shall be equipped with a visual and audible alarm that alerts the owner if the system malfunctions. All failures, malfunctions, service requests, alarms, or other instances where an STS requires the attention of a qualified service provider shall be reported to MCEH within 72 hours of the incident occurring. If upon inspection the system is determined to be failing, then the report must be submitted within 24 hours.

Because supplemental treatment is provided as a mitigation factor, every STS must receive regular maintenance, by a qualified technician who has been trained in the operation and maintenance of the specific STS design, to ensure that it is operating as designed. MCEH requires that a maintenance contract be signed and in place prior to installation of the system. This agreement is to remain in force for the life of the STS.

Prior to final approval of the installation of a STS, a Notice of Installation of the Supplemental Treatment System shall be recorded with the Mono County Clerk-Recorder's Office. This document shall run with the land and shall serve as constructive notice to all future owners that the property is served by an OWTS that utilizes supplemental treatment and is subject to an operating permit as well as maintenance, monitoring, and reporting requirements. A copy of the recorded document shall be provided to MCEH.

Operating Permits

Operating permits will be required for OWTS that utilize an Alternative OWTS or a STS to ensure that they are functioning properly and as designed. Permit conditions will require annual or more frequent analytical influent and effluent laboratory data results to be submitted to the MCEH and inspections of the system performed by a Qualified Inspector or a trained manufacturer's representative. In addition, a report detailing the findings of the inspection must be submitted to MCEH within 30 days of the date of servicing and inspection. In cases where an OWTS has been determined to be failing, the Qualified Inspector must submit a report to the MCEH within 24 hours.

DRAFT

SECTION V ALTERNATIVE MEANS OF WASTEWATER DISPOSAL FOLLOWING OWTS FAILURE OR GROUNDWATER DEGRADATION

OWTS must be located, designed, installed and operated in accordance with state and County standards. Systems built to these standards should last decades if they are properly maintained and regularly serviced. However, even a properly maintained OWTS has a finite lifespan and will eventually fail and require repair. When repairs are necessary, it is the general policy to upgrade the system to the standards in effect at the time of failure, to the greatest extent feasible.

There are a number of developments in Mono County that have residences with OWTS that do not conform to current state and County standards implemented by MCEH. Factors that make these existing OWTS nonconforming include:

- Inadequate area available for the dispersal field and/or expansion area;
- Inadequate setback from drainages or watercourses;
- Inadequate setback from steep slopes; and/or
- Inadequate vertical separation from groundwater or an impervious subsurface layer.

When an existing, nonconforming OWTS fails, it is often not possible to make repairs that meet all current standards. In these cases, replacement OWTS will be constructed to meet current standards to the greatest extent possible. However, in no case will a permit be issued for a replacement OWTS where the system will pose an imminent health risk or hazard, or a threat to groundwater or surface water, unless the threat can be mitigated to adequately protect public health and the environment. Mitigation may include replacement of a failing system with an Alternative OWTS or an OWTS that incorporates supplemental treatment.

SECTION VI EDUCATION AND OUTREACH

The primary method of education and outreach is by direct interaction between MCEH staff and the public. Staff routinely receives and responds to phone calls, email and office visits by private property owners, consultants and contractors with questions about the regulations, site specific requirements and/or the permit process. MCEH also regularly participates in Land Use Technical Advisory Committee meetings and provides information to property owners and their consultants on new development that will involve the use an OWTS. As necessary, MCEH staff will also brief the Board of Supervisors or the Planning Commission on onsite wastewater issues regarding proposed developments and projects.

MCEH also maintains a county website where all OWTS permit application forms and instructions are available. In addition to forms, MCEH posts or provides links to various regulatory information and documents related to OWTS and to Mono County's LAMP and OWTS Ordinance. The website also provides general information about proper OWTS maintenance.

Stakeholder or community meetings will be conducted as outreach efforts for significant or important projects such as writing or implementation of new regulations, such as this LAMP.

SECTION VII ENFORCEMENT

The County's OWTS Ordinance includes provisions and procedures to enforce state and County wastewater disposal laws and ensure protection of the public health and the environment. In general, enforcement actions are limited to situations where all other means to correct a problem or an ongoing violation have been exhausted. In situations where an imminent threat to public health or the environment exists, appropriate enforcement action will be initiated immediately. Circumstances or conditions that would result in MCEH initiating enforcement action are described below.

Failure to Obtain a Permit

Under the County's OWTS Ordinance, a permit is required to construct, repair, modify, or abandon an OWTS. It is unlawful to cover, conceal, or put into use an OWTS without having first obtained an inspection and final approval from MCEH. When MCEH staff discover or are made aware of the fact that an OWTS is being installed, modified, repaired, or abandoned without a permit, and the work is in progress, MCEH will issue a Notice of Violation to the property owner ordering him to cease further work. The Notice of Violation and order shall require the property owner to submit a permit application with the appropriate permit fee, the applicable penalty, and any other required information to MCEH. The Notice of Violation and order shall prohibit all work on the OWTS from recommencing until MCEH has issued a permit.

An OWTS that was installed, modified, repaired, or abandoned without a permit and inspection has no legal standing. When these situations are discovered, the property owner will be required to submit an application to construct an OWTS "after-the-fact", and submit documents and photographs to identify what activities were conducted or what components were installed.

When appropriate, components of the OWTS may be required to be uncovered to show evidence of what was installed. If inadequate information is available and/or field investigation cannot confirm the finished construction of the OWTS, a permit will not be issued for the unlawful OWTS and reconstruction under a new OWTS permit will be required.

Inspection and Maintenance

The County does not require ongoing, routine inspections of standard OWTS or systems not required to have a permit to operate. However, voluntary inspection and maintenance is encouraged. The County requires that any time an OWTS is serviced, the tank is to be inspected by a Qualified Inspector for signs of deterioration and other system deficiencies. In addition, a report detailing the results of the inspection must be submitted to MCEH within 30 days. If upon inspection the system is determined to be failing, the report must be submitted within 24 hours.

In addition, owners of OWTS utilizing supplemental treatment, as well as Alternative OWTS, are required to perform at least annual monitoring and reporting by a Qualified Inspector, as described in the conditions of the permit to operate for each specific system.

Once the report is received it will be reviewed by MCEH staff. If the report identifies any deficiencies, a tiered enforcement response is implemented. Initially, a notice is generated and mailed to the property owner. The notice will describe corrective action to be taken and direct that appropriate repair of the OWTS be completed by a specified date. If the property owner makes the needed repairs, then MCEH shall not take further action. If the property owner fails to take corrective action, then a process of increasing enforcement action will be taken until the problem is resolved. This progressive enforcement process includes the initial notice, followed by a Notice of Violation, and finally formal legal action that may include penalties and fines.

Failure to complete and/or submit reports of inspection for any OWTS that has been serviced will result in appropriate enforcement, as outlined above. Enforcement shall be directed at either the owner of the OWTS, the company that serviced the system, or both, as appropriate for the situation.

The goal of an enforcement action is to correct a violation. The assessment of a fine does not end the matter as abatement of the violation is still required. This would be handled by increased enforcement action including additional fines.

OWTS Failure

In General terms, a system has failed when wastewater is no longer safely treated and/or dispersed and therefore represents a health risk or a threat to the environment. Signs of a failing system range from an elevated liquid level in the septic tank to a discharge of effluent to the surface of the ground.

MCEH will respond to all reports or complaints of failing OWTSs and sewage surfacing on a particular property. MCEH will conduct a site visit of the property to confirm the validity of the report. If confirmed, MCEH will issue a Notice of Violation to the property owner directing them to take immediate action to stop the discharge of sewage and to repair the system. A permit will be required to repair the system and a follow up inspection will be conducted. Under normal circumstances, repairs will be required within 30 days of the issuance of the Notice of Violation, unless a work plan requiring more time is approved by MCEH. In any case, the discharge of sewage to the ground surface must be abated during this timeline.

In most cases, MCEH will become aware of a failing OWTS by the inspection report produced following servicing, as described in the Inspection and Maintenance section. Failure to repair or replace a failing system will result in enforcement as provided in Section VII of this LAMP.

SECTION VIII SEPTAGE MANAGEMENT

Septage is the partially treated waste from an OWTS. It consists of all the liquid wastes that are generated from a building or structure and drain through the structure's plumbing to the septic tank. In the septic tank, where primary treatment takes place, the waste separates into three distinct layers: the upper scum layer, the clarified middle layer and the lower sludge layer.

Over time, the scum and sludge layers accumulate to the point where the biologically active clarified area is minimized. When this occurs, the tank should be pumped out. The liquid waste pumped from the tank is referred to as septage. Septage, like all sewage, must be disposed of in a manner that protects public health.

This LAMP and the Implementing Ordinance require all septage, once removed from the tank by the registered pumper, to be transported to a disposal facility that operates under the authority of a permit issued by the Lahontan Regional Water Board. Currently, there are two facilities in Mono County that receive septage. These two facilities are the Mammoth Community Water District and the June Lake Public Utilities District. In addition, septage is accepted by Inyo County at the Bishop/Sunland evaporative sewage ponds, from registered septic pumpers working in the County.

With approximately 2,200 septic systems in the County, it is anticipated that on average 440,000 gallons of pumped septage will be distributed amongst these three sewage treatment facilities on an annual basis. This is based on 20% of those septic systems being pumped annually.

Although MCEH recommends that each OWTS septic tank be pumped at least every 5 years, in reality many go longer than this interval between pumping. By contrast, some septic tanks will be pumped more often than every 5 years for those OWTS that have a permit to operate and must be inspected more frequently than every 5 years.

SECTION IX PROGRAM ADMINISTRATION AND RECORDS MAINTENANCE

Program Administration

MCEH is responsible for oversight of 13 County programs that involve permitting responsibilities. These programs are divided between 4 full-time and one half-time employees. All MCEH staff are Registered Environmental Health Specialists and senior or journey-level staff positions. Over the course of the past 3 years (2014-2016), an average of 120 hours per year was coded to the County's OWTS Program. This equates to 0.06 Full Time Equivalent (FTE) of a position dedicated to the OWTS Program. Although one staff person handles the majority of the work, other MCEH staff are dedicated to cover OWTS Program responsibilities, as necessary.

For time accounting purposes, all staff complete a Daily Activity Report (DAR) that provides details of time spent in each program each day. DARs can be used to account for all time spent by staff in any given program and will be used to generate reports required by this LAMP for OWTS activities.

EnvisionConnect, a data management system used by MCEH to manage their regulatory programs and processes, will be used to notify MCEH staff of upcoming required inspections and maintenance for all OWTS operating permits in the database. MCEH is likely to develop a separate Microsoft Excel spreadsheet to track OWTS with operating permits and their inspection and maintenance schedules.

MCEH is a division of the Mono County Health Department (MCHD). The OWTS Program is funded by a combination of OWTS permit fees and MCHD general funds, which receives a large portion of its budget from State Realignment funds. MCHD receives no funds from the

County's general fund. All MCEH fees (including OWTS Program fees) are determined by multiplying the amount of time spent in a program by the calculated hourly rate for MCEH staff.

The standards for the construction, operation, and maintenance of OWTS are contained in this LAMP and the Implementing Ordinance, as incorporated into the Mono County Code. While the LAMP and the Implementing Ordinance are comprehensive, some aspects may be governed by administrative policy. This typically occurs when there is a need to clarify a procedure or address issues related to administration of the code. These policies will be approved by the Director of MCEH after consultation with staff and, as appropriate, the County Public Health Director.

Reporting and Data Collection

Permit records are currently maintained in paper and electronic formats. The Implementing Ordinance requires that a permit be obtained to construct, modify, repair or abandon an OWTS. When a permit application is received, the information is maintained on a Microsoft Excel spreadsheet and a record of the permit entered into the EnvisionConnect database. Information compiled includes the property owner's name and contact information, the site address, the Assessor's Parcel Number, the contractor information, as well as a description and the specifications of the OWTS. When the project is completed and has received final approval, the permit, supporting documents, and photographs are maintained in paper files and electronic files, and the EnvisionConnect database and Microsoft Excel spreadsheet are updated to show that the project has been completed.

As required in this LAMP, permits to operate will be issued for all new Alternative OWTS and OWTS that utilize supplemental treatment. Implementation of operating permits will entail tracking, inspection, and maintenance records being maintained. These records will be maintained as electronic files in the EnvisionConnect database, as well as in saved electronic files within the County's server database. Paper files will also be maintained for the foreseeable future until such time that MCEH makes the decision to no longer utilize a paper filing system for this program. Sewage pumper company registration and monthly pumping reports will also be compiled and stored via a Microsoft Excel spreadsheet and/or entered into EnvisionConnect for reporting purposes.

Water Quality Assessment Program

MCEH will implement a Water Quality Assessment Program (WQAP) to evaluate the impact of OWTS discharges on groundwater and surface water quality in the County. The WQAP will include monitoring and analysis of water quality data, review of complaints, OWTS failures, and OWTS inspections. This water quality data will be obtained from the following sources:

- Random well samples
- Well samples taken to establish a well as a "potable source"
- Routine water samples taken by Small Community Public Water Systems
- Water quality data from water management agencies/organizations
- Any other sampling data deemed relevant or necessary for the protection of groundwater and surface water supplies

Wells in existing subdivisions, either public supply wells or private water wells, will be sampled and analyzed for total nitrogen on a prescribed routine basis. In addition, for developments where nearby surface water sources exist (e.g. Mono City, Twin Lakes, Virginia Lakes, and areas north and south of Bridgeport), routine water sampling will be conducted upgradient and downgradient of these developments to further monitor for

the effects of OWTS on these water sources. To date, none of the the Public Water System water sources serving these existing subdivisions exceed drinking water standards for total nitrogen.

As required by Sections 3.3 and 9.3 in the OWTS Policy, MCEH shall submit an annual report by February 1 of each year to the Lahontan Regional Water Board for the previous calendar year. This annual report will summarize MCEH's OWTS Program. This report shall include: The numbers and locations of complaints pertaining to OWTS operation and maintenance, and the results of those findings; applications and registrations of septic tank pumping companies; the number, location, and description of permits issued for new and replacement OWTS and which Tier the permit was issued; monitoring results and Supplemental Treatment System performance data, as well as an evaluation of the effectiveness of MCEH's OWTS program with respect to water quality objectives; and all other pertinent information required in the OWTS Policy listed in Sections 9.3.1 and 9.3.2. This report will be submitted in a format that is acceptable by the Lahontan Regional Water Board.

In addition, every fifth year the annual report will include an evaluation of the WQAP. This report will include an assessment of whether water quality is being impacted by OWTS, and it will identify any changes needed in the LAMP. This, however, will not apply to public lands or property owned by the City of Los Angeles due to the fact that the number of OWTS permitted and installed on those lands is extremely limited and those OWTS present little to no impact to water quality from their use.



Lahontan Regional Water Quality Control Board

May 15, 2018

CIWQS Regulatory Measure. 421040

To: Local Agency Management Program Mailing List

Tentative Resolution, Considering Approval of the Local Agency Management Program for Mono County

The subject Tentative Resolution considering approval of the Mono County Local Agency Management Program (LAMP) is attached for your review. In addition, we are soliciting comments on the draft LAMP.

Please provide your written comments no later than **June 14, 2018 (thirty days from the date of this letter)**. You may send your comments to the Water Board's email address at Lahontan@waterboards.ca.gov and include **Mono County LAMP Comments** in the subject line text. If you do not have access to the internet, you may mail your comments to the Water Board's Victorville Office at the address shown at the bottom of this letter, to the attention of Jehiel Cass.

The Water Board will consider adopting the resolution at its regular meeting scheduled for July 18-19, 2018 in Bishop, California. You can view the Water Board's agenda 10 days before the meeting on our web site at: www.waterboards.ca.gov/lahontan (click on Agenda). You can view the draft LAMP on our Website at: https://www.waterboards.ca.gov/lahontan/water_issues/programs/owts/docs/lamp_tracking/final_draft_1_mono_county_lamp_may_2018.pdf

If you need further information regarding this meeting, please contact our office at (760) 241-6583.

If you have any questions regarding this letter or the Resolution, please contact Jehiel Cass at (760) 241-2434 or email Jehiel.Cass@waterboards.ca.gov.

Sandra Lopez
Office Technician

Enclosure: Tentative Resolution Considering Approval of the Local Agency Management Program for the Mono County

Notice

Submittal of Written Material for Regional Board Consideration

In order to ensure that the State of California Lahontan Regional Water Quality Control Board has the opportunity to fully study and consider written material, it is necessary to submit it at least ten (10) days before the Regional Board Meeting. Pursuant to Title 23 of the California Code of Regulations, Section 648.2, the Regional Board may refuse to admit written testimony into evidence unless the proponent can demonstrate why he or she was unable to submit the material on time or that compliance with the deadline would otherwise create a hardship. If any other party demonstrates prejudice resulting from admission of the written testimony, the Regional Board may refuse to admit it.

COMPLETE FORM AND RETURN

To: CA Regional Water Quality Control Board, Lahontan Region
15095 Amargosa Road, Bldg 2, Ste 210
Victorville, CA 92394
ATTN: Jehiel Cass
Jehiel.cass@waterboards.ca.gov

Tentative Resolution, Considering Approval of the Local Agency Management Program for Mono County

_____ We concur with tentative resolution

_____ We concur; comments attached

_____ We do not concur; comments attached

_____(Sign)

_____(Type or print name)

_____(Organization)

_____(Address)

_____(City and State)

_____(Telephone)

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION**

RESOLUTION NO. R6V-2018-TENTATIVE

**APPROVING THE LOCAL AGENCY MANAGEMENT PROGRAM
FOR MONO COUNTY**

WHEREAS, the California Regional Water Quality Control Board, Lahontan Region (Water Board) finds that:

1. On June 19, 2012, the State Water Resources Control Board (State Water Board) adopted Resolution No. 2012-0032, which approved the Water Quality Control Policy for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy).
2. The OWTS Policy defines a local agency as any subdivision of state government that has responsibility for permitting the installation of and regulating OWTS within its jurisdictional boundaries; typically a county, city, or special district.
3. The OWTS Policy allows local agencies to propose Local Agency Management Programs (LAMPs) for Water Board approval. Upon approval, the local agency would manage the installation of new and replacement OWTS under that LAMP.
4. The OWTS Policy requires the Water Board to solicit comments from the State Water Board, Division of Drinking Water (DDW) regarding a LAMP's proposed setbacks and notifications to water purveyors.
5. On May 18, 2016, Mono County submitted a proposed LAMP to the Water Board.
6. On November 15, 2016, the Water Board issued a comment letter to Mono County regarding their submitted proposed LAMP.
7. On December 15, 2017, Mono County submitted a revised draft LAMP to the Water Board.
8. On April 9, 2018, the Water Board provided comments on the revised draft LAMP to Mono County.
9. On April 30, 2018, staff forwarded a copy of the proposed LAMP to DDW and solicited comments from DDW regarding the proposed LAMP's policies and procedures, including notification to local water purveyors prior to OWTS permitting. DDW comments involving set back requirements were addressed in the LAMP.
10. On May 9, 2018, Mono County submitted the final Mono County LAMP.

11. On May 15, 2018, the Water Board notified Mono County and interested parties of the opportunity for public comment and public hearing concerning consideration of a resolution to approve the Mono County LAMP.
12. On (Date of Board of Supervisors Approval), the Mono County Board of Supervisors approved the Mono County LAMP.
13. On July 18, 2018, the Water Board, in a public meeting, heard and considered all comments pertaining to this action:

THEREFORE, BE IT RESOLVED THAT:

The Water Board hereby approves the Local Agency Management Program submitted by Mono County.

I, Patty Z. Kouyoumdjian, Executive Officer, do hereby certify that the foregoing is a full, true, and correct copy of a Resolution adopted by the California Regional Water Quality Control Board, Lahontan Region, on July 18, 2018.

PATTY Z. KOUYOUMDJIAN
EXECUTIVE OFFICER

R6TENTATIVE\Mono County LAMP



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Public Health

TIME REQUIRED

SUBJECT California Integrated Vital Records
System (Cal-IVRS) Data Privacy and
Security Agreement

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Proposed agreement with the California Department of Public Health (CDPH) pertaining to the California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement.

RECOMMENDED ACTION:

Approve County entry into the California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement and authorize the Public Health Director's signature to execute said agreement on behalf of the County.

FISCAL IMPACT:

There is no fiscal impact to the County General Fund.

CONTACT NAME: Sandra Pearce

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

SEND COPIES TO:

Sandra Pearce

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Cal-IVRS Agreement

History

Time	Who	Approval
5/31/2018 6:00 AM	County Administrative Office	Yes

5/23/2018 10:50 AM

County Counsel

Yes

5/31/2018 5:31 PM

Finance

Yes



MONO COUNTY HEALTH DEPARTMENT

Public Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

DATE: June 5, 2018
TO: Honorable Board of Supervisors
FROM: Sandra Pearce, Public Health Director
SUBJECT: **California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement**

Recommendation:

Approve County entry into the California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement and authorize the Public Health Director's signature to execute said agreement on behalf of the County.

Discussion:

The California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement sets forth the data privacy and security requirements that Mono County Health Department (MCHD) and the California Department of Public Health (CDPH) are obligated to follow with respect to all Cal-IVRS Data. Cal-IVRS Data includes all data collected in, or created in, the following CDPH information technology databases:

- Vital Records Business Intelligence System (VRBIS)
- Electronic Birth Registration System (EBRS)
- Electronic Death Registration System (EDRS)
- Fetal Death Registration System (FDRS)

By entering into this Agreement, MCHD and CDPH agree to protect the privacy and provide for the security of Cal-IVRS Data in compliance with all applicable state and federal laws concerning the Cal-IVRS Data. Permission for MCHD to collect, create, access, use and disclose Cal-IVRS Data requires execution of this Agreement by MCHD and CDPH.

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:

Sandra Pearce, Public Health Director

California Integrated Vital Records System (Cal-IVRS) Local Health Department Participant Agreement

This California Integrated Vital Records System (Cal-IVRS) Data Privacy and Security Agreement (Agreement) sets forth the data privacy and security requirements that _____ [name of local health department] (Participant), and the California Department of Public Health (CDPH) are obligated to follow with respect to all Cal-IVRS Data (as defined herein). By entering into this Agreement, Participant and CDPH agree to protect the privacy and provide for the security of Cal-IVRS Data in compliance with all applicable state and federal laws concerning the Cal-IVRS Data. Permission for Participant to collect, create, access, use and disclose Cal-IVRS Data requires execution of this Agreement by Participant and CDPH.

- I. Supersession: This Agreement supersedes any prior Cal-IVRS Agreement, or other agreement concerning Cal-IVRS Data, between CDPH and Participant.
- II. Definitions: For purposes of this Agreement, the following definitions shall apply:
 - A. Breach: "Breach" means:
 1. The acquisition, access, use, or disclosure of Cal-IVRS Data in violation of any state or federal law or in a manner not permitted under this Agreement that compromises the privacy, security or integrity of the information. For purposes of this definition, "compromises the privacy, security or integrity of the information" means poses a significant risk of financial, reputational, or other harm to an individual or individuals; or
 2. The same as the definition of "breach of the security of the system" set forth in California Civil Code section 1798.29, subdivision (f). The "system" referenced in Civil Code section 1798.29 shall be interpreted for purposes of this Agreement to reference the California Integrated Vital Records System (Cal-IVRS), only.
 - B. Cal-IVRS Data : "Cal-IVRS Data" means: All data collected in, or created in, the following CDPH information technology systems/databases:
 1. Vital Records Business Intelligence System (VRBIS).
 2. Electronic Birth Registration System (EBRS).

3. Electronic Death Registration System (EDRS).
4. Fetal Death Registration System (FDRS).

C. Disclosure: “Disclosure” means the release, transfer, provision of, access to, or divulging in any other manner of Cal-IVRS Data.

D. Security Incident: “Security Incident” means:

1. An attempted breach.
2. The attempted or successful modification or destruction of Cal-IVRS Data in the California Integrated Vital Records System in violation of any state or federal law or in a manner not permitted under this Agreement. Or,
3. The attempted or successful modification or destruction of, or interference with, system operations in the California Integrated Vital Records System that negatively impacts the confidentiality, availability or integrity of Cal-IVRS Data, or hinders or makes impossible the receipt, collection, creation, storage, transmission or use of Cal-IVRS Data in the Cal-IVRS System.

E. Use: “Use” means the sharing, employment, application, utilization, examination, or analysis of Cal-IVRS Data.

F. Workforce Member: “Workforce Member” means an employee, volunteer, trainee, or other person whose conduct, in the performance of work for Participant, is under the direct control of Participant, whether or not they are paid by the Participant.

G. [Reserved.]

III. Background and Purpose: The CDPH and its Director, designated in statute as the State Registrar, pursuant to Division 102 of the California Health and Safety Code (H&SC), is charged with the duties of registering, maintaining, indexing and issuing certified copies of all California Birth, Death, and Fetal Death records. As part of these activities, the State Registrar operates the VRBIS, EBRS, EDRS, and FDRS databases. Responsibilities set forth in H&SC section 102247 and 102249 provide legislative direction to the State Registrar to develop and maintain an automation system for vital event registration, develop and maintain public health data bases, build a data system that will support policy analysis and program decisions at all levels, be useful to health care providers, local and community agencies, and the state to ultimately benefit consumers of health care services. VRBIS, EBRS, EDRS, and FDRS are necessary components to fulfilling these responsibilities.

- A.** VRBIS is a secure, web based electronic solution for the State Registrar to store California's vital records data and to permit Local Health Departments and others to access such data for purposes allowed under California statute, such as epidemiologic analysis, surveillance, and program evaluation, following all applicable laws and regulations concerning vital record data.
- B.** EBRIS, EDRS, and FDRS are secure, web based electronic birth, death, and fetal death registration databases maintained by the State Registrar. Access to EBRIS, EDRS, and FDRS is limited to statutorily defined record preparers, such as hospitals (section 102405,) funeral homes (sections 102780 and 102795,) and coroners (102850 – 102870,) as well as local registrars and the State Registrar, required by statute to register and preserve birth, death, and fetal death certificates. In EBRIS, EDRS, and FDRS, record preparers enter certificate data into the registration database and electronically submit completed records to the local registrar to be registered. Once records are registered in EBRIS, EDRS, and FDRS, record data are transmitted to VRBIS.
- IV.** Legal Authority: The legal authority for CDPH and Participant to collect, create, access, use and disclose Cal-IVRS Data is set forth in Attachment A to this Agreement, which is made part of this Agreement by this reference.
- V.** Effect of the Health Insurance Portability and Accountability Act of 1996 (HIPAA):
- A.** CDPH and Cal-IVRS HIPAA Status: CDPH is a "hybrid entity" for purposes of applicability of the federal regulations entitled "Standards for Privacy of Individually Identifiable Health Information" (Privacy Rule) (45 C.F.R. parts 160, 162, and 164) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (42 U.S.C. §§ 1320d - 1320d-8) (as amended by Subtitle D Privacy, of the Health Information Technology for Economic and Clinical Health (HITECH) Act (Pub. L. 111-5, 123 Stat. 265-66)). The Cal-IVRS System has not been designated by the CDPH as, and is not, one of the HIPAA-covered "health care components" of CDPH. (45 C.F.R. § 164.504(c)(3)(iii).) The legal basis for this determination is as follows:
1. The Cal-IVRS System is not a component of CDPH that would meet the definition of a covered entity or business associate if it were a separate legal entity. (45 C.F.R. §§ 160.105(a)(2)(iii)(D); 160.103 (definition of "covered entity").) And
 2. The HIPAA Privacy Rule creates a special rule for a subset of public health activities whereby HIPAA cannot preempt state law if, "[t]he provision of state law, including state procedures established under such law, as applicable, provides for the reporting of disease or injury, child abuse, birth, or death, or for the conduct of public health surveillance, investigation, or intervention."

(45 C.F.R. § 60.203(c) [HITECH Act, § 13421, sub. (a)].) [NOTE: See State laws and regulations listed in Attachment A.]

- B. CDPH is a “Public Health Authority”:** CDPH is a “public health authority” as that term is defined in the Privacy Rule. (45 C.F.R. §§ 164.501; 164.512(b)(1)(i).)
- C. Cal-IVRS Data Use and Disclosure Permitted by HIPAA:** To the extent a disclosure or use of Cal-IVRS Data may also be considered a disclosure or use of “Protected Health Information” (PHI) of an individual, as that term is defined in part 160.103 of Title 45, Code of Federal Regulations, the following Privacy Rule provisions apply to permit such Cal-IVRS Data disclosure and/or use by CDPH and Participant, without the consent or authorization of the individual who is the subject of the PHI:
1. HIPAA cannot preempt state law if, “[t]he provision of state law, including state procedures established under such law, as applicable, provides for the reporting of disease or injury, child abuse, birth, or death, or for the conduct of public health surveillance, investigation, or intervention.” (45 C.F.R. § 60.203(c) [HITECH Act, § 13421, sub. (a)].) [NOTE: See state laws and regulations listed in Attachment A].
 2. A covered entity may disclose PHI to a “public health authority” carrying out public health activities authorized by law; (45 C.F.R. § 164.512(b));
 3. A covered entity may use or disclose protected health information to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law.” (Title 45 C.F.R. §§ 164.502 (a)(1)(vii), 164.512(a)(1).) And,
 4. Other, non-public health-specific provisions of HIPAA may also provide the legal basis for all or specific Cal-IVRS Data uses and disclosures.
- D. No HIPAA Business Associate Agreement or Relationship between CDPH and Participant:** This Agreement and the relationship it memorializes between CDPH and Participant do not constitute a business associate agreement or business associate relationship pursuant to Title 45, CFR, part 160.103 (definition of “business associate”). The basis for this determination is part 160.203(c) of Title 45 of the Code of Federal Regulations (see, also, [HITECH Act, § 13421, subdivision. (a)].) [NOTE: See state laws and regulations listed in Attachment A]. Accordingly, this Agreement is not intended to nor at any time shall result in or be interpreted or construed as to create a business associate relationship between CDPH and Participant. By the execution of this Agreement, CDPH and Participant expressly disclaim the existence of any business associate relationship.

- VI.** Permitted Disclosures: The Participant and its workforce members and agents, shall safeguard the Cal-IVRS Data to which they have access to from unauthorized disclosure. The Participant, and its workforce members and agents, shall not disclose any Cal-IVRS Data for any purpose other than carrying out the Participant's obligations under the statutes and regulations set forth in Attachment A, or as otherwise allowed or required by state or federal law.
- VII.** Permitted Use: The Participant, and its workforce members and agents, shall safeguard the Cal-IVRS Data to which they have access to from unauthorized use. The Participant, and its workforce members and agents, shall not use any Cal-IVRS Data for any purpose other than carrying out the Participant's obligations under the statutes and regulations set forth in Attachment A or as otherwise allowed or required by state or federal law. Notwithstanding the foregoing, inter-jurisdictional data may only be used in accordance with the following:
- A.** Permitted Use of Inter-jurisdictional Data: CDPH participates in the State and Territorial Exchange of Vital Events. As a participating state, CDPH receives data about births and deaths of California residents occurring in other states and territories. The VRBIS system makes this data available for use by local public health agencies. As a condition of having access to this data, the Local Health Department Participant further agrees to all of the following:
1. The data received can be used for statistical analysis as long as no personally identifiable information is released.
 2. The data can be used for public health surveillance, public health program evaluation, and administrative uses. Such uses require a statement of intended use approved by CDPH.
 3. Any health research must be approved by the California Health and Human Services Agency's Committee for the Protection of Human Subjects. In addition, any use of confidential birth data for research also requires the approval of the CDPH Vital Statistics Advisory Committee. Data received for health research is deemed confidential and no personally identifiable data are permitted.
 4. All data files received must be stored on a secure network consistent with the requirements defined in Section IX. The data must be destroyed when the project described in statement of intended use is completed.

5. Any other release, re-release, or use of birth or death data requires the written permission of the originating state or territory.

- VIII.** Safeguards: Participant shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the privacy, confidentiality, security, integrity, and availability of Cal-IVRS Data. The Participant shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Participant's operations and the nature and scope of its activities in performing its legal obligations and duties (including performance of its duties and obligations under this Agreement), and which incorporates the requirements of Section IX, Security, below.
- IX.** Security: The Participant shall take all steps necessary to ensure the continuous security of all of Participant's computerized data systems that access, process, store, receive or transmit Cal-IVRS Data. These steps shall include, at a minimum, the following:
- A.** Providing a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III- Security of Federal Automated Information Systems, and/or NIST 800-53 (version 4 or subsequent approved versions) which sets forth guidelines for automated information systems in Federal agencies; and
 - B.** In case of a conflict between any of the security standards contained in either of the aforementioned sources of security standards, the most stringent shall apply. The most stringent means that safeguard which provides the highest level of protection to Cal-IVRS Data from breaches and security incidents.
 - C.** Security Officer: The Participant shall designate a Security Officer to oversee its compliance with this Agreement and for communicating with CDPH on matters concerning this Agreement. Such designation is set forth in Attachment B to this Agreement, which is made a part of this Agreement by this reference.
- X.** Training: CDPH will provide training to Participant workforce members on the use of Cal-IVRS. The Participant shall provide training on its privacy and security obligations under this Agreement, at its own expense, to all of its workforce members who assist in the performance of Participant's obligations under this Agreement, or otherwise use or disclose Cal-IVRS Data.
- A.** The Participant shall require each workforce member who receives training to receive and sign a certification, indicating the workforce member's name and the date on which the training was completed.

B. The Participant shall retain each workforce member's written certifications for CDPH inspection for a period of three years following contract termination.

XI. Workforce Member Discipline: Participant shall discipline such workforce members who intentionally violate any provisions of this Agreement, including, if warranted, by termination of employment.

XII. Participant Breach and Security Incident Responsibilities:

A. Notification to CDPH of Breach or Security Incident: The Participant shall notify CDPH **immediately by telephone call plus email or fax** upon the discovery of a breach (as defined in this Agreement), **or within twenty-four (24) hours by email or fax** of the discovery of any security incident (as defined in this Agreement). Notification shall be provided to the CDPH Program Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XII(G), below. If the breach or security incident occurs after business hours or on a weekend or holiday and involves Cal-IVRS Data in electronic or computerized form, notification to CDPH shall be provided by calling the CDPH IT Service Desk at the telephone numbers listed in Section XII(G), below. For purposes of this Section, breaches and security incidents shall be treated as discovered by Participant as of the first day on which such breach or security incident is known to the Participant, or, by exercising reasonable diligence would have been known to the Participant. Participant shall be deemed to have knowledge of a breach or security incident if such breach or security incident is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach or security incident, who is a workforce member or agent of the Participant.

Participant shall take:

1. Prompt corrective action to mitigate any risks or damages involved with the breach or security incident and to protect the Cal-IVRS System operating environment; and,
2. Any action pertaining to a breach required by applicable federal or state laws, including, specifically, California Civil Code section 1798.29.

B. Investigation of Breach: The Participant shall immediately investigate such breach or security incident, and within seventy-two (72) hours of the discovery, shall inform the CDPH Program Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer of:

1. what data elements were involved and the extent of the data involved in the breach, including, specifically, the number of individuals whose personal information was breached; and
 2. a description of the unauthorized persons known or reasonably believed to have improperly used the Cal-IVRS Data and/or a description of the unauthorized persons known or reasonably believed to have improperly accessed or acquired the Cal-IVRS Data, or to whom it is known (or reasonably believed) to have had the Cal-IVRS Data improperly disclosed to them; and
 3. a description of where the Cal-IVRS Data is known or believed to have been improperly used or disclosed; and
 4. a description of the known or probable causes of the breach or security incident; and
 5. Whether Civil Code section 1798.29 or any other federal or state laws requiring individual notifications of breaches have been triggered.
- C. Written Report:** The Participant shall provide a written report of the investigation to the CDPH Program Manager, the CDPH Privacy Officer, and the CDPH Chief Information Security Officer within five (5) working days of the discovery of the breach or security incident. The report shall include, but not be limited to, the information specified above, as well as a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the breach or security incident, and measures to be taken to prevent the recurrence of such breach or security incident.
- D. Notification to Individuals:** If notification to individuals whose information was breached is required under state or federal law, and regardless of whether Participant is considered only a custodian and/or non-owner of the Cal-IVRS Data, Participant shall, at its sole expense, and at the sole election of CDPH, either:
1. Make notification to the individuals affected by the breach (including substitute notification), pursuant to the content and timeliness provisions of such applicable state or federal breach notice laws. The CDPH Privacy Officer shall approve the time, manner and content of any such notifications, prior to the transmission of such notifications to the individual(s); or
 2. Cooperate with and assist CDPH in its notification (including substitute notification) to the individuals affected by the breach.

- E. Submission of Sample Notification to California Attorney General:** If notification to more than 500 individuals is required pursuant to California Civil Code section 1798.29, Participant shall, at its sole expense, and at the sole election of CDPH, either:
1. Electronically submit a single sample copy of the security breach notification, excluding any personally identifiable information, to the California Attorney General pursuant to the format, content and timeliness provisions of section 1798.29, subdivision (e). Participant shall inform the CDPH Privacy Officer of the time, manner and content of any such submissions, prior to the transmission of such submissions to the Attorney General. Or
 2. Cooperate with and assist CDPH in its submission of a sample copy of the notification to the California Attorney General.
- F. Public Statements:** Participant shall cooperate with CDPH in developing content for any public statements regarding Breaches or Security Incidents related to Participant and shall not provide any public statements without the express written permission of CDPH. Requests for public statement(s) by any non-party about a breach or security incidents shall be directed to the CDPH Program Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XII(G), below.
- G. CDPH Contact Information:** To direct communications to the above referenced CDPH staff, the Participant shall initiate contact as indicated below. CDPH reserves the right to make changes to the contact information by giving written notice to the Participant. Said changes shall not require an amendment to this Agreement.

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CDPH Program Manager	CDPH Privacy Officer	CDPH Chief Information Security Officer (and CDPH IT Service Desk)
<p>Tony Agurto Assistant Deputy Director California Department of Public Health Center for Health Statistics and Informatics 3701 N. Freeway Blvd. P.O. Box 997410, MS 5000 Sacramento, CA 95899-7410</p> <p>Email: Tony.Agurto@cdph.ca.gov Telephone: (916) 552-8098</p>	<p>Privacy Officer Privacy Office, c/o Office of Legal Services California Department of Public Health 1415 L Street, Suite 500 Sacramento, CA 95814</p> <p>Email: privacy@cdph.ca.gov Telephone: (877) 421-9634</p>	<p>Chief Information Security Officer Information Security Office California Department of Public Health 1616 Capitol Avenue P.O. Box 997413, MS 6300 Sacramento, CA 95899-7413</p> <p>Email: cdphiso@cdph.ca.gov Telephone: IT Service Desk (916) 440-7000 or (800) 579-0874</p>

- XIII.** CDPH Breach and Security Incident Responsibilities: CDPH shall notify Participant immediately by telephone call plus email or fax upon the discovery of a breach (as defined in this Agreement), or within twenty-four (24) hours by email or fax of the discovery of any security incident (as defined in this Agreement) that involves Cal-IVRS Data that was created or collected by Participant in the Cal-IVRS System. Notification shall be provided by CDPH to the Participant Representative, using the contact information listed in Attachment B to this Agreement.
- A.** For purposes of this Section, breaches and security incidents shall be treated as discovered by CDPH as of the first day on which such breach or security incident is known to CDPH, or, by exercising reasonable diligence would have been known to CDPH. CDPH shall be deemed to have knowledge of a breach or security incident if such breach or security incident is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach or security incident, who is a workforce member or agent of CDPH.
- B.** Participant Contact Information: To direct communications to the Participant's breach/security incident response staff, CDPH shall initiate contact as indicated by Participant in Attachment B. Participant's contact information must be provided to CDPH prior to execution of this Agreement. Participant reserves the right to make changes to the contact information in Attachment B. Such notice shall be provided to the CDPH Program Manager, the CDPH Privacy Officer and the CDPH Chief Information Security Officer, using the contact information listed in Section XII(G), above. Said changes shall not require an amendment to this Agreement.
- XIV.** Indemnification: Participant shall indemnify, hold harmless and defend CDPH from and against any and all claims, losses, liabilities, damages, costs and other expenses (including attorneys' fees) that result from or arise directly or indirectly out of or in connection with any negligent act or omission or willful misconduct of Participant, its officers, workforce members or agents relative to the Cal-IVRS Data, including without limitation, any violations of Participant's responsibilities under this Agreement.
- XV.** Term of Agreement: Unless otherwise terminated earlier in accordance with the provisions set forth herein, this Agreement shall remain in effect for five (5) years after the latest signature date in the signature block below. After five (5) years, this Agreement will expire without further action. If the parties wish to extend this Agreement, they may do so by reviewing, updating, and reauthorizing this Agreement. If one or both of the parties wish to terminate this Agreement prematurely, they may do so upon 30 days' advance notice. CDPH may also terminate this Agreement pursuant to Sections XVI or XVII, below.
- XVI.** Termination for Cause:

- A. Termination upon Breach:** A breach by Participant of any provision of this Agreement, as determined by CDPH, shall constitute a material breach of the Agreement and grounds for immediate termination of the Agreement by CDPH. At its sole discretion, CDPH may give Participant 30 days to cure the breach.
- B. Judicial or Administrative Proceedings:** Participant will notify CDPH if it is named as a defendant in a criminal proceeding related to a violation of this Agreement. CDPH may terminate the Agreement if Participant is found guilty of a criminal violation related to a violation of this Agreement. CDPH may terminate the Agreement if a finding or stipulation that the Participant has violated any security or privacy laws is made in any administrative or civil proceeding in which the Participant is a party or has been joined.
- XVII. Amendment:** The parties acknowledge that Federal and State laws relating to information security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such laws. The parties specifically agree to take such action as is necessary to implement new standards and requirements imposed by regulations and other applicable laws relating to the security or privacy of Cal-IVRS Data. Upon CDPH's request, Participant agrees to promptly enter into negotiations with CDPH concerning an amendment to this Agreement embodying written assurances consistent with new standards and requirements imposed by regulations and other applicable laws. CDPH may terminate this Agreement upon thirty (30) days' written notice in the event:
- A.** Participant does not promptly enter into negotiations to amend this Agreement when requested by CDPH pursuant to this Section, or
- B.** Participant does not enter into an amendment providing assurances regarding the safeguarding of Cal-IVRS Data that CDPH in its sole discretion deems sufficient to satisfy the standards and requirements of applicable laws and regulations relating to the security or privacy of Cal-IVRS Data.
- XVIII. Assistance in Litigation or Administrative Proceedings:** Participant shall make itself and any workforce members or agents assisting Participant in the performance of its obligations under this Agreement available to CDPH at no cost to CDPH to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CDPH, its director, officers or workforce members based upon claimed violation of laws relating to security and privacy, which involves inactions or actions by the Participant, except where Participant or its workforce member or agent is a named adverse party.
- XIX. Disclaimer:** CDPH makes no warranty or representation that compliance by Participant with this Agreement will be adequate or satisfactory for Participant's own purposes or that any information in Participant's possession or control, or transmitted or received by Participant,

is or will be secure from unauthorized use or disclosure. Participant is solely responsible for all decisions made by Participant regarding the safeguarding of Cal-IVRS Data.

- XX.** Transfer of Rights: Participant has no right and shall not delegate, assign, or otherwise transfer or delegate any of its rights or obligations under this Agreement to any other person or entity. Any such transfer of rights shall be null and void.
- XXI.** No Third-Party Beneficiaries: Nothing express or implied in the terms and conditions of this Agreement is intended to confer, nor shall anything herein confer, upon any person other than CDPH or Participant, any rights, remedies, obligations or liabilities whatsoever.
- XXII.** Interpretation: The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with regulations and applicable State and Federal laws. The parties agree that any ambiguity in the terms and conditions of this Agreement shall be resolved in favor of a meaning that complies and is consistent with Federal and State laws.
- XXIII.** Survival: The respective rights and obligations of Participant under Sections VIII, IX, XII, XIII, and XVIII of this Agreement shall survive the termination or expiration of this Agreement.
- XXIV.** Attachments: The parties mutually agree that the following specified Attachments are part of this Agreement:
- A.** Attachment A: State Law Authority for: (1) Use and Disclosure of Cal-IVRS Data; and, (2) Application of HIPAA preemption exception for public health. (45 C.F.R. § 160.203(c).)
 - B.** Attachment B: Participant Breach and Security Incident Contact Information.
- XXV.** Entire Agreement: This Agreement, including all Attachments, constitutes the entire agreement between CDPH and Participant. Any and all modifications of this Agreement must be in writing and signed by all parties. Any oral representations or agreements between the parties shall be of no force or effect.
- XXVI.** Severability: The invalidity in whole or in part of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.
- XXVII.** Choice of Law and Venue: The laws of the state of California will govern any dispute from or relating to this Agreement. The parties submit to the exclusive jurisdiction of the state of California and federal courts for or in Sacramento and agree that any legal action or proceeding relating to the Agreement may only be brought in those courts.

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XXVIII. Signatures:

IN WITNESS, WHEREOF, the Parties have executed this Agreement as follows:

On behalf of the Participant, the _____ [name of local health department], the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to abide by and enforce all the terms specified herein.

(Name of Representative of Participant)

(Title)

(Signature) (Date)

On behalf of CDPH, the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all the terms specified herein.

(Name of CDPH Representative)

(Title)

(Signature) (Date)

Return Executed Agreement to:

Cal-IVRS
Attention: Support Desk
MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
FAX: 916-323-2299

Attachment A

Local Health Department Participant

State Law Authority for:

(1) Use and Disclosure of Cal-IVRS Data; and,

(2) Application of HIPAA preemption exception for public health. (45 C.F.R. § 160.203(c).)

A. General Legal Authority:

1. California Information Practices Act:

- a. California Civil Code section 1798.24, subdivision (e), provides in part as follows: “No agency may disclose any personal information in a manner that would link the information disclosed to the individual to whom it pertains unless the information is disclosed, as follows: To a person, or to another agency where the transfer is necessary for the transferee agency to perform its constitutional or statutory duties, and the use is compatible with a purpose for which the information was collected....”

B. Specific Legal Authority: Vital Records Collection, Use, and Dissemination

1. Division 102 of the California Health and Safety Code designates that the Director of CDPH is the State Registrar and such duties include the registration, preservation, and dissemination of all of California’s birth, death, and marriage records.
2. California Health and Safety Code section 102100 mandates the registration of each live birth, fetal death, death, and marriage that occurs in the state.
3. Division 102 of the California Health and Safety Code designates the health officer of any approved local health department or a person appointed by the State Registrar as the local registrar of birth and deaths which duties include the registration, preservation, dissemination, and transmittal to the State Registrar of the birth and death certificates within that health jurisdiction.
4. Pursuant to California Health and Safety Code section 102405, for live births that occur in a hospital, or a state-licensed alternative birth center, the attending physician and surgeon, certified nurse midwife, or principal attendant, or if the foregoing individuals are unavailable, the administrator of a hospital or center or a representative designated by the administrator in

writing shall be responsible for certifying the live birth and registering the certificate with the local registrar.

5. Pursuant to California Health and Safety Code sections 102780 and 102955, a funeral director, or if there is no funeral director, the person acting in lieu thereof, shall prepare the death or fetal death certificate and register it with the local registrar.
6. California Health and Safety Code section 102230 designates that the State Registrar “shall arrange and permanently preserve the [vital records] certificates in a systematic manner and shall prepare and maintain comprehensive and continuous indices of all certificates registered. Further, California Health and Safety Code section 102230 designates that the State Registrar, at his or her discretion, may release comprehensive birth and death indices to a government agency. A government agency that obtains indices shall not sell or release the index or a portion of its contents to another person except as necessary for official government business and shall not post the indices or any portion thereof on the Internet.
7. Pursuant to California Health and Safety Code section 102430, subdivision (a), the second section of the certificate of live birth as specified in subdivision (b) of California Health and Safety Code section 102425, the electronic file of birth information collected pursuant to subparagraphs (B) to (F), inclusive, of paragraph (2) of subdivision (a) of California Health and Safety Code section 102426, and the second section of the certificate of fetal death as specified in California Health and Safety Code section 103025, are confidential; however, access to this information is authorized for the following: local registrar’s staff and local health department staff (when approved by the local registrar or local health officer, respectively), the county coroner, and the birth hospital responsible for preparing and submitting a record of the birth or fetal death for purposes of reviewing and correcting birth or fetal death records.
8. Pursuant to California Health and Safety Code section 103526, subdivision (c)(2)(C), authorized copies of birth and death certificates may be obtained by a representative of another governmental agency, as provided by law, who is conducting official business.

Attachment B

Participant Breach and Security Incident Contact Information.

The following Participant contact information must be included in the executed Agreement

Participant Program Manager	Participant Privacy Officer	Participant Chief Information Security Officer (and IT Service Desk)
[Name]	[Name]	[Name]
[Title]	[Title]	[Title]
[Address]	[Address]	[Address]
[Address 2]	[Address 2]	[Address 2]
[City]	[City]	[City]
[State, Zip Code]	[State, Zip Code]	[State, Zip Code]
[Telephone]	[Telephone]	[Telephone]
[Fax]	[Fax]	[Fax]
[E-mail]	[E-mail]	[E-mail]



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: CAO

TIME REQUIRED

SUBJECT Closeout MOU with Caltrans
regarding Conway Ranch
Conservation Easement

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Memorandum of understanding (MOU) with the California Department of Transportation (Caltrans) recognizing the County's compliance with requirements of prior MOU related to the establishment of a conservation easement on 804 acres of land at Conway Ranch and releasing the County from the obligation to include two final acres into the easement.

RECOMMENDED ACTION:

Authorize Chair to execute MOU with Caltrans regarding the implementation of a Conservation Easement on Conway Ranch.

FISCAL IMPACT:

None.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760.932.5415 /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
MOU Closeout

History

Time	Who	Approval
5/31/2018 5:37 AM	County Administrative Office	Yes
5/23/2018 10:49 AM	County Counsel	Yes

5/31/2018 5:25 PM

Finance

Yes



County of Mono

County Administrative Office

Leslie L. Chapman
County Administrative Officer

Tony Dublino
Assistant County Administrative Officer

Dave Butters
Human Resources Director

Jay Sloane
Risk Manager

Date: June 5, 2018

To: Honorable Board of Supervisors

From: Tony Dublino, Assistant CAO

Subject: Closeout of MOU with Caltrans regarding Conway Ranch Conservation Easement.

Recommended Action:

Authorize Chair to execute final MOU with Caltrans regarding the implementation of a Conservation Easement on Conway Ranch.

Fiscal Impact:

None.

Discussion:

In May of 2013, the County and Caltrans entered into the MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AND MONO COUNTY (MOU) whereby the Parties agreed that certain Caltrans grants restrictions would be removed from 75 acres of Conway Ranch to allow those acres to be used for fish rearing operations, in exchange for County's promises to repay Caltrans \$95,800.00, and to grant a Conservation Easement (CE) to the Eastern Sierra Land Trust (ESLT) that would memorialize specific restrictions and protections across the entire Conway Ranch.

In August of 2014, the MOU was amended to allow the CE to be implemented in two (2) phases—first, on all portions without encroachments (approximately 804 acres), and second, on 8 lots with encroachments (approximately 2 acres).

Since that time, the County has made considerable progress towards implementing the CE according to the two-phased approach, including the full implementation of phase 1, repayment of \$95,800.00 to Caltrans, and various efforts such as surveying, coordination with property owners, and removal of encroachments in support of phase 2.

Despite these efforts, ESLT recently determined they were not comfortable with the risk associated with monitoring the phase 2 lots, and will not accept an easement over the 8 lots.

Caltrans is willing to waive its right to enforce the original MOU requirement that the remaining 8 lots be included in the grant of conservation easement to ESLT, recognizing that those lots were not within the 75 acres where the grant restrictions were removed, and the grant restrictions remain fully intact on those properties.

Therefore, the Parties wish to memorialize their satisfactory performance and best efforts to comply with their respective roles and responsibilities under the Original MOU, and agree that no further action is required by either Party.

If you have any questions regarding this item, please contact me at (760) 932-5415.

Respectfully submitted,



Tony Dublino
Assistant CAO

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF CALIFORNIA AND THE COUNTY OF MONO
REGARDING THE PERFORMANCE OF AND RELEASE FROM CONSERVATION
EASEMENT REQUIREMENTS AT CONWAY RANCH**

This Memorandum of Understanding (“MOU”) is entered into by and between the State of California, acting by and through its Department of Transportation (“Caltrans”), and the County of Mono, a political subdivision of the State of California (“County”). Caltrans and County may be referred to herein individually as a “Party” and collectively as the “Parties”.

RECITALS

A. In October 1998, County purchased approximately 806 acres of property in the northern Mono Basin in Mono County known as Conway Ranch and Mattly Ranch (collectively, “Conway Ranch”) using several grant sources, including grant funds from Caltrans’ Environmental Enhancement and Mitigation Program, Cycle 7 (“EEMP”) that imposed certain restrictions, resources protections, and allowable uses of Conway Ranch.

B. On or about May 20, 2013, the Parties entered into the MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AND MONO COUNTY (“Original MOU”), whereby the Parties agreed that the EEMP restrictions and protections would be removed from 75 acres of Conway Ranch to allow those acres to be used for specified fish rearing operations in exchange for County’s promises to repay \$95,800.00 and to grant a Conservation Easement (“CE”) to the Eastern Sierra Land Trust (“ESLT”) that would memorialize specific restrictions and protections on Conway Ranch.

C. The Original MOU has been amended several times for various reasons, including most recently a seventh time on or about June 27, 2017, to extend the deadline of the Original MOU.

D. On or about August 8, 2014, the Parties amended the Original MOU by executing the FIFTH AMENDMENT TO THE CONWAY RANCH MOU (“Fifth Amendment”), whereby the Parties agreed to apply the CE in two (2) phases. Specifically, due to the existence of trespassory encroachments on 8 lots of Conway Ranch to be covered by the CE, the Parties agreed to apply the CE first on approximately 804 acres of Conway Ranch without trespassory encroachments (“Phase-One Lots”), and then second, on the remaining approximately 2 acres with trespassory encroachments (“Phase-Two Lots”).

E. Since the Fifth Amendment was executed, the Parties and ESLT have diligently worked and made considerable progress towards applying the CE according to the two-phased approach. In December 2014, pursuant to the Original MOU, County repaid to Caltrans \$95,800.00 and recorded the grant of CE to ESLT with respect to the Phase-One Lots. Various efforts (including surveying, coordination with property owners, removal of encroachments) were made in the ensuing years in preparation of applying the CE to the Phase-Two Lots. Despite these efforts, ESLT recently determined it was not comfortable assuming the risk

associated with applying the CE and monitoring the Phase-Two Lots, as described in the Fifth Amendment.

F. In light of ESLT's determination, Caltrans is willing to waive its right to enforce the Original MOU requirement that the Phase-Two Lots be included in the grant of CE to ESLT, recognizing that the EEMP restrictions and protections were not removed from these lots, and remain fully intact.

G. Through this MOU, the Parties wish to memorialize their satisfactory performance and best efforts to comply with their respective roles and responsibilities under the Original MOU and all amendments thereto, including County's repayment of EEMP grant funds and efforts to apply the CE on all portions of Conway Ranch (notwithstanding that the CE will not be applied to the Phase-Two Lots). The Parties agree that no further action is required by either Party under the Original MOU or any amendment thereto.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the Parties agree as follows:

1. The Parties have acted in good faith and used their best efforts to perform their respective roles and responsibilities described in, and to otherwise comply with, the requirements of the Original MOU and all amendments thereto.

2. The Parties and ESLT have encountered significant difficulty in applying the CE pursuant to the Original MOU and all amendments thereto due to the existence of certain trespassory encroachments on the Phase-Two Lots.

3. ESLT's determination that enforcing and monitoring use of and activities according to the CE on the Phase-Two Lots is a reasonable conclusion based on the circumstances at Conway Ranch and described in this MOU.

4. Caltrans hereby waives any right to enforce any provision of the Original MOU, and of all amendments thereto, requiring the CE to be applied to the Phase-Two Lots.

5. The Parties have satisfied all obligations and duties included in, and otherwise expected or anticipated by the Parties under, the Original MOU and all amendments thereto and therefore agree that no further performance or action is required by either Party under the Original MOU and all amendments thereto.

6. Caltrans hereby releases County and its successors, predecessors, assigns, officers, employees, agents, representatives, affiliates, and all persons acting by, through, under, or in concert with any of them as a result of or in any way connected with the Original MOU and all amendments thereto. Through this release, Caltrans waives any and all rights given by Section 1542 of the California Civil Code, which provides: "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing

the release, which if known by him or her must have materially affected his or her settlement of with the debtor.”

IN WITNESS of the foregoing, the Parties have signed this MOU through their duly-authorized representatives as set forth below:

COUNTY OF MONO:

**STATE OF CALIFORNIA,
DEPARTMENT OF
TRANSPORTATION:**

By: _____
Name: Leslie Chapman
County Administrative Officer
Date:

By: _____
Name: Brent L. Green
Title: District 9 Director
Date:

APPROVED AS TO FORM:

By: _____
County Counsel Office

Date: _____

APPROVED BY RISK MANAGEMENT

By: _____
Risk Management Office

Date: _____



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Health Department

TIME REQUIRED

SUBJECT Immunization Local Assistance Grant
Contract #17-10072

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

On 5/1/2018 the Board approved County entry into the Immunization Local Assistance Grant Contract #17-10072. Upon California Department of Public Health, Immunization Branch's receipt of the grant and signature form, there was a further request for signature on the Grant Agreement, CDPH 1229 and Exhibit F, Certification Regarding Lobbying forms to fully execute the agreement.

RECOMMENDED ACTION:

Authorize the Chairman of the Board of Supervisors to sign 2 copies of the Grant Agreement, CDPH 1229 Form and 1 copy of Exhibit F, Certification Regarding Lobbying to fully execute the Immunization Local Assistance Grant Contract #17-10072 on behalf of the County.

FISCAL IMPACT:

There is no impact on the Mono County General Fund. The Immunization Program provides an allocation of \$36,250 per fiscal year, totaling \$181,250 for the 5-year contract period.

CONTACT NAME: Bryan Wheeler

PHONE/EMAIL: (760) 924-1835 / bwheeler@mono.ca.gov

SEND COPIES TO:

Bryan Wheeler

Kim Bunn

Sandra Pearce

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

[Staff Report](#)

[Contract](#)

[Certification Regarding Lobbying](#)

[Original Contract \(already signed\)](#)

History

Time	Who	Approval
5/31/2018 5:54 AM	County Administrative Office	Yes
5/31/2018 3:42 PM	County Counsel	Yes
5/31/2018 5:36 PM	Finance	Yes



MONO COUNTY HEALTH DEPARTMENT

Public Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

DATE: June 5, 2018
TO: Honorable Board of Supervisors
FROM: Bryan Wheeler, Health Program Manager
SUBJECT: Immunization Local Assistance Grant # 17-10072, Fiscal Years 2017-2022

Recommendation:

Authorize the Chairman of the Board of Supervisors to sign 2 copies of the Grant Agreement, CDPH 1229 Form and 1 copy of Exhibit F, Certification Regarding Lobbying to fully execute the Immunization Local Assistance Grant Contract #17-10072 on behalf of the County.

Discussion:

On 5/1/2018 the Board approved County entry into the Immunization Local Assistance Grant Contract #17-10072. Upon California Department of Public Health, Immunization Branch's receipt of the grant and signature form, there was a further request for signature on the Grant Agreement, CDPH 1229 and Exhibit F, Certification Regarding Lobbying forms to fully execute the agreement.

The Health Department contracts with the California Department of Public Health, Immunization Branch for the provision of immunization services. The Immunization Branch helps ensure that people living in California who are uninsured and under-insured have access to disease preventing vaccinations. The 8 components of this program include:

- Vaccine Accountability and Management
- Improving Vaccine Access and Coverage Rates
- Immunization Information Systems
- Perinatal Hepatitis B Prevention
- Education, Information, Training, and Partners
- Prevention, surveillance, and Control of Vaccine Preventable Disease (VPD)

- Assess and Improve Compliance with Childcare and School Immunization Entry Requirements
- Improve and Maintain Preparedness for an Influenza Pandemic

This contract authorizes the Mono County Health Department to receive funding to fulfill the 8 program components.

Fiscal Impact/Budget Projections:

There is no impact on the Mono County General Fund.

The Immunization Program provides an allocation of \$36,250.00 per fiscal year, totaling \$181,250.00 for the 5-year contract period.

For questions regarding this item, please call Bryan Wheeler (760) 924-1835.

Submitted by: Bryan Wheeler, Health Program Manager

Reviewed by: Sandra Pearce, Public Health Director

CDPH Immunization Branch
Fiscal Year 2017- 2022
APPLICATION COVER SHEET/CHECKLIST

Form 1

DATE OF SUBMISSION	05/17/2017
OFFICIAL ORGANIZATION NAME	Mono County Public Health Department
AGREEMENT NUMBER	<i>(Leave blank. Will be assigned by CDPH/IZ)</i>

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

Contact Name: Bryan Wheeler	Phone Number: (760) 924-1835
E-mail: bwheeler@mono.ca.gov	

Type of Application:

New
 Renewal
 Continuation
 Supplement
 Revision
 Supplement
 Revision

Budget Period: From: 7/1/17 To: 6/30/22	Total Amount Requested for 5 Years: \$ 181,250
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Board of Supervisors/Resolution meeting dates for the upcoming 6 months:

_05/09/2017 _
_05/16/2017 _
_06/07/2017 _
_06/13/2017 _
_06/20/2017
_07/04/2017 _
_07/11/2017 _
_07/18/2017 _
_08/01/2017 _
_08/08/2017

Federal Compliance Requirements of the Immunization Grant No. 5 NH23IP000717-05-00

This section requires LHD Grantee signature to acknowledge that the LHD Grantee has reviewed and understand the Federal Compliance Requirements of the Immunization Grant. See enclosed copy of the Award Attachments under which this grant is issued.

Bob Gardner –Chairperson, BOS

Print Name and Title of Person Signing

Signature of Person Signing

Date

APPLICATION CONTENTS:**Application Due by 5:00 p.m., (Pacific Standard Time), May 18, 2017****Please Check**

Form 1:	Application Cover Sheet/Checklist	x
Form 2:	Grantee Information Form	x
Form 3:	Local Project Synopsis	x
Form 4:	CDPH Immunization Branch Scope of Work for Local Health Departments	x
Form 5:	Exhibit B – Budget	x
Form 6:	Payee Data Record	<input type="checkbox"/>

NOTE: The above documents must be completed and submitted with this Application Cover Sheet/Checklist Form. E-mail completed application to izb.admin@cdph.ca.gov by the submission deadline.

**CDPH Immunization Branch
Grantee Information Form**

Date Form Completed: 05/17/17

This is the information that will appear on your grant agreement cover page.		
Organization	Federal Tax ID # <u>95-6005661</u> Contract/Grant# <u>(will be assigned by IZ/CDPH)</u>	
	Data Universal Number System (DUNS) # <u>086128832</u>	
	Official Organization Name <u>Mono County Health Department</u>	
	Mailing Address <u>P.O. Box 3329, Mammoth Lakes, CA 93546</u>	
	Street Address (If Different) <u>437 Old Mammoth Road, Suite Q, Mammoth Lakes, CA 93546</u>	
	County <u>Mono</u>	
	Phone <u>(760) 924-1830</u> Fax <u>(760) 924-1831</u>	
	Website <u>www.monohealth.com</u>	
	The Grant Signatory has authority to sign the grant agreement cover.	
	Grant Signatory	Name <u>Bob Gardner</u>
Title <u>Chair Person, Mono County Board of Supervisors</u>		
<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>		
Mailing Address <u>P.O. Box 715, Bridgeport, CA 93517</u>		
Street Address (If Different) _____		
Phone <u>(909)325-0999</u> Fax _____		
E-mail <u>bgardner@mono.ca.gov</u>		
The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Immunization Branch staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.		
Project Director	Name <u>Bryan Wheeler</u>	
	Title <u>Health Program Manager</u>	
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
	Phone <u>(760) 924-1835</u> Fax <u>(760) 924-1831</u>	
	E-mail <u>bwheeler@mono.ca.gov</u>	

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>P.O.Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u>37 Emigrant Street, Bridgeport, CA 93517</u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	
Fiscal Reporter	The Fiscal Reporter prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	<u>P.O. Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u></u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	
Fiscal Signatory	The Fiscal Signatory has signature authority for invoices and all fiscal documentation reports.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	<u>P.O. Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u></u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	

**CDPH Immunization Branch
Grant Application
Local Project Synopsis**

Form 3

Name of Grantee: Mono County Health Department

1. DESCRIPTION OF SERVICES TO BE PROVIDED:

The Mono County Immunization Program will utilize the contract funds to support and supplement the scope of work as defined by the California Department of Public Health, Immunization Branch. The following are the specifics by objectives from the Scope of Work.

Objective 1 – Allow for training of Local Health Department staff who will work under this contract to be provided training on handling, storage, and monitoring to ensure the integrity of the vaccines and the safety of the clients.

Objective 2 - Mono County will also have regular clinic days at two county locations where clients can present for vaccinations. Walk in vaccinations are always available at our Mammoth Lakes office. Events such as Pre-teen vaccine night will be promoted throughout local schools to elevate attendance and promote wellness and prevent vaccine preventable diseases.

Objective 3 – Mono County Health Department will continue to utilize CAIR to manage patient vaccine needs, send follow up notices, and to maintain client records if agreeable to the client.

Objective 4 – In conjunction with local providers that provide prenatal care Mono County Health Department will provide education and case notification as it pertains to perinatal hepatitis B virus.

Objective 5 – Mono County Health Department will participate in the regional meeting as well as the state wide meeting as required. Mono County will also participate in IZ update calls. Mono County Health Department will also provide education to local providers as it pertains to Vaccinations.

Objective 6 – Mono county Health Department will provide schools, local providers, and members of the community with Education as to the importance of childhood vaccinations. The Health Department will monitor any such outbreaks in an effort to minimize the impact of such events. Mono County Health Department will hold Pre-teen vaccine nights to provide all required vaccines to county residents.

Objective 7 – Mono County will work directly with all local schools to provide guidance and assistance to ensure compliance with school entry requirements. Further collaboration with the schools and child care facilities is needed in order to encourage adherence with school law and to assist school and child care personnel with the reporting requirements.

Objective 8 - Mono County will provide both community flu clinics, that cover the majority of communities in the county, as well as school flu clinics that cover all pre-schools and public school districts

2. EVALUATION PLANS:

All grantees participate in process evaluation per their Scope of Work activities.

Grantees must complete a quarterly grant report detailing their activities.

Mono County Public Health will follow the Performance Measures and Reporting requirements as outlined in the CDPH Immunization Branch Scope of Work for Local Health Departments as it pertains to Mono County.

The Goal of the services provided is to increase the number of individuals who are current with the vaccination schedule, increase the number of individuals who receive a flu shot, and eliminate vaccine preventable diseases. It is not enough to simply look at raw data to measure the success of the immunization program. Mono County Health Department will utilize the "Model of Improvement" to evaluate and make ongoing changes to improve our services and outcomes. The use of Plan, Do, Study, and Act in the Model for Improvement allows key stakeholders in our department to evaluate our program and changes made for improvement in an ongoing real time manner thus constantly evaluating and making changes in an attempt to improve outcomes.

CDPH Immunization Branch Scope of Work for Local Health Departments

Purpose

The purpose of this grant is to assist local health departments (LHDs) in preventing and controlling vaccine-preventable diseases in the local health jurisdiction (LHJ).

Related Statutes

California Health & Safety Code sections:

- 120130 requires the Local Health Officer to properly report to CDPH those diseases listed as reportable, which include vaccine-preventable diseases.
- 120175 requires the Local Health Officer to take measures as may be necessary to prevent the spread or occurrence of additional cases of reportable diseases (which includes reportable vaccine-preventable diseases).
- 120350 requires Local Health Officers to organize and maintain a program to make available the immunizations required for admittance to child care facilities and schools.

Services to be Performed by the Grantee

The Grantee is to implement activities to:

- Assess and improve coverage levels in the jurisdiction of all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) to protect the population.
- Detect, report, and control vaccine-preventable diseases in the jurisdiction.

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also conditions for federal funding of the CDPH Immunization Branch (IZB) and/or statutory requirements of State and LHDs. The level of subvention grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Subvention grant funds must not be used to supplant (i.e., replace) local funds currently being expended for immunization services and activities.

Grantee agrees to assign the responsibility of monitoring each program component:

1) Vaccine Accountability and Management; 2) Improving Vaccine Access and Coverage Rates; 3) Immunization Information Systems; 4) Perinatal Hepatitis B Prevention; 5) Education, Information, Training, and Partnerships; 6) Prevention, Surveillance and Control of Vaccine Preventable Disease; 7) Assess and Improve Compliance with Childcare and School Immunization Entry Requirements; and 8) Improve and Maintain Preparedness for an Influenza Pandemic.

Grantee will monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.

The Immunization Coordinator is required to participate in meetings, webinars, and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH

Immunization Branch's Immunization Coordinators' Meeting, New Immunization Coordinator Orientation (offered annually and required for all new Immunization Coordinators), regional coordinators' meetings, and conference calls related to influenza, outbreak control, perinatal hepatitis B, changes in policies and procedures, and other important issues.

Components, Objectives, Activities

1) Vaccine Accountability and Management

Objective 1.1: With the assistance of the CDPH Immunization Branch, the grantee is to provide guidance to LHD facilities (if clinics are offered by LHD) and partners that receive Immunization Branch (IZB) supplied vaccine (317, Vaccines for Children [VFC], state general fund) to facilitate compliance with current protocols, policies, and procedures for vaccine management, including storage and handling in accordance with manufacturers' specifications and as stated in the following documents: *The VFC Program's Provider Participation Agreement and the Provider Agreement Addendum (VFC and 317 Vaccines)*.

a. Required Activities:

- i. Provide education and guidance to LHD facility and partner staff regarding the requirements stated in the above documents as needed. Ensure immunization services are provided directly by the LHD and/or identify, authorize and monitor community-based health care agencies to provide immunization services as described in the Clinic Services Document located on the Immunization Coordinator website (www.izcoordinators.org).
- ii. LHDs are responsible for ensuring that their community partners that receive IZB-supplied vaccine are in compliance with all storage and handling requirements.
- iii. Assist LHD facilities and partners receiving IZB-supplied vaccine in developing and implementing policies that specify no charge may be made to the patient, parent, guardian or third party payer for the cost of the IZB-supplied vaccine. If a vaccine administration fee is charged, it may not exceed the maximum established by local policy, and a sliding scale/fee waiver process must be in place. Signage must be posted in a prominent location which states that those persons eligible to receive IZB-supplied vaccine may not be denied vaccine for failure to pay the administration fee or make a donation to the provider.
- iv. In collaboration with LHD facilities and partners, monitor and facilitate compliance with requirements for the use of IZB-supplied vaccine.

b. Suggested Activities:

- i. Promote CDPH requirements and recommendations for the storage and handling of vaccines to the general provider community.
- ii. Conduct Immunization Skills Institute trainings for local provider staff.

c. Performance Measures:

- i. Thoroughness and timeliness of Quarterly Grant Reports submitted.
- ii. Documentation of guidance provided to community-based agencies receiving IZB-supplied vaccines from the LHD.

d. Reporting Requirements:

- i. Quarterly grant reports
- ii. VFC Recertification

Objective 1.2: The Grantee will provide guidance to LHD facilities and partners that receive IZB-supplied (317, VFC, state) vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine accountability including: ordering, patient eligibility screening, administration, waste minimization, dose accountability and reporting, and annual recertification requirements, as stated in the following documents:

- The VFC Program's Provider Participation Agreement
- *The VFC Program's Provider Agreement Addendum (VFC and 317 Vaccines)*
- *Policy for Provision of IZB-supplied Vaccines to Privately Insured Patients by Local Health Department Jurisdictions* (posted on the Immunization Coordinator website (www.izcoordinators.org))
- *Vaccine Eligibility Guidelines for Health Department and CDPH Approved Health Department Partners* (posted on the Immunization Coordinator website (www.izcoordinators.org))

a. Required Activities:

- i. Provide education and guidance to LHD and partner facility staff regarding the requirements stated in the above documents as needed.
- ii. Facilitate the development and implementation of corrective action plans for vaccine loss/waste incidents due to negligence in LHD facilities and partners as requested by the CDPH Immunization Branch.
- iii. Notify the CDPH Immunization Branch of suspected situations of fraud and/or abuse of IZB-supplied vaccine within the jurisdiction.
- iv. Provide guidance to LHD and partner staff regarding requirements and processes for dose-level tracking/accountability and reporting of IZB-supplied vaccine.
- v. Ensure all doses of IZB-supplied vaccine are entered into California Immunization Registry (CAIR). (See also 3.1.a.ii.)
- vi. Ensure that LHD Immunization Clinics and partners are knowledgeable about and utilize the Vaccine Adverse Events Reporting System (VAERS)¹ for reporting adverse events following immunizations in accordance with CDPH Immunization Branch guidelines.
- vii. Ensure that LHD Immunization Clinics and partners are knowledgeable about and utilize the Vaccine Errors Reporting Program (VERP)² for reporting vaccine administration errors, so they can be identified and remedied to improve vaccine safety.
- viii. Ensure that IZB-supplied (317, VFC, state) vaccines are administered to eligible individuals following outlined eligibility guidelines for each vaccine funding source.
- ix. Adhere to protocols for the request and use of 317 supplied vaccine doses during a vaccine-preventable disease outbreak within the county. Notify the CDPH Immunization Branch and request approval for use of 317 supplied vaccines in all populations, prior to the initiation of any control or prevention

¹ <https://vaers.hhs.gov/index>

² <http://verp.ismp.org/>

vaccination activity. Submit a summary report of vaccination activities with 317 supplied vaccines 30 days after the conclusion of the event or effort.

b. Suggested Activities:

- i. Assist in the management of IZB-supplied vaccine within the jurisdiction by assisting providers with transferring excess inventory or short-dated vaccine to other providers who could utilize the vaccine and providing guidance on the transfer of the vaccine and required documentation.

c. Performance Measures:

For LHD immunization clinics and LHD partners

- i. Percentage of doses ordered by vaccine type that were deemed non-viable negligent losses due to expiration and/or improper storage and handling.
- ii. Number of vaccine storage and handling incidents and vaccine dose accountability reports.

d. Reporting Requirements:

- i. Storage and Handling Incident Reports.
- ii. Vaccine Returns and Wastage Reports.
- iii. Vaccine Administration Reports.
- iv. Local Health Department Authorization Request for 317 Vaccine Use during an Outbreak Response.
- v. Summary of Outbreak Response Activities.
- vi. Corrective action plans and implemented grant reports.

2) Improving Vaccine Access and Coverage Rates

(See section 4 for Perinatal hepatitis B prevention, section 7 for Compliance with school and child care immunization entry requirements, and section 8 for Influenza immunization.)

Objective 2.1: The grantee will promote access to and improve coverage level of ACIP-recommended vaccines for children, adolescents and adults throughout the jurisdiction, including in LHD facilities and partners.

a. Required Activities:

- i. Directly provide and/or work with community partners to implement special targeted vaccination initiatives as directed by the CDPH Immunization Branch such as new legislatively-required vaccines for school entry and mass vaccination.
- ii. Sustain an immunization safety net for the jurisdiction (even if the LHD provides only influenza and outbreak-related vaccination). This will include developing and maintaining a referral list of providers within the jurisdiction that offer no cost or low cost immunization services for adults, adolescents and children, based on insurance status.
- iii. Assist the public with questions and barriers regarding insurance, payment and access to immunization services. Use the *Frequently Asked Questions on Immunization in the Medi-Cal program* to assist Medi-Cal members in accessing immunization services (document can be found on the IZ Coordinators' website: www.izcoordinators.org). As needed, elevate access

- problems to the Medi-Cal managed care plan. If unable to resolve at that level, work with the IZB Field Representative to resolve.
- iv. Work with Medi-Cal managed care plans operating in the local health jurisdiction to:
 - 1) Review at least annually (and revise as needed) the Memorandum of Understanding (MOU) between each Plan and the LHD³ (and related documents) regarding coordination of immunization services, exchange of medical information, Plan immunization coverage data, billing, and reimbursement.
 - 2) Review at least annually, the immunization coverage rates for Plan members and support Plan efforts to improve rates.
 - 3) Identify and resolve any barriers Plan members face in accessing immunization services.
 - v. Promote adult immunization in the jurisdiction, including through the use of vaccine purchased by Federal 317 funds and provision of technical assistance to priority providers.
 - vi. Utilize CAIR, existing local data and/or conduct assessments to identify low or lagging vaccination coverage levels for specific populations and/or specific vaccines (i.e., pockets of need) within the jurisdiction and develop and conduct activities to reduce these disparities. (See also 3.1.a.v.)
 - vii. Ensure LHD clinics participating in the VFC Program comply with current immunization schedules, dosages, and contraindications established by the Advisory Committee on Immunization Practices (ACIP); ensure vaccine doses are offered in accordance to those agreed upon as part of the clinic's recertification agreements and populations served at each practice.

b. Suggested Activities:

- i. Promote participation in the VFC Program to other jurisdictional facilities that provide immunizations (e.g., new pediatric providers, primary care, juvenile halls, community and school-based clinics and private providers).
- ii. Promote use of the Adult Implementation Standards (<https://www.cdc.gov/vaccines/hcp/adults/for-practice/standards/index.html>) by adult immunization providers in the jurisdiction.

c. Performance Measures:

- i. Number of operating immunization clinics in LHD facilities, along with number of IZB-supplied immunizations administered at each location.
- ii. #s of individuals vaccinated with IZB-supplied vaccine offered by facilities.

d. Reporting Requirements:

- i. Number and hours of operation of LHD immunization clinic sites.
- ii. Number of immunizations provided by LHD immunization clinics with IZB-funded vaccines and costs to patient.

Objective 2.2: To improve the quality and efficiency of immunization services provided by

³Mandated by Department of Health Care Services. See Exhibit A, Attachment 8 (Section 12) and Attachment 12 of the boilerplate contract located at:

<http://www.dhcs.ca.gov/provgovpart/Documents/ImpRegSB2PlanBp32014.pdf>

LHD clinics and partners, participate or follow up on VFC Compliance Visits and Assessment, Feedback, Incentive, eXchange (AFIX) visits, as requested by CDPH staff, to assess and improve adherence to the CDC's Standards for Child and Adolescent Immunization Practices.

a. Required Activities:

- i. In conjunction with the CDPH Immunization Branch, participate in and support the compliance visits and AFIX for all LHD facilities within the jurisdiction and assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.
- ii. As directed by the CDPH Immunization Branch, conduct follow-up visits with LHD clinics and partners to provide assistance with implementation of mandatory corrective action plans.

b. Suggested Activities:

- i. Working with the IZB Field Representative, assist with conducting VFC compliance and educational visits at public and private VFC sites outside the LHD to improve the delivery and quality of immunization services within the jurisdiction.
- ii. Assist and support the VFC Program with conducting follow-up activities as requested.
- iii. Assist in the communication of key VFC Program initiatives, messages, or VFC Tips to local providers in the county as part of any provider community education effort.

c. Performance Measures:

- i. Immunization rates of specified cohorts.
- ii. Percentage of immunization rate assessments completed for those facilities designated for assessment.
- iii. Feedback sessions conducted with sites needing additional support.

d. Reporting Requirements:

- i. VFC Compliance Visit Reports and Coverage Reports submitted to the CDPH Immunization Branch Senior Field Representative.

3) Immunization Information Systems

Objective 3.1: The Grantee is to assist in the promotion and implementation of CAIR in the LHD and among providers in the jurisdiction.

a. Required Activities:

- i. Require LHD Immunization Clinics to enter all patients into CAIR either through timely direct entry or real time data exchange with the clinics' electronic health records (EHR).
- ii. All LHD clinics must enter all IZB-supplied vaccine doses administered into CAIR. LHDs may apply for a waiver for adult doses only (19+ years) if they are unable to enter influenza doses given at a mass vaccination clinic (either by themselves or a partner). Contact your IZB Field Representative. (See also

- 1.2.a.v.)
- iii. Assist with addressing CAIR issues in LHD Immunization Clinics including frequency of use, data quality, and adherence to policies and procedures.
 - iv. Refer participating CAIR providers needing assistance to the Local CAIR Representative or CAIR Help Desk for support.
 - v. Participate in CAIR Trainings and/or CAIR Update meetings.
 - vi. At least once per quarter, the Grantee will run CAIR2 reports to identify gaps in immunization coverage. Assessment may be broad based (e.g. all 2 year olds in the LHJ, by race/ethnicity) or focused (e.g. 2 year olds receiving care in Federally Qualified Health Centers [FQHCs], or participating in WIC). See also 2.1.a.vi.

b. Suggested Activities:

- i. Assist in promoting CAIR to other LHD-based facilities that give or look up immunizations including sexually transmitted disease clinics, juvenile halls/jails, primary care services, etc. Assist CDPH Immunization Branch with addressing implementation issues within these settings.
- ii. Promote CAIR to VFC (including FQHCs) and non-VFC providers during general immunization outreach and education activities and refer interested providers to the CDPH Immunization Branch.
- iii. Promote CAIR to adolescent and adult medical providers.
- iv. Promote CAIR participation (look up) by non-medical sites such as WIC and Welfare agencies, and schools and child care centers within the jurisdiction.
- v. Provide space for CAIR user trainings if available and requested by the CDPH Immunization Branch.
- vi. Assist with distributing CAIR provider materials (e.g., Reminder/Recall postcards).

c. Performance Measures:

- i. Timeliness and completeness of LHD Immunization Clinics entering/submitting patients into CAIR.
- ii. Participation in CAIR Trainings and/or CAIR Update meetings, if offered.

d. Reporting Requirements:

- i. Percentage of LHD clinics entering/submitting records into CAIR, along with timeframes of entry.

4) Perinatal Hepatitis B Prevention

Objective 4.1: Reduce the incidence of perinatal hepatitis B virus (HBV) infection in the jurisdiction.

a. Required Activities:

- i. Send annual information to prenatal care providers (CDPH to provide template) on:
 - 1) Screening all pregnant women for hepatitis B surface antigen (HBsAg) as part of the first prenatal laboratory tests;
 - 2) Ordering HBV DNA testing on HBsAg-positive pregnant women and

- referring women with HBV DNA levels >20,000 IU/mL to a specialist;
 - 3) Informing the planned delivery hospital of the mother's HBsAg-positive status at least one month prior to delivery date;
 - 4) Reporting HBsAg-positive pregnant women to the LHD within the timeline stated by current California codes and regulations;
 - 5) Educating HBsAg-positive pregnant women about the current ACIP recommendations on prevention of perinatal HBV transmission; and
 - 6) Enrollment of the birth hospital as a provider in the VFC program.
- ii. Send annual information to birth hospitals (CDPH to provide template) on:
 - 1) Identifying all pregnant HBsAg-positive on hospital admission;
 - 2) Immediately testing pregnant women with unknown HBsAg status on admission;
 - 3) Developing written policies and procedures or standing orders for the prevention of perinatal HBV infection per the current ACIP recommendations, including administration of post-exposure prophylaxis (PEP) for infants of HBsAg-positive women; notification of the LHD if PEP is refused by the parents; and administration of a universal hepatitis B vaccine birth dose; and
 - 4) Optimizing their use of CAIR, including making CAIR disclosure to mothers a routine part of hospital pre-registration, and ensuring that birth hospital Electronic Health Records (EHRs) are successfully exchanging data with CAIR.
 - iii. With LHD Communicable Disease staff, create a method to identify HBsAg-positive pregnant women through laboratory report review.
 - iv. Contact and educate HBsAg-positive pregnant women about current ACIP recommendations on prevention of perinatal hepatitis B transmission.
 - v. Follow-up with birth hospitals to ensure that infants of HBsAg-positive women received appropriate PEP at birth.
 - vi. Follow-up with pediatrician to ensure that HBV vaccine series is given and document dates of receipt.
 - vii. Follow-up with pediatrician to ensure that post vaccination serologic (PVS) testing occurs at 9 months and document the results.
 - viii. Recommend that infected infants are referred to a gastroenterologist.

b. Suggested Activities:

- i. Work with Perinatal Hepatitis B staff at the CDPH Immunization Branch as appropriate on provider enrollment, quality assurance, and/or follow-up activities.

c. Performance Measures:

- i. Number and percentage of birth hospitals within the jurisdiction providing the universal hepatitis B birth dose in accordance with ACIP recommendations.
- ii. Birth hospitals not offering the universal hepatitis B birth dose have received education regarding the ACIP recommendations.
- iii. Number and percentage of infants born to HBV-infected mothers who have completed PVS testing.
- iv. Percentage of birth hospitals within the jurisdiction that deliver babies eligible for VFC vaccine that have enrolled in the VFC Program.

d. Reporting Requirements:

- i. Report the number and percentage of birthing hospitals that are compliant with ACIP recommendations for providing the universal hepatitis B birth dose.
- ii. Provide updates regarding education and assistance provided to birth hospitals that do not offer the universal hepatitis B birth dose.
- iii. Report the number and percentage of birth hospitals that have successfully enrolled and are actively participating in the VFC Program.
- iv. Report the CAIR provider IDs of all birth hospitals in the LHD (so CDPH can assess/improve data exchange quality).
- v. Report all
 - 1) HBsAg-positive pregnant women;
 - 2) Infants who did not receive appropriate PEP at birth, either due to a PEP error or due to parental refusal of PEP for the infant; and
 - 3) HBV-infected infants <24 months of age.

5) Education, Information, Training, and Partnerships

Objective 5.1: Develop partnerships and collaborative activities in order to expand immunization services, promote best practices, and improve coverage rates among children, adolescents and adults within the jurisdiction.

a. Required Activities:

- i. Develop and maintain partnerships and conduct collaborative activities with organizations, clinics, and community groups serving children, adolescents, adults to expand immunization services, promote best practices and improve coverage rates. Organizations include, but are not limited to, hospitals and birthing facilities, primary care providers, child care providers, schools, juvenile/adult correction facilities, (Women, Infants, and Children) WIC and other social service agencies, nursing homes, home health agencies, colleges/adult schools and medical associations/organizations.

b. Suggested Activities:

- i. Participate in local and state immunization coalitions, task forces and work groups such as the California Immunization Coalition (CIC).

c. Performance Measures:

- i. Number of new partnerships developed.
- ii. Number and type of activities conducted with new and existing partnerships coalitions, task forces and/or workgroups.

d. Reporting Requirements:

- i. Report the number of new partnerships developed.
- ii. Report by number and type of activities conducted with new and existing partnerships, coalitions, task forces and/or workgroups.

Objective 5.2: Provide and/or promote education and training opportunities, materials, and information to health care providers, schools and childcare centers, community organizations, and the general public within the jurisdiction to promote best practices for immunization and raise awareness about the importance of immunizations.

a. Required Activities:

- i. Serve as the immunization expert and resource within the jurisdiction for healthcare providers, schools, community organizations and the general public.
- ii. Provide information on education and training resources available through the Centers for Disease Control and Prevention (CDC), State and local health department such as such as EZIZ resources and the Pink Book Webinar Series to facilitate the orientation and training of new LHD Immunization Program staff.
- iii. Promote and encourage providers/organizations to subscribe to the EZIZ listserv to receive information on upcoming educational/training opportunities and immunization-related news.
- iv. Collaborate with CDPH Immunization Branch to notify healthcare providers and other organizations within the jurisdiction about critical immunization information such as changes in the ACIP schedule and new laws/requirements.
- v. Order, stock and disseminate materials available through the Immunization Coordinators' website to providers (to non-VFC providers only if opting to promote VFC Materials Store), schools and other immunization stakeholders within the jurisdiction.
- vi. Conduct at least one annual provider or community-based-campaign to increase coverage of pediatric, adolescent, adults and/or seasonal influenza immunizations.

NOTE: A *campaign* is defined as coordinated efforts through various communications activities to inform your designated audience (i.e., pregnant women, parents of preteens, providers, etc.) of a given issue (e.g., seasonal influenza promotion, encourage Tdap vaccination among pregnant women, etc.). As recommended by the Community Preventative Services Task Force (see Community Guide), provider and/or community-based interventions should be implemented in combination (involve the use of two or more interventions). As an evidence-based approach to increase vaccination rates within a target population, the Task Force recommends implementing a combination of interventions to both 1) increase public demand and 2) enhance access to vaccination services (may include interventions aimed at providers).

A campaign is considered completed by conducting at least one of the communication activities to increase demand from List A, and at least one of the activities to enhance access to vaccination services in List B.

List A. Activities that increase public demand for vaccination

- Send educational e-mail(s) to immunization stakeholders, such as school nurses, provider groups, LHD staff, WIC, Head Start
- Contribute an article to newsletters/bulletins
- Distribute materials to stakeholders, such as schools, youth programs,

- providers, WIC, MCAH
- Distribute materials for use at community health fairs/events
 - Post message(s) on social media, such as Facebook and Twitter
 - Post a web banner on your website or other website where audience frequents
 - Advertise your message (outdoor advertising, print, radio, TV, online, text message)
 - Conduct a health fair or other community event
 - Conduct a presentation/training during grand round/In-service for providers
 - Speak at a school assembly, PTA meeting, classroom, or at a parent-teacher night
 - Conduct a presentation for a community group (e.g., prenatal class)
 - Conduct a press event
 - Issue a press release
 - Issue a proclamation
 - Participate in a media interview
 - Other _____

List B. Activities that enhance access to vaccination services (including interventions directed at providers).

- Conduct an on-site clinic
- Support or promote accessible transportation
- Reduce out-of-pocket costs for vaccine (i.e. voucher program)
- Increase clinic hours
- Educate providers (i.e. grand rounds presentation)
- Conduct provider assessment and feedback
- Other: _____

For additional activities, see Section 2 for Improving Vaccine Access and Coverage

b. Suggested Activities:

- i. Evaluate the campaign in terms of target population reached by the communication activities (List A above), and improvements in access to vaccination (List B), or resultant improvements in immunization coverage levels (see section 2 above).
- ii. Conduct presentations, workshops, trainings and/or contribute articles to provider newsletters on immunization-related topics to health care providers and other organizations about pediatric, adolescent and adult immunization issues including, but not limited to, ACIP recommendations, best practices, new vaccines, vaccine storage and handling, vaccine safety, VAERS reporting, or vaccination documentation requirements.
- iii. Promote and/or implement activities supporting official national and/or statewide immunization campaigns (observances) such as Preteen Vaccine Week (PVW), National Infant Immunization Week/Toddler Immunization Month (NIIW/TIM), National Adult Immunization Awareness Week (NAIAW), National Immunization Awareness Month (NIAM), and National Influenza Vaccine Week (NIVW).

- iv. Conduct education and awareness activities targeted to parents and the general public promoting vaccine safety, efficacy and importance of recommended immunizations.
- v. Promote VFC Materials Store among VFC providers to order and share print materials to their staff and patients.
- vi. Provide and regularly maintain accurate website content and web links on vaccine preventable disease and immunizations representing pediatric, adolescent and adult issues and resources.

c. Performance Measures:

- i. Number of new immunization program staff completing training, and types of training completed.
- ii. Number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Number and type of notifications sent to health care providers and other organizations.
- iv. Number and type of presentations/workshops/trainings provided.
- v. Number and type of children, adolescent, adult and/or influenza campaigns conducted. Describe immunization issue, audience and communication activities conducted. Describe concordant effort to increase access to immunization services.

d. Reporting Requirements:

- i. Report the number of new immunization program staff completing training, and types of training completed.
- ii. Report the number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Report the number and type of notifications sent to health care providers and other organizations.
- iv. Report the number and type of presentations/workshops/trainings provided.
- v. Report the number and type of children, adolescent, adult and/or influenza campaigns conducted.

6) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)

Objective 6.1: Assist with the prevention, surveillance and control of VPD within the jurisdiction.

a. Required Activities:

- i. Support the maintenance of an effective system for identification and reporting of suspect, probable and confirmed cases of VPDs following the guidelines set forth by Title 17.
- ii. For reporting from LHDs to CDPH, follow these requirements:
<http://www.cdph.ca.gov/HealthInfo/Documents/VPDReportingFromLHDsToCDPH.pdf>
- iii. Support the investigation and follow-up of reported suspect, probable and confirmed VPDs following the guidelines set forth by CDC and the CDPH Immunization Branch. Quick sheets can be located at:
www.getimmunizedca.org.

- iv. Support investigation of infant pertussis cases. Inform LHD Maternal, Child and Adolescent program of each new infant case, and work together to contact the mother's prenatal care provider to determine barriers to prenatal Tdap vaccination. Follow up and assist the provider to meet the standard of care including providing strong recommendations for Tdap and a strong referral for Tdap (if Tdap is not offered on-site). See the prenatal Tdap program letter which sets forth a standard of care:
<http://www.cdph.ca.gov/HealthInfo/discond/Documents/CDPH-DHCSletterPrenatalTdap.pdf>
- v. Work collaboratively with LHD Communicable Disease Control staff and the CDPH Immunization Branch to address VPD outbreaks within the jurisdiction including: securing vaccine and assisting with the organization and implementation of efforts to vaccinate susceptible individuals; developing and disseminating messages to inform the public of the outbreak, prevention and availability of vaccine; organizing outreach events as needed; performing vaccine accountability and management; and reporting vaccine utilization.
- vi. For outbreak control activities, work with field representative and follow CDPH approval process for using 317 vaccines. Vaccine should only be administered for outbreak purposes if prior approval is given by CDPH.
- vii. For outbreak investigations that are multijurisdictional, ensure information on cases and exposed contacts is obtained in a timely matter and information on cases or contacts who reside in other jurisdictions is promptly provided to CDPH to provide to affected jurisdictions.

b. Performance Measures:

- i. Percentage of cases reported and followed up according to established timelines.

c. Reporting Requirements:

- i. Report on activities conducted as part of VPD outbreak control.
- ii. Report cases and suspected cases of VPDs to CDPH according to:
<http://www.cdph.ca.gov/HealthInfo/Documents/VPDReportingFromLHDsToCDPH.pdf>

7) Assess and Improve Compliance with Childcare and School Immunization Entry Requirements

Objective 7.1: Assist the CDPH Immunization Branch with assessing and improving compliance with Child Care and School Immunization Entry Requirements according to CDPH Immunization Branch guidelines and instructions.

a. Required Activities:

- i. In coordination with the CDPH Immunization Branch, provide guidance and encourage compliance with existing school and child care entry requirements and regulations by all child care centers and schools within the jurisdiction. The *Annual School Immunization Assessment Reporting and Follow-Up Policy* details LHD responsibilities (www.izcoordinators.org).

- ii. Promote child-care and school immunization entry requirements by conducting trainings and/or providing technical assistance for staff of child-care centers and schools, especially those reporting low rates of students with all required immunizations or demonstrating identified gaps or areas of improvement meeting immunization requirements, e.g., those schools with conditional entrant rates of 25% or greater.
- iii. Based on lists provided by the CDPH Immunization Branch, follow-up with childcare and school sites that do not complete the electronic Fall Assessment.
- iv. As requested, conduct selective review site visits to a sample of child care centers, kindergartens, and/or seventh-grade schools (cohort will rotate annually) identified by the CDPH Immunization Branch including interviewing staff, reviewing randomly selected student records, providing guidance regarding noncompliant students, and completing and submitting requested documentation.

b. Suggested Activities:

- i. Assist the schools in following up on conditional entrants until the students are brought up to date.
- ii. Provide guidance, including site visits as necessary, to address issues identified in schools grades pre-K through 12th.

c. Performance Measures:

- i. Percentage of school and child care sites in the jurisdiction which have completed the annual immunization assessment.
- ii. Percentage of conditional entrants into kindergartens.
- iii. Percentage of children with all required immunizations.

d. Reporting Requirements:

- i. Numbers of schools with whom the LHD worked to lower the proportions of conditional entrants or raise the proportions of students with all required immunizations.
- ii. Percentage of late responders that submitted paperwork.
- iii. Number of schools visited.

8) Improve and Maintain Preparedness for an Influenza Pandemic

Objective 8.1: Work with new and existing partners to increase demand for (and capacity to provide) seasonal influenza vaccine.

a. Required Activities:

- i. Utilize IZB-supplied influenza vaccine in accordance with State Influenza eligibility guidelines; promote and support the use of the vaccine throughout the jurisdiction by LHD facilities, community partners, or mass vaccination clinics.
- ii. Operate or support mass influenza clinics that include immunization of school-aged children.
- iii. Assist partners in using CAIR for submitting and viewing information on seasonal flu vaccine doses administered. Refer to 3.1.a.ii. regarding mandate

to enter IZB-supplied flu vaccine doses into CAIR.

b. Suggested Activities:

- i. Utilize IZB-supplied 317 vaccines to support a mass immunization exercise, in conjunction with preparedness partners.
- ii. Support efforts of FQHCs, public hospital outpatient clinics, and other health facilities that serve uninsured adults and routinely assess their influenza vaccine coverage data. Support these partners in improving their flu vaccine performance measures, using approaches such as expanded clinic hours, pre-booking state funded flu vaccine, and using CAIR or their EHRs for reminder/recall for patients at high risk for influenza complications.
- iii. Work with long-term care facilities to assess and improve flu immunization coverage levels of staff and residents, especially those that reported outbreaks in the prior flu season.
- iv. Work with prenatal care providers in the LHJ to ensure they stock flu vaccine (or make strong referrals to accessible other sites, such as pharmacies), assess the flu vaccination coverage of their pregnant patients, and make any needed improvements.
- v. Assist the IZB in follow up of VFC providers with inadequate flu vaccine ordering to cover their estimated patients' needs.
- vi. Work with jail medical providers to expand and support flu vaccination efforts of inmates.
- vii. Ensure flu vaccination messages are communicated via other organizations that reach persons at high risk of flu complications, such as WIC for pregnant women.
- viii. Work with healthcare facilities such as hospitals and clinics to improve influenza coverage of healthcare personnel.

c. Performance Measures:

- i. Number of individuals vaccinated for influenza.
- ii. Number of mass vaccination exercises completed.

d. Reporting Requirements:

- i. Number of influenza immunizations provided with state-funded vaccines and any administration fees or costs to patients.
- ii. Upon request throughout and after the influenza season, the number of doses of influenza administered, age groups of recipients, clinic settings for mass influenza clinics, and doses remaining in inventory.

Glossary of Acronyms

Abbreviation or term	Definition
317 vaccine	Vaccine provided to LHD clinics and partners for uninsured adults and for outbreak purposes.
ACIP	Advisory Committee on Immunization Practices
AFIX	Assessment, Feedback, Incentive, eXchange
CAIR	California Immunization Registry
CDPH	California Department of Public Health
EHR	Electronic Health Record
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HDAS	Health Department Authorized Sites
IZB	Immunization Branch (of CDPH)
IZB-supplied vaccine	Vaccine ordered through the CDPH Immunization Branch and supplied to LHD clinics or partners using state or federal (VFC and 317) funding sources.
LHD	Local Health Department
LHJ	Local Health Jurisdiction
PEP	Post Exposure Prophylaxis
VFC	Vaccines for Children Program
VPDs	Vaccine-Preventable Disease(s)
WIC	Women, Infants, and Children

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 1
(07/01/2017 - 06/30/2018)**

Form 5A

I. Personnel	% of time or hours on project	Monthly salary range or hourly rate	Total
Immunization Coordinator - Bryan Wheeler	20%	\$ 6,614.00	\$ 15,873.60
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	15,873.60
II. Fringe Benefits (70% of Personnel)		\$	11,428.99
III. Operating Expenses or General Expenses		\$	1,271.76
Office/Clinic Supplies		\$	1,019.76
Publication/Printing Costs		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	252.00
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	850.00
In-State Travel		\$	850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved 25% of total Personnel Costs or total Direct Costs)		\$	6,825.65
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs			
<input type="checkbox"/> Approved ____% of total Direct Costs			
VIII. Total Expenses		\$	36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 2
(07/01/2018 - 06/30/2019)**

Form 5B

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	20.00%	\$ 6,778.00	\$ 16,267.20
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	\$ 16,267.20
II. Fringe Benefits (70% of Personnel)		\$	\$ 11,387.04
III. Operating Expenses or General Expenses		\$	\$ 832.20
Office/Clinic Supplies		\$	\$ 580.20
Printing		\$	\$ -
Health Education		\$	\$ -
Other - Cell Phone Allowance		\$	\$ 252.00
IV. Equipment Expenses		\$	\$ -
V. Travel Expenses		\$	\$ 850.00
In-State Travel		\$	\$ 850.00
Out-of-State Travel		\$	\$ -
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	\$ -
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)		\$	\$ 6,913.56
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs		\$	\$ 6,913.56
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses		\$	\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 3
(07/01/2019 - 06/30/2020)**

Form 5C

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	19.00%	\$ 6,945.00	\$ 15,834.60
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Personnel Expenses			\$ 15,834.60
 II. Fringe Benefits (70% of Personnel)			\$ 11,084.22
 III. Operating Expenses or General Expenses			\$ 1,751.47
Office/Clinic Supplies			\$ 1,512.07
Printing			\$ -
Health Education			\$ -
Other - Cell Phone Allowance			\$ 239.40
 IV. Equipment Expenses			\$ -
 V. Travel Expenses			\$ 850.00
In-State Travel			\$ 850.00
Out-of-State Travel			\$ -
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
 VI. Subgrantee Expenses (if any)			\$ -
_____ (Name of Subgrantee)			
 VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)			\$ 6,729.71
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs			\$ 6,729.71
<input type="checkbox"/> Approved ___% of total Direct Costs			
 VIII. Total Expenses			\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 4
(07/01/2020 - 06/30/2021)**

Form 5D

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	19%	\$ 7,117.00	\$ 16,226.76
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Personnel Expenses			\$ 16,226.76
 II. Fringe Benefits (70% of Personnel)			\$ 11,358.73
 III. Operating Expenses or General Expenses			\$ 918.13
Office/Clinic Supplies			\$ 678.73
Printing			\$ -
Health Education			\$ -
Other - Cell Phone Allowance			\$ 239.40
 IV. Equipment Expenses			\$ -
 V. Travel Expenses			\$ 850.00
In-State Travel			\$ 850.00
Out-of-State Travel			\$ -
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
 VI. Subgrantee Expenses (if any)			\$ -
_____ (Name of Subgrantee)			
 VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)			\$ 6,896.37
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs			\$ 6,896.37
<input type="checkbox"/> Approved ___% of total Direct Costs			
 VIII. Total Expenses			\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 5
(07/01/2021 - 06/30/2022)**

Form 5E

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	18.50%	\$ 7,293.00	\$ 16,190.46
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
Total Personnel Expenses			\$ 16,190.46
II. Fringe Benefits (70% of Personnel)			\$ 11,333.32
III. Operating Expenses or General Expenses			\$ 995.27
Office/Clinic Supplies			\$ 762.17
Printing			\$ -
Health Education			\$ -
Other - Cell Phone Allowance			\$ 233.10
IV. Equipment Expenses			\$ -
V. Travel Expenses			\$ 850.00
In-State Travel			\$ 850.00
Out-of-State Travel			\$ -
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)			\$ -
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)			\$ 6,880.95
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs			\$ 6,880.95
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses			\$ 36,250.00

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<hr/>	
<hr/>	<hr/>
Name of Grantee	Printed Name of Person Signing for Grantee
<hr/>	<hr/>
Contract / Grant Number	Signature of Person Signing for Grantee
<hr/>	<hr/>
Date	Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Program
P.O. Box 997377, MS XXX
Sacramento, CA 95899-XXXX

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

CDPH Immunization Branch
Fiscal Year 2017- 2022
APPLICATION COVER SHEET/CHECKLIST

Form 1

DATE OF SUBMISSION	05/17/2017
OFFICIAL ORGANIZATION NAME	Mono County Public Health Department
AGREEMENT NUMBER	<i>(Leave blank. Will be assigned by CDPH/IZ)</i>

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

Contact Name: Bryan Wheeler	Phone Number: (760) 924-1835
E-mail: bwheeler@mono.ca.gov	

Type of Application:

New
 Renewal
 Continuation
 Supplement
 Revision
 Supplement
 Revision

Budget Period: From: 7/1/17 To: 6/30/22	Total Amount Requested for 5 Years: \$ 181,250
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Board of Supervisors/Resolution meeting dates for the upcoming 6 months:

_05/09/2017 _
_05/16/2017 ___
_06/07/2017 _
_06/13/2017 _
_06/20/2017
_07/04/2017 _
_07/11/2017 ___
_07/18/2017 ___
_08/01/2017 _
_08/08/2017

Federal Compliance Requirements of the Immunization Grant No. 5 NH23IP000717-05-00

This section requires LHD Grantee signature to acknowledge that the LHD Grantee has reviewed and understand the Federal Compliance Requirements of the Immunization Grant. See enclosed copy of the Award Attachments under which this grant is issued.

Bob Gardner –Chairperson, BOS

Print Name and Title of Person Signing

Signature of Person Signing

Date

APPLICATION CONTENTS:**Application Due by 5:00 p.m., (Pacific Standard Time), May 18, 2017****Please Check**

Form 1:	Application Cover Sheet/Checklist	x
Form 2:	Grantee Information Form	x
Form 3:	Local Project Synopsis	x
Form 4:	CDPH Immunization Branch Scope of Work for Local Health Departments	x
Form 5:	Exhibit B – Budget	x
Form 6:	Payee Data Record	<input type="checkbox"/>

NOTE: The above documents must be completed and submitted with this Application Cover Sheet/Checklist Form. E-mail completed application to izb.admin@cdph.ca.gov by the submission deadline.

**CDPH Immunization Branch
Grantee Information Form**

Date Form Completed: 05/17/17

This is the information that will appear on your grant agreement cover page.		
Organization	Federal Tax ID # <u>95-6005661</u> Contract/Grant# <u>(will be assigned by IZ/CDPH)</u>	
	Data Universal Number System (DUNS) # <u>086128832</u>	
	Official Organization Name <u>Mono County Health Department</u>	
	Mailing Address <u>P.O. Box 3329, Mammoth Lakes, CA 93546</u>	
	Street Address (If Different) <u>437 Old Mammoth Road, Suite Q, Mammoth Lakes, CA 93546</u>	
	County <u>Mono</u>	
	Phone <u>(760) 924-1830</u> Fax <u>(760) 924-1831</u>	
	Website <u>www.monohealth.com</u>	
	The Grant Signatory has authority to sign the grant agreement cover.	
	Grant Signatory	Name <u>Bob Gardner</u>
Title <u>Chair Person, Mono County Board of Supervisors</u>		
<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>		
Mailing Address <u>P.O. Box 715, Bridgeport, CA 93517</u>		
Street Address (If Different) _____		
Phone <u>(909)325-0999</u> Fax _____		
E-mail <u>bgardner@mono.ca.gov</u>		
The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Immunization Branch staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.		
Project Director	Name <u>Bryan Wheeler</u>	
	Title <u>Health Program Manager</u>	
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
	Phone <u>(760) 924-1835</u> Fax <u>(760) 924-1831</u>	
	E-mail <u>bwheeler@mono.ca.gov</u>	

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address	<u>P.O.Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u>37 Emigrant Street, Bridgeport, CA 93517</u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	
Fiscal Reporter	The Fiscal Reporter prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	<u>P.O. Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u></u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	
Fiscal Signatory	The Fiscal Signatory has signature authority for invoices and all fiscal documentation reports.	
	Name	<u>Kim Bunn</u>
	Title	<u>Public Health Fiscal & Administrative Officer</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	<u>P.O. Box 476, Bridgeport, CA 93517</u>
	Street Address (If Different)	<u></u>
	Phone	<u>(760) 932-5587</u> Fax <u>(760) 932-5284</u>
E-mail	<u>kbunn@mono.ca.gov</u>	

**CDPH Immunization Branch
Grant Application
Local Project Synopsis**

Form 3

Name of Grantee: Mono County Health Department

1. DESCRIPTION OF SERVICES TO BE PROVIDED:

The Mono County Immunization Program will utilize the contract funds to support and supplement the scope of work as defined by the California Department of Public Health, Immunization Branch. The following are the specifics by objectives from the Scope of Work.

Objective 1 – Allow for training of Local Health Department staff who will work under this contract to be provided training on handling, storage, and monitoring to ensure the integrity of the vaccines and the safety of the clients.

Objective 2 - Mono County will also have regular clinic days at two county locations where clients can present for vaccinations. Walk in vaccinations are always available at our Mammoth Lakes office. Events such as Pre-teen vaccine night will be promoted throughout local schools to elevate attendance and promote wellness and prevent vaccine preventable diseases.

Objective 3 – Mono County Health Department will continue to utilize CAIR to manage patient vaccine needs, send follow up notices, and to maintain client records if agreeable to the client.

Objective 4 – In conjunction with local providers that provide prenatal care Mono County Health Department will provide education and case notification as it pertains to perinatal hepatitis B virus.

Objective 5 – Mono County Health Department will participate in the regional meeting as well as the state wide meeting as required. Mono County will also participate in IZ update calls. Mono County Health Department will also provide education to local providers as it pertains to Vaccinations.

Objective 6 – Mono county Health Department will provide schools, local providers, and members of the community with Education as to the importance of childhood vaccinations. The Health Department will monitor any such outbreaks in an effort to minimize the impact of such events. Mono County Health Department will hold Pre-teen vaccine nights to provide all required vaccines to county residents.

Objective 7 – Mono County will work directly with all local schools to provide guidance and assistance to ensure compliance with school entry requirements. Further collaboration with the schools and child care facilities is needed in order to encourage adherence with school law and to assist school and child care personnel with the reporting requirements.

Objective 8 - Mono County will provide both community flu clinics, that cover the majority of communities in the county, as well as school flu clinics that cover all pre-schools and public school districts

2. EVALUATION PLANS:

All grantees participate in process evaluation per their Scope of Work activities.

Grantees must complete a quarterly grant report detailing their activities.

Mono County Public Health will follow the Performance Measures and Reporting requirements as outlined in the CDPH Immunization Branch Scope of Work for Local Health Departments as it pertains to Mono County.

The Goal of the services provided is to increase the number of individuals who are current with the vaccination schedule, increase the number of individuals who receive a flu shot, and eliminate vaccine preventable diseases. It is not enough to simply look at raw data to measure the success of the immunization program. Mono County Health Department will utilize the "Model of Improvement" to evaluate and make ongoing changes to improve our services and outcomes. The use of Plan, Do, Study, and Act in the Model for Improvement allows key stakeholders in our department to evaluate our program and changes made for improvement in an ongoing real time manner thus constantly evaluating and making changes in an attempt to improve outcomes.

CDPH Immunization Branch Scope of Work for Local Health Departments

Purpose

The purpose of this grant is to assist local health departments (LHDs) in preventing and controlling vaccine-preventable diseases in the local health jurisdiction (LHJ).

Related Statutes

California Health & Safety Code sections:

- 120130 requires the Local Health Officer to properly report to CDPH those diseases listed as reportable, which include vaccine-preventable diseases.
- 120175 requires the Local Health Officer to take measures as may be necessary to prevent the spread or occurrence of additional cases of reportable diseases (which includes reportable vaccine-preventable diseases).
- 120350 requires Local Health Officers to organize and maintain a program to make available the immunizations required for admittance to child care facilities and schools.

Services to be Performed by the Grantee

The Grantee is to implement activities to:

- Assess and improve coverage levels in the jurisdiction of all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) to protect the population.
- Detect, report, and control vaccine-preventable diseases in the jurisdiction.

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also conditions for federal funding of the CDPH Immunization Branch (IZB) and/or statutory requirements of State and LHDs. The level of subvention grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Subvention grant funds must not be used to supplant (i.e., replace) local funds currently being expended for immunization services and activities.

Grantee agrees to assign the responsibility of monitoring each program component:

1) Vaccine Accountability and Management; 2) Improving Vaccine Access and Coverage Rates; 3) Immunization Information Systems; 4) Perinatal Hepatitis B Prevention; 5) Education, Information, Training, and Partnerships; 6) Prevention, Surveillance and Control of Vaccine Preventable Disease; 7) Assess and Improve Compliance with Childcare and School Immunization Entry Requirements; and 8) Improve and Maintain Preparedness for an Influenza Pandemic.

Grantee will monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.

The Immunization Coordinator is required to participate in meetings, webinars, and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH

Immunization Branch's Immunization Coordinators' Meeting, New Immunization Coordinator Orientation (offered annually and required for all new Immunization Coordinators), regional coordinators' meetings, and conference calls related to influenza, outbreak control, perinatal hepatitis B, changes in policies and procedures, and other important issues.

Components, Objectives, Activities

1) Vaccine Accountability and Management

Objective 1.1: With the assistance of the CDPH Immunization Branch, the grantee is to provide guidance to LHD facilities (if clinics are offered by LHD) and partners that receive Immunization Branch (IZB) supplied vaccine (317, Vaccines for Children [VFC], state general fund) to facilitate compliance with current protocols, policies, and procedures for vaccine management, including storage and handling in accordance with manufacturers' specifications and as stated in the following documents: *The VFC Program's Provider Participation Agreement and the Provider Agreement Addendum (VFC and 317 Vaccines)*.

a. Required Activities:

- i. Provide education and guidance to LHD facility and partner staff regarding the requirements stated in the above documents as needed. Ensure immunization services are provided directly by the LHD and/or identify, authorize and monitor community-based health care agencies to provide immunization services as described in the Clinic Services Document located on the Immunization Coordinator website (www.izcoordinators.org).
- ii. LHDs are responsible for ensuring that their community partners that receive IZB-supplied vaccine are in compliance with all storage and handling requirements.
- iii. Assist LHD facilities and partners receiving IZB-supplied vaccine in developing and implementing policies that specify no charge may be made to the patient, parent, guardian or third party payer for the cost of the IZB-supplied vaccine. If a vaccine administration fee is charged, it may not exceed the maximum established by local policy, and a sliding scale/fee waiver process must be in place. Signage must be posted in a prominent location which states that those persons eligible to receive IZB-supplied vaccine may not be denied vaccine for failure to pay the administration fee or make a donation to the provider.
- iv. In collaboration with LHD facilities and partners, monitor and facilitate compliance with requirements for the use of IZB-supplied vaccine.

b. Suggested Activities:

- i. Promote CDPH requirements and recommendations for the storage and handling of vaccines to the general provider community.
- ii. Conduct Immunization Skills Institute trainings for local provider staff.

c. Performance Measures:

- i. Thoroughness and timeliness of Quarterly Grant Reports submitted.
- ii. Documentation of guidance provided to community-based agencies receiving IZB-supplied vaccines from the LHD.

d. Reporting Requirements:

- i. Quarterly grant reports
- ii. VFC Recertification

Objective 1.2: The Grantee will provide guidance to LHD facilities and partners that receive IZB-supplied (317, VFC, state) vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine accountability including: ordering, patient eligibility screening, administration, waste minimization, dose accountability and reporting, and annual recertification requirements, as stated in the following documents:

- The VFC Program's Provider Participation Agreement
- *The VFC Program's Provider Agreement Addendum (VFC and 317 Vaccines)*
- *Policy for Provision of IZB-supplied Vaccines to Privately Insured Patients by Local Health Department Jurisdictions* (posted on the Immunization Coordinator website (www.izcoordinators.org))
- *Vaccine Eligibility Guidelines for Health Department and CDPH Approved Health Department Partners* (posted on the Immunization Coordinator website (www.izcoordinators.org))

a. Required Activities:

- i. Provide education and guidance to LHD and partner facility staff regarding the requirements stated in the above documents as needed.
- ii. Facilitate the development and implementation of corrective action plans for vaccine loss/waste incidents due to negligence in LHD facilities and partners as requested by the CDPH Immunization Branch.
- iii. Notify the CDPH Immunization Branch of suspected situations of fraud and/or abuse of IZB-supplied vaccine within the jurisdiction.
- iv. Provide guidance to LHD and partner staff regarding requirements and processes for dose-level tracking/accountability and reporting of IZB-supplied vaccine.
- v. Ensure all doses of IZB-supplied vaccine are entered into California Immunization Registry (CAIR). (See also 3.1.a.ii.)
- vi. Ensure that LHD Immunization Clinics and partners are knowledgeable about and utilize the Vaccine Adverse Events Reporting System (VAERS)¹ for reporting adverse events following immunizations in accordance with CDPH Immunization Branch guidelines.
- vii. Ensure that LHD Immunization Clinics and partners are knowledgeable about and utilize the Vaccine Errors Reporting Program (VERP)² for reporting vaccine administration errors, so they can be identified and remedied to improve vaccine safety.
- viii. Ensure that IZB-supplied (317, VFC, state) vaccines are administered to eligible individuals following outlined eligibility guidelines for each vaccine funding source.
- ix. Adhere to protocols for the request and use of 317 supplied vaccine doses during a vaccine-preventable disease outbreak within the county. Notify the CDPH Immunization Branch and request approval for use of 317 supplied vaccines in all populations, prior to the initiation of any control or prevention

¹ <https://vaers.hhs.gov/index>

² <http://verp.ismp.org/>

vaccination activity. Submit a summary report of vaccination activities with 317 supplied vaccines 30 days after the conclusion of the event or effort.

b. Suggested Activities:

- i. Assist in the management of IZB-supplied vaccine within the jurisdiction by assisting providers with transferring excess inventory or short-dated vaccine to other providers who could utilize the vaccine and providing guidance on the transfer of the vaccine and required documentation.

c. Performance Measures:

For LHD immunization clinics and LHD partners

- i. Percentage of doses ordered by vaccine type that were deemed non-viable negligent losses due to expiration and/or improper storage and handling.
- ii. Number of vaccine storage and handling incidents and vaccine dose accountability reports.

d. Reporting Requirements:

- i. Storage and Handling Incident Reports.
- ii. Vaccine Returns and Wastage Reports.
- iii. Vaccine Administration Reports.
- iv. Local Health Department Authorization Request for 317 Vaccine Use during an Outbreak Response.
- v. Summary of Outbreak Response Activities.
- vi. Corrective action plans and implemented grant reports.

2) Improving Vaccine Access and Coverage Rates

(See section 4 for Perinatal hepatitis B prevention, section 7 for Compliance with school and child care immunization entry requirements, and section 8 for Influenza immunization.)

Objective 2.1: The grantee will promote access to and improve coverage level of ACIP-recommended vaccines for children, adolescents and adults throughout the jurisdiction, including in LHD facilities and partners.

a. Required Activities:

- i. Directly provide and/or work with community partners to implement special targeted vaccination initiatives as directed by the CDPH Immunization Branch such as new legislatively-required vaccines for school entry and mass vaccination.
- ii. Sustain an immunization safety net for the jurisdiction (even if the LHD provides only influenza and outbreak-related vaccination). This will include developing and maintaining a referral list of providers within the jurisdiction that offer no cost or low cost immunization services for adults, adolescents and children, based on insurance status.
- iii. Assist the public with questions and barriers regarding insurance, payment and access to immunization services. Use the *Frequently Asked Questions on Immunization in the Medi-Cal program* to assist Medi-Cal members in accessing immunization services (document can be found on the IZ Coordinators' website: www.izcoordinators.org). As needed, elevate access

- problems to the Medi-Cal managed care plan. If unable to resolve at that level, work with the IZB Field Representative to resolve.
- iv. Work with Medi-Cal managed care plans operating in the local health jurisdiction to:
 - 1) Review at least annually (and revise as needed) the Memorandum of Understanding (MOU) between each Plan and the LHD³ (and related documents) regarding coordination of immunization services, exchange of medical information, Plan immunization coverage data, billing, and reimbursement.
 - 2) Review at least annually, the immunization coverage rates for Plan members and support Plan efforts to improve rates.
 - 3) Identify and resolve any barriers Plan members face in accessing immunization services.
 - v. Promote adult immunization in the jurisdiction, including through the use of vaccine purchased by Federal 317 funds and provision of technical assistance to priority providers.
 - vi. Utilize CAIR, existing local data and/or conduct assessments to identify low or lagging vaccination coverage levels for specific populations and/or specific vaccines (i.e., pockets of need) within the jurisdiction and develop and conduct activities to reduce these disparities. (See also 3.1.a.v.)
 - vii. Ensure LHD clinics participating in the VFC Program comply with current immunization schedules, dosages, and contraindications established by the Advisory Committee on Immunization Practices (ACIP); ensure vaccine doses are offered in accordance to those agreed upon as part of the clinic's recertification agreements and populations served at each practice.

b. Suggested Activities:

- i. Promote participation in the VFC Program to other jurisdictional facilities that provide immunizations (e.g., new pediatric providers, primary care, juvenile halls, community and school-based clinics and private providers).
- ii. Promote use of the Adult Implementation Standards (<https://www.cdc.gov/vaccines/hcp/adults/for-practice/standards/index.html>) by adult immunization providers in the jurisdiction.

c. Performance Measures:

- i. Number of operating immunization clinics in LHD facilities, along with number of IZB-supplied immunizations administered at each location.
- ii. #s of individuals vaccinated with IZB-supplied vaccine offered by facilities.

d. Reporting Requirements:

- i. Number and hours of operation of LHD immunization clinic sites.
- ii. Number of immunizations provided by LHD immunization clinics with IZB-funded vaccines and costs to patient.

Objective 2.2: To improve the quality and efficiency of immunization services provided by

³Mandated by Department of Health Care Services. See Exhibit A, Attachment 8 (Section 12) and Attachment 12 of the boilerplate contract located at:

<http://www.dhcs.ca.gov/provgovpart/Documents/ImpRegSB2PlanBp32014.pdf>

LHD clinics and partners, participate or follow up on VFC Compliance Visits and Assessment, Feedback, Incentive, eXchange (AFIX) visits, as requested by CDPH staff, to assess and improve adherence to the CDC's Standards for Child and Adolescent Immunization Practices.

a. Required Activities:

- i. In conjunction with the CDPH Immunization Branch, participate in and support the compliance visits and AFIX for all LHD facilities within the jurisdiction and assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.
- ii. As directed by the CDPH Immunization Branch, conduct follow-up visits with LHD clinics and partners to provide assistance with implementation of mandatory corrective action plans.

b. Suggested Activities:

- i. Working with the IZB Field Representative, assist with conducting VFC compliance and educational visits at public and private VFC sites outside the LHD to improve the delivery and quality of immunization services within the jurisdiction.
- ii. Assist and support the VFC Program with conducting follow-up activities as requested.
- iii. Assist in the communication of key VFC Program initiatives, messages, or VFC Tips to local providers in the county as part of any provider community education effort.

c. Performance Measures:

- i. Immunization rates of specified cohorts.
- ii. Percentage of immunization rate assessments completed for those facilities designated for assessment.
- iii. Feedback sessions conducted with sites needing additional support.

d. Reporting Requirements:

- i. VFC Compliance Visit Reports and Coverage Reports submitted to the CDPH Immunization Branch Senior Field Representative.

3) Immunization Information Systems

Objective 3.1: The Grantee is to assist in the promotion and implementation of CAIR in the LHD and among providers in the jurisdiction.

a. Required Activities:

- i. Require LHD Immunization Clinics to enter all patients into CAIR either through timely direct entry or real time data exchange with the clinics' electronic health records (EHR).
- ii. All LHD clinics must enter all IZB-supplied vaccine doses administered into CAIR. LHDs may apply for a waiver for adult doses only (19+ years) if they are unable to enter influenza doses given at a mass vaccination clinic (either by themselves or a partner). Contact your IZB Field Representative. (See also

- 1.2.a.v.)
- iii. Assist with addressing CAIR issues in LHD Immunization Clinics including frequency of use, data quality, and adherence to policies and procedures.
 - iv. Refer participating CAIR providers needing assistance to the Local CAIR Representative or CAIR Help Desk for support.
 - v. Participate in CAIR Trainings and/or CAIR Update meetings.
 - vi. At least once per quarter, the Grantee will run CAIR2 reports to identify gaps in immunization coverage. Assessment may be broad based (e.g. all 2 year olds in the LHJ, by race/ethnicity) or focused (e.g. 2 year olds receiving care in Federally Qualified Health Centers [FQHCs], or participating in WIC). See also 2.1.a.vi.

b. Suggested Activities:

- i. Assist in promoting CAIR to other LHD-based facilities that give or look up immunizations including sexually transmitted disease clinics, juvenile halls/jails, primary care services, etc. Assist CDPH Immunization Branch with addressing implementation issues within these settings.
- ii. Promote CAIR to VFC (including FQHCs) and non-VFC providers during general immunization outreach and education activities and refer interested providers to the CDPH Immunization Branch.
- iii. Promote CAIR to adolescent and adult medical providers.
- iv. Promote CAIR participation (look up) by non-medical sites such as WIC and Welfare agencies, and schools and child care centers within the jurisdiction.
- v. Provide space for CAIR user trainings if available and requested by the CDPH Immunization Branch.
- vi. Assist with distributing CAIR provider materials (e.g., Reminder/Recall postcards).

c. Performance Measures:

- i. Timeliness and completeness of LHD Immunization Clinics entering/submitted patients into CAIR.
- ii. Participation in CAIR Trainings and/or CAIR Update meetings, if offered.

d. Reporting Requirements:

- i. Percentage of LHD clinics entering/submitted records into CAIR, along with timeframes of entry.

4) Perinatal Hepatitis B Prevention

Objective 4.1: Reduce the incidence of perinatal hepatitis B virus (HBV) infection in the jurisdiction.

a. Required Activities:

- i. Send annual information to prenatal care providers (CDPH to provide template) on:
 - 1) Screening all pregnant women for hepatitis B surface antigen (HBsAg) as part of the first prenatal laboratory tests;
 - 2) Ordering HBV DNA testing on HBsAg-positive pregnant women and

- referring women with HBV DNA levels >20,000 IU/mL to a specialist;
 - 3) Informing the planned delivery hospital of the mother's HBsAg-positive status at least one month prior to delivery date;
 - 4) Reporting HBsAg-positive pregnant women to the LHD within the timeline stated by current California codes and regulations;
 - 5) Educating HBsAg-positive pregnant women about the current ACIP recommendations on prevention of perinatal HBV transmission; and
 - 6) Enrollment of the birth hospital as a provider in the VFC program.
- ii. Send annual information to birth hospitals (CDPH to provide template) on:
 - 1) Identifying all pregnant HBsAg-positive on hospital admission;
 - 2) Immediately testing pregnant women with unknown HBsAg status on admission;
 - 3) Developing written policies and procedures or standing orders for the prevention of perinatal HBV infection per the current ACIP recommendations, including administration of post-exposure prophylaxis (PEP) for infants of HBsAg-positive women; notification of the LHD if PEP is refused by the parents; and administration of a universal hepatitis B vaccine birth dose; and
 - 4) Optimizing their use of CAIR, including making CAIR disclosure to mothers a routine part of hospital pre-registration, and ensuring that birth hospital Electronic Health Records (EHRs) are successfully exchanging data with CAIR.
 - iii. With LHD Communicable Disease staff, create a method to identify HBsAg-positive pregnant women through laboratory report review.
 - iv. Contact and educate HBsAg-positive pregnant women about current ACIP recommendations on prevention of perinatal hepatitis B transmission.
 - v. Follow-up with birth hospitals to ensure that infants of HBsAg-positive women received appropriate PEP at birth.
 - vi. Follow-up with pediatrician to ensure that HBV vaccine series is given and document dates of receipt.
 - vii. Follow-up with pediatrician to ensure that post vaccination serologic (PVS) testing occurs at 9 months and document the results.
 - viii. Recommend that infected infants are referred to a gastroenterologist.

b. Suggested Activities:

- i. Work with Perinatal Hepatitis B staff at the CDPH Immunization Branch as appropriate on provider enrollment, quality assurance, and/or follow-up activities.

c. Performance Measures:

- i. Number and percentage of birth hospitals within the jurisdiction providing the universal hepatitis B birth dose in accordance with ACIP recommendations.
- ii. Birth hospitals not offering the universal hepatitis B birth dose have received education regarding the ACIP recommendations.
- iii. Number and percentage of infants born to HBV-infected mothers who have completed PVS testing.
- iv. Percentage of birth hospitals within the jurisdiction that deliver babies eligible for VFC vaccine that have enrolled in the VFC Program.

d. Reporting Requirements:

- i. Report the number and percentage of birthing hospitals that are compliant with ACIP recommendations for providing the universal hepatitis B birth dose.
- ii. Provide updates regarding education and assistance provided to birth hospitals that do not offer the universal hepatitis B birth dose.
- iii. Report the number and percentage of birth hospitals that have successfully enrolled and are actively participating in the VFC Program.
- iv. Report the CAIR provider IDs of all birth hospitals in the LHD (so CDPH can assess/improve data exchange quality).
- v. Report all
 - 1) HBsAg-positive pregnant women;
 - 2) Infants who did not receive appropriate PEP at birth, either due to a PEP error or due to parental refusal of PEP for the infant; and
 - 3) HBV-infected infants <24 months of age.

5) Education, Information, Training, and Partnerships

Objective 5.1: Develop partnerships and collaborative activities in order to expand immunization services, promote best practices, and improve coverage rates among children, adolescents and adults within the jurisdiction.

a. Required Activities:

- i. Develop and maintain partnerships and conduct collaborative activities with organizations, clinics, and community groups serving children, adolescents, adults to expand immunization services, promote best practices and improve coverage rates. Organizations include, but are not limited to, hospitals and birthing facilities, primary care providers, child care providers, schools, juvenile/adult correction facilities, (Women, Infants, and Children) WIC and other social service agencies, nursing homes, home health agencies, colleges/adult schools and medical associations/organizations.

b. Suggested Activities:

- i. Participate in local and state immunization coalitions, task forces and work groups such as the California Immunization Coalition (CIC).

c. Performance Measures:

- i. Number of new partnerships developed.
- ii. Number and type of activities conducted with new and existing partnerships coalitions, task forces and/or workgroups.

d. Reporting Requirements:

- i. Report the number of new partnerships developed.
- ii. Report by number and type of activities conducted with new and existing partnerships, coalitions, task forces and/or workgroups.

Objective 5.2: Provide and/or promote education and training opportunities, materials, and information to health care providers, schools and childcare centers, community organizations, and the general public within the jurisdiction to promote best practices for immunization and raise awareness about the importance of immunizations.

a. Required Activities:

- i. Serve as the immunization expert and resource within the jurisdiction for healthcare providers, schools, community organizations and the general public.
- ii. Provide information on education and training resources available through the Centers for Disease Control and Prevention (CDC), State and local health department such as such as EZIZ resources and the Pink Book Webinar Series to facilitate the orientation and training of new LHD Immunization Program staff.
- iii. Promote and encourage providers/organizations to subscribe to the EZIZ listserv to receive information on upcoming educational/training opportunities and immunization-related news.
- iv. Collaborate with CDPH Immunization Branch to notify healthcare providers and other organizations within the jurisdiction about critical immunization information such as changes in the ACIP schedule and new laws/requirements.
- v. Order, stock and disseminate materials available through the Immunization Coordinators' website to providers (to non-VFC providers only if opting to promote VFC Materials Store), schools and other immunization stakeholders within the jurisdiction.
- vi. Conduct at least one annual provider or community-based-campaign to increase coverage of pediatric, adolescent, adults and/or seasonal influenza immunizations.

NOTE: A *campaign* is defined as coordinated efforts through various communications activities to inform your designated audience (i.e., pregnant women, parents of preteens, providers, etc.) of a given issue (e.g., seasonal influenza promotion, encourage Tdap vaccination among pregnant women, etc.). As recommended by the Community Preventative Services Task Force (see Community Guide), provider and/or community-based interventions should be implemented in combination (involve the use of two or more interventions). As an evidence-based approach to increase vaccination rates within a target population, the Task Force recommends implementing a combination of interventions to both 1) increase public demand and 2) enhance access to vaccination services (may include interventions aimed at providers).

A campaign is considered completed by conducting at least one of the communication activities to increase demand from List A, and at least one of the activities to enhance access to vaccination services in List B.

List A. Activities that increase public demand for vaccination

- Send educational e-mail(s) to immunization stakeholders, such as school nurses, provider groups, LHD staff, WIC, Head Start
- Contribute an article to newsletters/bulletins
- Distribute materials to stakeholders, such as schools, youth programs,

- providers, WIC, MCAH
- Distribute materials for use at community health fairs/events
 - Post message(s) on social media, such as Facebook and Twitter
 - Post a web banner on your website or other website where audience frequents
 - Advertise your message (outdoor advertising, print, radio, TV, online, text message)
 - Conduct a health fair or other community event
 - Conduct a presentation/training during grand round/In-service for providers
 - Speak at a school assembly, PTA meeting, classroom, or at a parent-teacher night
 - Conduct a presentation for a community group (e.g., prenatal class)
 - Conduct a press event
 - Issue a press release
 - Issue a proclamation
 - Participate in a media interview
 - Other _____

List B. Activities that enhance access to vaccination services (including interventions directed at providers).

- Conduct an on-site clinic
- Support or promote accessible transportation
- Reduce out-of-pocket costs for vaccine (i.e. voucher program)
- Increase clinic hours
- Educate providers (i.e. grand rounds presentation)
- Conduct provider assessment and feedback
- Other: _____

For additional activities, see Section 2 for Improving Vaccine Access and Coverage

b. Suggested Activities:

- i. Evaluate the campaign in terms of target population reached by the communication activities (List A above), and improvements in access to vaccination (List B), or resultant improvements in immunization coverage levels (see section 2 above).
- ii. Conduct presentations, workshops, trainings and/or contribute articles to provider newsletters on immunization-related topics to health care providers and other organizations about pediatric, adolescent and adult immunization issues including, but not limited to, ACIP recommendations, best practices, new vaccines, vaccine storage and handling, vaccine safety, VAERS reporting, or vaccination documentation requirements.
- iii. Promote and/or implement activities supporting official national and/or statewide immunization campaigns (observances) such as Preteen Vaccine Week (PVW), National Infant Immunization Week/Toddler Immunization Month (NIIW/TIM), National Adult Immunization Awareness Week (NAIAW), National Immunization Awareness Month (NIAM), and National Influenza Vaccine Week (NIVW).

- iv. Conduct education and awareness activities targeted to parents and the general public promoting vaccine safety, efficacy and importance of recommended immunizations.
- v. Promote VFC Materials Store among VFC providers to order and share print materials to their staff and patients.
- vi. Provide and regularly maintain accurate website content and web links on vaccine preventable disease and immunizations representing pediatric, adolescent and adult issues and resources.

c. Performance Measures:

- i. Number of new immunization program staff completing training, and types of training completed.
- ii. Number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Number and type of notifications sent to health care providers and other organizations.
- iv. Number and type of presentations/workshops/trainings provided.
- v. Number and type of children, adolescent, adult and/or influenza campaigns conducted. Describe immunization issue, audience and communication activities conducted. Describe concordant effort to increase access to immunization services.

d. Reporting Requirements:

- i. Report the number of new immunization program staff completing training, and types of training completed.
- ii. Report the number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Report the number and type of notifications sent to health care providers and other organizations.
- iv. Report the number and type of presentations/workshops/trainings provided.
- v. Report the number and type of children, adolescent, adult and/or influenza campaigns conducted.

6) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)

Objective 6.1: Assist with the prevention, surveillance and control of VPD within the jurisdiction.

a. Required Activities:

- i. Support the maintenance of an effective system for identification and reporting of suspect, probable and confirmed cases of VPDs following the guidelines set forth by Title 17.
- ii. For reporting from LHDs to CDPH, follow these requirements:
<http://www.cdph.ca.gov/HealthInfo/Documents/VPDReportingFromLHDsToCDPH.pdf>
- iii. Support the investigation and follow-up of reported suspect, probable and confirmed VPDs following the guidelines set forth by CDC and the CDPH Immunization Branch. Quick sheets can be located at:
www.getimmunizedca.org.

- iv. Support investigation of infant pertussis cases. Inform LHD Maternal, Child and Adolescent program of each new infant case, and work together to contact the mother's prenatal care provider to determine barriers to prenatal Tdap vaccination. Follow up and assist the provider to meet the standard of care including providing strong recommendations for Tdap and a strong referral for Tdap (if Tdap is not offered on-site). See the prenatal Tdap program letter which sets forth a standard of care:
<http://www.cdph.ca.gov/HealthInfo/discond/Documents/CDPH-DHCSletterPrenatalTdap.pdf>
- v. Work collaboratively with LHD Communicable Disease Control staff and the CDPH Immunization Branch to address VPD outbreaks within the jurisdiction including: securing vaccine and assisting with the organization and implementation of efforts to vaccinate susceptible individuals; developing and disseminating messages to inform the public of the outbreak, prevention and availability of vaccine; organizing outreach events as needed; performing vaccine accountability and management; and reporting vaccine utilization.
- vi. For outbreak control activities, work with field representative and follow CDPH approval process for using 317 vaccines. Vaccine should only be administered for outbreak purposes if prior approval is given by CDPH.
- vii. For outbreak investigations that are multijurisdictional, ensure information on cases and exposed contacts is obtained in a timely matter and information on cases or contacts who reside in other jurisdictions is promptly provided to CDPH to provide to affected jurisdictions.

b. Performance Measures:

- i. Percentage of cases reported and followed up according to established timelines.

c. Reporting Requirements:

- i. Report on activities conducted as part of VPD outbreak control.
- ii. Report cases and suspected cases of VPDs to CDPH according to:
<http://www.cdph.ca.gov/HealthInfo/Documents/VPDReportingFromLHDsToCDPH.pdf>

7) Assess and Improve Compliance with Childcare and School Immunization Entry Requirements

Objective 7.1: Assist the CDPH Immunization Branch with assessing and improving compliance with Child Care and School Immunization Entry Requirements according to CDPH Immunization Branch guidelines and instructions.

a. Required Activities:

- i. In coordination with the CDPH Immunization Branch, provide guidance and encourage compliance with existing school and child care entry requirements and regulations by all child care centers and schools within the jurisdiction. The *Annual School Immunization Assessment Reporting and Follow-Up Policy* details LHD responsibilities (www.izcoordinators.org).

- ii. Promote child-care and school immunization entry requirements by conducting trainings and/or providing technical assistance for staff of child-care centers and schools, especially those reporting low rates of students with all required immunizations or demonstrating identified gaps or areas of improvement meeting immunization requirements, e.g., those schools with conditional entrant rates of 25% or greater.
- iii. Based on lists provided by the CDPH Immunization Branch, follow-up with childcare and school sites that do not complete the electronic Fall Assessment.
- iv. As requested, conduct selective review site visits to a sample of child care centers, kindergartens, and/or seventh-grade schools (cohort will rotate annually) identified by the CDPH Immunization Branch including interviewing staff, reviewing randomly selected student records, providing guidance regarding noncompliant students, and completing and submitting requested documentation.

b. Suggested Activities:

- i. Assist the schools in following up on conditional entrants until the students are brought up to date.
- ii. Provide guidance, including site visits as necessary, to address issues identified in schools grades pre-K through 12th.

c. Performance Measures:

- i. Percentage of school and child care sites in the jurisdiction which have completed the annual immunization assessment.
- ii. Percentage of conditional entrants into kindergartens.
- iii. Percentage of children with all required immunizations.

d. Reporting Requirements:

- i. Numbers of schools with whom the LHD worked to lower the proportions of conditional entrants or raise the proportions of students with all required immunizations.
- ii. Percentage of late responders that submitted paperwork.
- iii. Number of schools visited.

8) Improve and Maintain Preparedness for an Influenza Pandemic

Objective 8.1: Work with new and existing partners to increase demand for (and capacity to provide) seasonal influenza vaccine.

a. Required Activities:

- i. Utilize IZB-supplied influenza vaccine in accordance with State Influenza eligibility guidelines; promote and support the use of the vaccine throughout the jurisdiction by LHD facilities, community partners, or mass vaccination clinics.
- ii. Operate or support mass influenza clinics that include immunization of school-aged children.
- iii. Assist partners in using CAIR for submitting and viewing information on seasonal flu vaccine doses administered. Refer to 3.1.a.ii. regarding mandate

to enter IZB-supplied flu vaccine doses into CAIR.

b. Suggested Activities:

- i. Utilize IZB-supplied 317 vaccines to support a mass immunization exercise, in conjunction with preparedness partners.
- ii. Support efforts of FQHCs, public hospital outpatient clinics, and other health facilities that serve uninsured adults and routinely assess their influenza vaccine coverage data. Support these partners in improving their flu vaccine performance measures, using approaches such as expanded clinic hours, pre-booking state funded flu vaccine, and using CAIR or their EHRs for reminder/recall for patients at high risk for influenza complications.
- iii. Work with long-term care facilities to assess and improve flu immunization coverage levels of staff and residents, especially those that reported outbreaks in the prior flu season.
- iv. Work with prenatal care providers in the LHJ to ensure they stock flu vaccine (or make strong referrals to accessible other sites, such as pharmacies), assess the flu vaccination coverage of their pregnant patients, and make any needed improvements.
- v. Assist the IZB in follow up of VFC providers with inadequate flu vaccine ordering to cover their estimated patients' needs.
- vi. Work with jail medical providers to expand and support flu vaccination efforts of inmates.
- vii. Ensure flu vaccination messages are communicated via other organizations that reach persons at high risk of flu complications, such as WIC for pregnant women.
- viii. Work with healthcare facilities such as hospitals and clinics to improve influenza coverage of healthcare personnel.

c. Performance Measures:

- i. Number of individuals vaccinated for influenza.
- ii. Number of mass vaccination exercises completed.

d. Reporting Requirements:

- i. Number of influenza immunizations provided with state-funded vaccines and any administration fees or costs to patients.
- ii. Upon request throughout and after the influenza season, the number of doses of influenza administered, age groups of recipients, clinic settings for mass influenza clinics, and doses remaining in inventory.

Glossary of Acronyms

Abbreviation or term	Definition
317 vaccine	Vaccine provided to LHD clinics and partners for uninsured adults and for outbreak purposes.
ACIP	Advisory Committee on Immunization Practices
AFIX	Assessment, Feedback, Incentive, eXchange
CAIR	California Immunization Registry
CDPH	California Department of Public Health
EHR	Electronic Health Record
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HDAS	Health Department Authorized Sites
IZB	Immunization Branch (of CDPH)
IZB-supplied vaccine	Vaccine ordered through the CDPH Immunization Branch and supplied to LHD clinics or partners using state or federal (VFC and 317) funding sources.
LHD	Local Health Department
LHJ	Local Health Jurisdiction
PEP	Post Exposure Prophylaxis
VFC	Vaccines for Children Program
VPDs	Vaccine-Preventable Disease(s)
WIC	Women, Infants, and Children

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 1
(07/01/2017 - 06/30/2018)**

Form 5A

I. Personnel	% of time or hours on project	Monthly salary range or hourly rate	Total
Immunization Coordinator - Bryan Wheeler	20%	\$ 6,614.00	\$ 15,873.60
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	15,873.60
II. Fringe Benefits (70% of Personnel)		\$	11,428.99
III. Operating Expenses or General Expenses		\$	1,271.76
Office/Clinic Supplies		\$	1,019.76
Publication/Printing Costs		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	252.00
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	850.00
In-State Travel		\$	850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved 25% of total Personnel Costs or total Direct Costs)		\$	6,825.65
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs			
<input type="checkbox"/> Approved ____% of total Direct Costs			
VIII. Total Expenses		\$	36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 2
(07/01/2018 - 06/30/2019)**

Form 5B

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	20.00%	\$ 6,778.00	\$ 16,267.20
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	\$ 16,267.20
II. Fringe Benefits (70% of Personnel)		\$	\$ 11,387.04
III. Operating Expenses or General Expenses		\$	\$ 832.20
Office/Clinic Supplies		\$	\$ 580.20
Printing		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	\$ 252.00
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	\$ 850.00
In-State Travel		\$	\$ 850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)		\$	\$ 6,913.56
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs		\$	\$ 6,913.56
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses		\$	\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 3
(07/01/2019 - 06/30/2020)**

Form 5C

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	19.00%	\$ 6,945.00	\$ 15,834.60
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	\$ 15,834.60
II. Fringe Benefits (70% of Personnel)		\$	\$ 11,084.22
III. Operating Expenses or General Expenses		\$	\$ 1,751.47
Office/Clinic Supplies		\$	\$ 1,512.07
Printing		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	\$ 239.40
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	\$ 850.00
In-State Travel		\$	\$ 850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)		\$	\$ 6,729.71
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs		\$	\$ 6,729.71
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses		\$	\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 4
(07/01/2020 - 06/30/2021)**

Form 5D

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	19%	\$ 7,117.00	\$ 16,226.76
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	\$ 16,226.76
II. Fringe Benefits (70% of Personnel)		\$	\$ 11,358.73
III. Operating Expenses or General Expenses		\$	\$ 918.13
Office/Clinic Supplies		\$	\$ 678.73
Printing		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	\$ 239.40
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	\$ 850.00
In-State Travel		\$	\$ 850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)		\$	\$ 6,896.37
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs		\$	\$ 6,896.37
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses		\$	\$ 36,250.00

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA: #17-10072
Date: 04/27/2017

**Exhibit B - Budget
Year 5
(07/01/2021 - 06/30/2022)**

Form 5E

	% of time or hours on project	Monthly salary range or hourly rate	Total
I. Personnel			
Immunization Coordinator - Bryan Wheeler	18.50%	\$ 7,293.00	\$ 16,190.46
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Personnel Expenses		\$	\$ 16,190.46
II. Fringe Benefits (70% of Personnel)		\$	\$ 11,333.32
III. Operating Expenses or General Expenses		\$	\$ 995.27
Office/Clinic Supplies		\$	\$ 762.17
Printing		\$	-
Health Education		\$	-
Other - Cell Phone Allowance		\$	\$ 233.10
IV. Equipment Expenses		\$	-
V. Travel Expenses		\$	\$ 850.00
In-State Travel		\$	\$ 850.00
Out-of-State Travel		\$	-
(The Grantee shall be reimbursed for the actual claimed and invoiced)			
VI. Subgrantee Expenses (if any)		\$	-
_____ (Name of Subgrantee)			
VII. Indirect Costs (Approved ___% of total Personnel Costs or total Direct Costs)		\$	\$ 6,880.95
<input checked="" type="checkbox"/> Approved 25% of total Personnel Costs		\$	\$ 6,880.95
<input type="checkbox"/> Approved ___% of total Direct Costs			
VIII. Total Expenses		\$	\$ 36,250.00



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Finance

TIME REQUIRED

SUBJECT Monthly Treasury Transaction Report

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Treasury Transaction Report for the month ending 4/30/2018

RECOMMENDED ACTION:

Approve the Treasury Transaction Report for the month ending 4/30/2018

FISCAL IMPACT:

None

CONTACT NAME: Gerald Frank

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Treasury Transaction Report for the month ending 4/30/2018](#)

History

Time	Who	Approval
5/31/2018 6:15 AM	County Administrative Office	Yes
5/23/2018 10:51 AM	County Counsel	Yes
5/25/2018 2:22 PM	Finance	Yes



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 3/31/2018, End Date: 4/30/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Buy Transactions									
Buy	4/5/2018	911312BK1	500,000.00	United Parcel Service 2.5 4/1/2023-23	97.05	485,225.00	138.89	3.14	485,363.89
Buy	4/11/2018	3133EJKN8	1,000,000.00	FFCB 2.7 4/11/2023	99.92	999,196.41	0.00	2.72	999,196.41
Buy	4/13/2018	25665QAX3	245,000.00	Dollar BK Fed Savings BK 2.9 4/13/2023	100.00	245,000.00	0.00	2.90	245,000.00
Buy	4/26/2018	696624CC7	250,000.00	Palm Desert CA Redev 2.25 10/1/2020	98.83	247,077.50	390.63	2.75	247,468.13
Buy	4/30/2018	06406RAG2	500,000.00	Bank of New York Mellon 3.5 4/28/2023	100.05	500,250.92	0.00	3.49	500,250.92
Buy	4/30/2018	91435LAB3	245,000.00	University of Iowa Community Credit Union 3 4/28/2	100.00	245,000.00	0.00	3.00	245,000.00
Subtotal			2,740,000.00			2,721,749.83	529.52		2,722,279.35
Deposit	4/3/2018	LAIF6000Q	1,000,000.00	Local Agency Investment Fund LGIP	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	4/4/2018	CAMP60481	2,000,000.00	California Asset Management Program LGIP	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	4/5/2018	CAMP60481	2,000,000.00	California Asset Management Program LGIP	100.00	2,000,000.00	0.00	0.00	2,000,000.00
Deposit	4/6/2018	LAIF6000Q	2,500,000.00	Local Agency Investment Fund LGIP	100.00	2,500,000.00	0.00	0.00	2,500,000.00
Deposit	4/10/2018	LAIF6000Q	3,500,000.00	Local Agency Investment Fund LGIP	100.00	3,500,000.00	0.00	0.00	3,500,000.00
Deposit	4/13/2018	LAIF6000Q	24,422.37	Local Agency Investment Fund LGIP	100.00	24,422.37	0.00	0.00	24,422.37
Deposit	4/30/2018	CAMP60481	23,642.58	California Asset Management Program LGIP	100.00	23,642.58	0.00	0.00	23,642.58
Deposit	4/30/2018	OAKVALLEY0670	6,216.28	Oak Valley Bank Cash	100.00	6,216.28	0.00	0.00	6,216.28
Deposit	4/30/2018	OAKVALLEY0670	23,128,018.52	Oak Valley Bank Cash	100.00	23,128,018.52	0.00	0.00	23,128,018.52
Subtotal			34,182,299.75			34,182,299.75	0.00		34,182,299.75
Total Buy Transactions			36,922,299.75			36,904,049.58	529.52		36,904,579.10
Interest/Dividends									
Interest	4/1/2018	13063DAD0	0.00	California State GO UNLTD 2.367 4/1/2022		0.00	5,917.50	0.00	5,917.50
Interest	4/2/2018	36962G6W9	0.00	General Electric Cap Corp 1.625 4/2/2018		0.00	4,062.50	0.00	4,062.50
Interest	4/3/2018	9497486Z5	0.00	WELLS FARGO BK NA SIOUXFALLS SD 1.6 8/3/2021		0.00	332.93	0.00	332.93
Interest	4/5/2018	14042RCQ2	0.00	CAPITAL ONE, NATIONAL ASSOCIATION 1.7 10/5/2021		0.00	2,076.79	0.00	2,076.79
Interest	4/5/2018	3135G0T78	0.00	FNMA 2 10/5/2022		0.00	9,944.44	0.00	9,944.44
Interest	4/5/2018	981571CE0	0.00	Worlds Foremost Bk Sidney NE 1.75 5/5/2021		0.00	297.26	0.00	297.26



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 3/31/2018, End Date: 4/30/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	4/6/2018	89236TCX1	0.00	Toyota Motor Credit Corp 1.2 4/6/2018		0.00	3,000.00	0.00	3,000.00
Interest	4/7/2018	3135G0Q89	0.00	FNMA 1.375 10/7/2021		0.00	6,875.00	0.00	6,875.00
Interest	4/10/2018	59013JZP7	0.00	Merrick Bank 2.05 8/10/2022		0.00	426.57	0.00	426.57
Interest	4/10/2018	58404DAP6	0.00	MEDALLION BANK 2.15 10/11/2022		0.00	2,626.53	0.00	2,626.53
Interest	4/11/2018	20033APV2	0.00	COMENITY CAP BK SALT LAKE CITY UTAH 1.6 4/12/2021		0.00	332.93	0.00	332.93
Interest	4/13/2018	51210SNP8	0.00	LAKESIDE BANK 1.4 8/13/2018		0.00	291.32	0.00	291.32
Interest	4/14/2018	45581EAR2	0.00	Industrial and Commercial Bank of China USA, NA 2.		0.00	551.42	0.00	551.42
Interest	4/15/2018	55266CQE9	0.00	MB FINANCIAL BANK, NATIONAL ASSN 1.8 1/15/2021		0.00	374.55	0.00	374.55
Interest	4/15/2018	34387ABA6	0.00	FLUSHING BANK N Y 1.8 12/10/2018		0.00	374.55	0.00	374.55
Interest	4/15/2018	62384RAF3	0.00	Mountain America Federal Credit Union 3 3/27/2023		0.00	382.60	0.00	382.60
Interest	4/17/2018	855736DA9	0.00	STATE BK & TR CO DEFIANCE OHIO 1.6 2/17/2021		0.00	332.93	0.00	332.93
Interest	4/17/2018	50116CBE8	0.00	KS Statebank Manhattan KS 2.1 5/17/2022		0.00	436.97	0.00	436.97
Interest	4/18/2018	08173QBX3	0.00	BENEFICIAL BANK 2.15 10/18/2022		0.00	2,626.53	0.00	2,626.53
Interest	4/18/2018	92937CGB8	0.00	WEX BANK 2 10/19/2020		0.00	2,443.29	0.00	2,443.29
Interest	4/18/2018	3133EGLD5	0.00	FFCB 1.18 10/18/2019-16		0.00	5,900.00	0.00	5,900.00
Interest	4/18/2018	22766ABN4	0.00	Crossfirst Bank 2.05 8/18/2022		0.00	426.57	0.00	426.57
Interest	4/19/2018	310567AB8	0.00	Farmers State Bank 2.35 9/19/2022		0.00	488.99	0.00	488.99
Interest	4/21/2018	3133EGNF8	0.00	FFCB 1.3 4/21/2020-16		0.00	6,500.00	0.00	6,500.00
Interest	4/22/2018	38148JRS2	0.00	GOLDMAN SACHS BK USA NEW YORK 1.9 4/22/2020		0.00	2,321.12	0.00	2,321.12
Interest	4/23/2018	33715LBE9	0.00	First Technology Federal Credit Union 2.3 8/23/201		0.00	478.59	0.00	478.59
Interest	4/25/2018	330459BY3	0.00	FNB BANK INC 2 2/25/2022		0.00	416.16	0.00	416.16
Interest	4/25/2018	966594BD4	0.00	Whitney Bank 1.75 10/25/2019		0.00	2,137.88	0.00	2,137.88
Interest	4/26/2018	3136G3F59	0.00	FNMA 1.06 4/26/2019-17		0.00	5,300.00	0.00	5,300.00
Interest	4/26/2018	20070PHK6	0.00	COMMERCE ST BK WEST BEND WIS 1.65 9/26/2019		0.00	343.34	0.00	343.34
Interest	4/26/2018	91330ABA4	0.00	UNITY BK CLINTON NJ 1.5 9/26/2019		0.00	312.12	0.00	312.12
Interest	4/27/2018	3134GBKY7	0.00	FHLMC 2.125 4/27/2022-17		0.00	10,625.00	0.00	10,625.00



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 3/31/2018, End Date: 4/30/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Interest	4/27/2018	3130AB6Q4	0.00	FHLB 2.08 4/27/2022-18		0.00	10,400.00	0.00	10,400.00
Interest	4/27/2018	35637RCQ8	0.00	FREEDOM FIN BK W DES MOINES 1.5 7/26/2019		0.00	312.12	0.00	312.12
Interest	4/27/2018	596689EC9	0.00	MIDDLETON COMMUNITY BANK 1.4 11/27/2018		0.00	291.32	0.00	291.32
Interest	4/28/2018	080515CH0	0.00	Belmont Savings Bank 2.7 2/28/2023		0.00	561.82	0.00	561.82
Interest	4/28/2018	20786ABA2	0.00	CONNECTONE BK ENGLEWOOD 1.55 7/29/2019		0.00	322.53	0.00	322.53
Interest	4/28/2018	3136G4EV1	0.00	FNMA 1.625 10/28/2021-17		0.00	8,125.00	0.00	8,125.00
Interest	4/28/2018	85916VBY0	0.00	STERLING BANK 1.7 7/26/2019		0.00	353.74	0.00	353.74
Interest	4/28/2018	57116AMW5	0.00	MARLIN BUSINESS BANK 1.4 10/28/2020		0.00	1,710.30	0.00	1,710.30
Interest	4/28/2018	3136G4EU3	0.00	FNMA 1.6 10/28/2021-17		0.00	8,000.00	0.00	8,000.00
Interest	4/29/2018	01748DAX4	0.00	ALLEGIANCE BK TEX HOUSTON 2.15 9/29/2022		0.00	447.38	0.00	447.38
Interest	4/29/2018	02587DXK9	0.00	AMERICAN EXPRESS CENTURION BK 1.85 4/29/2020		0.00	2,260.04	0.00	2,260.04
Interest	4/30/2018	CAMP60481	0.00	California Asset Management Program LGIP		0.00	23,642.58	0.00	23,642.58
Interest	4/30/2018	29266N3Q8	0.00	ENERBANK USA SALT LAKE CITYUTAH 1.05 8/31/2018		0.00	211.44	0.00	211.44
Interest	4/30/2018	OAKVALLEY0670	0.00	Oak Valley Bank Cash		0.00	6,216.28	0.00	6,216.28
Subtotal			0.00			0.00	141,810.93		141,810.93
Total Interest/Dividends			0.00			0.00	141,810.93		141,810.93
Sell Transactions									
Matured	4/2/2018	36962G6W9	500,000.00	General Electric Cap Corp 1.625 4/2/2018	0.00	500,000.00	0.00	0.00	500,000.00
Matured	4/6/2018	89236TCX1	500,000.00	Toyota Motor Credit Corp 1.2 4/6/2018	0.00	500,000.00	0.00	0.00	500,000.00
Subtotal			1,000,000.00			1,000,000.00	0.00		1,000,000.00
Withdraw	4/3/2018	FIT	2,000,000.00	Funds in Transit Cash	0.00	2,000,000.00	0.00	0.00	2,000,000.00
Withdraw	4/27/2018	LAIF6000Q	3,500,000.00	Local Agency Investment Fund LGIP	0.00	3,500,000.00	0.00	0.00	3,500,000.00
Withdraw	4/30/2018	OAKVALLEY0670	21,636,575.42	Oak Valley Bank Cash	0.00	21,636,575.42	0.00	0.00	21,636,575.42
Subtotal			27,136,575.42			27,136,575.42	0.00		27,136,575.42
Total Sell Transactions			28,136,575.42			28,136,575.42	0.00		28,136,575.42



Mono County Transaction Summary by Action Investment Portfolio

Begin Date: 3/31/2018, End Date: 4/30/2018

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
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**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Finance

TIME REQUIRED

PERSONS APPEARING BEFORE THE BOARD Janet Dutcher

SUBJECT Ordinance Delegating Investment Authority to the County Treasurer

AGENDA DESCRIPTION:

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

Proposed ordinance delegating investment authority to the County Treasurer.

RECOMMENDED ACTION:

Adopt proposed ordinance ORD18-___, Delegating investment authority to the County Treasurer and authorizing annual renewals of such delegation in subsequent years by resolution.

FISCAL IMPACT:

None.

CONTACT NAME: Gerald Frank

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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Staff Report
Ordinance
Backup Documents

History

Time	Who	Approval
5/31/2018 6:18 AM	County Administrative Office	Yes
5/23/2018 10:52 AM	County Counsel	Yes

5/25/2018 2:21 PM

Finance

Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Gerald A. Frank
Assistant Finance Director
Treasurer-Tax Collector

Janet Dutcher, CPA, CGFM
Finance Director

Stephanie Butters
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

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

Date: June 5, 2018
To: Honorable Board of Supervisors
From: Finance: Janet Dutcher, Gerald Frank

Subject:

Proposed Ordinance to Delegate Investment Authority to the Treasurer

Actions Requested:

1. Adopt proposed ordinance delegating investment authority to the County Treasurer.

Discussion:

The Ordinance delegating investment authority to the County Treasurer was introduced, title read, and further readings waived on January 9, 2018, but was missed being placed on the following agenda for the second reading (January 16, 2018 Board meeting canceled). This is considered the second reading and will finalize the adoption of the ordinance.

Pursuant to Government Code §53607, "The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year."

Pursuant to Government Code §27000.1, "Subject to Section 53607, the board of supervisors may, by ordinance, delegate to the county treasurer the authority to invest or reinvest the funds of the county and the funds of other depositors in the county treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5. The county treasurer shall thereafter assume full responsibility for those transactions until the board of supervisors either revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation, as provided in Section 53607. Nothing in this section shall limit the county treasurer's authority pursuant to Section 53635 or 53684.

Pursuant to Government Code §26980, Mono County has created the office of Director of Finance, which is consolidated with the office of County Treasurer (see Mono County Code Chapter 2.14). Accordingly, such delegation would in effect be to the Director of Finance, as County Treasurer.

Fiscal Impact:

None



ORDINANCE NO. ORD18-___

**AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS DELEGATING
INVESTMENT AUTHORITY TO THE COUNTY TREASURER AND
AUTHORIZING ANNUAL RENEWALS OF SUCH DELEGATION
IN SUBSEQUENT YEARS BY RESOLUTION**

WHEREAS, Government Code sections 53607 and 27000.1 authorize the Board of Supervisors to delegate to the County Treasurer the authority to invest or reinvest the funds of the County and the funds of other depositors in the County treasury (hereinafter “investment powers”), and provide that this delegation be carried out by ordinance and subject to annual renewal by the Board; and

WHEREAS, pursuant to Government Code section 26980, Mono County has created the office of Director of Finance, which office is consolidated with the office of County Treasurer (see Mono County Code Chapter 2.14); and

WHEREAS, accordingly, delegation of investment powers to the County Treasurer is a delegation of those powers to the Director of Finance, as County Treasurer; and

WHEREAS, further, pursuant to Government Code section 24100 et seq., any deputy of the Finance Director has all of the power and duties of the Finance Director; and

WHEREAS, accordingly any deputized Assistant Finance Director would have investment powers if such powers were delegated to the Finance Director; and

WHEREAS, once delegated, such authority includes the ability of the County Treasurer to contract with an investment manager further delegating discretionary authority to invest funds on deposit with the Treasurer pursuant to 79 Ops. Cal. Atty. Gen. 88; and

WHEREAS, on February 14, 2017, the Board passed ordinance 17-03, delegating investment authority to the County Treasurer; and

WHEREAS, the Board now desires to renew its delegation of investment authority to the County Treasurer under Government Code sections 53607 and 27000.1 for the entirety of 2018, and to further allow for annual renewals of such delegation in subsequent years by resolution.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO
ORDAINS** as follows:

SECTION ONE: Pursuant to Government Code sections 53607 and 27000.1, the authority to invest or reinvest funds of the County and the funds of other depositors in the County treasury, is hereby delegated to the County Treasurer, who is the County Finance Director, for the entirety of 2018.

SECTION TWO: Annual renewals of the delegation of investment authority to the County Treasurer by the Mono County Board of Supervisors, made pursuant Government Code sections 53607 and 27000.1 and this Ordinance, may be accomplished by resolution.

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SECTION THREE: This ordinance shall become effective 30 days from the date of its adoption and final passage, which appears immediately below. The Clerk of the Board of Supervisors shall post this ordinance and also publish the ordinance in the manner prescribed by Government Code section 25124 no later than 15 days after the date of this ordinance’s adoption and final passage. If the Clerk fails to so publish this ordinance within said 15-day period, then the ordinance shall not take effect until 30 days after the date of publication.

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Stacy Corless, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel

**BOARD OF SUPERVISORS
COUNTY OF MONO
P.O. BOX 715, BRIDGEPORT, CA 93517**

*Shannon Kendall
760-932-5533
skendall@mono.ca.gov
Clerk of the Board*

**REGULAR MEETING of
January 09, 2018**

*Helen Nunn
760-932-5534
hnunn@mono.ca.gov
Assistant Clerk of the Board*

**MINUTE ORDER
M18-17
Agenda Item #7a**

TO: Finance

**SUBJECT: Investment Policy and Delegation of Investment
Authority**

1. Approve the Mono County Statement of Investment Policy as presented or amended.
2. Introduce, read title, and waive further reading of proposed ordinance delegating investment authority to the County Treasurer.

Corless moved; Stump seconded

Vote: 4 yes; 0 no; 1 absent: Johnston

M18-17



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ORDINANCE NO. ORD17-03

**AN ORDINANCE OF THE MONO COUNTY
BOARD OF SUPERVISORS
DELEGATING INVESTMENT AUTHORITY
TO THE COUNTY TREASURER**

WHEREAS, Government Code Sections 53607 and 27000.1 authorize the Board of Supervisors to delegate to the County Treasurer the authority to invest or reinvest the funds of the County and the funds of other depositors in the County treasury (hereinafter "investment powers"); and

WHEREAS, Pursuant to Government Code §26980, Mono County has created the office of Director of Finance, which office is consolidated with the office of County Treasurer (see Mono County Code Chapter 2.14); and

WHEREAS, accordingly, delegation of investment powers to the County Treasurer is a delegation of those powers to the Director of Finance, as County Treasurer; and

WHEREAS, further, pursuant to Government Code section 24100 et seq., any deputy of the Finance Director has all of the powers and duties of the Finance Director; and

WHEREAS, accordingly, any deputized Assistant Finance Director would have investment powers if such powers were delegated to the Finance Director; and

WHEREAS, once delegated, such authority includes the ability of the County Treasurer to contract with an investment manager further delegating discretionary authority to invest funds on deposit with the Treasurer pursuant to 79 Ops. Cal. Atty. Gen. 88;

WHEREAS, the Board of Supervisors desires to renew the delegation of authority to the County Treasurer under Government Code Sections 53607 and 27000.1.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO ORDAINS that:

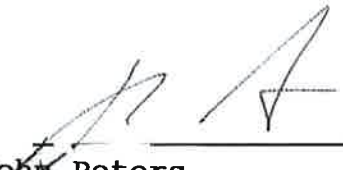
SECTION ONE: Pursuant to Government Code Sections 53607 and 27000.1, the authority to invest or reinvest funds of the County and the funds of other depositors in the County treasury, is hereby delegated to the County Treasurer, who is the County Finance Director.

1 **SECTION TWO:** This ordinance shall become effective 30 days from the date of its
2 adoption and final passage, which appears immediately below. The Clerk of the Board of
3 Supervisors shall post this ordinance and also publish the ordinance in the manner
4 prescribed by Government Code section 25124 no later than 15 days after the date of its
5 adoption and final passage. If the Clerk fails to publish this ordinance within said 15 day-

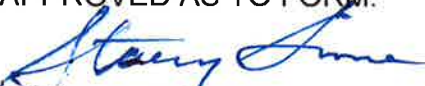
6 PASSED AND ADOPTED this 14th day of February, 2017, by the following
7 vote:

8 AYES : Supervisors Corless, Gardner, Johnston, Peters, and Stump
9 NOES : None.
10 ABSTAIN : None.
11 ABSENT : None.

12 ATTEST: 
 Clerk of the Board,
 Sr. Deputy



John Peters
Board of Supervisors
(for Chairwoman Corless)

13 APPROVED AS TO FORM:
14 
15 COUNTY COUNSEL



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Community Development; CAO; County Counsel

TIME REQUIRED

PERSONS

SUBJECT

Termination of Temporary
Moratorium on Commerical Cannabis
Operations

**APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

There is a current moratorium prohibiting all commercial cannabis activities within the unincorporated area of Mono County. Following the recent adoption of local regulations and permitting processes for commercial cannabis operations, it is necessary that the Board terminate the moratorium.

RECOMMENDED ACTION:

Adopt proposed urgency ordinance terminating temporary moratorium on commercial cannabis activities enacted by Mono County Ordinance ORD16-11 and extended by ORD17-02 and ORD17-15. (4/5 Board approval required.)

FISCAL IMPACT:

None.

CONTACT NAME:

PHONE/EMAIL: 760-924-1706 / cmilovich@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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Ordinance

History

Time

5/31/2018 6:21 AM

Who

County Administrative Office

Approval

Yes

5/30/2018 1:47 PM

County Counsel

Yes

5/31/2018 5:33 PM

Finance

Yes

County Counsel
Stacey Simon

Assistant County Counsel
Christian E. Milovich

Deputies
Anne M. Larsen
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 Senior

To: Board of Supervisors

From: Office of the County Counsel

Date: June 5, 2018

Re: Proposed ordinance terminating temporary moratorium on commercial cannabis activities within the unincorporated area of Mono County.

Recommended Action

Adopt proposed urgency ordinance terminating temporary moratorium on commercial cannabis activities as provided by Mono County Ordinance No. ORD17-15.

Strategic Plan Focus Area(s) Met

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

Fiscal Impact

No fiscal impact associated with the lifting of the moratorium.

Discussion

On November 21, 2017, your Board adopted Ordinance No. ORD17-15 extending the temporary moratorium prohibiting commercial medical and recreational cannabis activities in the unincorporated area of the County. The moratorium was originally established by ORD16-11. The purpose of the temporary moratorium was to prohibit commercial cannabis activities while the County studied, and ultimately implemented, regulations governing those activities. Ordinances related to temporary moratoriums are urgency ordinances, which take effect immediately. Unless earlier terminated by your Board, the moratorium would remain in effect until December 2, 2018.

On May 8, 2018, your Board adopted Ordinance No. ORD18-04 adopting General Plan

Amendment 18-01, which included the addition of Chapter 13 to the General Plan relating to land use regulations for local commercial cannabis operations as well as Ordinance No. ORD18-05 adding Chapter 5.60 to the Mono County Code, which established the non-land use regulations for local commercial cannabis operations. Together these regulations adequately address the issues that led to the imposition of the urgency ordinance.

Accordingly, your Board must adopt the proposed ordinance terminating the moratorium in order that legalized commercial cannabis activities may move forward. If the moratorium remains in effect on the date that the new regulations are effective (i.e., June 7, 2018), then it is likely the County will experience an increase in unpermitted, illegal operations. These operations lack environmental, safety, security and other controls, and pose an immediate threat to public health and safety. Accordingly, the proposed ordinance terminating the moratorium is an urgency ordinance, which will be effective immediately.

Please contact the County Counsel's office at 760-924-1700 with any questions.

Respectfully submitted,

Christian Milovich

Attachments: Proposed Ordinance terminating moratorium
 Ordinance No. ORD17-15



ORDINANCE NO. ORD18-__

**AN URGENCY ORDINANCE OF THE MONO COUNTY BOARD
OF SUPERVISORS TERMINATING THE TEMPORARY
MORATORIUM PROHIBITING COMMERCIAL MEDICAL AND
RECREATIONAL CANNABIS ACTIVITIES IN THE
UNINCORPORATED AREA OF THE COUNTY**

WHEREAS, pursuant to Government Code section 65858, on November 21, 2017, the Mono County Board of Supervisors (the Board) adopted Ordinance No. ORD17-15 extending the temporary moratorium prohibiting commercial medical and recreational cannabis activities within the unincorporated area of the County established by ORD16-11 and extended first by ORD17-02; and

WHEREAS, the temporary moratorium is in effect until December 2, 2018, unless sooner terminated by ordinance of the Board; and

WHEREAS, on May 8, 2018, the Board adopted Ordinance No. ORD18-04 adopting General Plan Amendment 18-01, which included the addition of Chapter 13 to the General Plan relating to land use regulations for local commercial cannabis operations as well as Ordinance No. ORD18-05 adding Chapter 5.60 to the Mono County Code, which established the non-land use regulations for local commercial cannabis operations; and

WHEREAS, these newly-adopted regulations create a comprehensive local regulatory scheme for commercial medical and recreational cannabis activities and therefore adequately address the issues that led to the imposition of the moratorium; and

WHEREAS, if the moratorium remains in effect on the date that the new regulations are effective (i.e., on June 7, 2018), then the County will experience an increase in unpermitted, illegal cannabis operations which lack environmental, safety, security and other controls, and therefore pose an immediate threat to public health and safety of the citizens of Mono County; and

WHEREAS, for the foregoing reasons, this ordinance should be adopted as an urgency ordinance pursuant to the provisions of Government Code sections 65858 and 25123; and

WHEREAS, the Board now wishes to immediately terminate the temporary moratorium as provided by ORD17-15;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO FINDS AND ORDAINS THAT:

SECTION ONE: The temporary moratorium prohibiting commercial medical and recreational cannabis activities within the unincorporated area of Mono County initially established

1 by ORD16-11 and extended first by ORD17-02 and later by ORD17-15 (the “Moratorium”), is
2 hereby terminated.

3 **SECTION TWO:** There is an immediate need to terminate the Moratorium to protect the
4 public health, safety and welfare of the citizens and natural environment of Mono County by
5 ensuring the availability of a legal, regulated path for cannabis businesses in order to reduce the
6 incidence of illegal, unpermitted operations which are not subject to the comprehensive health and
7 safety and environmental controls found in Chapter 13 of the Mono County General Plan and
8 Chapter 5.60 of the Mono County Code, which will take effect on June 7, 2018.

9 **SECTION THREE:** This ordinance shall become effective upon adoption as an urgency
10 measure pursuant to Government Code sections 65858 and 25123. The Clerk of the Board of
11 Supervisors shall post this ordinance and also publish it or a summary thereof in the manner
12 prescribed by Government Code section 25124 no later than 15 days after the date of its adoption.

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

15 **AYES:**

16 **NOES:**

17 **ABSENT:**

18 **ABSTAIN:**

19 _____
20 Bob Gardner, Chair
21 Mono County Board of Supervisors

22 **ATTEST:**

23 **APPROVED AS TO FORM:**

24 _____
25 Clerk of the Board

26 _____
27 County Counsel

28



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT California Fish and Game
Commission

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from the California Fish and Game Commission providing a copy of the notice of proposed regulatory action relative to amending the California Code of Regulations relating to Sage Grouse Preference Points and Draw.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Scheereen Dedman

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Letter

History

Time	Who	Approval
5/16/2018 5:18 AM	County Administrative Office	Yes
5/23/2018 10:50 AM	County Counsel	Yes
5/25/2018 2:23 PM	Finance	Yes

Commissioners

Eric Sklar, President
Saint Helena

Anthony C. Williams, Vice President
Huntington Beach

Jacque Hostler-Carmesin, Member
McKinleyville

Russell E. Burns, Member
Napa

Peter S. Silva, Member
Jamul

STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

Valerie Termini, Executive Director

P.O. Box 944209
Sacramento, CA 94244-2090
(916) 653-4899
fgc@fgc.ca.gov
www.fgc.ca.gov

Fish and Game Commission



Wildlife Heritage and Conservation
Since 1870

May 11, 2018

This is to provide you with a copy of the notice of proposed regulatory action relative to amending subsections 300(a)(1)(D)5. And 6.; 300(a)(2)(D)3.; and 300(a)(3)(F)3.; and add Section 716, Title 14, California Code of Regulations, relating to Sage Grouse Preference Points and Draw, which is published in the California Regulatory Notice Register on May 11, 2018.

Please note the dates of the public hearings related to this matter and associated deadlines for receipt of written comments.

Additional information and all associated documents may be found on the Fish and Game Commission website at <http://www.fgc.ca.gov/regulations/>.

Scott Gardner, Senior Environmental Scientist, Department of Fish and Wildlife at (916) 801-6257, has been designated to respond to questions on the substance of the proposed regulations.

Sincerely,

Jon D. Snellstrom
Associate Governmental Program Analyst

Attachment

TITLE 14. Fish and Game Commission
Notice of Proposed Changes in Regulations

NOTICE IS HEREBY GIVEN that the Fish and Game Commission (Commission), pursuant to the authority vested by Sections 200, 203, 265 and 355 of the Fish and Game Code and to implement, interpret or make specific sections 200, 203, 203.1, 265, 270, 355 and 356 of said Code, proposes to amend subsections 300(a)(1)(D)5. and 6.; 300(a)(2)(D)3.; and 300(a)(3)(F)3.; and add Section 716, Title 14, California Code of Regulations, relating to Sage Grouse Preference Points and Draw.

Informative Digest/Policy Statement Overview

The Department of Fish and Wildlife (Department) proposes to establish an electronic random drawing for sage grouse permits that will include a preference point system similar to the Big Game Preference Point process. Due to the very limited number of sage grouse hunting permits made available annually, the chances of being successfully drawn have been and continue to be very low in a purely random draw. A petition was filed with the Commission (Petition 2016-010) requesting establishment of a preference point component to increase the probability of drawing success for hunters who have previously (often over many years) applied but not been successfully drawn. The addition of preference points for past participants is necessary to fairly credit prior effort and to encourage continued drawing participation for this unique hunting experience. This new process will be conducted through the Automated License Data System (ALDS).

- Section 300 will be amended, deleting the current draw described in subsection 300(a)(1)(D)5 and a reference will be made to the provisions of the new Section 716 Sage Grouse Permit Application and Drawing Process
- Subsection 300(a)(2)(D)6 Falconry Only Permits is deleted and moved to the new Section 716(b)(6).
- Section 716 will be added, setting forth the draw requirements and the addition of preference points for past participants. This new process will be conducted through the Automated License Data System (ALDS).
 - Fifty percent (50%) of the individual zone permit quota shall be awarded using a preference point drawing. This fairly credits prior effort and encourages continued drawing participation for this unique hunting experience.
 - Fifty percent (50%) of the individual zone permit quota shall be awarded using a random drawing. Continuing to have a random draw allows all applicants (with or without points) a chance to be successful in the draw; this encourages the participation of new applicants.

Benefits of the regulations

The Commission anticipates benefits to the health and welfare of California residents. The ALDS provides a single location for the public to apply for all department hunts including big game, upland game special hunts and waterfowl hunting opportunities. Data collected and compiled through the ALDS will be accessible in a consistent format for the Department's use. Adding the sage grouse drawing with preference points to the ALDS will provide the same

benefits of fairness and flexibility as well as important information necessary to properly manage upland game bird populations.

The Commission anticipates benefits to the State's environment in the sustainable management of natural resources. Adoption of regulations to increase sustainable hunting opportunity provides for the maintenance of sufficient populations of game birds to ensure their continued existence.

Consistency and Compatibility with State Regulations

The Fish and Game Commission, pursuant to Fish and Game Code Sections 200 and 203, has the sole authority to regulate hunting in California. Commission staff has searched the California Code of Regulations and has found the proposed changes pertaining to preference points for wild sage grouse hunting opportunities through the ALDS to be consistent with the provisions of Title 14. Therefore the Commission has determined that the proposed amendments are neither inconsistent nor incompatible with existing state regulations.

NOTICE IS GIVEN that any person interested may present statements, orally or in writing, relevant to this action at a hearing to be held in Resources Building, Auditorium, First Floor, 1416 Ninth Street Sacramento California, on Thursday, June 21, 2018, at 8:00 a.m., or as soon thereafter as the matter may be heard.

NOTICE IS ALSO GIVEN that any person interested may present statements, orally or in writing, relevant to this action at a hearing to be held in the River Lodge Conference Center, 1800 Riverwalk Drive, Fortuna, California, on Thursday, August 23, 2018, at 8:00 a.m., or as soon thereafter as the matter may be heard. It is requested, but not required, that written comments be submitted on or before 5:00 p.m. on August 9, 2018, at the address given below, or by email to FGC@fgc.ca.gov. Written comments mailed (to Fish and Game Commission, PO Box 944209, Sacramento, CA 94244-2090), or emailed to the Commission office, must be received before 12:00 noon on August 17, 2018. All comments must be received no later than August 23, 2018, at the hearing in Fortuna, California. If you would like copies of any modifications to this proposal, please include your name and mailing address.

Availability of Documents

The Initial Statement of Reasons, text of the regulations, as well as all related documents upon which the proposal is based (rulemaking file), are on file and available for public review from the agency representative, Valerie Termini, Executive Director, Fish and Game Commission, 1416 Ninth Street, Box 944209, Sacramento, California 94244-2090, phone (916) 653-4899. Please direct requests for the above mentioned documents and inquiries concerning the regulatory process to Valerie Termini or Jon Snellstrom at the preceding address or phone number. **Scott Gardner, Senior Environmental Scientist, (916) 801-6257**, has been designated to respond to questions on the substance of the proposed Waterfowl hunting regulations. Copies of the Notice of Proposed Action, the Initial Statement of Reasons, and the text of the regulation in underline and strikeout can be accessed through our website at <http://www.fgc.ca.gov>.

Availability of Modified Text

If the regulations adopted by the Commission differ from but are sufficiently related to the action proposed, they will be available to the public for at least 15 days prior to the date of adoption.

Circumstances beyond the control of the Commission (e.g., timing of Federal regulation adoption, timing of resource data collection, timelines do not allow, etc.) or changes made to be responsive to public recommendation and comments during the regulatory process may preclude full compliance with the 15-day comment period, and the Commission will exercise its powers under Section 202 of the Fish and Game Code. Regulations adopted pursuant to this section are not subject to the time periods for adoption, amendment or repeal of regulations prescribed in Sections 11343.4, 11346.4 and 11346.8 of the Government Code. Any person interested may obtain a copy of said regulations prior to the date of adoption by contacting the agency representative named herein.

If the regulatory proposal is adopted, the final statement of reasons may be obtained from the address above when it has been received from the agency program staff.

Impact of Regulatory Action/Results of the Economic Impact Assessment

The potential for significant statewide adverse economic impacts that might result from the proposed regulatory action has been assessed, and the following initial determinations relative to the required statutory categories have been made:

- (a) Significant Statewide Adverse Economic Impact Directly Affecting Businesses, Including the Ability of California Businesses to Compete with Businesses in Other States:

The proposed action will not have a significant statewide adverse economic impact directly affecting businesses, including the ability of California businesses to compete with businesses in other states. The proposed action incorporates the sage grouse permit draw into the existing special hunt drawing process that includes preference points through the use of the ALDS. The proposed action will not impose costs on businesses and is not anticipated to change the number of hunting trips or expenditures thus it will be economically neutral to business.

- (b) Impact on the Creation or Elimination of Jobs Within the State, the Creation of New Businesses or the Elimination of Existing Businesses, or the Expansion of Businesses in California; Benefits of the Regulation to the Health and Welfare of California Residents, Worker Safety, and the State's Environment:

The Commission anticipates benefits to the health and welfare of California residents. Adding the preference point component to the existing sage grouse permit drawing in the ALDS will provide the benefits of fairness and flexibility as well as important information necessary to properly manage sage grouse permits.

The Commission does not anticipate any impacts on the creation or elimination of jobs, the creation of new business, the elimination of existing businesses, or the expansion of businesses in California since the proposed action will not impact costs or revenues to businesses. The Commission does not anticipate any benefits to worker safety since the proposed action will not affect working conditions.

- (c) Cost Impacts on a Representative Private Person or Business:

Upland game bird hunters who choose to participate in the sage grouse hunt draw will

pay a nonrefundable \$2.25 application fee, as currently set forth in subsection 702(c)(1)(X). The application fee was established per statute to recover all reasonable administrative costs of developing and implementing a draw with preference points for upland game bird hunts. The Commission is not aware of any cost impacts that a business would necessarily incur in reasonable compliance with the proposed action.

(d) Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State:

The proposed action will not induce changes in costs or savings to state agencies or in federal funding to the state. The anticipated sale of 500 to 1,000 items at \$2.25 each may result in an average increase in annual revenue of approximately \$1,688 for the first year and in the following two years. The projected fee revenue is set to recover all reasonable administrative costs to the Department to administer the sage grouse permit draw within the upland game bird system.

(e) Nondiscretionary Costs/Savings to Local Agencies: None.

(f) Programs Mandated on Local Agencies or School Districts: None.

(g) Costs Imposed on Any Local Agency or School District that is Required to be Reimbursed Under Part 7 (commencing with Section 17500) of Division 4, Government Code: None.

(h) Effect on Housing Costs: None.

Effect on Small Business

It has been determined that the adoption of these regulations may affect small business. The Commission has drafted the regulations in Plain English pursuant to Government Code Sections 11342.580 and 11346.2(a)(1).

Consideration of Alternatives

The Commission must determine that no reasonable alternative considered by the Commission, or that has otherwise been identified and brought to the attention of the Commission, would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

FISH AND GAME COMMISSION

Valerie Termini
Executive Director

Dated: May 11, 2018



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT EMS Letter of Commendation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter of commendation from Calstar for Captain Bryan and his crew Heather and Cat.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Calstar Letter](#)

History

Time	Who	Approval
5/18/2018 6:19 PM	County Administrative Office	Yes
5/23/2018 10:59 AM	County Counsel	Yes
5/25/2018 2:19 PM	Finance	Yes

HEADQUARTERS
4933 Bailey Loop
McClellan, CA 95652
916.921.4000
Toll-Free Membership
Line: 888.207.LIFE

CALSTAR 1
177 John Glenn Dr.
Concord, CA 94520
925.798.7670

CALSTAR 2
540 Cohansey Ave.
Gilroy, CA 95020
408.848.2075

CALSTAR 3
13750 Lincoln Way
Auburn, CA 95603
530.887.0569

CALSTAR 4
1351 S. State St.
Ukiah, CA 95482
707.462.5972



CALSTAR 5
20A Mortensen Ave.
Salinas, CA 93905
408.848.2075

CALSTAR 6
1901 Airport Blvd.
S. Lake Tahoe, CA
96150
530.544.2338

CALSTAR 7
3996 Mitchell Rd.
Santa Maria, CA
93455
805.938.9038

**UCSF Benioff
Childrens Hospital**
9351 Earhart Road,
Suite 200
Oakland, CA 94621
510.383.9257

CALSTAR 70
5835 Price Ave.
McClellan, CA 95652
916.925.0359

Dear Chief Moracek,

I am writing a letter of commendation for Captain Bryan EMT-P and his crew of Heather EMT, and Cat FF.

Calstar 6 in South Lake Tahoe was activated on a flight in Mono County on the evening of 4/16/18. While en route to the scene, the flight crew was notified of new coordinates. The new coordinates shortened the time of flight crew acceptance of patient and decreased the distance Calstar 6 would have to transport the patient to definitive care.

Upon arrival on scene Captain Bryan and his team had the extremely critical patient packaged and ready for transport. A clear and precise report was given. All interventions that could be done prior to arrival were completed. Mono County Ambulance Medic 7 then assisted the flight nurses in advanced procedures to secure an airway for this declining patient. These tasks allowed the flight crew to move the patient with greater expediency.

Brief instructions were given to the ambulance crew for loading the patient into the aircraft. The patient was loaded deliberately and without incident. Unfortunately, during the flight, the patient deteriorated further and extensive resuscitative efforts were futile.

I have worked with many departments in Nevada and California. Mono County so impressed me, I felt moved to write this letter. The crew on Medic 7 could have written the textbook on rapid transport. It is difficult to obtain information, while caring for the patient, packaging the patient, changing the landing zone, and imparting said information all while staying calm and collected.

I am requesting that you pass on my gratitude and compliment to the Mono County Medic 7 crew.

Thank you for your time,

Beth Frisby RN, BSN, CEN, CCRN, CFRN, RNC-OB
Flight Nurse
Calstar 6
South Lake Tahoe, California





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT Inyo National Forest Letter

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from the Mammoth Ranger District of the Inyo National Forest soliciting input for the Mammoth Mountain Ski Area Chair 16 Replacement Project.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter](#)

History

Time	Who	Approval
5/31/2018 5:57 AM	County Administrative Office	Yes
5/23/2018 10:51 AM	County Counsel	Yes
5/25/2018 2:24 PM	Finance	Yes



United States
Department of
Agriculture

Forest
Service

Inyo National Forest

Mammoth Ranger Station
P.O. Box 148
Mammoth Lakes, CA 93546
(760)924-5500
(760)924-5531 TDD

File Code: 1950

Date: May 7, 2018

Dear Interested Citizen:

The Mammoth Ranger District of the Inyo National Forest (INF) is soliciting input for the Mammoth Mountain Ski Area (MMSA) Chair 16 Replacement Project. MMSA is proposing to upgrade the existing Chair 16 high-speed, four person, detachable chairlift with a high-speed, six-person chairlift.

This project is proposed within the existing special use permit (SUP) boundaries of MMSA. The attached maps depicts the project area. Your comments on this proposal are being sought at this time.

Purpose and Need

The purpose of the proposed project at MMSA is to mitigate the issues of aging infrastructure, operational challenges, skier safety concerns, due to low lift clearance and cut banks, improve skier circulation and the guest experience. MMSA proposes to replace and realign Chair 16 during the summer of 2019.

Proposed Action

Mammoth Ski Resort Proposes to:

- Replace Chair 16 with a high-speed, six person chairlift. The top terminal will be moved approximately 150 feet to the North and the bottom terminal will be moved 50 feet to the north in order to accommodate the increased staging area required for a 6-passenger lift with 90-degree conveyor loading from the South side of the lift. This move also optimizes the alignment to take advantage of existing disturbed areas and place towers out of high traffic areas.
- Remove trees in the corridor for the new alignment.
- Install carrier parking to mitigate the timely process of de-icing each individual chair following wet snowstorms with freezing fog.
- Install a top and bottom lift shack similar to the design of already existing lift shacks on the mountain.

Environmental Analysis

My preliminary assessment is that this proposal falls within a Forest Service category of actions under 36 CFR 220.6 that may be excluded from documentation in either an environmental assessment (EA) or an environmental impact statement (EIS) and that no extraordinary circumstances exist that would preclude its use. Scoping comments (Forest Service specialists and public comments) along with a complete resource analysis will determine whether these projects can be categorically excluded. These proposals are consistent with category 36 CFR 220.6(e)(3): "Approval, modification or



United States
Department of
Agriculture

Forest
Service

Inyo National Forest

Mammoth Ranger Station
P.O. Box 148
Mammoth Lakes, CA 93546
(760)924-5500
(760)924-5531 TDD

continuation of minor special uses of National Forest System lands that require less than five contiguous acres of land."

How to Comment and Timeframe

The proposed action is currently available for a 30-day comment period. This scoping period is intended to provide those interested in or affected by this proposal an opportunity to make their concerns known prior to a decision being made by the Responsible Official. While comments are welcome at any time, they would be most useful if received by June 5, 2018. We would like to invite your comments regarding issues, opportunities, concerns, and suggestions for the proposed project.

Written comments can be submitted to: Margie DeRose c/o Janelle Walker, P.O. Box 148 Mammoth Lakes, CA 93546. The office business hours for those submitting hand-delivered comments are: 8:30-4:30, Monday through Friday, excluding holidays. Oral comments must be provided during normal business hours via telephone to Janelle Walker at (760)934-5523, or in person, or electronically. Electronic comments must be submitted in a format such as an email message, plain text (.txt), rich text format (.rtf), or Word (.doc) to comments-pacificsouthwest-inyo@fs.fed.us, with subject line, "MMSA Chair 16 Replacement"

If you have questions regarding this project, you may contact Janelle Walker, Inyo National Forest, Mammoth Ranger District Office, phone number (760)924-5523, or email janellewalker@fs.fed.us.

Sincerely,

MARGIE DEROSE
Acting District Ranger
Mono Lake and Mammoth Ranger Districts



**Mammoth Mountain Ski Area Chair 16 Replacement
Mammoth Ranger District
Mammoth Mountain Quadrangle
T.S3. R.27E. Section 32 & 33**





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT Response to County letter regarding
highway safety from Cal Trans

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from the California Department of Transportation responding to the Board's May 1, 2018 letter regarding fatal collisions on 395.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter](#)

History

Time	Who	Approval
5/31/2018 5:57 AM	County Administrative Office	Yes
5/30/2018 12:27 PM	County Counsel	Yes
5/31/2018 5:32 PM	Finance	Yes

DEPARTMENT OF TRANSPORTATION

DISTRICT 9
500 SOUTH MAIN STREET
BISHOP, CA 93514
PHONE (760) 872-0602
FAX (760) 872-0678
TTY 711
www.dot.ca.gov



*Making Conservation
a California Way of Life.*



May 17, 2018

Mr. Bob Gardner
Chair
Mono County Board of Supervisors
P.O. Box 715
Bridgeport, CA 93517

Dear Supervisor Gardner:

Thank you for your letter dated May 1, 2018, expressing concerns about highway safety on US 395 in Mono County from Conway Summit to Topaz Lake.

Regarding the recent collisions, Caltrans staff met with the Mono County Local Transportation Commission on two different occasions to discuss the subject area. Caltrans has taken an aggressive response to the recent collisions by studying all roadside features on US 395 from Lee Vining to the Nevada State line.

Caltrans has eight existing projects in various stages to widen shoulders from Lee Vining to Walker Canyon. Caltrans is intending to change the passing/no passing zone signage to a different style, refresh the existing passing lane signage, eliminate several under-utilized passing zones, and institute daylight headlight sections. In addition, a project to install center line and shoulder rumble strip has been initiated in an area south of Bridgeport in 2019.

We welcome your collaborative input, and value the partnership and support we have received from the Mono County Board of Supervisors. Feel free to contact Terry Erlwein, Deputy District Director of Maintenance and Operations at 760-872-0670, with any question.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brent L. Green".

BRENT L. GREEN
District 9 Director

c: Laurie Berman, Director, California Department of Transportation



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT Suddenlink Letter

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from Suddenlink advising of changes to some monthly service fees and surcharges for residential customers.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter](#)

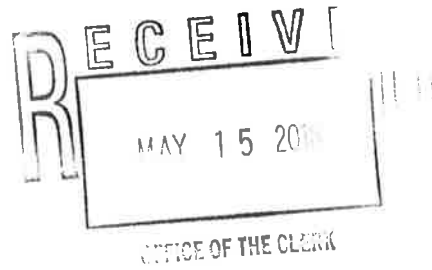
History

Time	Who	Approval
5/18/2018 6:19 PM	County Administrative Office	Yes
5/23/2018 10:53 AM	County Counsel	Yes
5/25/2018 2:18 PM	Finance	Yes

VIA FIRST CLASS MAIL

May 8, 2018

Clerk of the Board - Lynda Roberts
County of Mono
P.O. Box 715
Bridgeport, CA 93517



Dear Clerk of the Board:

Altice USA, Inc. ("Altice" or "the Company") hereby notifies your office that starting June 15, 2018, there will be changes to some monthly service fees and surcharges for certain new and existing Suddenlink residential customers. These changes are being made to align rates across the Suddenlink footprint and reflect ongoing investment in the Company's network, services and overall customer experience. Suddenlink's rates, which continue to be impacted by rising programming costs, are comparable to those other providers.

Included in this notice for reference is the list of new pricing for affected video products and services. Not all changes will apply to all customers, and this list represents the highest possible rate that could be charged. To limit the impact of the revised pricing, many existing Suddenlink customer bills will reflect a Special Discount, to ensure no customer's total bill for all Suddenlink products and services will increase by more than \$8.25 a month.

Additionally, there will be changes to the following ancillary fees:

- **Restoration Fee:** If a customer's service is interrupted for non-payment, the fee will increase to \$10.00 for single and double product customers and \$15.00 for triple product customers.
- **Installation Fee:** The prices paid by customers for standard and premium installations will increase from \$40.00 to \$99.00 and \$60.00 to \$129.00, respectively.

Customers are being notified at least 30 days in advance of the total increase in their bill through bill messages or inserts. In addition, current rate information is available on our website at www.suddenlink.com. As always, if you have any questions please feel free to call me at 530-550-3901.

Sincerely,
Patti Price
Director of Ops- Retail



June 2018 Product & Service Rates

TV Services and Packages	Standard Monthly Rate
Limited Basic	\$39.24
Expanded Basic	\$55.64
Family Package	\$10.00
Movie Package	\$10.00
Sports & Information Package	\$10.00
Conexion Unica	\$10.00
HD Plus	\$8.00
Sports Programming Surcharge	\$5.15
HBO	\$19.00
Cinemax	\$17.00
Showtime/The Movie Channel	\$17.00

Equipment & Extras	Standard Monthly Rate
Standard Digital Receiver	\$10.00
High Definition Receiver	\$10.00
HD/DVR Receiver	\$17.00
TiVo Receiver	\$17.00
Safeguard (Wire Maintenance)	\$6.99
Cablecard	\$2.50



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT

Sheriff Braun's Appointment to 911
Advisory Board

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Letter from Sheriff Braun to Governor Brown thanking him for her appointment to the California 9-1-1 Advisory Board.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter](#)

History

Time	Who	Approval
5/31/2018 5:58 AM	County Administrative Office	Yes
5/30/2018 12:27 PM	County Counsel	Yes
5/31/2018 5:35 PM	Finance	Yes

MONO COUNTY
SHERIFF
A Commitment to Community Safety and Service



Ingrid Braun
Sheriff-Coroner

MONO COUNTY SHERIFF'S OFFICE

Phillip West
Undersheriff

May 25, 2018

The Honorable Edmund G. Brown, Jr.
Governor of California
State Capitol Building, First Floor
Sacramento, California 95814
Attention: Appointments Secretary

Re: Mono County Sheriff Ingrid Braun's Appointment to the California 9-1-1 Advisory Board

Dear Governor Brown:

Thank you for appointing me to the California 9-1-1 Advisory Board. I am honored to be appointed to this position, and I will represent both the interests of Mono County and the state of California to the best of my ability.

Respectfully,

A handwritten signature in black ink, appearing to read "IB", with a stylized flourish extending to the right.

Ingrid Braun
Sheriff-Coroner

c: Board of Supervisors, Mono County
Carmen Green, California State Sheriffs' Association Executive Director



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: Mono County Superior Court

TIME REQUIRED 30 minutes

SUBJECT Superior Court Comprehensive
Collections Program

**PERSONS
APPEARING
BEFORE THE
BOARD**

Hector Gonzalez, Mono County
Superior Court Administrative Officer

AGENDA DESCRIPTION:

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

Pursuant to California Penal Code section 1463.007, Mono County and the Mono County Superior Court agreed to establish a "Comprehensive Collections Program" to collect delinquent criminal/infracton fines and fees. Court staff will update the Board of Supervisors regarding the revenue generated by the comprehensive collections program. Court staff will also advise the Board of Supervisors of an increase in the recovery of collection program related costs by the Court.

RECOMMENDED ACTION:

None; informational only.

FISCAL IMPACT:

Estimated \$30,000 per year increase in the amount the Court will recover in collection program costs to be deducted from delinquent fines/fees revenue generated by the Court before distribution of delinquent revenues to state, Mono County and the Town of Mammoth Lakes.

CONTACT NAME: Hector Gonzalez

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Presentation
<input type="checkbox"/> Summary of Collections Reporting
<input type="checkbox"/> Collections Reporting
<input type="checkbox"/> Cost Recovery Report

[Notices](#)

[Inability to Pay](#)

History

Time	Who	Approval
5/31/2018 5:28 AM	County Administrative Office	Yes
5/31/2018 3:44 PM	County Counsel	Yes
5/31/2018 5:47 PM	Finance	Yes



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONO

MARK MAGIT
Presiding Judge
STAN ELLER
Assistant Presiding Judge

HECTOR GONZALEZ, JR.
Court Executive Officer

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

May 21, 2018

TO: Honorable Board of Supervisors

FROM: Hector Gonzalez, CEO

RE: Request to Make a Presentation to The Board Regarding Court-County Comprehensive Collections Program for Delinquent Criminal/Infraction Fines and Fees Revenue

Recommendation

None, Mono County Superior Court staff will update the Board of Supervisors regarding Court-County Comprehensive Collections Program for Delinquent Criminal/Infraction Fines and Fees.

Discussion

Pursuant to California Penal Code section 1463.007 the Mono County and the Mono County Superior Court agreed to establish a "Comprehensive Collections Program" to collect delinquent criminal/infraction fines and fees. The Court staff will update the Board of Supervisors regarding the revenue generated by the comprehensive collections program. The Court staff will also advise the Board of Supervisors of an increase in the recovery of collection program related costs by the Court.

Fiscal Impact

Estimated \$30,000 per year increase in the amount the Court will recover in collection program costs to be deducted from delinquent fines/fees revenue generated by the Court before distribution of delinquent revenues to state, Mono County and the Town of Mammoth Lakes.

Update on Mono County & Superior Court Comprehensive Collections Program for Delinquent Criminal/Infractions Fines and Fees Revenue

Superior Court Presentation to the
Mono County Board of Supervisors

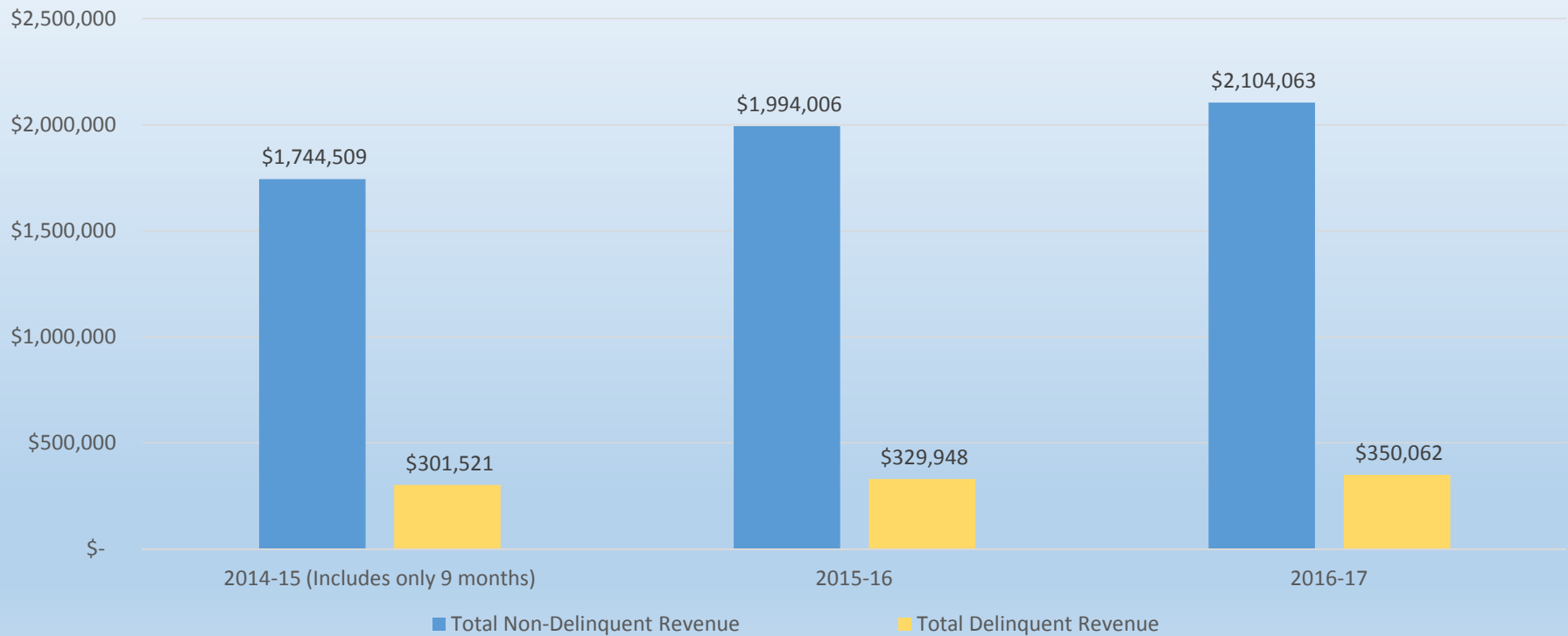


List of Handouts

- Handout #1- Mono delinquent fines/fees collections program Summary of Fiscal Year 2015-2016
- Handout #2- Collections Reporting Template Glossary
- Handout #3- Cost Recovery Report Templates
- Handout #4- Example of Notices 1-4 and International Notice 2
- Handout #5- Mono Superior Court form – TR-320 ML “Can’t Afford To Pay Fine: Traffic and Other Infractions”

Annual Court Order Fines/Fees Revenues

Non-Delinquent and Delinquent Fines/Fees Revenues Collected by the Superior Court and distributed by the Court to State, Mono County and Town of ML



Important Definitions

- **Comprehensive Collection Program**- is a program that a court and county can create under the penal code to collect delinquent revenues and have the collection costs recovered from the delinquent revenues collected
- **Delinquent Fines/fees Revenue** - court-ordered criminal/traffic fines, fees, forfeitures, penalties, and assessments that were not collected by normal payment because the defendants failed to appear in court and or failed to pay which required the court to take collections action
- **Collections Costs** – the cost the court incurred in order to collect delinquent fines/fees revenue which can include the cost of court staff working on collections, cost of sending notices to delinquent defendants, the cost of an outside collection agency and other costs which are detailed in the “cost recovery report template”. (For examples of the collection notices the Court sends, see Handout #4)
- **GUIDELINES AND STANDARDS FOR COST RECOVERY** (can be found at <http://www.courts.ca.gov/partners/documents/Guidelines-and-Standards-for-Cost-Recovery.pdf><http://www.courts.ca.gov/partners/documents/Guidelines-and-Standards-for-Cost-Recovery.pdf>)
- **“Comprehensive Collection Program** - Effective July 1, 2012, Penal Code section 1463.007 under Senate Bill 857 (Stats. 2010, ch. 720), amends the standards by which a court or county may recover the costs of operating a comprehensive collection program. **Collection costs** (with the exception of capital expenditures) may be recovered from the collection of **delinquent court-ordered fines, fees, forfeitures, penalties, and assessments** imposed on infraction, misdemeanor, and felony cases before revenues are distributed to any other government entity.”

Collection of Delinquent Fines/Fees Have Been Increasing Substantially Since Becoming a Comprehensive Program Administered by the Court

County of Mono and Superior Court of Mono County Collections Program Summary of Fiscal Year 2015–2016 Collections Reporting Template

County Population ¹ : 13,721	Gross Recovery Rate: 51%
Authorized Judges/Commissioners ² : 2/0.3	Success Rate: 46%
Total Revenue Collected: \$329,948	Ending Balance ³ : \$883,454
Total Amount Discharged: \$0	Total Amount Adjusted: \$73,847

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Mono County and the County of Mono. The court and county have a written memorandum of understanding (MOU) for their collections program. The program includes the following activities as reported in the *Collections Reporting Template*:

- Contracts with the Franchise Tax Board's Court-Ordered Debt (FTB-COD) program;
- Contracts with the Franchise Tax Board's Interagency Intercept Collections (FTB-IIC) program;
- Contracts with a private debt collector;
- A comprehensive collections program that includes 15 of the 16 collection activity components;
- Internet and credit and debit card payment options; and
- Meets 23 of the 25 recommended collections best practices; the following best practices are currently not being met: 18, and 21 (see Attachment 3).

Performance

Based on the financial data reported, the program collected a total of \$329,948 from 1,946 total delinquent cases, with collection costs of \$43,878. The ending balance of \$883,454 in delinquent court-ordered debt represents 1,278 delinquent cases, of which 1,268 were established in the reporting period. The program did not discharge delinquent debt from accountability for the reporting period.

These totals include data from the first nine months, October 1, 2015 through June 30, 2016, of the 18-month statewide traffic amnesty program established by Vehicle Code section 42008.8. A total of 18 cases participated in the amnesty program during the period and individuals had their balances reduced 50- or 80-percent. In addition, 16 individuals' driver's licenses were reinstated as a result of the amnesty program. For the nine-month period, \$3,269 was collected by the program with collection costs of \$11,349.

For the reporting period, the program has a 51 percent Gross Recovery Rate (GRR), which exceeds the recommended 34 percent benchmark, and is 12 percentage points higher than the prior year. The program's Success Rate (SR) of 46 percent exceeds the recommended 31 percent benchmark and is 10 percentage points higher than the prior year.

This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, under Penal Code section 1463.010.

Attachment 1-26

History of Mono County-Superior Court Delinquent Fines/Fees Collections Program (from an annual report submitted by both County and court to the state Judicial Council)

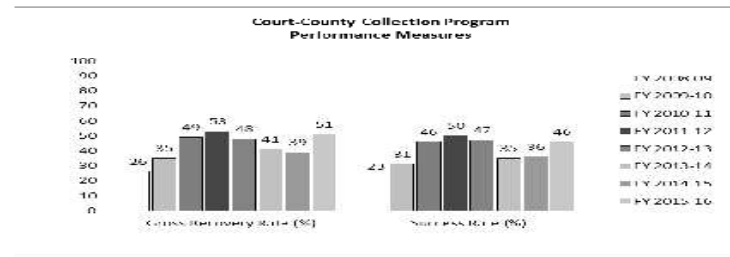
County of Mono and Superior Court of Mono County Collections Program Summary of Fiscal Year 2015–2016 Collections Reporting Template

According to the Mono collections program, the increases in the GRR and SR are largely attributed to the value of newly delinquent debt diminishing, allowing the program to focus more effort and resources on collecting older debt. This resulted in almost a ten percent increase of delinquent debt collected although eight percent less delinquent debt was established.

The table below shows the program's total delinquent revenue collected and the percentage increase or decrease from year to year for the past eight fiscal years:

2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
\$22,430	\$125,369	\$206,147	\$217,561	\$205,128	\$52,689	\$301,521	\$329,948
	458.9%	64.4%	5.5%	-5.7%	-74.3%	472.3%	9.4%

The chart below shows performance measures for the past eight fiscal years:



Note: The FY 2015–2016 GRR and SR were likely increased by balance adjustments to cases participating in the amnesty program. However, performance rates excluding those adjustments are not provided here as programs were not required by statute to report the related adjustments.

Footnotes:

¹Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2015 and 2016.

²Excludes unfunded judgeships authorized under AB 159 (chap. 722, Stats. 2007). Positions as of June 30, 2016.

³Ending Balance is the value of outstanding delinquent fines, fees, forfeitures, penalties, and assessments in inventory and may include victim restitution and other justice related reimbursements if the reporting program could not separate those balances.

This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, under Penal Code section 1463.010.

Mono Delinquent Fines/Fees Collections Program

Summary Year to Date

2014-2015 Start of
Comprehensive
delinquent fines/fees
collections program

Fiscal Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Total Delinquent Revenue	\$ 22,430	\$ 125,369	\$ 206,147	\$ 217,561	\$ 205,128	\$ 52,689	\$ 301,521	\$ 329,948	\$ 350,062	\$ 420,556
% Increase/-Decrease		458.93%	64.43%	5.54%	-5.71%	-74.31%	472.27%	9.43%	6.10%	20.14%

FY 2008-09 – FY 2015-16 – Delinquent revenue taken from Judicial Council Summary of Collections Reporting Template

FY 2016-17 – Delinquent revenue submitted to Judicial Council but has yet to be published

FY 2017-18 – Delinquent revenue is based on 10 month actuals and 2 months of estimated delinquent revenues

Website for JCC Report: <http://www.courts.ca.gov/partners/documents/lr-2017-JC-Statewide-Collection-of-Delinquent-Court-Ordered-FY2015-16.pdf>

Website for Collections Resources:

<http://www.courts.ca.gov/partners/455.htm><http://www.courts.ca.gov/partners/455.htm>

What Delinquent Fines/Fees Collections Program Work are Court Staff Doing?

GUIDELINES AND STANDARDS FOR COST RECOVERY

Comprehensive Collection Program

Effective July 1, 2012, Penal Code section 1463.007 under Senate Bill 857 (Stats. 2010, ch. 720), amends the standards by which a court or county may recover the costs of operating a comprehensive collection program (Attachment A). Collection costs (with the exception of capital expenditures) may be recovered from the collection of delinquent court-ordered fines, fees, forfeitures, penalties, and assessments imposed on infraction, misdemeanor, and felony cases before revenues are distributed to any other government entity.

A comprehensive collection program is a separate and distinct revenue collection activity that meets the following requirements:

1. Identifies and collects amounts arising from delinquent court-ordered debt, whether or not a warrant has been issued against the alleged violator.
2. Complies with requirements of subdivision (b) of Penal Code section 1463.010.
3. Engages in the following activities:
 1. Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.
 2. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.
 3. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.
 4. Uses Department of Motor Vehicles information to locate delinquent debtors.
 5. Accepts payments of delinquent debt by credit card.
4. Engages in at least five (5) of the following activities:
 1. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.
 2. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.
 3. Initiates driver's license suspension or hold actions when appropriate.
 4. Contracts with one or more private debt collectors to collect delinquent debt.
 5. Sends monthly bills or account statements to all delinquent debtors.
 6. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.
 7. Coordinates with the probation department to locate debtors who may be on formal or informal probation.

11.
 - h. Uses Employment Development Department employment and wage information to collect delinquent debt.
12.
 - i. Establishes wage and bank account garnishments when appropriate.
 - j. Places liens on real property owned by delinquent debtors when appropriate.
13.
 - k. Uses an automated dialer or automatic call distribution system to manage telephone calls.

Amendments to Penal Code section 1463.007 require programs to use at least 10 of 16 collection activity components. The first 5 activities listed in the code must be met, and 5 of the 11 remaining activities may be chosen by the individual collections program.

The amendments to Penal Code section 1463.007 also removed the following activities from the list of components that qualify a program for cost recovery:

- Filing of a claim or objection to the inclusion of outstanding fines and forfeitures in bankruptcy proceedings; and
- Requesting credit reports to assist in locating delinquent debtors.

While programs can no longer count these activities toward meeting the 10 components required for cost recovery, programs still have the legal authority to perform such activities.

Staff Costs

Duty statements, time sheets, or other means of documentation are necessary to substantiate the percentage of time an employee or supervisor spends performing eligible comprehensive collection activities. Allocation of supervisory time is allowable, provided that the cost can be supported by documentation. Estimations are not allowable to substantiate the percentage of time an employee spends performing eligible collection activities. If a collecting entity does not use time sheets, it should be able to support personnel costs by using other means of documentation.

Time studies may be used as an acceptable substitute for actual time sheets, but they need to be representative of the total amount of actual time spent collecting eligible delinquent debt. Supporting documents such as duty statements and work calendars, while not providing actual time data, can provide the needed support to establish the sufficiency of the data collected. When time studies are used in place of time sheets, they must be adequately designed (i.e., of sufficient frequency, duration, and scope) and documented to support the extrapolation of the results to the actual hours spent collecting eligible delinquent debt. The court or county may determine the frequency, duration, and scope of a time study based on operational or staffing changes. Cost of salaries/wages and benefits of comprehensive collections program staff, including supervisory staff are recoverable. Time sheets are recommended for staff spending less than 100 percent of their time working on the comprehensive collection program's eligible debt. Each time sheet must account for all hours worked by the employee. Time sheets are not necessary for employees working 100 percent of their time on the comprehensive collection program.

Delinquent revenues has increased substantially Despite Recent Law Changes Impact on Court Imposed Fines/Fees

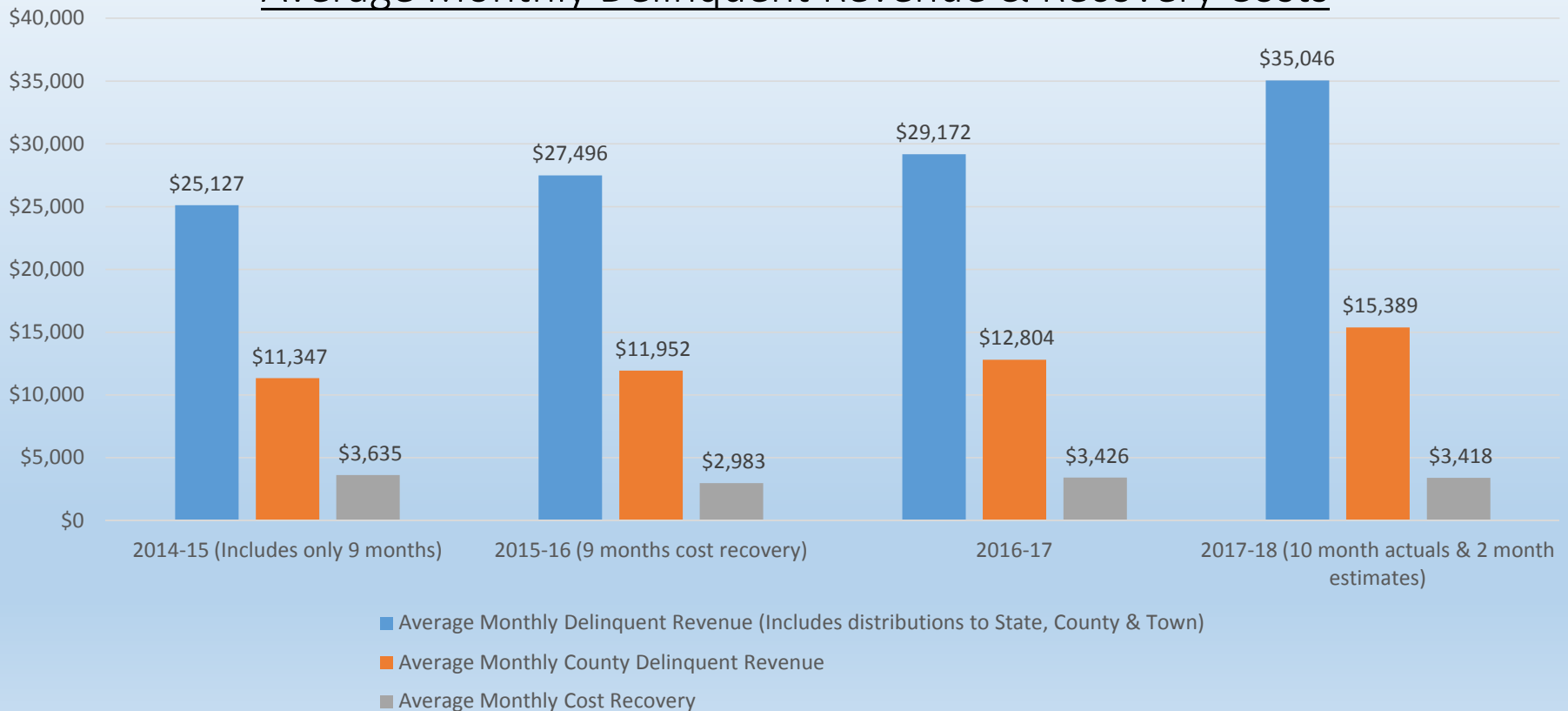
1. **Amnesty Impact**- the Court was required to implement a *18- month Statewide Infraction Amnesty Program*, from October 1, 2015 to April 3, 2017. Amnesty program offered to provide individuals with the opportunity to resolve delinquent court-ordered debt at a significant reduction.
2. **Failure to Pay (FTP) Driver's License Holds**- Under AB 103 which became law June, 2017, the Court is no longer able to place a hold on a defendant's driver license (DL) for FTP. Court can still place hold on DL for a Failure to Appear (FTA). However, we can still place a person in the fines/fees collection program for FTP.

Latest Law Change – Effective 2018

Changes in Vehicle Code, Penal Code and California Rules of Court allow persons with traffic tickets and other infractions to request the Court to consider eliminating or reducing fines/fees based on the person's ability to pay. The form the public would use to make this request is included in your handouts (see Mono Superior Court form – TR-320 ML "Can't Afford To Pay Fine: Traffic and Other Infractions")

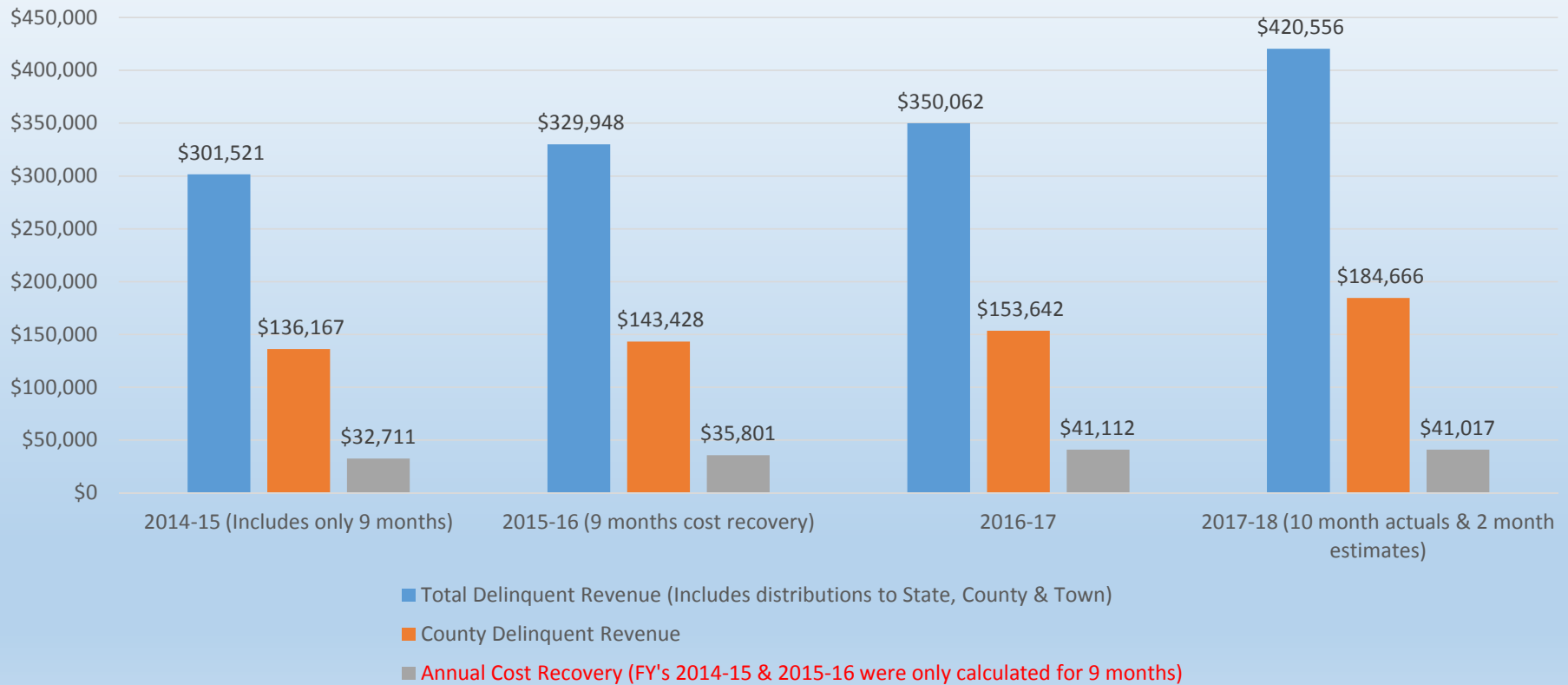
Delinquent Fines/Fees Revenues have Consistently Increased Each Year of the Court Collections program

Average Monthly Delinquent Revenue & Recovery Costs



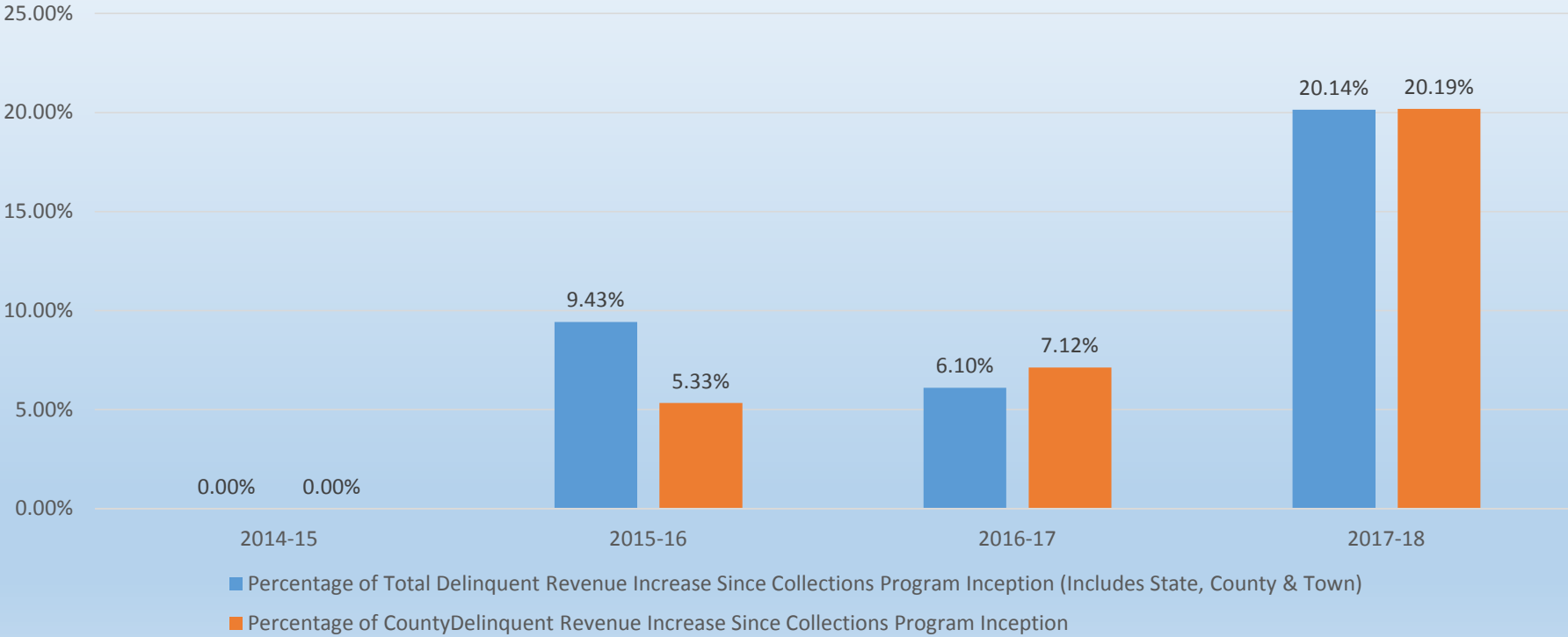
Delinquent Fines/Fees Revenue Increases under Court Collections Program

Average Annual Delinquent Revenue & Recovery Costs



Percentage of **Total** & **County** Delinquent Revenue

Increase Since delinquent fines/fees collections program Inception by Fiscal Year



Advisement of an Increase in the Court's Recovery of delinquent fines/fees collections program Costs

The law allows the court to recover all costs, except for capitol expenditures, related to the cost of operating a comprehensive delinquent fines/fees collections program. (Penal Code section 1463.007)

Mono Superior Court has not been recovering all collection program costs permitted under the law. We self-imposed a limit on what we would charge until the comprehensive delinquent fines/fees collections program was fully operational and collected delinquent revenues sufficient to cover costs.

The comprehensive delinquent fines/fees collections program has been fully operational for the last 2 years and has generated more than sufficient delinquent revenue to cover the court's costs.

Starting July 1, 2018, the Court will increase amount of recovery of comprehensive delinquent fines/fees collections program operational costs. In the subsequent slides we will show you how the increase in recoverable costs will be calculated and explain a new self-imposed limit the Court will apply to the amount of costs the Court will recover

Cost Recovery Report Template from Judicial Council for Permittable Costs

Cost Recovery Report Attachment B

NAME - COURT/COUNTY COST RECOVERY FOR THE PERIOD ENDING MM/DD/YYYY	
Description	Cost of Collections
SALARIES & BENEFITS:	
Salaries and Wages - Regular	\$ -
Temporary Help	\$ -
Overtime	\$ -
Total Salaries and Wages	\$ -
Social Security Insurance & Medicare	\$ -
Group Insurance	\$ -
Retirement (non-judicial)	\$ -
Worker's Compensation	\$ -
Unemployment Insurance	\$ -
Other Benefits	\$ -
Total Fringe Benefits	\$ -
TOTAL SALARIES & BENEFITS	\$ -
OPERATING EXPENSE & EQUIPMENT	
Moving and Relocation	\$ -
Dues & Memberships-Legal Staff	\$ -
Dues & Memberships-Other	\$ -
Miscellaneous Office Supplies	\$ -
Printed Library Materials	\$ -
Electronic Reference Resources	\$ -
Minor Equipment - Non-EDP* (under \$5,000 per item)	\$ -
Minor Equipment - EDP (under \$5,000 per item)	\$ -
Office Equipment Rental, Maintenance & Repairs	\$ -
General Expense Not Reported Elsewhere	\$ -
Office Copier Expense	\$ -
Printed Forms & Stationery	\$ -
Telecommunications	\$ -
ISP & Leased Line Charges	\$ -
Postage	\$ -
In-State Travel	\$ -
Out-of-State Travel	\$ -
Training	\$ -
Rent	\$ -
Janitorial Services	\$ -
Utilities	\$ -
General Consultant & Professional Services	\$ -
Agency Temporary Help	\$ -
EDP Maintenance	\$ -
EDP Commercial Contract	\$ -
EDP Interagency Agreement	\$ -
EDP Repairs & Supplies	\$ -
EDP Software & Licensing	\$ -
EDP Equipment Rental/Lease	\$ -
Other EDP Expenditures	\$ -
Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	\$ -
TOTAL OPERATING EXPENSE & EQUIPMENT	\$ -
Administrative Services	\$ -
*10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -

Administrative Office of the Courts 9/2009 Page 1

Additional Collections Program Permittable Costs the Court Will be Recovering

1. Currently the costs shaded in **green** are the only permittable costs the court has been recovering
2. Starting July 1, 2018, the Court will also recover the costs shaded in **orange**
3. The permittable costs shaded in **pink**, the Court will not seek to recover

NAME - COURT/COUNTY COST RECOVERY FOR THE PERIOD ENDING MM/DD/YYYY	
Description	Cost of Collections
SALARIES & BENEFITS:	
1) Salaries and Wages - Regular	\$ -
3) Temporary Help	\$ -
3) Overtime	\$ -
Total Salaries and Wages	\$ -
1) Social Security Insurance & Medicare	\$ -
2) Group Insurance	\$ -
2) Retirement (non-judicial)	\$ -
2) Worker's Compensation	\$ -
1) Unemployment Insurance	\$ -
1) Other Benefits	\$ -
Total Fringe Benefits	\$ -
TOTAL SALARIES & BENEFITS	\$ -
OPERATING EXPENSE & EQUIPMENT	
3) Moving and Relocation	\$ -
3) Dues & Memberships - Legal Staff	\$ -
3) Dues & Memberships - Other	\$ -
1) Miscellaneous Office Supplies	\$ -
3) Printed Library Materials	\$ -
3) Electronic Reference Resources	\$ -
2) Minor Equipment - Non-EDP** (under \$5,000 per item)	\$ -
2) Minor Equipment - EDP (under \$5,000 per item)	\$ -
1) Office Equipment Rental, Maintenance & Repairs	\$ -
3) General Expense Not Reported Elsewhere	\$ -
1) Office Copier Expense	\$ -
3) Printed Forms & Stationery	\$ -
1) Telecommunications	\$ -
1) ISP & Leased Line Charges	\$ -
1) Postage	\$ -
2) In-State Travel	\$ -
3) Out-of-State Travel	\$ -
2) Training	\$ -
3) Rent	\$ -
2) Janitorial Services	\$ -
1) Utilities	\$ -
2) General Consultant & Professional Services	\$ -
3) Agency Temporary Help	\$ -
3) EDP Maintenance	\$ -
3) EDP Commercial Contract	\$ -
3) EDP Interagency Agreement	\$ -
3) EDP Repairs & Supplies	\$ -
1) EDP Software & Licensing	\$ -
3) EDP Equipment Rental/Lease	\$ -
3) Other EDP Expenditures	\$ -
3) Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	\$ -
TOTAL OPERATING EXPENSE & EQUIPMENT	\$ -
1) Administrative Services	\$ -
*10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -
1) Currently take these expenses in the Collections Program	
2) The Court would like to add these expenses into the Collections Program	
3) Eligible expenses however, the Court will not seek reimbursement	

Total Permittable Salary & Benefits Cost Recovery

- Currently we are limited to a salary maximum of \$1,800 plus non-health/retirement benefits of approximately \$500 (totaling approximately \$2,300 per month)
- Proposing new amount to expand to include all permissible salary and benefits for all staff involved in the delinquent fines/fees collections program (\$4,875.26 in 1 month example below)

PAYROLL SUMMARY SHEET																			
PROGRAM TITLE:		Comprehensive Collections Program -Cost Recovery Payroll										COURT NAME:		Mono					
REPORTING PERIOD:		FROM:		2/25/2018		TO:		3/24/2018		FISCAL YEAR:		2017-2018							
A	B	C	D	E	F	G	H=F+G	I	J=H+I	K=F/H	L=D/J*F	M=E/J*(F+N)			N=F/H*I	O=D/J*N	P=M+O	Q=L+P	R=D+E-Q
Item No.	Name	Job Title	Gross Pay	Other Benefits	Gross Benefits (All Benefits)	Program Hours	Non Program Hours	Total Hours Worked	Benefit Hours	Total Paid Hours	% of Program Hours of Productive Time	Program Pay for Worked Hrs (50% FTE)	Program Fringe Benefits			Total Program Fringe Benefits	Total Prog Sal & Ben	Total Non Prog Sal & Ben	
													Reimbursable Employer Paid Benefits	Reimbursable Benefit Hours	Benefit Hours Amount				
1	Fiscal Clerk		3,126.00		2,641.25	66.00	86.00	152.00	8.00	160.00	43.42%	1,289.48	1,146.86	3.47	67.87	1,214.73	2,504.21	3,263.05	
2	Deputy Clerk 52D		2,972.00		1,711.22	20.00	140.00	160.00		160.00	12.50%	371.50	213.90	-	-	213.90	585.40	4,097.82	
3	Assistant CEO		7,817.39		3,929.39	8.00	135.50	143.50	16.50	160.00	5.57%	390.87	219.06	0.92	44.94	264.00	654.87	11,091.91	
4	Fiscal Director		7,812.98		4,010.85	4.00	102.25	106.25	53.75	160.00	3.76%	195.32	151.00	2.02	98.81	249.81	445.13	11,378.70	
5	CEO		10,618.18	36.50	3,927.30	2.00	114.00	116.00	44.00	160.00	1.72%	132.73	67.71	0.76	50.34	118.06	250.78	14,294.70	
6	IT		6,854.52		2,861.76	3.00	64.03	67.03	23.54	90.57	4.48%	227.05	128.08	1.05	79.74	207.82	434.86	9,281.42	
29											0.00%	-	-	-	-	-	-	-	
TOTALS			39,201.07		19,081.77	103.00	641.78	744.78	145.79	890.57	71.46%	2,606.94	1,926.61	8.23	341.70	2,268.32	4,875.26	53,407.58	
					58,282.84														58,282.84
CERTIFICATION: I hereby certify under penalty of perjury that the information provided here accurately represents official records and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.																			
AUTHORIZED OFFICIAL:		Tammy Laframboise								TITLE:		Fiscal Director							
SIGNATURE										DATE									

Cost Recovery Template

Average of FY 17-18 Submitted Cost Recovery (Jul-Mar)

- Salaries and wages for one employee
- Benefits: SSI, Medicare, and Unemployment Insurance
- Operating Expense & Equipment total \$1,295.52
- Administrative services is 10%
- Total cost recovery is \$3,580.82

Mono County Superior Court COST RECOVERY FOR THE PERIODS 7/1/17 - 3/31/18			
Description			Cost of Collections
SALARIES & BENEFITS:			
Salaries and Wages - Regular	\$	1,797.45	
Temporary Help	\$	-	
Overtime	\$	-	
Total Salaries and Wages			\$ 1,796.85
Social Security Insurance & Medicare	\$	108.07	
Group Insurance	\$	-	
Retirement (non-judicial)	\$	-	
Worker's Compensation	\$	-	
Unemployment Insurance	\$	46.32	
Other Benefits	\$	154.39	
Total Fringe Benefits			\$ 308.77
TOTAL SALARIES & BENEFITS			\$ 2,105.62
OPERATING EXPENSE & EQUIPMENT			
Moving and Relocation			
Dues & Memberships-Legal Staff			
Dues & Memberships-Other			
Miscellaneous Office Supplies	\$	116.60	
Printed Library Materials			
Electronic Reference Resources			
Minor Equipment - Non-EDP** (under \$5,000 per item)			
Minor Equipment - EDP (under \$5,000 per item)			
Office Equipment Rental, Maintenance & Repairs	\$	90.69	
General Expense Not Reported Elsewhere			
Office Copier Expense	\$	64.78	
Printed Forms & Stationery			
Telecommunications	\$	103.64	
ISP & Leased Line Charges	\$	116.60	
Postage	\$	51.82	
In-State Travel			
Out-of-State Travel			
Training			
Rent			
Janitorial Services			
Utilities			
General Consultant & Professional Services	\$	129.55	
Agency Temporary Help			
EDP Maintenance			
EDP Commercial Contract			
EDP Interagency Agreement			
EDP Repairs & Supplies			
EDP Software & Licensing	\$	621.85	
EDP Equipment Rental/Lease			
Other EDP Expenditures			
Judgments, Settlements & Claims			
**Electronic Data Processing (EDP)			
TOTAL OPERATING EXPENSE & EQUIPMENT			\$ 1,295.52
Administrative Services			
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)		10%	\$ 179.68
Total Costs subject to recovery prior to any revenue distribution			\$ 3,580.82

Cost Recovery Template

Amount with if Increased Cost Recovery was applied to Last Submitted Month (Mar 2018)

- Salaries and wages for all FTE that contribute hours to delinquent fines/fees collections program
- Benefits to include Group Insurance, Worker's Comp, and Retirement
- Operating Expense & Equipment total \$870.48
- Administrative services is 10%
- Total cost recovery is \$6,006.43

Mono County Superior Court COST RECOVERY FOR THE PERIOD ENDING 3/31/18			
Description			Cost of Collections
SALARIES & BENEFITS:			
Salaries and Wages - Regular	\$	2,606.94	
Temporary Help	\$	-	
Overtime	\$	-	
Total Salaries and Wages			\$ 2,606.94
Social Security Insurance & Medicare	\$	73.50	
Group Insurance	\$	1,073.27	
Retirement (non-judicial)	\$	627.67	
Worker's Compensation	\$	60.51	
Unemployment Insurance	\$	91.03	
Other Benefits	\$	342.34	
Total Fringe Benefits			\$ 2,268.32
TOTAL SALARIES & BENEFITS			\$ 4,875.26
OPERATING EXPENSE & EQUIPMENT			
Moving and Relocation			
Dues & Memberships-Legal Staff			
Dues & Memberships-Other			
Miscellaneous Office Supplies	\$	23.88	
Printed Library Materials			
Electronic Reference Resources			
Minor Equipment - Non-EDP** (under \$5,000 per item)			
Minor Equipment - EDP (under \$5,000 per item)			
Office Equipment Rental, Maintenance & Repairs	\$	-	
General Expense Not Reported Elsewhere			
Office Copier Expense	\$	40.32	
Printed Forms & Stationery			
Telecommunications	\$	42.51	
ISP & Leased Line Charges	\$	26.85	
Postage			
In-State Travel			
Out-of-State Travel			
Training			
Rent			
Janitorial Services	\$	106.92	
Utilities			
General Consultant & Professional Services (if any expenses are partially reimbursable)	\$	-	
Agency Temporary Help			
EDP Maintenance			
EDP Commercial Contract			
EDP Interagency Agreement			
EDP Repairs & Supplies			
EDP Software & Licensing			
EDP Equipment Rental/Lease	\$	630.00	
Other EDP Expenditures			
Judgments, Settlements & Claims			
**Electronic Data Processing (EDP)			
TOTAL OPERATING EXPENSE & EQUIPMENT			\$ 870.48
Administrative Services			
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)	10%		\$ 260.69
Total Costs subject to recovery prior to any revenue distribution			\$ 6,006.43

Cost Recovery Template

Amount if Court Sought Maximum Recovery of Permittable Costs Applied to Last Submitted Month (Mar 2018)

- Salaries and wages for all FTE that contribute hours to delinquent fines/fees collections program
- Benefits to include Group Insurance, Worker's Comp, and Retirement
- Operating Expense & Equipment total \$1,376.69
- Administrative services is 10%
- Total cost recovery is \$6,512.64

Mono County Superior Court COST RECOVERY FOR THE PERIOD ENDING 3/31/18			
Description			Cost of Collections
SALARIES & BENEFITS:			
Salaries and Wages - Regular	\$	2,606.94	
Temporary Help	\$	-	
Overtime	\$	-	
Total Salaries and Wages			\$ 2,606.94
Social Security Insurance & Medicare	\$	73.50	
Group Insurance	\$	1,073.27	
Retirement (non-judicial)	\$	627.67	
Worker's Compensation	\$	60.51	
Unemployment Insurance	\$	91.03	
Benefits-(Amount from Calculaiton)	\$	342.34	
Total Fringe Benefits			\$ 2,268.32
TOTAL SALARIES & BENEFITS			\$ 4,875.26
OPERATING EXPENSE & EQUIPMENT			
Moving and Relocation			
Dues & Memberships-Legal Staff			
Dues & Memberships-Other	\$	9.90	
Miscellaneous Office Supplies	\$	9.65	
Printed Library Materials			
Electronic Reference Resources	\$	115.00	
Minor Equipment - Non-EDP** (under \$5,000 per item)			
Minor Equipment - EDP (under \$5,000 per item)			
Office Equipment Rental, Maintenance & Repairs	\$	-	
General Expense Not Reported Elsewhere	\$	387.61	
Office Copier Expense	\$	42.24	
Printed Forms & Stationery			
Telecommunications	\$	41.83	
ISP & Leased Line Charges	\$	27.80	
Postage			
In-State Travel			
Out-of-State Travel			
Training			
Rent	\$	5.74	
Janitorial Services	\$	106.92	
Utilities			
General Consultant & Professional Services			
Agency Temporary Help			
EDP Maintenance			
EDP Commercial Contract			
EDP Interagency Agreement			
EDP Repairs & Supplies			
EDP Software & Licensing	\$	630.00	
EDP Equipment Rental/Lease			
Other EDP Expenditures			
Judgments, Settlements & Claims			
**Electronic Data Processing (EDP)			
TOTAL OPERATING EXPENSE & EQUIPMENT			\$ 1,376.69
Administrative Services			
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)		10%	\$ 260.69
Total Costs subject to recovery prior to any revenue distribution			\$ 6,512.64

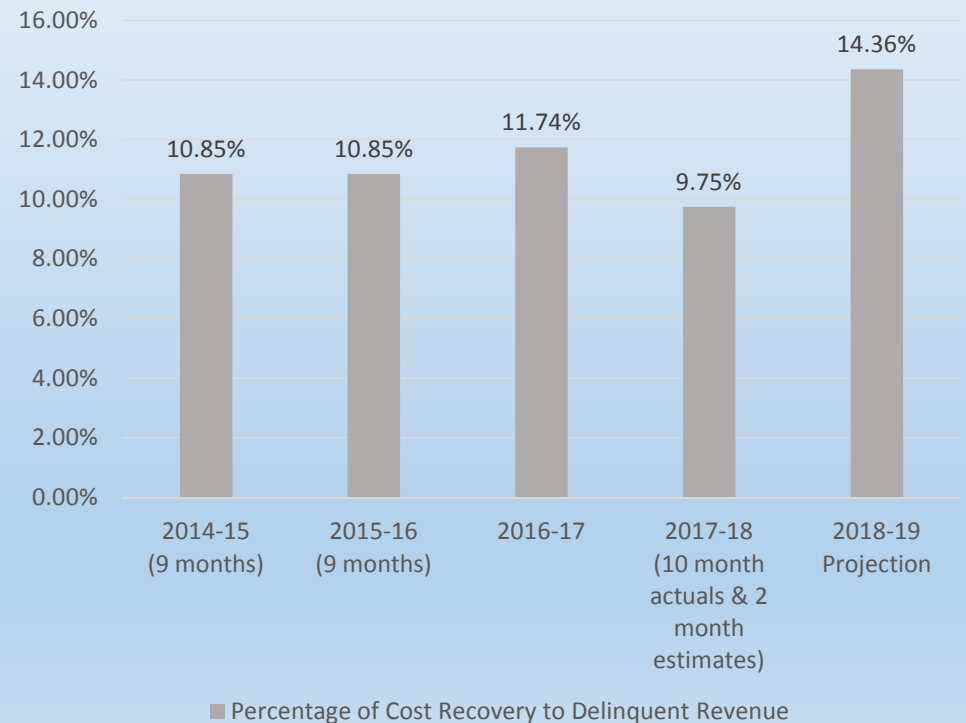
Summary of All Cost Recovery Templates

	<u>Average of FY 17-18 Submitted Cost Recovery (Jul-Mar)</u>		<u>Amount with Increased Cost Recovery of Last Submitted Month (Mar)</u>		<u>Amount if Court Sought Maximum Allowed Applied to Last Submitted Month (Mar)</u>	
Percentage of Cost Recovery to Delinquent Revenue	12.26%		12.68%		13.75%	
Salaries and Wages	\$	1,796.85	\$	2,606.94	\$	2,606.94
Fringe Benefits	\$	308.77	\$	2,268.32	\$	2,268.32
Operating Expense & Equipment	\$	1,295.52	\$	870.48	\$	1,376.69
Administrative Services	\$	179.68	\$	260.69	\$	260.69
Total	\$	3,580.82	\$	6,006.43	\$	6,512.64

New Self-Imposed Limit on the Amount the Court Recovers for Collection Program Costs

- Projected 2018-19 **delinquent revenue** based on average of previous 4 year revenue percentage increase - \$466,322
- Projected 2018-19 total cost recovery based on the monthly **maximum permittable costs** annualized - **\$78,152** (\$6,512*12)
(\$78,152/\$466,322= **16.76%**)
- **New Self-Imposed Limit:** On an fiscal year annual basis the maximum cost recovery the Court will seek is either \$67,057 total cost recovery or 14.38% of delinquent revenue, whichever is greater

Percentage of Cost Recovery to Delinquent Revenue



County of Mono and Superior Court of Mono County Collections Program
Summary of Fiscal Year 2015–2016 Collections Reporting Template

County Population¹: 13,721

Authorized Judges/Commissioners²: 2/0.3

Total Revenue Collected: \$329,948

Total Amount Discharged: \$0

Gross Recovery Rate: 51%

Success Rate: 46%

Ending Balance³: \$883,454

Total Amount Adjusted: \$73,847

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Mono County and the County of Mono. The court and county have a written memorandum of understanding (MOU) for their collections program. The program includes the following activities as reported in the *Collections Reporting Template*:

- Contracts with the Franchise Tax Board’s Court-Ordered Debt (FTB-COD) program;
- Contracts with the Franchise Tax Board’s Interagency Intercept Collections (FTB-IIC) program;
- Contracts with a private debt collector;
- A comprehensive collections program that includes 15 of the 16 collection activity components;
- Internet and credit and debit card payment options; and
- Meets 23 of the 25 recommended collections best practices; the following best practices are currently not being met: 18, and 21 (see Attachment 3).

Performance

Based on the financial data reported, the program collected a total of \$329,948 from 1,946 total delinquent cases, with collection costs of \$43,878. The ending balance of \$883,454 in delinquent court-ordered debt represents 1,278 delinquent cases, of which 1,268 were established in the reporting period. The program did not discharge delinquent debt from accountability for the reporting period.

These totals include data from the first nine months, October 1, 2015 through June 30, 2016, of the 18-month statewide traffic amnesty program established by Vehicle Code section 42008.8. A total of 18 cases participated in the amnesty program during the period and individuals had their balances reduced 50- or 80-percent. In addition, 16 individuals’ driver’s licenses were reinstated as a result of the amnesty program. For the nine-month period, \$3,269 was collected by the program with collection costs of \$11,349.

For the reporting period, the program has a 51 percent Gross Recovery Rate (GRR), which exceeds the recommended 34 percent benchmark, and is 12 percentage points higher than the prior year. The program’s Success Rate (SR) of 46 percent exceeds the recommended 31 percent benchmark and is 10 percentage points higher than the prior year.

This report contains information jointly reported by the court and county in the Judicial Council’s *Collections Reporting Template*, under Penal Code section 1463.010.

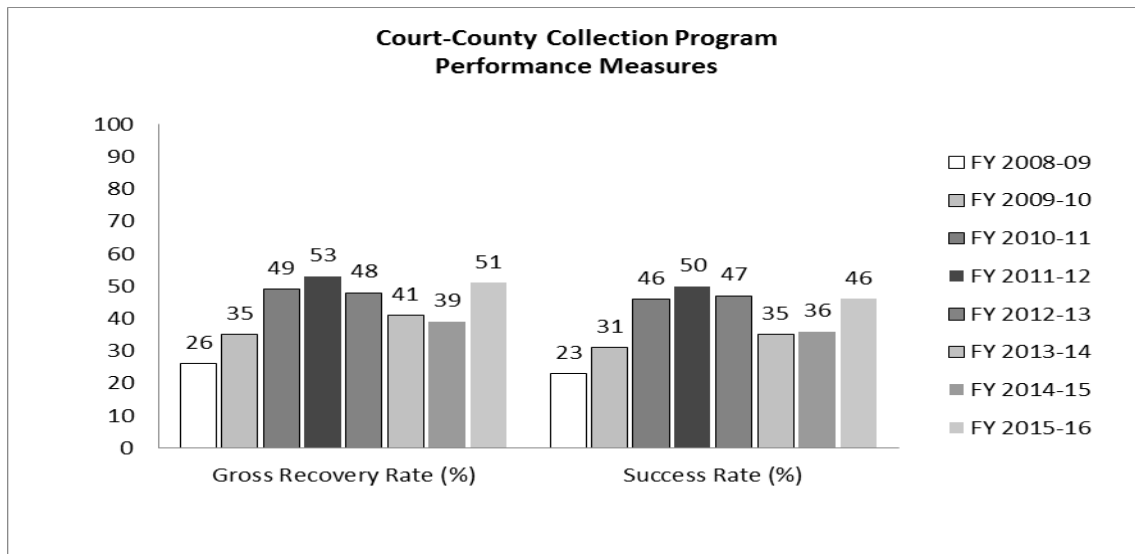
County of Mono and Superior Court of Mono County Collections Program Summary of Fiscal Year 2015–2016 Collections Reporting Template

According to the Mono collections program, the increases in the GRR and SR are largely attributed to the value of newly delinquent debt diminishing, allowing the program to focus more effort and resources on collecting older debt. This resulted in almost a ten percent increase of delinquent debt collected although eight percent less delinquent debt was established.

The table below shows the program’s total delinquent revenue collected and the percentage increase or decrease from year to year for the past eight fiscal years:

2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
\$22,430	\$125,369	\$206,147	\$217,561	\$205,128	\$52,689	\$301,521	\$329,948
	458.9%	64.4%	5.5%	-5.7%	-74.3%	472.3%	9.4%

The chart below shows performance measures for the past eight fiscal years:



Note: The FY 2015–2016 GRR and SR were likely increased by balance adjustments to cases participating in the amnesty program. However, performance rates excluding those adjustments are not provided here as programs were not required by statute to report the related adjustments.

Footnotes:

¹ Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2015 and 2016.

² Excludes unfunded judgeships authorized under AB 159 (chap. 722, Stats. 2007). Positions as of June 30, 2016.

³ Ending Balance is the value of outstanding delinquent fines, fees, forfeitures, penalties, and assessments in inventory and may include victim restitution and other justice related reimbursements if the reporting program could not separate those balances.

This report contains information jointly reported by the court and county in the Judicial Council’s Collections Reporting Template, under Penal Code section 1463.010.

Collections Reporting Template Glossary

Accounts Receivable (A/R): An accounts receivable is a set of account receivables if paid in installments, pursuant to Penal Code section 1205(d) or that are not paid forthwith.

Adjustments: An adjustment is any change in the total of debt due after the initial determination of the amount of outstanding delinquent debt. Non-cash adjustments include the suspension of all or a portion of bail, fines, fees, penalties, forfeitures, or assessments. Alternative payments may include community service in lieu of a fine and post sentence service of time in custody in lieu of fine; dismissals include dismissing all or a portion of the debt. Cash adjustments include fees added for payment by an insufficient funds check (NSF) or a correction to the initial assessment amount. The imposition of a civil assessment is not considered an adjustment.

Alternative Sentence: This refers to a different option for resolving court-ordered debt, such as community service in lieu of bail or fines, designed for an individual who demonstrates an inability to pay.

Case: For the purposes of the Collections Reporting Template, a case is a set of official court documents filed in connection with an infraction, misdemeanor, or felony violation. A case may include multiple violations, but is filed as one case.

Community Service: This refers to the hours of service that are converted to a monetary value and applied to the fines, fees, forfeitures, penalties, and assessments and reduce the imposed amount.

Comprehensive Collection Program: A program that collects eligible delinquent court-ordered fines, fees, forfeitures, penalties, and assessments on infraction, misdemeanor, and felony cases, as authorized by Penal Code section 1463.007.

Continuance: A continuance is the postponement of a hearing, trial, or other scheduled court proceeding at the request of either or both parties in a court dispute, or by the judge. For purposes of the Collections Reporting Template, a continuance is the postponement, stay, or withholding of payment under certain conditions for a temporary period of time.

Cost of Collections: The costs of operating a collections program that are allowed to be offset against collected delinquent revenues prior to distribution under Penal Code section 1463.007.

County Collection Program: A collection program administered by the county.

Court Collection Program: A collection program administered by the local superior court.

Default: A default occurs when an individual fails to make a payment on the date specified by a court or as agreed to under the terms and conditions of an installment payment or accounts receivable (A/R) plan set by a court or collecting entity. For purposes of complying with GC68514, Item 8, a delinquent account that is set-up on an installment payment plan as part of the collections process is considered “defaulted on” if the individual fails to fulfill their payment obligation (i.e., payment(s) are not made as promised based on agreement terms) and the plan was not reinstated, at the end of the fiscal year.

Delinquent Account: A delinquent account results when an individual has not appeared in court as promised or has not complied with a court order for payment of fines, fees, penalties, forfeitures, and assessments. Once the debt becomes delinquent, it continues to be delinquent and may be subject to collection by a comprehensive collection program. An account is considered delinquent the day after the payment is due.

Discharged Account: An account that has been deemed uncollectible and discharged from accountability. The actual discharge is based on established criteria by an authorized body, pursuant to Government Code sections 25257–25259.95.

Dismissal: A judgment that disposes a matter in a case. For the purposes of the Collections Reporting Template, this term refers to a criminal action dropped without settling the involved issues. The initial court-ordered debt no longer exists.

Enhanced Collections: Enhanced collections are non-forthwith collection activities related to enhancing collection programs where costs are incurred and paid directly by or reimbursed by the county, and are not cost recoverable. These collections are also included in the Collections Reporting Template.

Forthwith Payments: Full payment of court-ordered fines, fees, forfeitures, penalties, and assessments on or before the due date. Installment and accounts receivable plans are not forthwith payments.

Franchise Tax Board Court-Ordered Debt (FTB-COD) Program: The Franchise Tax Board collection program authorized under Revenue and Taxation Code section 19280.

Franchise Tax Board Interagency Intercept Collections (FTB-IIC) Program: A program of the Franchise Tax Board authorized by Government Code section 12419.10(a)(1) to collect court-ordered fines, fees, forfeitures, assessments, and penalties from Franchise Tax Board refunds, unclaimed property, or California State Lottery winnings.

Gross Revenue Collected: Monies collected toward the satisfaction of a court-ordered debt by collection programs prior to any reductions.

Installment Payment: A scheduled payment agreed upon by the defendant and the court or county collection program, as established in Penal Code section 1205(d).

Intra-branch Program: An Intra-branch Program is a court or a county collection service provided under a written Memorandum of Understanding (MOU) to another court or county.

Net Revenue: Gross revenue collected less any reductions (i.e., allowable cost offsets pursuant to Penal Code section 1463.007).

Non-delinquent Collections: All non-delinquent revenue collected during the reporting period, including bail forfeitures, forthwith payments, and current payments made on accounts receivables and installment payment plans; recorded on row 3, column D of the Annual Financial Report worksheet.

Other Justice-Related Reimbursements: Monies owed to entities other than state, counties, cities, or local governments, such restitution to a victim.

“Other” Program: This refers to the “Other” row, row 9, of the Annual Financial Report worksheet and captures revenue that cannot be broken out or attributed to a single collecting entity (e.g., court, county, private agency, the FTB or an Intra-branch Program). Any amount reported on this row should be explained in the Program Report worksheet.

Penal Code section 1463.007: This statute specifies the criteria for a comprehensive collection program and allows the county and/or court to deduct, and deposit in the county treasury or trial court operations fund, the cost of operating a comprehensive collection program prior to distributing revenues to other governmental entities.

Private Agency: A private entity employed or contracted to collect court-ordered fines, fees, forfeitures, assessments, and penalties.

Referral: A referral is a newly established delinquent court-ordered debt submitted to a collection program during the reporting period.

Suspensions: Amounts that are reduced or eliminated as a result of a judicial order.

Value of Cases: The value of a case is the amount of court-ordered debt that is owed and is deemed collectible. For closed cases, the value is the sum of (gross) debt collected, dismissals, alternative payments, suspensions, and discharged accounts.

Victim Restitution: Victim restitution is an amount that is owed to a victim who incurs any economic loss as a result of a crime and that is payable directly from a defendant convicted of the crime as a condition of probation; see Penal Code section 1202.4(f). The restitution fine under Penal Code section 1202.4(b) is also court-ordered, but is not paid directly to the victim.

NAME - COURT/COUNTY COST RECOVERY FOR THE PERIOD ENDING MM/DD/YYYY	
Description	Cost of Collections
SALARIES & BENEFITS:	
Salaries and Wages - Regular	\$ -
Temporary Help	\$ -
Overtime	\$ -
Total Salaries and Wages	\$ -
Social Security Insurance & Medicare	\$ -
Group Insurance	\$ -
Retirement (non-judicial)	\$ -
Worker's Compensation	\$ -
Unemployment Insurance	\$ -
Other Benefits	\$ -
Total Fringe Benefits	\$ -
TOTAL SALARIES & BENEFITS	\$ -
OPERATING EXPENSE & EQUIPMENT	
Moving and Relocation	\$ -
Dues & Memberships-Legal Staff	\$ -
Dues & Memberships-Other	\$ -
Miscellaneous Office Supplies	\$ -
Printed Library Materials	\$ -
Electronic Reference Resources	\$ -
Minor Equipment - Non-EDP** (under \$5,000 per item)	\$ -
Minor Equipment - EDP (under \$5,000 per item)	\$ -
Office Equipment Rental, Maintenance & Repairs	\$ -
General Expense Not Reported Elsewhere	\$ -
Office Copier Expense	\$ -
Printed Forms & Stationery	\$ -
Telecommunications	\$ -
ISP & Leased Line Charges	\$ -
Postage	\$ -
In-State Travel	\$ -
Out-of-State Travel	\$ -
Training	\$ -
Rent	\$ -
Janitorial Services	\$ -
Utilities	\$ -
General Consultant & Professional Services	\$ -
Agency Temporary Help	\$ -
EDP Maintenance	\$ -
EDP Commercial Contract	\$ -
EDP Interagency Agreement	\$ -
EDP Repairs & Supplies	\$ -
EDP Software & Licensing	\$ -
EDP Equipment Rental/Lease	\$ -
Other EDP Expenditures	\$ -
Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	\$ -
TOTAL OPERATING EXPENSE & EQUIPMENT	\$ -
Administrative Services	\$ -
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -

Cost Recovery Report

Attachment B

NAME - COURT/COUNTY COST RECOVERY FOR THE PERIOD ENDING MM/DD/YYYY	
Description	Cost of Collections
SALARIES & BENEFITS:	
1) Salaries and Wages - Regular	\$ -
3) Temporary Help	\$ -
3) Overtime	\$ -
Total Salaries and Wages	\$ -
1) Social Security Insurance & Medicare	\$ -
2) Group Insurance	\$ -
2) Retirement (non-judicial)	\$ -
2) Worker's Compensation	\$ -
1) Unemployment Insurance	\$ -
1) Other Benefits	\$ -
Total Fringe Benefits	\$ -
TOTAL SALARIES & BENEFITS	\$ -
OPERATING EXPENSE & EQUIPMENT	
3) Moving and Relocation	\$ -
3) Dues & Memberships-Legal Staff	\$ -
3) Dues & Memberships-Other	\$ -
1) Miscellaneous Office Supplies	\$ -
3) Printed Library Materials	\$ -
3) Electronic Reference Resources	\$ -
2) Minor Equipment - Non-EDP** (under \$5,000 per item)	\$ -
2) Minor Equipment - EDP (under \$5,000 per item)	\$ -
1) Office Equipment Rental, Maintenance & Repairs	\$ -
3) General Expense Not Reported Elsewhere	\$ -
1) Office Copier Expense	\$ -
3) Printed Forms & Stationery	\$ -
1) Telecommunications	\$ -
1) ISP & Leased Line Charges	\$ -
1) Postage	\$ -
2) In-State Travel	\$ -
3) Out-of-State Travel	\$ -
2) Training	\$ -
3) Rent	\$ -
2) Janitorial Services	\$ -
1) Utilities	\$ -
2) General Consultant & Professional Services	\$ -
3) Agency Temporary Help	\$ -
3) EDP Maintenance	\$ -
3) EDP Commercial Contract	\$ -
3) EDP Interagency Agreement	\$ -
3) EDP Repairs & Supplies	\$ -
1) EDP Software & Licensing	\$ -
3) EDP Equipment Rental/Lease	\$ -
3) Other EDP Expenditures	\$ -
3) Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	
TOTAL OPERATING EXPENSE & EQUIPMENT	\$ -
1) Administrative Services	\$ -
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -

1) Currently take these expenses in the Collections Program
2) The Court would like to add these expenses into the Collections Program
3) Eligible expenses however, the Court will not seek reimbursement



STAN ELLER
Presiding Judge
MARK MAGIT
Assistant Presiding Judge

Superior Court of California
County of Mono

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

HECTOR GONZALEZ, JR.
Court Executive Officer

NOTICE OF FAILURE TO APPEAR

07/09/15

~~XXXXXXXXXXXX~~
~~2007 PALM WAY~~
~~TORRANCE, CA 90503~~

COURT COPY

Docket Number: MNT15002712

Bail/Fine Past Due: \$ 200.73

The bail in the matter identified by the Docket Number shown above is past due.

If you fail to pay your bail within 25 days from the date of this notice, a warrant for your arrest may be issued. In addition to your possible arrest, this will result in the following:

1. Additional criminal charges
2. An additional fine or Civil Assessment of up to \$300.00, pursuant to Section 1214.1 of the Penal Code
3. A hold on your driver's license, preventing renewal, and/or license suspension
4. Referral to a collection agency
5. Referral to the Franchise Tax Board Court Ordered Debt program

You must pay your bail immediately to avoid the above actions. This will be your only notice regarding your failure to appear. YOU MUST DISPOSE OF THIS MATTER AT ONCE BY ONE OF THE FOLLOWING METHODS:

1. You may pay the Total Bail shown above in full with cash, money order or check at the Mono Superior Court, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. Bring this notice with you.
2. You may pay by mail the Total Bail shown above in full with a money order or check (no cash) made payable to Mono Superior Court, P.O. Box 1037, Mammoth Lakes, CA, 93546. Enclose this notice.
3. You may pay the Total Bail shown above in full online at www.epay-it.com (Mono Superior Court has contracted ISD Technologies to provide this service) or on the Superior Court's website at www.monocourt.org. If you have a correctable violation you will not be able to take advantage of this service. Please note: Processing fees apply.
4. You may appear in court on a non-holiday Monday in Mammoth Lakes Branch, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. Bring this notice with you.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**

MARK MAGIT
Presiding Judge
STAN ELLER
Assistant Presiding Judge

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 923-2302

HECTOR GONZALEZ, JR.
Court Executive Officer

NOTICE OF IMPOSITION OF CIVIL ASSESSMENT

«DTRFullName»

«DTRAddr»

«CurrentDate1_P_0»

Docket Number: «ACCTRef1»

Bail/Fine Past Due: «ACCTBal»
(with Civil Assessment)

Pursuant to Penal Code 1214.1, the Superior Court of California, County of Mono, has implemented a Civil Assessment in the amount of \$300 as shown in the Bail/Fine Past Due above for failure to pay the Bail/Fine Past Due in the matter identified by the Docket Number. In addition to the Civil Assessment, a hold has been placed on your driver's license preventing its renewal.

You have 20 calendar days (15 days plus 5 days for mailing) from the date on this notice to request with evidence showing Good Cause (see court website for more information and download "Request to Vacate Civil Assessment" form) to vacate (meaning you do not have to pay) the Civil Assessment. Failure to take action will result in further Collections Activities against you, including referral to the Franchise Tax Board and/or Collections Agency.

YOU MUST DISPOSE OF THIS MATTER AT ONCE BY ONE OF THE FOLLOWING METHODS:

1. In person, you may pay the Bail/Fine Past Due shown above in full with cash, money order or check at the Mono County Superior Court, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. Bring this notice with you. You can submit the "Request to Vacate Civil Assessment" form.
2. By mail, you may pay the Bail/Fine Past Due shown above in full with a postal money order or check made payable to the **Mono County Superior Court**, P.O. Box 1037, Mammoth Lakes, CA 93546. **NO CASH**. Enclose this notice. You can download the form "Request to Vacate Civil Assessment" and enclose with payment.
3. Online, you may pay the Bail/Fine Past Due shown above in full at www.epay-it.com (Mono Superior Court has contracted with ISD Technologies to provide this service) or on the Superior Court's website at www.monocourt.org. You are not able to request to vacate the Civil Assessment through epay-it. You can download the form "Request to Vacate Civil Assessment" and mail to court separately.
 - **Processing fees apply for epay-it transactions.**
 - **You must notify the Court to ensure the release of the hold on your Driver's License if you pay through epay-it.com.**

For any questions regarding your Docket Number shown above or if you believe you received this notice in error, please contact the Collections Department at the Mono County Court at:

superiorcourt@monocourt.org



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONO

MARK MAGIT
Presiding Judge
STAN ELLER
Assistant Presiding Judge

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 923-2302

HECTOR GONZALEZ, JR.
Court Executive Officer

FINAL NOTICE BEFORE REFERRAL TO COLLECTIONS

«DTRFullName»
«DTRAddr»

«CurrentDate1_P_0»

Docket Number: «ACCTRef1»

Bail/Fine Past Due: «ACCTBal»
(with Civil Assessment)

The Superior Court of California, County of Mono, has sent previous notices in regards to the Bail/Fine Past Due shown above in the matter identified by the Docket Number shown above.

Failure to pay the Bail/Fine Past Due shown above within 35 calendar days (30 days plus 5 for mailing) from the date on this notice will result in your referral to the Franchise Tax Board and/or AllianceOne, Inc. Collections Agency.

Once you are referred to the Franchise Tax Board and/or AllianceOne, Inc. you are no longer able to pay Mono Superior Court directly. Further actions by Collections may include:

1. The amount you owe may be legally taken (lien) out of your tax refund or paycheck until the Bail/Fine Past Due (with Civil Assessment) is paid in full.
2. Considerably lowering your Credit Score.
3. Phone calls from Collections at home and/or place of work.

YOU MUST DISPOSE OF THIS MATTER AT ONCE BY ONE OF THE FOLLOWING METHODS BEFORE YOUR REFERRAL TO COLLECTIONS:

1. In person, you may pay the Bail/Fine Past Due shown above in full with cash, money order or check at the Mono County Superior Court, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. Bring this notice with you.

2. By mail, you may pay the Bail/Fine Past Due shown above in full with a postal money order or check made payable to the **Mono County Superior Court**, P.O. Box 1037, Mammoth Lakes, CA 93546. **NO CASH.** Enclose this notice.

3. Online, you may pay the Bail/Fine Past Due shown above in full at www.epay-it.com (Mono Superior Court has contracted with ISD Technologies to provide this service) or on the Superior Court's website at www.monocourt.org.

- **Processing fees apply for epay-it transactions.**
- **You must notify the Court to ensure the release of the hold on your Driver's License if you pay through epay-it.com.**

For any questions regarding your Docket Number shown above or if you believe you received this notice in error, please contact the Collections Department at the Mono County Court at:

superiorcourt@monocourt.org



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONO

MARK MAGIT
Presiding Judge
STAN ELLER
Assistant Presiding Judge

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

HECTOR GONZALEZ, JR.
Court Executive Officer

«DTRFullName»
«DTRAddr»

NOTICE OF REFERRAL TO COLLECTIONS AGENCY

«CurrentDate1_P_0»

Docket Number: «ACCTRef1»

Bail/Fine Past Due: «ACCTBal»
(with Civil Assessment)

The Superior Court of California, County of Mono, has sent multiple notices in regards to the Docket Number shown above and the Bail/Fine Past Due (with Civil Assessment) shown above. Your case has been referred to the outside collections agency, AllianceOne, Inc.

You will be contacted by AllianceOne, Inc. and must pay the Bail/Fine Past Due to AllianceOne, Inc. directly. **You are no longer able to make payments to the court.**

Please contact AllianceOne, Inc. by one of the following methods:

1. Phone at **877-541-8420**,
2. Mail to 6160 Mission Gorge Road Suite 300, San Diego, CA, 92120
3. Online at the AllianceOne website at <https://pay.allianceoneinc.com>
4. If you have FAILED TO APPEAR and would like to contest the violation(s), they you may contact the Court to pursue adjudication.
5. If you enter into a payment plan with the outside collections agency, then the Court considers that agreement as a plea of guilt and a waiver to future adjudication.

Please **DO NOT** try and contact Mono Superior Court for payments as we are no longer able to process them at this time.

For any questions regarding your Docket Number shown above or if you believe you received this notice in error, please contact the Collections Department at the Mono County Court at:
superiorcourt@monocourt.org



COUNTY OF MONO

MARK MAGIT
Presiding Judge
STAN ELLER
Assistant Presiding Judge

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

HECTOR GONZALEZ, JR.
Court Executive Officer

INTERNATIONAL NOTICE 2

Due to the time and cost of international mailing, this notice is provided with notice 1 to help defendants understand their options if a civil assessment has been applied. A civil assessment is a monetary penalty that a court can legally charge to your original fee for failing to appear or pay. If your current amount due on www.epay-it.com is more than the amount on Notice 1, then you have been charged a civil assessment.

Pursuant to Penal Code 1214.1, the Superior Court of California, County of Mono, can charge a civil assessment in the amount of \$300 for past due amounts for failure to pay or appear. In addition to the civil assessment, a hold has been placed on your driver's license preventing its renewal.

You have 20 calendar days from the date the civil assessment is charged to you to submit a request to vacate (meaning you do not have to pay the \$300). Please visit the Court's website for more information and to download the "Request to Vacate Civil Assessment" form. You must show evidence of Good Cause to vacate the civil assessment. Failure to take action may result in further collections activities against you, including referral to the Franchise Tax Board and/or collections agency.

YOU MUST DISPOSE OF THIS MATTER AT ONCE BY ONE OF THE FOLLOWING METHODS:

1. In person: you may pay the Bail/Fine Past Due in full with cash, money order or check at Mono County Superior Court, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. If you want to submit the "Request to Vacate Civil Assessment" form, you can do that in person.
2. By mail: you may pay the Bail/Fine Past Due in full with a postal money order or check made payable to the **Mono County Superior Court**, P.O. Box 1037, Mammoth Lakes, CA 93546. **NO CASH**. If you want to submit the "Request to Vacate Civil Assessment" form, then please download it from the Courts website and include it with the payment.
3. Online: you may pay the Bail/Fine Past Due in full at www.epay-it.com (Mono Superior Court has contracted with ISD Technologies to provide this service) or on the Superior Court's website at www.monocourt.org. If you want to submit the "Request to Vacate Civil Assessment" form, then please download it from the Courts website and mail or email it to the Court.
 - **Processing fees apply for epay-it transactions.**
 - **How to expedite the release of the Driver's License hold:** To expedite the release of a Driver's License hold, the defendant must notify the Court of an epay-it payment.
4. Submit Request to Vacate form: If you have already paid or you want to contest the civil assessment before payment, then you can download the "Request to Vacate Civil Assessment" form from the Court's website. Please email it to superiorcourt@monocourt.org, mail to the Court's PO Box, or bring in person to the Court's physical address.

For any questions regarding your Docket Number or if you believe you received this notice in error, please contact the Collections Department at the Mono County Court at: superiorcourt@monocourt.org

Can't Afford to Pay Fine: Traffic and Other Infractions

CONFIDENTIAL

Clerk stamps date here when form is filed.

Using this form

- If you can't afford to pay your fine to the Mono County Superior Court, fill out this form to ask for a lower fine, a payment plan, and/or more time to pay. You may use this form even if your fine has been sent to collections. If you have more than one ticket, use one form for each ticket.

Mail to the Mono County Superior Court, PO Box 1037, Mammoth Lakes, CA. 93546 or take this form to the Mammoth Lakes Courthouse, 100 Thompsons Way, Mammoth Lakes.

- If you lost your ticket or have questions, contact the Mono County Superior Court (the Court) by calling 760-924-5444 or visit the court website at www.mono.courts.ca.gov for more information.

Types of fines

- Use this form for traffic fines (like speeding) or other infractions, such as Fish & Game and local ordinances. This form is not for parking tickets. Read your parking ticket to find out what you can do.

Important!

- Do not use this form to tell the Court that you didn't do anything wrong and you want to contest your ticket/citation. See the instructions on your ticket or your "courtesy notice of bail" and visit court website www.mono.courts.ca.gov for more information on contesting your ticket/citation.

Fill in court name and street address:

Superior Court of California, County of Mono 100 Thompsons Way P.O. Box 1037 Mammoth Lakes, Ca. 93546

Fill in the case number and ticket number (if you have it):

Case Number:

Ticket Number:

1 Your information

Name: _____

Street or mailing address: _____ Street City State Zip

Telephone: _____

Email (optional): _____ * OK to email you at this email? [] Yes [] No

2 What type of income do you have?

- I do not receive money from any source. (Skip to 3)
I receive public benefits. (Check all that apply, then go to 3)
Food stamps (CalFresh) State Supplementary Payment (SSP)
Medi-Cal County Relief/General Assistance
CalWORKs or Tribal TANF In-Home Supportive Services (IHSS)
Supplemental Security Income (SSI) Cash Assistance Program for Immigrants (CAPI)
Other need-based aid (specify): _____

5 What are you asking the Court to do? (Check all that you are willing and able to do)

- Lower the amount I owe on the fine.
- Payment plan: I want to pay:
\$ _____ every month on the _____ day of the month, until this fine is paid off. There will be a \$35 Administrative Fee added
- More time to pay: Please change my deadline to (month/day/year): _____
- If you have penalty charges (called "civil assessments") for not appearing in court for your ticket this form will also be considered a request to eliminate or reduce those penalty charges. Check the following reason the Court should consider:
 - I had "good cause" for failing to appear for my ticket (explain the reason, you can add extra pages or attach documents that help explain) _____
 - I ask the Court to consider my financial circumstances

There are mandatory fees that can't be reduced just because you don't have the money to pay them. You may ask for more time to pay and/or monthly payments even if the Court can't reduce these fees.

6 Other information:

List other facts (if any) about why you can't pay the fine or your choices in 5. (You can add extra pages or attach other documents that help you explain)

7 Driver's license "hold" or suspension

Did you miss a court date or fail to pay a fine? If so, the Department of Motor Vehicles (DMV) might have suspended or put a "hold" on your driver's license. If the court clears your failure to appear or failure to pay, the court will notify the DMV. You must still contact the DMV to get your license back.

8 Read and sign below

I promise that the information above is correct. I declare under penalty of perjury, under the laws of the State of California, that all information on or attached to this form is true.

I understand that in order for my request to be considered, I need to sign the attached "Plea Form" to waive my right to contest the ticket/citation.

Date:

Type or print your name

Sign your name



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: CAO

TIME REQUIRED 2 hours (60 minute presentation, 60 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Tony Dublino, Assistant CAO

SUBJECT South County Facility Options Analysis and Decision

AGENDA DESCRIPTION:

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

Staff analysis of two south county facility options: Purchase and renovation of Mammoth Mall and building a government center on the parcel known as McFlex.

RECOMMENDED ACTION:

Consider analysis of the Mammoth Mall property and McFlex Civic Center, and select one of the following options:

Option 1: Pursue Civic Center on McFlex Parcel A. Determine that the County will construct a new South County office facility on 175 Sierra Park Road (commonly referred to as the "McFlex" parcel) in Mammoth Lakes and, based on the analysis provided with this staff report, find that the project is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21083.3 and 14 CCR 15183 and direct staff to file a notice of exemption with the Mono County Clerk Recorder. B. Authorize CAO, in coordination with County Counsel, to negotiate and finalize contract for the design and construction of a County office facility in Mammoth Lakes with selected design-build entity and return to Board for approval.

Option 2: Pursue Acquisition of Mammoth Mall Direct staff to continue negotiations with the owners of the Mammoth Mall located at 106 and 126 Old Mammoth Road regarding potential purchase of the property. Return to Board at earliest opportunity for consideration of a purchase agreement.

FISCAL IMPACT:

No immediate fiscal impact. Based on available information at this time, OPTION 1 results in acquiring a facility initially costing \$20,500,000, with a debt to capitalized ratio of 91%. Annual operating costs are between \$152,000 and \$345,000. Interest costs over the life of the debt aggregate to \$22,677,000. The residual value of the facility after 40 years is projected to be \$5,800,000, the value of the land plus 20% of the construction costs (ie..after depreciation). Average annual cash requirements over a forty-year period are \$1,343,000. Estimates are that OPTION 2 results in acquiring a facility initially valued at \$13,132,000, with a debt to capitalized ratio of 113%. Annual operating costs are between \$373,000 and \$528,000. Interest costs over the life of the debt aggregate to \$9,377,000. The residual value of the facility after 40 years is projected to be \$2,600,000, the initial cost of the land (because of its age, the building is fully depreciated). Average annual cash requirements over a forty-year period are \$1,197,000.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760 932 5415 / tdublino@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Financial Analysis
<input type="checkbox"/> CEQA Document

History

Time	Who	Approval
6/1/2018 4:56 PM	County Administrative Office	Yes
6/1/2018 5:05 PM	County Counsel Finance	Yes



County of Mono

County Administrative Office

Leslie L. Chapman
County Administrative Officer

Tony Dublino
Assistant County Administrative Officer

Dave Butters
Human Resources Director

Jay Sloane
Risk Manager

Date: June 5, 2018
To: Honorable Board of Supervisors
From: Tony Dublino, Assistant CAO
Janet Dutcher, Finance Director

Subject: South County Facility – Final Options

Recommended Action:

Consider analysis of the Mammoth Mall property and McFlex Civic Center, and select one of the following options:

Option 1: Pursue Civic Center on McFlex Parcel

- A. Determine that the County will construct a new South County office facility on 175 Sierra Park Road (commonly referred to as the “McFlex” parcel) in Mammoth Lakes and, based on the analysis provided with this staff report, find that the project is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21083.3 and 14 CCR 15183 and direct staff to file a notice of exemption with the Mono County Clerk Recorder.
- B. Authorize CAO, in coordination with County Counsel, to negotiate and finalize contract for the design and construction of a County office facility in Mammoth Lakes with selected design-build entity and return to Board for approval.

Option 2: Pursue Acquisition of Mammoth Mall

Direct staff to continue negotiations with the owners of the Mammoth Mall located at 106 and 126 Old Mammoth Road regarding potential purchase of the property. Return to Board at earliest opportunity for consideration of a purchase agreement.

Fiscal Impact:

No immediate fiscal impact.

Based on available information at this time, OPTION 1 results in acquiring a facility initially costing \$20,500,000, with a debt to capitalized ratio of 91%. Annual operating costs are between \$152,000 and \$345,000. Interest costs over the life of the debt aggregate to

\$22,677,000. The residual value of the facility after 40 years is projected to be \$5,800,000, the value of the land plus 20% of the construction costs (ie..after depreciation). Average annual cash requirements over a forty-year period are \$1,343,000.

Estimates are that OPTION 2 results in acquiring a facility initially valued at \$13,132,000, with a debt to capitalized ratio of 113%. Annual operating costs are between \$373,000 and \$528,000. Interest costs over the life of the debt aggregate to \$9,377,000. The residual value of the facility after 40 years is projected to be \$2,600,000, the initial cost of the land (because of its age, the building is fully depreciated). Average annual cash requirements over a forty-year period are \$1,197,000.

Discussion:

At the April 17 Board meeting, the Board was presented with 2 final options relating to a South County Facility: build a new building on the parcel known as McFlex or purchase the existing building known as Mammoth Mall.

At that meeting, it was explained that staff has received proposals from Design-Build Entities for the project, evaluated those proposals, and is ready to make a recommendation to the Board to execute a contract.

Also, at that meeting, an emerging option was discussed--purchasing and renovating the Mammoth Mall. The Board requested additional information relating to that option, including a **review of existing leases** and how existing businesses might be impacted by the County's renovation and move-in to the site, a review of compliance (or non-compliance) with the **Town of Mammoth Lakes planning and visioning**, a look at **what would be included in a major renovation**, an analysis of **energy efficiency** among the two options, **property tax revenue loss** associated with County purchase of a privately held commercial property, a proposed solution to the **lack of onsite parking**, **staff opinions** about the option, a **financial analysis** of how the option compares to the option of building at McFlex, how the option integrates with the **County's Strategic Plan**, and a list of **Pros and Cons**. The below report addresses each of these requests for additional information.

Review of Existing Leases and County Space Needs

Staff has reviewed existing leases in the Mammoth Mall to obtain an understanding of whether the County could successfully move into the building without disrupting any of the existing leases or existing lease options.

A critical factor in this analysis is the County's actual space needs over time--how much space does the County need, and when is it needed?

County currently leases approximately 21,500sf of 'usable space' in the Sierra Center Mall (lease expires October 2019), and approximately 10,600sf of 'usable space' in the Minaret Mall (lease expires October 2021). These totals do not include 'circulation' such as common area hallways or lobbies.

The space programming and phasing exercises performed by HMC during the McFlex visioning process shows an October 2019 Phase 1 total of 18,048sf (13,370sf usable and 4,679sf circulation, Sierra Center mall tenants) and an October 2021 Phase 2 total of 14,815sf (10,973sf usable and 3,842sf circulation, Minaret Mall tenants).

If the County were to move into Mammoth Mall, it would do so in two phases. The first would be a relocation of all offices in the Sierra Center Mall in October 2019, and the second would be a relocation of the offices in the Minaret Mall, at some point thereafter. Space would need to be available for remodeling at least one year prior to each move-in date.

As of today, the Mammoth Mall's entire south wing is vacant, except for the Oak Tree Furniture Store, creating a large contiguous space available for a Phase 1 project. There are several other vacant spaces in the west wing of the building, as well as rented spaces that are operating month-to-month in holdover, that create another large contiguous space. The grand total of all these contiguous spaces (without the Oak Tree) is 17,340sf. Including the Oak Tree, 22,268sf. As such, the vast majority of County offices in Sierra Center Mall could move into the building, into a single contiguous space.

Phase 2 could be implemented in a variety of ways. There are numerous leases with varying expiration dates, so it is more difficult than Phase 1 where a large, contiguous block of space is already available. Spaces could be remodeled individually as leases expired, or leases could be extended to a singular point in time when a second renovation could be conducted.

In this conceptual approach, all spaces within the Mammoth Mall would be occupied by County offices, except for spaces where Good Life Café and Bleu Foods are located. All other businesses in the space would eventually need to be displaced.

The County's space needs are currently estimated at 24,350 of usable space with 8,521 of circulation for a total of 32,871 square feet. The Mammoth Mall square footage (without Good Life and Blue Foods) is approximately 30,000 usable square feet, with existing circulation in addition to that total.

Town of Mammoth Lakes Planning and Visioning

It has been noted that utilizing the Mammoth Mall for County offices would not be consistent with the Town's zoning and visioning for that area. In response to this question, Town of Mammoth Lakes Community and Economic Development Director Sandra Moberly provided the following:

The Mammoth Mall is located in the "Downtown" Zoning District, along a Primary Active Frontage.

According to Zoning Code Section 17.24.010 this district is intended to provide a thriving mix of residential, non-residential, and lodging uses and a distinctive gateway entry into town, with a focus on ground-level commercial uses and active frontages.

Government offices are a permitted use within the Downtown District but there is a stipulation that they are limited to no more than 75% of the ground floor area when located along Primary and Secondary Active Frontages. A minimum of 25% of the ground floor area shall be occupied by uses permitted by right or by Administrative Permit (i.e. active uses) and shall occupy the building or structure's frontage for a minimum depth of 20 feet (Administrative Permit required for depths less than 20 feet) (Table 17.24.020).

The intent of this stipulation is that the portion of the building along the Primary Active Frontage appears “active” but allows for other uses beyond the portion of the building along the frontage. A good example would be a coffee shop where the coffee shop was on the front of the building and a residential unit was located behind.

If the County were to propose only using the second floor, then it would comply with the land use requirement and wouldn't trigger the Primary Active Frontage requirement outlined above as this would leave the ground floor open for active uses.

Parking would be something that would need to be analyzed.

Based on the above, there are a variety of approaches that could be taken to comply with the requirements but would reduce the square footage available for County offices. The parking question is another matter, and the current proposal to provide off-site parking may or may not be supported by the Town. It should be noted that compliance with Town zoning is not a legal requirement for the County but is a reasonable community benefit consideration for such a project.

What is included in a major renovation?

The Mammoth Mall Building Review that was developed by staff from the County's Facilities and Engineering Divisions outlines the building condition, contemplates a major renovation to the building, and estimates associated costs.

The theoretical renovation included general tenant improvements, HVAC system improvements, IT support and buildout, a solution to the snow shedding problem, ADA access, window and siding repair and replacements.

In preparing this plan and estimates, staff endeavored to cover all bases and to provide a conservative estimate (with contingencies) of potential costs for a major renovation. It is anticipated that the resulting spaces for all County offices would be comparable to recently remodeled spaces in the Sierra Center Mall (DA, CAO and Economic Development offices).

This approach is intended to provide staff with a safe, comfortable and modest facility that will serve their purposes for the long-term.

Energy Efficiency

As described above, the renovation would include numerous improvements that would benefit energy efficiency. Despite these improvements, a new building is expected to perform better than an old one, primarily due to the significant advances in energy code requirements over the last 20 years.

Current proposals by prospective Design-Build entities attempt to balance the needs for energy efficiency with the capabilities of County maintenance staff, to save on long-term maintenance costs (in some cases, at the expense of energy efficiency). At this stage in the design-build process at McFlex, we do not know the exact systems that will be in place, but we do know this is an area where money can be saved.

In short, a new building meeting Title 24 energy codes is considerably more energy efficient, despite anticipated improvements to the Mammoth Mall.

Property Tax Revenue Loss

Currently, the two parcels making up the Mammoth Mall property are assessed at \$5,619,355. This assessed value generates approximately \$56,000 per year in tax revenue that is allocated to the County, Town, schools and special districts. The County's portion is \$16,861 per year. If the properties became County-owned, those property tax revenues would be lost. Over the course of 40 years, the total loss to the County General Fund is estimated at approximately \$1,000,000.

Proposed solution to the Parking Issue

The Mammoth Mall has 127 parking spaces. 21 of those spaces are devoted to Bleu Foods through an established agreement. A separate agreement trades nighttime spaces in the Mammoth Mall lot (after 5pm) with The Mogul Restaurant, for 13 daytime spaces in the Mogul lot across Tavern Road. The net is 119 spaces in the Mammoth Mall during regular business hours, of which a certain portion are commonly utilized by customers of the Good Life Café. The County's estimated parking needs, according to the HMC space needs study, is 131 spaces, which amounts to a shortage of 12 spaces – without accommodating the Good Life Café parking needs.

To fill this gap, staff proposed a 30-car off-site parking lot assuming the County would purchase land and build the lot. The costing model includes a staff position to shuttle people to and from the Mammoth Mall and considers snow removal for a total cost of \$800,000. Another option might be to build a parking lot on the McFlex parcel which is estimated to cost of \$325,000.

There are opportunities to reduce parking demands for any County office building such as incentivizing carpooling, walking, biking, or using public transportation.

Staff opinions

There are varying opinions from staff relating to these options. People who will work in the building favor the McFlex option. This group believes that a purpose-built facility will provide an environment for better customer service, while ensuring privacy for clients as well as comfort and safety for employees. Staff charged with delivering these projects prefer the Mammoth Mall option. This group believes that the phasing approach to project delivery reduces risk. People who will not work in the building and are not involved in project delivery believe financial concerns should be the driving factor.

Financial Analysis

At your Board Meeting, County staff will present the financial analysis comparing two alternatives, purchase Mammoth Mall or build on the McFlex parcel. The analysis will include associating these two alternatives with our status quo leasing arrangement. The analysis addresses five key points that include the benefits of ownership in a facility that houses County offices, the estimated budgetary cash flow impacts over the next forty years, the complexity of financing a mixed-use versus a single-use facility, and the loss of County revenues that could result depending on the financing arrangements.

The table below summarizes key financial information included in the presentation.

SUMMARY FINANCIAL INFORMATION	MAMMOTH MALL	BUILD ON MCFLEX	CONTINUE LEASING
Average Mortgage/Lease Payments	\$435,000 \$187,000 \$621,000	\$1,208,000	\$737,000
Term of Debt/Lease	5yr/15yr/30yr	35yr	On-going
Annual Operating Costs (<i>first year</i>)	\$372,800	\$152,000	\$448,700
Operating costs per SQ/month	\$0.76	\$0.52	\$1.16
Property Tax Revenue Loss (<i>per year</i>)			
All taxing entities	\$56,194	\$ --	\$ --
County General Fund	\$16,861	\$ --	\$ --
State and Federal Reimbursement Loss (<i>per year, resulting from land purchase</i>)	\$84,165	\$ --	\$ --
Debt to Capitalized Value upon Occupancy	113.01%	90.68%	N/A
Equity at end of 40-year Period	\$2,600,000	\$5,800,000	\$ --

County Strategic Plan

The analysis below illustrates how each of the alternatives align with the County's Strategic Priorities. In cases where both alternatives provide a benefit of similar value, both have been checked.

	<u>McFlex</u>	<u>Mammoth Mall</u>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> 1E Invest in road and other infrastructure projects across the County </div>	✓	✓
<div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe4c4;"> 2B Monitor and improve public, behavioral health, and social services programs </div>	✓	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe4c4;"> 2D Sustain and protect community, landscape, and environmental character </div>	✓	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #c8e6c9;"> 3C Maintain and expand existing businesses and industries </div>	✓	✓
<div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe0b2;"> 4A Implement a long-term solution for South County offices </div>	✓	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe0b2;"> 4B Improve operational efficiency and increase customer service and transparency </div>	✓	
<div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe0b2;"> 4C Plan and implement effective energy savings and environmental protection & compliance initiatives </div>	✓	

Pros and Cons

Mammoth Mall Renovation

PROS	CONS
Cash flow savings over McFlex and current status quo	Inadequate parking
Uses existing commercial space in Mammoth	Not a long term viable plan because a government center does not fit Mammoth's vision and planning requirements for the area
Staff who manage projects lean toward this option	Requires CEQA Analysis and violates current zoning code restrictions
Costs less long-term	Retrofit not ideal for customers/employees
	Remodel risk
	Cost of improvements may not be recoverable
	Bond Anticipation Notes, financing complexity and cost
	Interim Plan – would have to move again, kicking the can...
	Other tenants – quiet enjoyment and relocation
	Property tax loss
	Loss of A-87 reimbursements
	Terminating existing leases – unknown costs and displaces current tenants
	Would consume potential residential units
	Not the highest and best use of prime commercial property
	Cost of attorney review, analyzing leases, etc.

McFlex Civic Center

PROS	CONS
Ample parking for customers, staff and Motor Pool	Cash flow – temporary increase over current costs
Long term – no more relocations	Building/delivery risk – timing of expiring leases
Enhanced customer service	Timing and delivery is questionable
Energy and space efficiency	Building out infrastructure to entire site
Employee morale	
Have invested \$ already	
Contract is ready	
CEQA complete	
Town MOU in place	
Confidentiality/privacy/security	
Payments close to existing lease payments	
Opportunity to implement motor pool solution	
Staff who would be located in the building prefer over Mammoth Mall	
Highest and best use of McFlex	

Further Discussion, and Recommendations

The option to purchase and renovate the Mammoth Mall is driven almost entirely by the opportunity for short-term cost savings. The Mammoth Mall option does not provide a suitable long-term solution, is a challenging fit under ideal conditions, and there is risk that it may prove impossible to consolidate County offices and a suitable parking solution into this space. Despite the potential for short-term cost savings, **staff recommends Option 1, to pursue a Civic Center on McFlex.**

If you have any questions regarding this item, please contact me at (760) 932-5415.

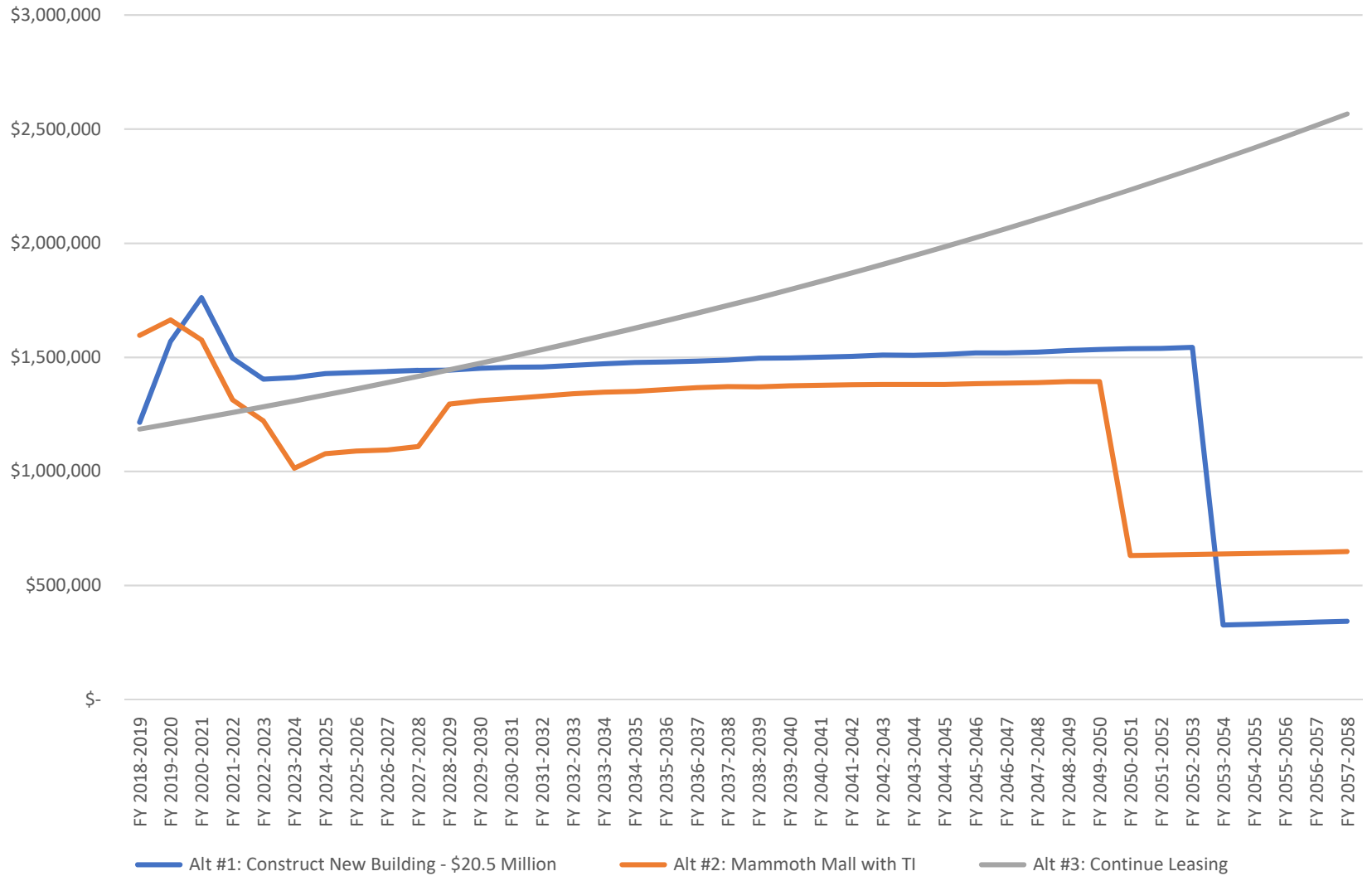
Respectfully submitted,

Tony Dublino
Assistant CAO

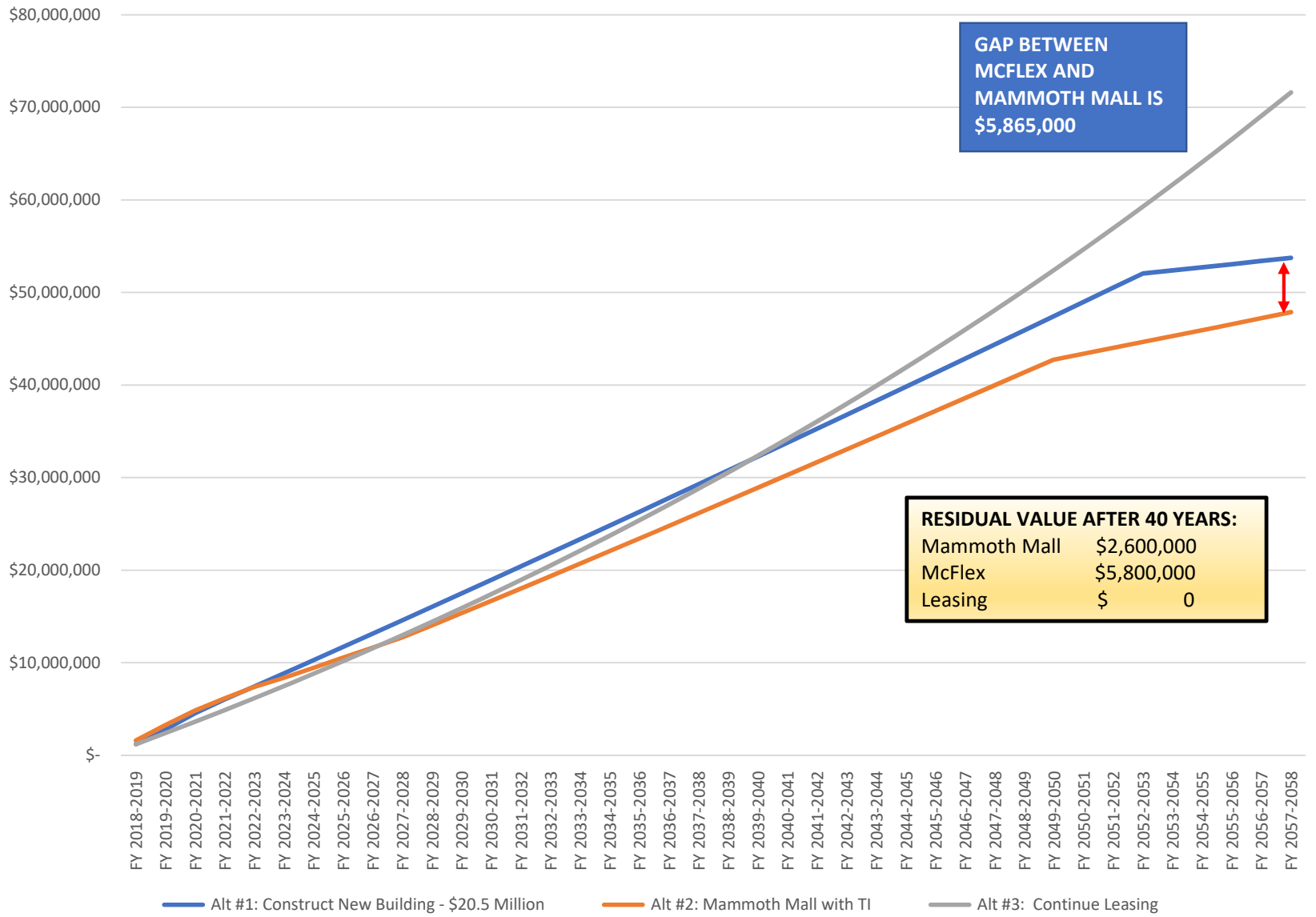
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Property Tax Revenue Loss (<i>per year</i>)			
All taxing entities	\$56,194	\$ --	\$ --
County General Fund	\$16,861	\$ --	\$ --
State and Federal Reimbursement Loss (<i>per year, resulting from land purchase</i>)	\$84,165	\$ --	\$ --
Debt to Capitalized Value upon Occupancy	113.01%	90.68%	N/A
Equity at end of 40-year Period	\$2,600,000	\$5,800,000	\$ --

ANNUAL CASH FLOW - 40 YEARS McFlex vs Mammoth Mall vs Leasing



CUMULATIVE COSTS - 40 YEARS McFlex vs Mammoth Mall vs Leasing



**GAP BETWEEN
MCFLEX AND
MAMMOTH MALL IS
\$5,865,000**

RESIDUAL VALUE AFTER 40 YEARS:	
Mammoth Mall	\$2,600,000
McFlex	\$5,800,000
Leasing	\$ 0

— Alt #1: Construct New Building - \$20.5 Million
 — Alt #2: Mammoth Mall with TI
 — Alt #3: Continue Leasing

PURCHASE MAMMOTH MALL

Summary of Financing and Annual Operating Costs

FINANCING REQUIREMENTS

Project Fund Outlay	
Purchase	\$ 6,000,000
Tenant Improvements	6,404,625
Off-site Parking	727,000
<i>Total Project Fund Outlay</i>	<u>13,131,625</u>
Original Issue Discount (Premium)	<u>212,712</u>
Cost of Issuance	
Bond Anticipation Notes (BAN)	217,023
Taxable Bonds	94,967
Tax Exempt Bonds	436,176
Capitalized Interest (<i>includes BAN interest at 4.3%/year</i>)	747,497
<i>Total Cost of Issuance</i>	<u>1,495,663</u>
TOTAL FINANCING REQUIREMENTS	<u>\$ 14,840,000</u>

	DEBT OBLIGATIONS	CUMULATIVE INTEREST COSTS
Treasury Loan	\$ 2,000,000	\$ 173,857
5-year term		
interest at 3.09% annually		
annual debt service \$434,771		
Taxable Bonds	2,020,000	782,996
15-year term		
interest at 3.635%-4.0% annually		
annual debt service \$77,225 - \$244,800		
Tax-Exempt Bonds	10,820,000	8,420,183
30-year term		
interest at 3.423%-3.750% annually		
annual debt service \$389,256 - \$767,744		
TOTAL DEBT ISSUES	<u>\$ 14,840,000</u>	<u>\$ 9,377,036</u>

% DEBT TO CAPITALIZED VALUE 113.01%

EQUITY IN FACILITY	<i>Upon Occupancy</i>	<i>After 40 Years</i>
	\$0, 100% leveraged	\$2,600,000, cost of land
	34 years old	74 years old

ESTIMATED ANNUAL OPERATING COSTS \$372,792 to \$528,097
Per Square Foot/Month \$0.76 to \$1.08

ANNUAL LEASE REVENUES \$0 to \$310,033

LOSS OF ANNUAL PROPERTY TAX REVENUES (1% only, excludes add-on taxes)

County-wide (all taxing agencies)	\$56,194
County General Fund	\$16,861

ESTIMATED ANNUAL LOSS OF STATE AND FEDERAL REIMBURSEMENTS (land costs) \$84,165

CONSTRUCT NEW BUILDING (McFlex)

Summary of Financing and Annual Operating Costs

FINANCING REQUIREMENTS

Project Fund Outlay

Construction - all inclusive costs \$ 20,500,000

Discount (Premium) on Debt Issuance (2,453,374)

Cost of Issuance

Tax Exempt Bonds 627,174

Capitalized Interest (*includes BAN interest at 4.3%/year*) 1,456,200

Total Cost of Issuance 2,083,374

TOTAL FINANCING REQUIREMENTS **\$ 20,130,000**

	DEBT OBLIGATIONS	CUMULATIVE INTEREST COSTS
Tax-Exempt Bonds	\$ 20,130,000	\$ 22,677,325
35-year term		
interest at 3.0%-5.0% annually		
annual debt service \$970,800 - \$1,218,200		
TOTAL DEBT ISSUES	<u>\$ 20,130,000</u>	<u>\$ 22,677,325</u>

% DEBT TO CAPITALIZED VALUE 90.68%

EQUITY IN FACILITY	<i>Upon Occupancy</i>	<i>After 40 Years</i>
	\$1,700,000 land	\$5,800,000, land +
	value	20% bldg cost
	0 years old	40 years old

ESTIMATED ANNUAL OPERATING COSTS \$151,987 to \$344,624
Per Square Foot/Month \$0.52 to \$1.18

**CEQA GUIDELINES §15183
ENVIRONMENTAL ANALYSIS
for
COUNTY AND TOWN CIVIC PLAZA
COMMUNITY FACILITY**



16 April 2018

Prepared by:
Mono County Community Development Department
Post Office Box 347
Mammoth Lakes, CA 93546
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Mammoth Lakes, CA 93546

MAMMOTH LAKES COUNTY AND TOWN
CIVIC PLAZA COMMUNITY FACILITY
CEQA §15183 ENVIRONMENTAL ANALYSIS

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ATTACHMENTS

- A Full text of CEQA Guidelines §15183
- B Preliminary Civic Plaza Design Concept Exhibits
- C Town of Mammoth Lakes Travel Demand Model Update

DRAFT INITIAL STUDY & CEQA §15183 REVIEW



COUNTY AND TOWN CIVIC PLAZA COMMUNITY FACILITY PROJECT

LEAD AGENCY & PROJECT APPLICANT:

County of Mono Community Development Department
437 Old Mammoth Road, Suite P ♦ P.O. Box 347 ♦ Mammoth Lakes, California 93546
Contact: Wendy Sugimura (760) 924-1814

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APRIL 2018

I. INTRODUCTION

The California Environmental Quality Act (CEQA) requires public agencies to consider and analyze the potential environmental effects of certain activities, and establishes a process for determining whether the activity is subject to CEQA requirements. Activities are subject to CEQA if they (a) involve the exercise of discretionary powers, (b) have potential to impact the environment, and (c) meet the definition of a 'project,'¹ and (d) are not categorically or statutorily exempt from CEQA.

CEQA Guidelines §15183 provides a specific CEQA review process for qualifying projects that are consistent with a community plan or zoning. Under these regulations (reflected in California Public Resources Code (PRC) §21083.3 and CEQA Guidelines §15183), projects that are consistent with the development density of existing zoning, community plan or general plan policies for which an EIR was certified shall be exempt from additional CEQA analysis except as may be necessary to determine whether there are project-specific significant effects that are peculiar to the project or site that would otherwise require additional CEQA review.

Final EIRs (FEIRs) have been certified by the Town of Mammoth Lakes for both the General Plan and the zoning code. The project reviewed herein is consistent with the uses and development densities shown in the adopted General Plan and zoning documents. This environmental review seeks to determine whether the project is fully exempt from CEQA or requires further environmental review, consistent with CEQA §15183 provisions. The full text of CEQA §15183 is provided in Appendix A.

The current environmental review builds on numerous prior environmental assessments that pertain to the Civic Plaza project. These include the 2007 Town of Mammoth Lakes General Plan Final EIR; the 2016 Town of Mammoth Lakes Land Use Element, Zoning Code Amendments² and Mobility Element Final EIR; the 2007 *Environmental Analysis for Community Facilities Land Acquisition*, which was prepared pursuant to CEQA Guidelines §15183; and many other relevant documents and CEQA assessments as identified in §VI, Reference Materials. The Civic Plaza project was made possible through a land exchange between the United States Forest Service and multiple public and private entities. As part of the exchange, Mammoth Hospital acquired a 12.5-acre parcel of which 11 acres were purchased for hospital and civic uses; the remaining 1.5 acres were used for construction of the Fire Station. From the outset, it was intended that a portion of this 12.5 acre land exchange would be used to establish a future "Civic Center" that would house a wide range of related uses including the County and Town offices (as

¹ Activities that are not defined as 'projects' include legislative proposals, as well as voter proposals, funding mechanisms, and administrative and organizational functions that will not directly or indirectly impact the environment (§15378).

² Note that the Mammoth Lakes Zoning Code Final EIR did not include the Civic Plaza site as an identified use, but did include information relevant to the analysis of Civic Plaza site impacts, as discussed in this Environmental Review.

now proposed), expansion of the Mammoth Lakes hospital, the California Superior Court building, and the Mammoth Lakes Police Station. Some of these facilities have been constructed and are now in operation including the court facilities, the Police Station, and parking areas for the adjacent hospital.

As a whole, the Civic Center project is a joint undertaking of the County and the Town, and this Initial Study evaluates the construction of facilities to serve both Mono County and the Town of Mammoth Lakes. However, the two agencies have differing schedules and priorities. Whereas the County has a desired move-in date of October 2019, the Town has not yet made a firm commitment to move its offices. The County and Town have entered into an agreement that creates flexibility in scheduling and funding of the shared civic center facility; the agreement includes a provision allowing County employees to work out of temporary office trailers that would be located on the Town's portion of the site during construction. For the above reasons, Mono County is the designated Lead Agency.

II. CIVIC PLAZA LOCATION

The project parcel is located on the southeast corner of the intersection of SR 203 and Sierra Park Road. The site is already occupied by the Administrative Office of the Court (AOC), a modern wedge-shaped structure that is readily visible from SR 203, and other civic uses. The Town and County offices would occupy a parcel located on the south end of the civic center site, along with the Town of Mammoth Lakes Police Station, the Church, and about half of a parking lot that is shared by the Superior Court and the Police Station (the parking lot is accessed from Thompsons Way). The parcel and Civic Center layout are shown in Exhibit 1.

III. PROJECT INFORMATION

In July of 2007, the Town and County collaborated on preparation of an Environmental Analysis for the *Mammoth Lakes Community Facilities Land Acquisition* (the 'McFlex Project'). The 2007 project involved acquisition of about 11 acres of land for future community facilities for the Town of Mammoth Lakes and Mono County. The Environmental Analysis noted that the Southern Mono Healthcare District was simultaneously seeking to acquire about 12.5 acres of public land through an exchange with U.S. Forest Service, and that a portion of that land would also be used for the Town and County community facilities project.

The 2007 McFlex Environmental Analysis noted that the "Civic Center" that would house a wide range of potential uses including the Mammoth Lakes Police Station, a civic plaza, expansion of the Mammoth Lakes hospital, County and Town offices, the California Superior Court building, and an estimated 600 parking spaces. Some of these facilities have since been constructed and are now in operation including the court facilities, the Police Station, and parking areas for the adjacent hospital. Town zoning shows the site as Public and Quasi-Public, a designation that allows public facilities and institutional uses including hospitals, parking lots and garages, and public buildings and uses.

The Environmental Analysis for the McFlex Project Environmental Analysis was prepared under CEQA §15183. The 2007 review found that *the project is consistent with the zoning for the parcel. An EIR was certified by the Town of Mammoth Lakes in 1987 for the General Plan. When the implementing zoning was adopted in 1989 it utilized the 1987 General Plan EIR. The project meets the conditions set forth in Public Resources Code § 21083.3 and CEQA Guidelines § 15183. The proposed project is consistent with a community plan and zoning; the use of an environmental analysis in conformance with CEQA Guidelines § 15183 is appropriate.*

The Civic Center project description (based largely on information in a Conceptual Design Study prepared for the County and the Town in May 2017 as part of the design-build qualifications package^{3,4}) includes a number of elements as outlined below:

- Design and construction of an approximately 33,100 sf wing of an envisioned 53,500 sf office facility in a Civic Center Complex. Facility improvements (including utilities, access, parking lot, and landscaping) would house numerous County Departments. The County is currently selecting a firm for the design/build process.
- County staff offices are anticipated to be provided on two floors. Under the current preliminary plan, first floor offices would house the environmental health department, economic development, community development, probation, the district attorney and public works as well as the Board meeting room and reception counter. Second floor offices would house the departments of public health, behavioral health and social services.

³ Mono County Dpt. of Public Works, Mammoth Lakes County Office Building, *Request for Design-Build Entity Qualifications*, September 2017

⁴ Note that further refinements are anticipated with regard to the design, layout and allocation of space within the community facility. However, the project design is expected to conform substantially with information in the May 2017 Concept Design Study.

EXHIBIT 1. Civic Center Site Plan

Conceptual Design Study / 13



Site Plan

HMC Architects

- If constructed, the second wing of the 53,500 sf facility is anticipated to accommodate 20,400 sf of offices for the Town of Mammoth Lakes. Under the preliminary plan, the first floor facilities of the Town would house engineering, public works, parks and recreation, community and economic development, and the revenue team. The second floor would be dedicated to human resources, accounting, administration, tourism, recreation, county counsel, Board offices, and administration. A shared central lobby would connect the two wings.
- The County's preferred move-in date is October 1, 2019. In the event the County move precedes the Town, only the County wing, and one-half of the shared lobby, will be constructed. As noted above in the Schedule, the County and Town have entered into an agreement for the shared facilities; the agreement includes a provision allowing County employees to work out of temporary office trailers on the Town's portion of the site during construction.

Completion of the new facilities will enable the County and the Town to consolidate staff and departments at a single location that is part of a larger Civic Center Plaza. The proposed uses are consistent with the adopted Town of Mammoth Lakes General Plan and zoning and supporting CEQA documents, and consistent with the longstanding plans of both agencies.

IV. AGENCY JURISDICTION & APPROVALS

Two agencies have jurisdiction over the planned Town and County civic center land uses. The agencies are identified below along with their jurisdictional roles:

Mono County: Mono County is Lead Agency for this CEQA §15183 review. Mono County is responsible for the disbursement of funds and the approval of all construction planning associated with the County's portion of the Civic Center facility, compliance with all applicable building standards and permit requirements, as well as negotiations with the Town of Mammoth Lakes pertaining to design elements and the equitable allocation of costs.

Town of Mammoth Lakes: The Town of Mammoth Lakes is a Responsible Agency for this CEQA §15183 review. The Town is responsible for the disbursement of funds and the approval of all construction planning associated with the Town's portion of the Civic Center facility, compliance with all applicable building standards and permit requirements, as well as negotiations with Mono County pertaining to design elements and the equitable allocation of costs.

V. PROJECT ELIGIBILITY AND COMPLIANCE WITH CEQA GUIDELINES §15183

A project that is consistent with an adopted Community Plan, General Plan or Zoning is exempt from CEQA if it meets a set of specified requirements. These requirements are set forth in CEQA Guidelines §15183, which is provided in its entirety in Appendix A. Briefly, the requirements for compliance with CEQA §15183 are that (a) a project must be consistent with the development density established by existing zoning, community plan or general plan policies for which an EIR was certified; (b) the analysis of project effects must be limited to impacts that are peculiar to the project or parcel, were not previously analyzed, are potentially significant, and/or would have effects substantially more severe than previously analyzed.

VI. REFERENCE MATERIALS

Provided below is a complete list of documents that pertain to the project or the project site. Most of the documents are available to the public online (website addresses are provided below), and all documents are available for public review at the Mono County and/or Town of Mammoth Lakes Community Development Departments.

- *Town of Mammoth Lakes General Plan EIR, 2007:* <http://www.ci.mammoth-lakes.ca.us/163/General-Plan-Environmental-Documents>. SCH #2003142155.
- *Town of Mammoth Lakes Final EIR, Land Use Element/Zoning Code Amendments and Mobility Element Update, 2016:* <https://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/6338>. SCH #2015052072. Note that the Mammoth Lakes Zoning Code Final EIR did not include the Civic Plaza site as an identified use, but did include information relevant to the analysis of Civic Plaza site impacts, as discussed in this environmental review.
- *Mammoth Lakes Police Station Initial Study/Mitigated Negative Declaration, 2007:* analyzed development on the same parcel within a slightly smaller disturbance footprint: <https://www.ci.mammoth-lakes.ca.us/160/Mammoth-Lakes-Police-Station>. SCH #2007103122.
- *Addendum to the Mammoth Lakes 2007 Police Station IS/MND.* Note that this addendum analyzed development on the same parcel.

- Mammoth Lakes Police Department, *Preliminary Police Department Drainage Study* by Triad/Holmes, 2007: <https://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/516>
- *Town of Mammoth Lakes Adopted Mobility Element*, December 2016: <https://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/6510>
- *Environmental Analysis for Mammoth Lakes Community Facilities Land Acquisition* (“McFlex Acquisition” for initial acquisition of the Civic Plaza parcel), prepared for Mono County Community Development Dept., July 2007
- Administrative Office of the Courts, *New Mammoth Lakes Courthouse at State Route 203 (Main St.)/Sierra Park Rd. for Mono County: DRAFT IS and MND*, October 2007: <http://www.courts.ca.gov/documents/MammothLakesInitialStudyMND--SR203SierraParrkDr--PUBLICDRAFT.pdf>
- *Mono County South County Facility - Civic Center Site Plans*, April 2017: https://monocounty.ca.gov/sites/default/files/fileattachments/county_administrative_officer/page/9207/mammoth_civic_center_final_04282017.pdf
- Mono County Dept. of Public Works, Mammoth Lakes County Office Building, *Request for Design-Build Entity Qualifications*, September 14, 2017: <http://bids.monocounty.ca.gov/rfp/mono-county-office-building-design-build-entity-rfq>.
- USFS, *Mammoth Base Land Exchange, Purpose and Need Statement and Proposed Action*, undated: https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd515831.pdf.

VII. ELIGIBILITY REQUIREMENTS FOR USE OF CEQA §15183

CEQA §15183(d) states that this CEQA section shall apply only to projects that meet certain specified conditions. The conditions are listed below along with a discussion of their applicability to the Civic Center Project. The full text of CEQA §15183 is provided in Attachment 1.

(1) The Project is consistent with all elements identified in CEQA §15183(d), as demonstrated in the discussion provided below for the community plan, the zoning, and the General Plan designations of the project site:

(A) A community plan adopted as part of a general plan: The Civic Center Project is located in an area identified in the Town of Mammoth Lakes General Plan as the ‘Gateway Neighborhood District Plan’ (‘Gateway NDP’) area. The Town has not yet prepared a detailed District Plan for this area, but the General Plan provides the following guidance for future detailed planning efforts: “*Located south of State Route 203, east of Old Mammoth Road, the Gateway District should be an attractive and iconic corridor in to and out of town, and should communicate Mammoth Lakes’ character. It includes schools, hospital, industrial park, library, parks, trails, open space and the future Civic Center site. The District should provide a safe pedestrian environment, and emphasize linkages between all elements in the Gateway District and the community’s residential neighborhoods. Significant public views should be preserved through high-level design standards.*”

The General Plan identifies eleven general characteristics for the Gateway NDP, listed below.⁵ The character of this planning area as the location of civic uses is a central theme, and consistent with the Civic Center project as well as the larger Civic Plaza.

- (1) Viewsheds to White Mountains, Sherwin Range, the Knolls and Mammoth Mountain are preserved
- (2) Campus setting, spacious and comfortable with gathering areas
- (3) Civic character and a town square
- (4) Civic, educational, recreational, public uses and athletic fields
- (5) Broad setbacks and open space between buildings
- (6) Pedestrian-friendly approach along Sierra Park Road and Meridian Boulevard
- (7) Pedestrian linkages among all uses
- (8) Access to surrounding forest lands
- (9) A sense of arrival to each component within the district
- (10) Circulation pattern to provide for short-term visits and drop-offs
- (11) Long-term parking underground
- (12) Industrial uses screened from public view
- (13) Shared use of facilities and parking
- (14) Transit with bus pullouts and shelters

⁵ <https://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/228>

(B) A zoning action which zoned or designated the parcel on which the project would be located to accommodate a particular density of development: The Town of Mammoth Lakes zoning designation for the project site is 'Public and Quasi Public' (P-QP), which is implemented by the General Plan Land Use Classification of 'Institutional Public (IP). This zone identifies areas that have been reserved and developed for public uses (other than street rights of way), to provide for educational and cultural activities and facilities, and to identify and preserve areas of historic and community significance. Government offices are a permitted use in the P-QP zone, subject to the minimum development standards listed below.⁶ As indicated, the Civic Center project and larger Civic Plaza are consistent with provisions of the P-QP zone, and the planned facility complies with the minimum development standards of this zone.

Site area:	20,000 square feet
Site width:	100 feet
Site depth:	100 feet
Front yard:	20 feet
Side yard:	20 feet
Rear yard:	20 feet
Screening/Landscaping:	As specified in Design Review.

(C) A general plan of a local agency: As noted above, the civic center project site is located in an area known as the Gateway District. The Town of Mammoth Lakes General Plan designates the project site as 'Specific Plan' and calls for preparation of a Master Plan or Specific Plan for the Gateway in order to identify and assess:

- Biological, scenic and aesthetic site resources
- Areas suitable for preservation and those suitable for development
- Locations and limitations for pedestrian and bicycle trails, staging areas, parking and vehicular access
- The range and siting of community-serving educational, cultural and recreational uses
- The extent of student housing and faculty housing
- Joint-use partnerships to implement community goals
- The extent of local housing opportunities, if any, and
- Multiple uses, such as civic, hospital, school, recreational vehicle, open space, and industrial.

The Gateway Specific Plan has not yet been developed. However, the Civic Center project is directly consistent with (and a major element of) the General Plan vision for the Gateway district. As described therein, the Civic Center should serve as *"... the symbolic center for the community. The Civic Center should ... be designed as a functioning public space to support special events ... have a cohesive design... architecture should recognize ... rugged mountain architecture... Buildings should be articulated...with design elements that create a sense of permanence and strength [with] a building base designed for pedestrians... Iconic features should be integrated into civic architecture and places."*

The General Plan identifies six general characteristics for the Civic Center, as listed below:

- (1) Attractive, welcoming and symbolic center for the community
- (2) Reinforce rugged, natural setting of the town
- (3) Conveniently accessible to the community and clients: Emergency access; Transit, vehicular, bike and pedestrian access; On-street and underground parking; and Customer service
- (4) Serves as important community activity center: Strategic parking resource linked to transit; Public event venue; and Economic development catalyst to Tavern Road and Sierra Park Road areas
- (5) Sierra Park Road design as a significant public street/ open space
- (6) Reinforce the importance of Legislative and judicial function of the people; Public safety and security; Civic events and functions; Daily use and enjoyment; and a place of employment.

(2) The Town of Mammoth Lakes has certified EIRs as lead agency for the Zoning Code Update of 2016 and for the General Plan update of 2007. Citations for these prior EIRs are provided below:

- Town of Mammoth Lakes, Final EIR, *Land Use Element Amendments, Zoning Code Amendments, and Mobility Element Update*, October 2016. SCH #2015052072

⁶ https://library.municode.com/ca/mammoth_lakes_/codes/code_of_ordinances?nodemd=TIT17ZO_ARTIIZODIALLAUS

- Town of Mammoth Lakes, Final Program EIR, *Town of Mammoth Lakes 2005 General Plan Update*, May 2007. SCH #2003042155

VIII. ENVIRONMENTAL ANALYSIS

The following environmental analysis is based on Public Resources Code §21083.3 and CEQA Guidelines §15183. The environmental checklist and accompanying responses assess potential environmental effects to determine whether they meet the requirements for an exemption under CEQA §15183, or whether additional CEQA review is required. The checklist determination is based on five considerations as identified in CEQA §15183: (1) Are potential impacts peculiar to the project or to the project site?; (2) Were potential impacts analyzed in a previously certified EIR?; (3) if an impact is peculiar to the project and was not addressed in a prior EIR, are there uniformly applied development policies or standards that would mitigate the impact?; (4) are there potentially significant cumulative or offsite impacts that were not discussed in the prior EIR?; and (5) Is there substantial new information to show that a potential impact would be more significant than previously described? Project information is summarized below, followed by the checklist and a discussion of checklist responses.

1. *Project title:* County and Town Civic Plaza Community Facility Project
2. *Lead agency name and address:* Mono County Community Development Department,
437 Old Mammoth Road, Suite P (P.O. Box 347)
Mammoth Lakes, California 93546
3. *Contact person & phone number:* Wendy Sugimura, Interim Planning Director, 760.924.1814
4. *Project location:* The project parcel is located at the northeast corner of Tavern Road and Sierra Park Drive in the Town of Mammoth Lakes, California
6. *General plan designation:* SP (Specific Plan); IP (Institutional Public)
7. *Zoning:* Public and Quasi Public
8. *Prior Environmental Documents Analyzing the Infill Project Effects (with State Clearinghouse # if assigned):*
Please see §VI, Reference Documents.
9. *Location of Prior Environmental Documents Analyzing Project Effects:*
Seven of the 9 documents are available online (website addresses are provided); the remaining two documents are available at the Mono County and Town of Mammoth Lakes Community Development Depts.
10. *Description of the Project:* Please see §III, Project Information.
11. *Surrounding land uses and setting:* The project is part of a larger Civic Plaza that includes hospital facilities to the south (with plans for expansion), police facilities directly to the north, and a California Superior Court building just to the northwest of the Police Station.
12. *Other public agencies whose approval is required (e.g., permits, financing, participation agreement etc.):* Agencies with approval authority include Mono County, the Town of Mammoth Lakes, Mammoth Community Water District, and the Mammoth Lakes Fire Department.

ENVIRONMENTAL CHECKLIST FOR PROJECTS CONSISTENT WITH A COMMUNITY PLAN OR ZONING

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
1. AESTHETICS -- Would the project:					
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
d) Create a new source of substantial light or glare that would adversely affect day or nighttime views?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. AGRICULTURE AND FORESTRY -- Would the project:					
a) Convert Prime or Unique Farmland, or Farmland of Statewide Importance to non-agricultural use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Conflict with zoning of forest land, timberland or timberland production area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Result in loss or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Involve other changes that could result in conversion of Farmland, to non-agricultural use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. AIR QUALITY -- Would the project:					
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Violate an air quality standard or contribute to an existing or projected air quality violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to pollutants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. BIOLOGICAL RESOURCES -- Would the project:					
a) Have a substantial adverse effect directly or through habitat changes on a candidate, sensitive, or special status species?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on a riparian habitat or other sensitive natural community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Interfere substantially with the movement of a native resident or migratory fish or wildlife species, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with local policies or ordinances protecting biological resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with provisions of an adopted Habitat or Natural Community Conservation Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CULTURAL RESOURCES -- Would the project:					

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
a) Cause a substantial adverse change in the significance of a historical resource?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. GEOLOGY AND SOILS -- Would the project:					
a) Expose people or structures to potential substantial adverse effects involving:					
i) Rupture of a known earthquake fault?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure or liquefaction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in substantial soil erosion or loss of topsoil?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Be located on an unstable geologic unit or soil or have potential to cause landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of supporting septic tanks or alternative waste water disposal systems where sewers are not available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. GREENHOUSE GAS EMISSIONS -- Would the project:					
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted to reduce greenhouse gases emissions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. HAZARDS AND HAZARDOUS MATERIALS -- Would the project:					
a) Create a significant hazard through the transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard through reasonably foreseeable upset & accident conditions involving the release of hazardous materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Cause hazardous emissions within 1/4 mile of an existing or proposed school?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on a listed hazardous materials site and create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
e) For sites in an airport land use plan or within two miles of a public or private airport, would the project pose a safety hazard to residents or workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) If in the vicinity of a private airstrip, would the project pose a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Impair implementation of an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Expose people or structures to a significant risk of wild land fires?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. HYDROLOGY/WATER QUALITY - Would the project:					
a) Violate water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere with groundwater recharge?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Alter existing drainage patterns in a manner that would result in substantial erosion or siltation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Alter existing drainage in a manner that would result in flooding on- or off-site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Contribute runoff that would exceed the capacity of stormwater drainage systems or pollute runoff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Place housing in a 100-year flood hazard area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Place within a 100-year flood hazard area structures that would impede or redirect flood flows?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of flooding or failure of a levee or dam?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. LAND USE AND PLANNING -- Would the project:					
a) Physically divide an established community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with a land use plan, policy, or regulation of an agency with jurisdiction over the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. MINERAL RESOURCES -- Would the project:					
a) Reduce availability of a valuable mineral resource?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Reduce the availability of a locally-important mineral resource recovery site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
12. NOISE -- Would the project:					
a) Expose people to or generate noise levels exceeding adopted standards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Expose people to or generate excessive ground-borne vibration or ground-borne noise levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially increase ambient noise levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantial temporary or periodic ambient noise level increases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) If in an airport land use plan or within 2 miles of an airport, would the project expose residents or workers to excessive noise?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project near a private airstrip, expose residents or workers to excessive noise levels?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. POPULATION AND HOUSING -- Would the project:					
a) Induce substantial population growth?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of housing units?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Displace substantial numbers of people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. PUBLIC SERVICES -- Would the project cause impacts associated with the provision of new or modified governmental facilities needed to maintain acceptable service levels for:					
a) Fire protection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Police protection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Other public facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. RECREATION – Would the project:					
a) Increase the use of existing parks or recreational facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Include or require construction or expansion of recreational facilities that could adversely impact the environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. TRANSPORTATION/TRAFFIC -- Would the project:					
a) Conflict with a plan to measure circulation performance, or cause a substantial increase in traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exceed a level of service standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Change air traffic patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Increase hazards due to a design feature or incompatible uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ISSUES, ANALYSIS AND SUPPORTING INFORMATION SOURCES	Is the impact potentially peculiar to a project or parcel?	Was the impact addressed in a prior certified EIR?	If not peculiar/not addressed, are there uniformly applied policies or standards that would mitigate? Or no impact?	Are there potentially significant cumulative effects not discussed in the prior EIR?	Does new information show impacts more significant than previously described?
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with adopted policies or plans supporting alternative transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. UTILITIES/SERVICE SYSTEMS -- Would the project:					
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Require new or expanded water or wastewater facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Require new or expanded stormwater drainage facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Have sufficient water supplies to serve the project from existing entitlements and resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Have sufficient wastewater treatment capacity to serve the project in addition to existing commitments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate solid waste disposal needs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. MANDATORY FINDINGS OF SIGNIFICANCE					
a) Does the project have potential to degrade the quality of the environment, substantially reduce the habitat of fish or wildlife, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or range of a rare or endangered plant or animal or eliminate important examples of California history or prehistory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects that will cause substantial direct or indirect adverse effects on human beings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. DISCUSSION OF RESPONSES TO CHECKLIST ITEMS

1. AESTHETICS.

Analyzed in Prior Certified Final EIRs. The project site is located in the Town of Mammoth Lakes on property that adjoins varied public and commercial uses, roads and SR 203 (the main highway connecting Mammoth Lakes to US 395). State Route 203 is shown on Caltrans' Scenic Highway Mapping site as eligible for listing as a State Scenic Highway, but is not yet so designated.⁷

⁷Caltrans, http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/index.htm

The Mammoth Lakes General Plan identifies major view corridors and vistas throughout the town boundaries. The major vista for the project area is identified as views of the Sherwin Range, to the south. The site itself is not part of a General Plan-designated scenic vista or viewshed, and site development would neither block a scenic view nor damage scenic resources.

The site is designated in the Mammoth General Plan as part of the 'Gateway District' for which the following general characteristics have been identified: *"the Gateway District should be an attractive and iconic corridor into and out of town, and should communicate Mammoth Lakes' character. It includes schools, hospital, industrial park, library, parks, trails, open space and the future Civic Center site. The District should provide a safe pedestrian environment, and emphasize linkages between all elements in the Gateway District and the community's residential neighborhoods. Significant public views should be preserved through high-level design standards. General characteristics:*

1. *Viewsheds to White Mountains, Sherwin Range, the Knolls and Mammoth Mountain are preserved*
2. *Campus setting, spacious and comfortable with gathering areas*
3. *Civic character and a town square*
4. *Civic, educational, recreational, public uses and athletic fields*
5. *Broad setbacks and open space between buildings*
6. *Pedestrian-friendly approach along Sierra Park Road and Meridian Boulevard*
7. *Pedestrian linkages among all uses*
8. *Access to surrounding forest lands*
9. *A sense of arrival to each component within the district*
10. *Circulation pattern to provide for short-term visits and drop-offs*
11. *Long-term parking underground*
12. *Industrial uses screened from public view*
13. *Shared use of facilities and parking*
14. *Transit with bus pullouts and shelters*

The General Plan EIR notes the Gateway district as an important corridor for scenic enhancement, and refers to a number of General Plan implementation measures as important mitigating elements for scenic impacts:

1. *Retention of large specimen trees, and use of native species in landscaping*
2. *Protection of native trees*
3. *Clustering of buildings to preserve trees and open space*
4. *Preparation of a tree survey and replacement plan for discretionary approvals*
5. *Building siting and design elements that complement existing development and are subordinate to scenic views*
6. *Use of site planning standards that reflect the Town's Design Guidelines*
7. *In turn, the Town Design standards emphasize the following as central community values:*
8. *Mammoth's unique eclectic character*
9. *Identifiable neighborhoods*
10. *Maintenance of important views and vistas*
11. *The natural beauty of Mammoth*
12. *Healthy forest*
13. *Understandable, convenient & complete pedestrian, bike and transit connections*
14. *Building scale and proportions appropriate to a pedestrian environment*
15. *Use of natural, regional materials in the built environment*
16. *Encourage integrated systems design*
17. *Environmentally sensitive design*

The planned Civic Center architecture, landscaping and layout were developed jointly by the Town and the County with a specific intent to reflect approved design character. Most significantly, the Town Square design is intended to function as an extended plaza, connected to the larger community through a series of sidewalks, the multi-use trail and an existing transit route that ties the project site to community areas throughout the Town of Mammoth Lakes. Additionally, the County has volunteered to participate in the Town's design review process to ensure a thorough conformance review. Exhibits are provided in Attachment 2 that depict current design concepts for the site (note that these preliminary plans may be revised in the design-build process).

Formerly open views of the site from SR 203 have been eliminated by construction of the Superior Court building and police station, both of which are part (along with the Town and County Civic Center) of the larger Civic Plaza. Primary views onto the project site are from the adjacent streets, particularly Tavern Road and Sierra Park Drive. However, these views too have been modified due to construction of the police station and Mammoth Hospital (originally constructed in the early 1980s, with a 38,000 sf expansion in 2007). The project site is located at the outside edge of the public viewshed identified in the General Plan.

Determination-Aesthetics

1. The aesthetic impacts of the Civic Center development were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no aesthetic impacts that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to visual resources.
3. There is no new substantial information indicating that the aesthetic impacts of the project will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site aesthetic project impacts that were not addressed in the prior EIRs.

2. AGRICULTURE AND FORESTRY.

Analyzed in Prior Certified Final EIR. The General Plan and Zoning Code Final EIRs concluded that there was no potential to cause significant environmental effects on agricultural and forest resources. This conclusion recognized that there are no prime or unique farmlands, agricultural operations, zoned agricultural lands, or Williamson Act contract lands within the Town's urban growth boundary, or within the municipal boundary, or within the surrounding Forest Service lands that would be impacted by project elements. There is no potential that zoning code implementation, including the Civic Center, would contribute to the conversion of farmland to non-agricultural uses or otherwise impact agricultural resources.

With respect to forestry resources, the Zoning Code FEIR noted that some improvements (not including the Civic Center) would encroach onto Forest Service lands and potentially impact forest uses, but concluded that these potential impacts would be addressed in accompanying environmental and administrative reviews for those separate projects. Development would also have potential to result in the removal of trees, but this impact was considered to be less than significant due to implementation and mitigation measures provided in the FEIR.

Determination-Agriculture and Forestry

1. The potential impacts of the Civic Center development on agriculture and forestry were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no agricultural or forestry effects that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way cause new impacts pertaining to agricultural or forestry resources.
3. There is no new substantial information concerning potential project impacts to agriculture or forestry resources.
4. There are no cumulative or off-site agricultural or forestry project impacts.

3. AIR QUALITY.

Analyzed in Prior Certified Final EIRs. The Town of Mammoth Lakes is no longer a designated nonattainment area for particulate matter (PM₁₀) or for ozone; the delisting for PM₁₀ occurred in 2015,⁸ and the Town has been delisted for ozone since the 2007 Town General Plan EIR was prepared.⁹

The 2007 Town of Mammoth Lakes General Plan evaluated population in terms of People at One Time (PAOT, the number of residents and visitors in town on a peak winter Saturday), and concluded that PAOT would grow from 34,265 in 2007 to 52,000 in the build-out year of 2025. The 2007 General Plan EIR concluded that PM₁₀ emissions would continue to exceed state standards and the impacts of General Plan implementation on PM₁₀ emissions (including exposure of sensitive receptors to elevated particulate levels), would be significant and unavoidable; Mammoth Hospital is approximately 200 feet from the project site at the closest point. The buildout number was used for calculating residential wood combustion and vehicle miles travelled estimates.

To address particulate emissions, the Great Basin Unified Air Pollution Control District (GBUAPCD) in 2006 implemented new regulations (Rules 401 and 431) to require best available control technologies (BACT) for particulate reduction. The PM₁₀ exceedance was almost entirely the result of emissions from cinders used for traction in winter snow conditions, and from wood-burning stoves and fireplaces. Motor vehicle exhaust, tire wear and industrial sources contribute only 1.4% of the area wide

⁸ USEPA: <https://www3.epa.gov/region9/air/actions/pdf/ca/calwide/epa-r09-oar-2015-0279-mammoth-lakes-pm10-rrmp-final-rule-factsheet-2015-09-18.pdf>.

⁹ Caltrans' 2017 Federal Nonattainment Areas Table: <http://www.dot.ca.gov/env/air/nonattainment-areas-table.html>.

inventory.¹⁰ In 2013, the Town adopted Ordinance 13-09, Particular Matter Regulations. The Ordinance includes standards for regulation of solid fuel burning appliances, limits on the number of appliances, requires replacement of noncertified appliances on sale of property, opacity limits, prohibited fuels, mandatory curtailment authority, pollution reduction education, road dust reduction measures, fees and penalties.¹¹ The following year (in May of 2014), the Town updated Particulates Regulations under Municipal Code Chapter 8.30.

Based on these analyses and enforcement measures, the Town and GBUAPCD in 2013 submitted a formal request that the California Air Resources Board recommend to the U.S. Environmental Protection Agency (USEPA) that Mammoth be redesignated from nonattainment for PM₁₀ to attainment. The request noted that there had been no exceedances of the Federal PM₁₀ standard and forecast that there would be no more than 1 exceedance per year over the 20-year planning horizon. The request was accepted.

The project is not expected to be a long-term source of objectionable odors, and there will be no wood-burning appliances in the facility. It is anticipated that the consolidation of government offices in a single location will reduce overall vehicle miles travelled for government business. Civic Center construction activities will, however, result in a minor temporary increase in localized particulate levels and some odors. Following construction, traffic to and from the site, as well as cinders used during winter months, will contribute to PM₁₀ emissions. These impacts, including the exposure of sensitive receptors, were identified in the General Plan EIR (as discussed above) and there is no substantial new information to indicate that impacts would be more severe than discussed in that prior EIR.

Determination-Air Quality

1. The air quality impacts of the Civic Center development were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no air quality impacts that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to air quality in the project area.
3. There is no new substantial information indicating that the air quality impacts of the project will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site air quality project impacts that were not addressed in the prior EIRs.

4. BIOLOGICAL RESOURCES.

Analyzed in Prior Certified Final EIRs. The Mammoth Lakes General Plan EIR included the Civic Center project in its assessment of long term development impacts on environmental resources. The EIR concluded that plan implementation may have significant and unavoidable adverse impacts on special status species located outside of the urban boundary, but would not have significant unavoidable adverse impacts on wetlands or riparian areas, on adopted habitat conservation planning, on local biological protection policies or ordinances, or on resident or migratory fish or wildlife species within the planning area (no wetland, riparian, or special status species or habitats have been identified on the project site). Based on findings of the prior EIRs, the Civic Center project will have no significant adverse effects on biological resources.

Determination-Biological Resources

1. The impacts of Civic Center development on biological resources were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts on biological resources that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to biological resources in the project area.
3. There is no new substantial information indicating that biological impacts of the project will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site biological resource project impacts that were not addressed in the prior EIR.

¹⁰ GBUAPCD: [http://www.gbuapcd.org/boardmeetings/2014/20140303/MammothSIP/4c%20Mammoth%20AQMP%20Encl%201-4%20\(bound%20separately\).pdf](http://www.gbuapcd.org/boardmeetings/2014/20140303/MammothSIP/4c%20Mammoth%20AQMP%20Encl%201-4%20(bound%20separately).pdf)

¹¹ Town of Mammoth Lakes: <https://www.ci.mammoth-lakes.ca.us/DocumentCenter/View/4189>

5. CULTURAL RESOURCES.

Analyzed in Prior Certified Final EIRs. The 2007 Mammoth Lakes General Plan EIR evaluated potential impacts of plan implementation on cultural resources. The analysis indicated that four historic sites are within the Town's planning area, but outside of the Town's Urban Growth Boundary. The FEIR concluded that impacts would be less than significant due to implementation measures and mitigation measures provided in the EIR. The identified measures included surveys on sites with a potential for cultural resources.

A survey of the Civic Center site was conducted by the US Forest Service for a 2006 Environmental Assessment.¹² The EA reviewed a land exchange that facilitated the overall Civic Plaza/Community Facilities project and other goals. The EA evaluated the potential presence of cultural resources and concluded that there are no cultural or heritage resources on the site.

Determination-Cultural Resources

1. The impacts of the Civic Center development on cultural resources were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts on cultural resources that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to cultural resources in the project area.
3. There is no new substantial information indicating that cultural resource impacts of the project will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site cultural resource project impacts that were not addressed in the prior EIRs.

6. GEOLOGY AND SOILS

Analyzed in Prior Certified Final EIRs. The 2007 Mammoth Lakes General Plan EIR evaluated potential impacts associated with geologic and soil conditions in the project area and project region. The analyses notes that Mammoth Lakes is in a region formed by millions of years of earthquake and volcanic activity, including one of the largest volcanic eruptions (about 760,000 years ago) that resulted in the Long Valley Caldera. The US Geological Survey has been monitoring volcanic hazards in this area since 1982 with the goal of providing reliable early warning information.

The project site and surrounding region are part of a very active seismic and volcanic system. The FEIR noted that earthquake swarms, surface rupturing, uplift, and deformation of the caldera have heightened concerns, and point to future seismic activity as suggested by crustal faulting (particularly in the area of Mono Lake and Long Valley), the frequency of earthquakes and earthquake swarms along the Sierra Front fault, and the movement of magma beneath the caldera. The FEIR noted potential hazards including surface rupture, ground shaking, landslides, liquefaction, and seiche inundation. None of these hazards was considered to be a high risk within the Town boundaries. Results of a Phase I Environmental Site Assessment prepared for the Courthouse project found that the site has Quaternary felsic volcanic rocks and Martis sandy loam soil, with a depth to water table of more than six feet. The site itself is relatively flat (as are surrounding parcels), and not located in a potential liquefaction zone or on an unstable geologic unit. The risks of landslide, lateral spreading, subsidence, liquefaction, soil collapse and expansive soils are considered low. Site development will include a geotechnical report with recommendations specific to the project site, and construction will be monitored by the Town or by the County to ensure conformance with specific recommended geotechnical procedures.

Determination-Geology and Soils

1. The impacts of the Civic Center development on soils and geology were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts on geologic or soil resources that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to, or resulting from, soils and geology in the project area.
3. There is no new substantial information indicating that soil and geologic impacts of the project will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site soil and geologic project impacts that were not addressed in the prior EIRs.

¹² USDA Forest Service. 2006. Environmental Assessment, Mammoth Community Facilities Land Exchange.

Analyzed in Prior Certified Final EIR. Greenhouse gas emissions were not a required element of CEQA until 2008, and they were not considered in the 2007 General Plan FEIR. However, the 2015 FEIR for the Town's Zoning Code/Mobility Element Update did consider the impacts of Greenhouse Gas emissions that may result from zoning code implementation.

The 'greenhouse effect' results when heat is retained in the lowest region of the atmosphere (the 'troposphere'). The heat retention occurs when the earth absorbs short-wave radiation from the sun, and then emits a portion of that energy in the form of long-wave radiation that is in turn absorbed and reflected back to earth by greenhouse gases in the upper atmosphere. The most abundant greenhouse gases are water vapor and carbon dioxide, but many other less abundant gases have a greater ability to absorb and re-radiate the long-wave radiation. A Global Warming Potential (GWP) has been established to rate GHGs in terms of their ability to absorb and reradiate long-wave radiation.

GHGs normally associated with development projects include water vapor (for which there is no GWP), as well as Carbon Dioxide, Methane, Nitrous Oxide, Hydrofluorocarbons, Perfluorocarbons, and Sulfur hexafluoride. Many other compounds can also contribute to greenhouse effect and are gradually being phased out.

Significance thresholds for greenhouse gases are set by lead agencies. Neither the Town nor the GBUAPCD has set specific thresholds for Greenhouse Gases. In light of the absence of significance thresholds, the Zoning Code FEIR did not include a determination of the significance of project impacts on GHG emissions. However, the FEIR did note that the project complies with all feasible and applicable measures to bring California into compliance with the state emission reduction targets. The cited measures include the Pavley standards (to reduce auto emissions of GHG), diesel anti-idling provisions, hydrofluorocarbon emission reduction measures, heavy-duty vehicle emission reductions, compliance with the California 50% recycling goal, water use and building and appliance energy efficiency measures, transportation energy efficiency measures, smart land use and intelligent transportation systems, and green building initiatives.

The Town has an adopted policy (R.11.A Policy: Support the objectives of the U.S. Mayors Climate Protection Agreement, Assembly Bill 32, and California Executive Order S-03-05 and implement actions to reduce Mammoth Lakes' carbon footprint) that is intended to support GHG reduction. The R.11.A policy is supported by a range of goals, policies, and actions aimed at promoting compact development, transit-oriented development, alternative transportation options, and reduced solid waste and energy consumption and the generation of solid waste, all of which support the goals of California's Global Warming Solutions Act of 2006. The Town was recently awarded a planning grant for a proposed Climate Adaptation and Resiliency Strategies and General Plan Update.¹³ Project partners will include local stakeholders, Caltrans, and a Climate Change Action Team made up of local agencies and stakeholders. A vulnerability assessment will be prepared and adaptation strategies will be developed and incorporated into the forthcoming General Plan update.

Mono County adopted a Resource Efficiency Plan (REP) as part of the 2015 County General Plan update.¹⁴ The Plan notes that GHG-reduction measures adopted by California have already reduced vehicle emissions and energy efficiency at the local level, particularly as a result of the Pavley vehicle standards and the Renewables Portfolio Standard (RPS), as well as Title 24 Energy Efficiency Standards. Considering the 2020 countywide emissions forecast, the Resource Efficiency Plan forecasts that all of the state reductions combined will reduce 2020 emissions in Mono County by 9,480 MTCO₂e, and the adopted REP goals, policies, and roughly 130 feasible actions (primarily directed at enhanced energy efficiency in existing buildings) are expected to further reduce emissions by 2020. In whole, the County's REP policies are expected to reduce GHG emissions by 17,600 MTCO₂ eq/yr.

Determination-Greenhouse Gas Emissions

1. Impacts of the Civic Center project on greenhouse gas emissions were considered in the prior EIR prepared by the Town of Mammoth Lakes for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts on greenhouse gas emissions that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts associated with greenhouse gas emissions in the project area.
3. There is no new substantial information indicating that greenhouse gas emissions will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site greenhouse gas emissions project impacts that were not addressed in the prior EIRs.

¹³Caltrans: <http://www.dot.ca.gov/paffairs/pr/2017/prs/17pr127.html>.

¹⁴ Mono County Resource Efficiency Plan, August 2014. Prepared by Pacific Municipal Consultants.

8. HAZARDS AND HAZARDOUS MATERIALS

Analyzed in Prior Certified Final EIRs. The Town of Mammoth Lakes General Plan Final EIR identifies a number of potential hazards that may be associated with plan implementation, including the routine use and transport of hazardous materials and potential for uncontrolled release of hazardous substances (including within proximity to schools and an airport), potential for interference with emergency evacuation or response activities, and exposure to wildland fire hazards or other natural hazards. The FEIR noted that none of the allowed General Plan uses would be substantively different than the existing uses, and concluded that all impacts could be reduced to less than significant levels except for the exposure to wildland fires. Wildland fire risks would continue to be significant even with implementation of recommended mitigation measures; among the mitigations provided in the FEIR were:

- Requiring all new construction to comply with minimum wildland fire safety standards including emergency access, signing and building numbering, private water supply reserves for fire use, and vegetation modification;
- Regular Fire District inspections; and
- Adequate structural fire protection.

CalFire designates Mammoth Lakes as a local responsibility area, indicating that fire control will be the responsibility of the Mammoth Lakes Fire Protection District. These measures will be implemented as part of the Civic Center project, reducing risk to the extent feasible.

Mono County has developed an *Emergency Response Operation Plan* to respond to all manner of emergency situations. Plan implementation is coordinated through multiple agencies including Mono County Sheriff's Office, Mono County Paramedic Fire/Rescue, Mono County Sheriff's Search and Rescue, the Town of Mammoth Lakes Police Department, Mammoth Lakes Fire Protection District, Antelope Valley Fire Protection District, Bridgeport Fire Protection District, Chalfant Valley Fire Department, June Lake Fire Protection District, Lee Vining Fire Protection District, Long Valley Fire Protection District, Mono City Fire Protection District, Paradise Fire Protection District, Wheeler Crest Fire Protection District, and White Mountain Fire Protection District are the primary emergency service responders within Mono County. Additional responders to assist in emergency response include Mono County Public Works Department, Town of Mammoth Public Works, and numerous utility companies, special districts and volunteers.

The project site is located within the Town boundaries and surrounded by existing developments that include other Civic Plaza uses as well as Mammoth Hospital, Mammoth Community Church, the courthouse building and Fire Department among others. The project will comply with all applicable regulations and policies to minimize the risks of hazards, and the consolidation of Town and County offices may serve to facilitate future implementation of Emergency Operations.

Determination-Hazards and Hazardous Materials

1. The impacts of the Civic Center development on hazards and hazardous materials were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts pertaining to hazards that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to, or resulting from, hazards and hazardous materials in the project area.
3. There is no new substantial information indicating that project-related hazard impacts will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site hazards or hazard-related project impacts that were not addressed in the prior EIRs.

9. HYDROLOGY AND WATER QUALITY

Analyzed in Prior Certified Final EIRs. The Town of Mammoth Lakes General Plan FEIR identifies a number of impacts on hydrology and water quality that may result from plan implementation. These include the potential for violation of water quality standards, increased surface flows and erosion from the alteration of drainage patterns and flow volumes, increased risk of surface water and groundwater pollution, degraded water quality, increased flooding and risk of exposure to 100-year flood flows, changes in flood flow patterns and hazards, the need for new or expanded water treatment facilities, and risk of exposure to seiche; the project area is not at risk of tsunami. None of the identified impacts was found to be significant and unavoidable; all impacts were determined to be less than significant with application of the identified General Plan implementation measures. Implementation measures include use of best management practices (BMPs), regular updates to development standards and regulations, hazard warning systems, regular storm drain master plan updates, and other measures.

Information in the FEIR indicates that the project site is not located within a floodplain, and there are no surface waters on or adjacent to the project site. Water supplies will be provided by Mammoth Community Water District, and no groundwater will be pumped for onsite uses. Site construction may impact runoff volumes and contribute to erosion, sedimentation and water pollution, and site development would increase the impervious surface area and the potential for long-term alteration of onsite drainage patterns, increasing runoff, and pollution. As noted above, the project would utilize BMPs during construction to minimize runoff and sedimentation, as well as site design to ensure adequate drainage management to prevent impacts associated with the increased impervious surface area.

The Town of Mammoth Lakes has an existing storm drainage system, and a Storm Drainage Master Plan that was most recently updated in 2005, including recommendations for pipe enlargements and construction of a detention basin to temporarily detain storm flows and thereby reduce peak flow volumes. The updated Storm Drainage Master Plan was considered in the General Plan FEIR analyses.

Determination-Hydrology and Water Quality

1. The impacts of Civic Center development on hydrology and water quality were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update Final EIR and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. There are no impacts pertaining to hydrology or water quality that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to, or resulting from, hydrology and water quality in the project area.
3. There is no new substantial information indicating that project-related hydrology and water quality impacts will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site hydrologic or water quality project impacts that were not addressed in the prior EIRs.

10. LAND USE AND PLANNING

Analyzed in Prior Certified Final EIR. The Town of Mammoth Lakes General Plan designates the project site as Specific Plan (SP), with a zoning code designation of Public-Quasi Public (P-QP). The P-QP zone is normally implemented by the General Plan Land Use Classification of 'Institutional Public (IP)'; however, the site Specific Plan designation is based on an existing 'Gateway Specific Plan' that predates the 1987 General Plan. The existing Gateway Specific Plan includes an ecumenical center on the project site (i.e., the Community Church, which has long occupied a portion of what is now the Civic Plaza), with office and common area buildings, church facilities, condominium units and parking.

In 1989, the Town adopted zoning districts and standards to implement the 1987 General Plan, following Town incorporation in 1984. As noted in the 2007 Environmental Analysis for the Community Facilities Land Acquisition project, Town staff has indicated that the P-QP zoning is considered to indicate the long-term community plans for the project site. Since the implementing zoning was adopted, all development applications (including the courthouse, the police station, the hospital and other uses) have been evaluated in terms of the zoning designation and not the specific plan. The Civic Center project is consistent with the zoning, as well as the Town's long-term development goals for this site. There are no active plans, however, to relocate the existing community church.

The Civic Center will be compatible with surrounding land uses in the larger Civic Plaza. Many of these facilities have been constructed and are now in operation including the court facilities, the Police Station, and parking areas for the adjacent publicly-owned hospital. Other surrounding uses include the Church (located on the Civic Center site), Sierra Park RV Park (located east of the project site), the USFS and Town Visitor Centers (located across SR 203 to the north), and a variety of commercial uses that are located across Sierra Park Road to the west.

The Civic Center will not divide the community of Mammoth Lakes. It will be designed as a central community element that emphasizes the linkage between land uses in the Gateway District and the larger community, and there are no known land use plans, policies or regulations that conflict with the Civic Center plan. As indicated previously, the Town of Mammoth Lakes does not have any adopted habitat conservation or natural community conservation plans.

Determination-Land Use and Planning

1. The impacts of Civic Center development on land use and planning were considered and analyzed in the prior EIRs prepared by the Town of Mammoth Lakes for the 2007 General Plan Update and for the 2016 Zoning Code Update and subsequent implementing zoning actions.
2. Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in subsequent implementing zoning actions.
3. There are no impacts pertaining to land use and planning that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to, or resulting from, land use and planning in the project area.

4. There is no new substantial information indicating that project-related land use and planning impacts will be more severe than described in the prior EIRs.
5. There are no cumulative or off-site land use or planning impacts that were not addressed in the prior EIRs.

11. MINERAL RESOURCES

Analyzed in Prior Certified Final EIRs. The 2007 General Plan FEIR identifies a number of mineral resources in the region, including industrial minerals (clay, aggregate and cinders) and precious metals associated with volcanic rocks and geothermal resources. Several of these resources are found within the urban planning boundary, including precious metals (found south of Little Antelope Valley), precious and base metals (found in the Old Mammoth area), aggregate (found near the Mammoth-Yosemite Airport), geothermal resources (present throughout the northeast portion of the planning area), and clay (found north of Little Antelope Valley). There are no cinder resources in the planning area, and the Town imports cinders from Mono Lake.

The 2017 Zoning Code FEIR states that (a) the Zoning Code update does not incorporate heavy industrial uses that would increase demand for or availability of minerals, (b) does not propose mineral development activities, and (c) none of the potential uses or structures would occur in areas with mineral resources. The construction of new roadway segments would not impede access or the potential for direct use or future exploration of mineral resources in the region. Therefore, impacts of the proposed Land Use Element/Zoning Code Amendments and Mobility Element Update with respect to the loss of availability of mineral resource would be less than significant.

Determination-Mineral Resources

1. The impacts of Civic Center development on mineral resources were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to mineral resources that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to mineral resources in the project area.
3. There is no new substantial information indicating that project-related impacts on mineral resources will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site mineral resource impacts that were not addressed in the prior EIRs.

12. NOISE

Analyzed in Prior Certified Final EIRs. The 2007 General Plan FEIR discusses the impacts of plan development on area noise levels. Key conclusions are that the plan would not generate or expose people to noise levels in excess of adopted standards, or generate significant groundborne vibration or noise, or cause significant impacts associated with temporary or periodic increases in ambient noise levels, or expose people working or living near the airport to significant airport noise. The EIR did find that increased traffic associated with General Plan implementation would result in significant and unavoidable increases in incremental noise levels. No significant and unavoidable adverse impacts were identified in the 2017 Zoning Code EIR.

Determination-Noise

1. The impacts of Civic Center development on noise were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to noise that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to noise in the project area.
3. There is no new substantial information indicating that project-related impacts on noise will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site noise impacts that were not addressed in the prior EIRs.

13. POPULATION AND HOUSING

Analyzed in Prior Certified Final EIRs. The Zoning Code Update Final EIR states that the 2010 resident population in Mammoth Lakes was 8,234, about 58% of the Mono County population (14,202) as a whole. To account for large fluctuations in visitor and seasonal populations, the Town has long used 'People At One Time (PAOT)' to estimate total

Town population at a given time, including visitor, seasonal and permanent town residents. The 2015 buildout PAOT estimate was 34,381 people, based on the Town Buildout Projections in the 2007 General Plan Update.

Almost 60% of the Town's population is between the ages of 20 and 54, with 11.5% of residents between the ages of 25-29. The 2010 Census reported a total of 9,626 housing units in the Town, an increase of 1666 units (about 21% more than reported in 2000). Vacancy rates (about 66.5% in Mammoth Lakes, v. 8.1% in California as a whole) are high due to seasonal visitor fluctuations and second homeownership. Owners resided in 46.5% of the occupied units, and renters in the remaining 53.5%. Of the 3,229 occupied units, owner-occupied units included 1,502 units or 46.5 percent of the total with the remaining 1,727 units (53.5 percent) renter-occupied.

The County's civilian labor force in 2015 was estimated at 7,560 people, with an unemployment rate of 6.9% (520 people). The Town labor force represented 4,740 of the total labor force (63%), with an unemployment rate of 6.1%; a majority of employment opportunities are tourist-related. Per capita income as of 2014 was \$27,170, with a median family income of \$68,750 and a mean family income of \$79,946.

The General Plan EIR noted that plan implementation would add 20 acres of industrial land at buildout (relative to the prior General Plan), and increase the amount of commercial/office space by 85,000 sf. Both the Zoning Code FEIR and the General Plan FEIR concluded that plan implementation would not cause significant population growth, or displace substantial numbers of people or homes or jobs.

Determination-Population and Housing

1. The impacts of Civic Center development on population and housing were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to population and housing that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to population and housing in the project area.
3. There is no new substantial information indicating that project-related impacts on population and housing will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site population and housing impacts that were not addressed in the prior EIRs.

14. PUBLIC SERVICES

Less than Significant Impacts, and Analyzed in Prior FEIRs. Both the General Plan FEIR and the Zoning Code Update FEIR noted that plan implementation will place additional service demands on the fire department, the police department, the school district, the library, road maintenance and snow removal, hospital and health services and a variety of related public services.¹⁵ Many of these services are provided by agencies with autonomous authority over which the town has limited control. However, all impacts were considered to be less than significant to the extent that such impacts are within the Town's purview.

Determination-Public Services

1. The impacts of Civic Center development on public services were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to public services that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to public services in the project area.
3. There is no new substantial information indicating that project-related impacts on public services will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site public service impacts that were not addressed in the prior EIRs.

15. RECREATION

¹⁵ Note that the Zoning Code FEIR (but not the General Plan FEIR) included 'recreation' in its analysis of public services. This environmental review considers both the General Plan FEIR and the Zoning FEIR analysis of 'recreation' in the following section (Section XV, Recreation).

Analyzed in Prior Certified Final EIRs. The 2017 Zoning Code FEIR notes that Mammoth Lakes has an adopted standard of 5 acres of local parks per 1,000 residents, which would mandate approximately 8.5 acres of parkland. The Town currently provides 3.12 acres of developed local parkland (plus 5.13 acres of undeveloped parkland) per 1,000 residents. For regional parks, the Town standard is 1.46 acres of developed parkland (and 3.96 acres of undeveloped parkland) per 1,000 residents; the Zoning Code FEIR notes that recent improvements to Whitmore Park have increased regional parkland availability by 2 acres. At the same time, the FEIR recognizes that the Town is still below its service goal of 5 acres per 1000 residents, and that added demands will exacerbate the shortfall of parks and recreational acreage and facilities. For this reason, the Zoning Code FEIR concluded that the direct and cumulative impacts to parks and recreation facilities would be significant and unavoidable.

The 2007 General Plan EIR found that the level of service demand for park and recreational acreage and services (i.e., 5 acres per 1000 residents) would be met with plan implementation, anticipating 81.22 acres of parkland at buildout compared with a service requirement for 75 acres. However, the General Plan FEIR also concluded that the environmental impacts would be potentially significant and unavoidable in terms of impacts on existing recreational facilities, and in terms of providing future facilities for which the costs and locations are as yet unknown.

The 2007 *Community Facilities Land Acquisition* EA states that a paved 12'-wide bike and hiking trail is located on the northern side of the Civic Plaza property (north of the courthouse). That trail is part of the 7.3-mile 'Town Loop' trail system,¹⁶ a main hub of the overall trail system that circumscribes much of the town and is protected by a right-of-way deed for continued use in future years.

Determination-Recreation

1. The impacts of Civic Center development on recreational services were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to recreation that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to recreational services in the project area.
3. There is no new substantial information indicating that project-related impacts on recreation will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site recreation impacts that were not addressed in the prior EIRs.

16. TRANSPORTATION AND TRAFFIC

Less than Significant Impacts. The General Plan Final EIR and the Zoning Code Update Final EIR both identified the future Town and County Civic Center as an approved future element of the overall Civic Plaza project. However, due to uncertainty regarding time frames for a future move, the traffic model prepared for the General Plan and zoning assessments (including the Mobility Element studies) utilized the present Town and County locations to assess traffic impacts. For this reason, an updated assessment of the Town of Mammoth Lakes travel demand model was prepared for the current §15183 environmental review (see Attachment C). Results of the travel demand model update indicate that the Phase I project (County uses only) would generate approximately 450 additional daily one-way vehicle trips at the site access points over the course of a winter weekday, and approximately 12 additional daily one-way trips and 2 PM peak-hour trips on a winter Saturday. Full build-out (Town and County) would generate approximately 746 additional daily one-way vehicle trips at the site access points on a winter weekday and about 21 daily one-way trips on a winter Saturday.

All study intersections would operate at an acceptable Level of Service (LOS) under all existing year scenarios, with or without the project. Under future cumulative conditions with project buildout, all but two study intersections are expected to operate at an acceptable LOS under all study scenarios. The two exceptions include (1) Old Mammoth Rd/Sierra Nevada Rd: The eastbound approach would exceed the LOS threshold during the future cumulative winter Saturday PM peak hour, with or without the proposed project. Provision of an eastbound right-turn lane on Sierra Nevada Rd would improve the LOS to an acceptable level. This improvement is included in the Mobility Element; (2) Sierra Park Rd/Meridian Blvd: The eastbound approach would exceed the LOS threshold during winter weekday peak periods. This condition occurs under future cumulative weekday conditions, with or without the proposed project. No LOS concerns are identified during busy winter Saturday PM peak periods (the Town's standard analysis period for traffic studies). If LOS improvements are deemed to be necessary,

¹⁶Mammoth Lakes Trail System: <https://www.mammothtrails.org/>.

provision of a traffic signal would result in an acceptable LOS. A traffic signal at this intersection is included in the Mobility Element. All study roadway segments operate well within capacity under all study scenarios.

The project is not expected to cause a significant impact with regards to intersection traffic queuing, and the intersection peak-hour traffic volumes do not meet the warrant criteria for new or expanded turn lanes under any study scenario. Phase 1 is estimated to generate an increase of approximately 593 VMT within the Town over the course of a winter weekday, and 16 VMT on a Saturday. Full project buildout (Town and County) would generate a total of approximately 968 weekday VMT and 27 Saturday VMT. The Town's VMT threshold is based on a busy winter Saturday. In comparison with the Town's threshold (which is based on a busy winter Saturday), the project would generate a minimal increase in VMT. The Town has not set a VMT threshold for weekday conditions. Should Thompsons Way become a through public road in the future, the perpendicular parking proposed along Thompsons Way may need to be modified to parallel or angled parking. The project would have no impact on air traffic patterns, and would not increase hazards due to design or incompatible uses or result in inadequate emergency access. The project would not conflict with adopted alternative transportation policies or plans.

Determination-Traffic

1. The impacts of Civic Center development on traffic and circulation were analyzed in a Town of Mammoth Lakes Travel Demand Model Update prepared for this §15183 environmental review (see Appendix C).
2. There are no impacts pertaining to traffic and circulation that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to traffic and circulation in the project area.
3. There is no new substantial information indicating that the project will have significant adverse impacts on traffic and circulation, given the implementation of previously-approved traffic system improvements.
4. The traffic impact analysis determined that there are no significant cumulative or off-site traffic impacts.

17. UTILITIES AND SERVICE SYSTEMS

Analyzed in Prior Certified Final EIRs. The 2017 Zoning Code FEIR concluded that plan implementation would have less than significant direct and cumulative impacts on water service facilities and supplies and entitlements, wastewater flows and conveyance and treatment facilities, drainage facilities, and solid waste facilities and regulations, provided the Town implements the recommended actions and mitigation measures.

The 2007 General Plan FEIR also concluded that plan implementation would have less than significant direct and cumulative impacts on water service facilities and supplies and entitlements, wastewater flows and conveyance and treatment facilities, drainage capacities and facilities, and solid waste facilities and regulations, provided the Town implements the recommended actions and mitigation measures. The General Plan EIR analysis of utilities and service systems also considered impacts of plan implementation on geothermal, communication and energy resources, and concluded that there would be no significant and unavoidable adverse impacts with implementation of proposed policies and recommended mitigation measures.

Determination-Utilities and Service Systems

1. The impacts of Civic Center development on utilities and service systems were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no impacts pertaining to utilities and service systems that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified impacts to utilities and service systems in the project area.
3. There is no new substantial information indicating that project-related impacts on utilities and service systems will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site utility and service system impacts that were not addressed in the prior EIRs.

18. MANDATORY FINDINGS OF SIGNIFICANCE

a) Does the project have potential to degrade the quality of the environment, substantially reduce the habitat of fish or wildlife, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or range of a rare or endangered plant or animal or eliminate important examples of California history or prehistory?

Analyzed in Prior Certified Final EIRs. The General Plan FEIR identifies a number of significant and unavoidable impacts associated with Plan implementation. These include impacts to the Town's visual character and quality, light and glare pollution,

noncompliance with PM10 and ozone attainment standards [note that the Town has since been found in attainment of ozone standards], impacts to special status plant and animal species outside of the urban boundary and most of the municipal boundary, wildland fire hazards, ambient noise levels, library and hospital services (primarily due to the lack of Town control over potential mitigations and mitigating policies), the maintenance of existing recreational facilities and provision of future park facilities.

Significant and unavoidable impacts identified in the Zoning Code Update FEIR include construction and operation emissions, compliance with air quality standards for PM10 and ozone (see note above), the maintenance of existing recreational facilities and provision of future park facilities, and traffic impacts along Main Street (if Caltrans will not approve new signal warrants).

b) Does the project have impacts that are individually limited, but cumulatively considerable?

Analyzed in Prior Certified Final EIRs. Cumulatively significant impacts identified in the Zoning Code Update FEIR include nonattainment of state air quality standards for PM10 and ozone (see note above), the maintenance of existing recreational facilities and provision of future park facilities, and traffic impacts along Main Street (if Caltrans will not approve new signal warrants). Cumulatively significant impacts identified in the General Plan EIR include nonattainment of state air quality standards for PM10 and ozone (see note), special status species including the mule deer and the sage grouse, wildland fire hazards, and cumulatively significant noise level increases along US 395 from project related traffic.

c) Does the project have environmental effects that will cause substantial direct or indirect adverse effects on human beings?

Analyzed in Prior Certified Final EIRs. As outlined above, implementation of the General Plan and Zoning Code will have a number of substantial direct and indirect adverse effects on humans including aesthetic and visual resources, light and glare pollution, noncompliance with some air quality standards, impacts to some special status species, wildland fire hazards, increase noise levels, potential reduction in some public services, deterioration of recreational facilities, and traffic.

Determination-Mandatory Findings of Significance

1. The impacts of Civic Center development on mandatory significance findings were considered and analyzed in the Town of Mammoth Lakes 2007 General Plan Update Final EIR, and in the Town of Mammoth Lakes Land Use Element / Zoning Code Amendments and Mobility Element Update Final EIR and associated implementing zoning actions.
2. There are no mandatory significance findings that are peculiar to the proposed project or to the project area, nor is there anything unusual about the proposed project or the project area that would in any way change or affect the severity of previously identified significance findings for the project area and region.
3. There is no new substantial information indicating that project-related impacts on significance findings will be more severe than described in the prior EIRs.
4. There are no cumulative or off-site significance findings that were not addressed in the prior EIRs.

X. LEAD AGENCY DETERMINATION

LEAD AGENCY DETERMINATION. On the basis of this initial evaluation:	
<input checked="" type="checkbox"/>	I find that the proposed infill project WOULD NOT have any significant effects on the environment that either have not already been analyzed in a prior EIR or that are more significant than previously analyzed, or that uniformly applicable development policies would not substantially mitigate. Pursuant to Public Resources Code §21094.5, CEQA does not apply to such effects. A Notice of Determination (§15094) will be filed.
<input type="checkbox"/>	I find that the proposed infill project will have effects that either have not been analyzed in a prior EIR or that are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. With respect to those effects that are subject to CEQA, I find that such effects WOULD NOT be significant, and a Negative Declaration, or if the project is a transit priority project a SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT, will be prepared.
<input type="checkbox"/>	I find that the proposed infill project will have effects that either have not been analyzed in a prior EIR, or are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. I find that although those effects could be significant, there will not be a significant effect in this case because revisions in the infill project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION, or if the project is a transit priority project a SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT, will be prepared.
<input type="checkbox"/>	I find that the proposed infill project will have effects that either have not been analyzed in a prior EIR, or are more significant than described in the prior EIR, and that no uniformly applicable development policies would substantially mitigate such effects. I find that these effects WOULD be significant, and an infill ENVIRONMENTAL IMPACT REPORT is required to analyze those effects that are subject to CEQA.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>LEAD AGENCY SIGNATURE</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE
--	--

XI. REPORT PREPARERS AND CONTRIBUTORS

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**MAMMOTH LAKES COUNTY AND TOWN
CIVIC PLAZA COMMUNITY FACILITY
CEQA §15183 ENVIRONMENTAL ANALYSIS**

APPENDIX A

**FULL TEXT OF CEQA § 15183
PROJECTS CONSISTENT WITH A COMMUNITY PLAN,
GENERAL PLAN, OR ZONING**

CEQA GUIDELINES FOR PROJECTS CONSISTENT WITH A COMMUNITY PLAN, GENERAL PLAN, OR ZONING.

15183. PROJECTS CONSISTENT WITH A COMMUNITY PLAN OR ZONING

- (a) CEQA mandates that projects which are consistent with the development density established by existing zoning, community plan, or general plan policies for which an EIR was certified shall not require additional environmental review, except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the project or its site. This streamlines the review of such projects and reduces the need to prepare repetitive environmental studies.
- (b) In approving a project meeting the requirements of this section, a public agency shall limit its examination of environmental effects to those which the agency determines, in an initial study or other analysis:
- (1) Are peculiar to the project or the parcel on which the project would be located,
 - (2) Were not analyzed as significant effects in a prior EIR on the zoning action, general plan or community plan with which the project is consistent,
 - (3) Are potentially significant off-site impacts and cumulative impacts which were not discussed in the prior EIR prepared for the general plan, community plan or zoning action, or
 - (4) Are previously identified significant effects which, as a result of substantial new information which was not known at the time the EIR was certified, are determined to have a more severe adverse impact than discussed in the prior EIR.
- (c) If an impact is not peculiar to the parcel or to the project, has been addressed as a significant effect in the prior EIR, or can be substantially mitigated by the imposition of uniformly applied development policies or standards, as contemplated by subdivision (e) below, then an additional EIR need not be prepared for the project solely on the basis of that impact.
- (d) This section shall apply only to projects which meet the following conditions:
- (1) The project is consistent with:
 - (A) A community plan adopted as part of a general plan,
 - (B) A zoning action which zoned or designated the parcel on which the project would be located to accommodate a particular density of development, or
 - (C) A general plan of a local agency, and
 - (2) An EIR was certified by the lead agency for the zoning action, the community plan, or the general plan.
- (e) This section shall limit the analysis of only those significant environmental effects for which:
- (1) Each public agency with authority to mitigate any of the significant effects on the environment identified in the EIR on the planning or zoning action undertakes or requires others to undertake mitigation measures specified in the EIR which the lead agency found to be feasible, and
 - (2) The lead agency makes a finding at a public hearing as to whether the feasible mitigation measures will be undertaken.
- (f) An effect of a project on the environment shall not be considered peculiar to the project or the parcel for the purposes of this section if uniformly applied development policies or standards have been previously adopted by the city or county with a finding that the development policies or standards will substantially mitigate that environmental effect when applied to future projects, unless substantial new information shows that the policies or standards will not substantially mitigate the environmental effect. The finding shall be based on substantial evidence which need not include an EIR. Such development policies or standards need not apply throughout the entire city or county, but can apply only within the zoning district in which the project is located, or within the area subject to the community plan on which the lead agency is relying. Moreover, such policies or standards need not be part of the general plan or any community plan, but can be found within another pertinent planning document such as a zoning ordinance. Where a city or county, in previously adopting uniformly applied development policies or standards for imposition on future projects, failed to make a finding as to whether such policies or standards would substantially mitigate the effects of future projects, the decision-making body of the city or county, prior to approving such a future project pursuant to this section, may hold a public hearing for the purpose of considering whether, as applied to the project, such standards or policies would substantially mitigate the effects of the project. Such a public hearing need only be held if the city or county decides to apply the standards or policies as permitted in this section.
- (g) Examples of uniformly applied development policies or standards include, but are not limited to:
- (1) Parking ordinances,
 - (2) Public access requirements,
 - (3) Grading ordinances.
 - (4) Hillside development ordinances.
 - (5) Flood plain ordinances.
 - (6) Habitat protection or conservation ordinances.
 - (7) View protection ordinances.
 - (8) Requirements for reducing greenhouse gas emissions, as set forth in adopted land use plans, policies, or regulations.
- (h) An environmental effect shall not be considered peculiar to the project or parcel solely because no uniformly applied development policy or standard is applicable to it.

(i) Where the prior EIR relied upon by the lead agency was prepared for a general plan or community plan that meets the requirements of this section, any rezoning action consistent with the general plan or community plan shall be treated as a project subject to this section.

(1) "Community plan" is defined as a part of the general plan of a city or county which applies to a defined geographic portion of the total area included in the general plan, includes or references each of the mandatory elements specified in § 65302 of the Government Code, and contains specific development policies and implementation measures which will apply those policies to each involved parcel.

(2) For purposes of this section, "consistent" means that the density of the proposed project is the same or less than the standard expressed for the involved parcel in the general plan, community plan or zoning action for which an EIR has been certified, and that the project complies with the density-related standards contained in that plan or zoning. Where the zoning ordinance refers to the general plan or community plan for its density standard, the project shall be consistent with the applicable plan.

(j) This section does not affect any requirement to analyze potentially significant offsite or cumulative impacts if those impacts were not adequately discussed in the prior EIR. If a significant offsite or cumulative impact was adequately discussed in the prior EIR, then this section may be used as a basis for excluding further analysis of that offsite or cumulative impact.

**MAMMOTH LAKES COUNTY AND TOWN
CIVIC PLAZA COMMUNITY FACILITY
CEQA §15183 ENVIRONMENTAL ANALYSIS**

APPENDIX B

**PRELIMINARY CIVIC PLAZA
DESIGN CONCEPT EXHIBITS¹⁷**

¹⁷ Note that these concepts are subject to modification during the forthcoming design-build process.

May 10, 2017

ATTACHMENT A



Public Entry

New Civic Center
Mono County & Town of Mammoth Lakes



May 10, 2017

Site Aerial - Public Entry (South)

New Civic Center
Mono County & Town of Mammoth Lakes



Street View - Main Street & Thompson Way

HMC Architects

ATTACHMENT A



Site Aerial - Private Entry (North)

HMC Architects

**MAMMOTH LAKES COUNTY AND TOWN
CIVIC PLAZA COMMUNITY FACILITY
CEQA §15183 ENVIRONMENTAL ANALYSIS**

APPENDIX C

**TOWN OF MAMMOTH LAKES TRAVEL
DEMAND MODEL UPDATE**

MAMMOTH CIVIC PLAZA

**TOWN OF MAMMOTH LAKES TRAVEL
DEMAND MODEL UPDATE**



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April 9, 2018

LSC # 187100

This engineering report documents the findings and conclusions of a Travel Demand Model Update for the proposed Civic Plaza Project in Mammoth Lakes, California. The Project includes relocation of the existing Mono County offices into a new building (33,100 square feet) and in a separate phase, relocation of the Town of Mammoth Lakes offices into an adjoining building (20,400 square feet). The proposed site plan is contained in Appendix A. Access to the Civic Plaza would be provided via two new driveways along Sierra Park Road, as well as via Thompson Way. This study examines the transportation conditions for each phase of the project.

SCOPE OF STUDY

This transportation engineering study analyzes traffic data, intersection and roadway capacity and Level of Service, and transportation analysis of the proposed project in accordance with the requirements of Mono County, the Town of Mammoth Lakes and Caltrans standards. Based upon input provided by Mono County and Town of Mammoth Lakes staff, the following intersections were identified for analysis:

1. Old Mammoth Road/Main Street (State Route 203)
2. Old Mammoth Road/Tavern Road
3. Old Mammoth Road/Sierra Nevada Road
4. Old Mammoth Road/Meridian Boulevard
5. Sierra Park Road/Main Street (State Route 203)
6. Sierra Park Road/Site Access (Proposed Intersection)
7. Sierra Park Road/Tavern Road/Site Access
8. Sierra Park Road/Sierra Nevada Road
9. Sierra Park Road/Meridian Boulevard
10. Thompson Way/Main Street (State Route 203)

In addition, the following considerations are evaluated:

- Identification of intersection traffic queuing concerns
- Roadway capacity for roadways in the in the area of the project
- The need for new turn lanes, signals, roundabouts, or other capacity-enhancing measures at the study intersections
- Vehicle Miles Traveled (VMT) within the Town on a winter Saturday
- Construction traffic (qualitative analysis)

The following traffic analysis periods are included:

- Winter Saturday PM peak hour
- Weekday AM peak hour (along Sierra Park Road only)
- Weekday School-PM peak hour (along Sierra Park Road only)

This analysis considers the following scenarios:

1. Existing Traffic Conditions and Existing Roadway Network
2. Existing Traffic Conditions with the construction of Phase 1 (incorporating the Mono County offices)
3. Existing Traffic Conditions with full project buildout (incorporating the Mono County offices and the Town of Mammoth Lakes offices)
4. Future Cumulative with Project Buildout (incorporating full project buildout of the Mono County offices and the Town of Mammoth Lakes offices)

The results of this study are used to determine whether uniformly applied development policies or standards have been previously adopted by the city or county for the traffic conditions analyzed.

This section documents the existing setting and transportation conditions in the Town, providing a foundation for comparison to future conditions. The study area and the intersections evaluated are shown in Figure 1.

EXISTING SETTING

Existing Roadway Network

The major access into the Town is via State Route 203, which intersects US Highway 395 just east of the Town limits. SR 203 (also named Main Street) is a four-lane minor arterial road from US 395 through the majority of the developed portion of the Town. SR 203 narrows to two lanes north of the intersection of Main Street and Minaret Road. The highway continues from the developed area of the Town to the Mammoth Mountain Ski Area (MMSA), and terminates at the Mono-Madera County Line. Portions of SR 203 are augmented by frontage roads. The Mammoth Scenic Loop, a two-lane road off of SR 203, provides secondary access from the Town to US 395 to the north. The Town's roadway network is shown in Figure 1.

The following roadway classifications are used in the Town:

Arterials - Major streets, which are two to four lanes, augmented with turning lanes and controlled intersections, carrying high volumes of traffic to and from local and collector streets. Arterial roadways in the study area include the following:

- Main Street (SR 203)
- Meridian Boulevard
- Old Mammoth Road

Collectors – Two-lane streets for traffic moving between arterial and local streets augmented at intersections, which provide access for major land use areas. Collector streets in the study area include the following:

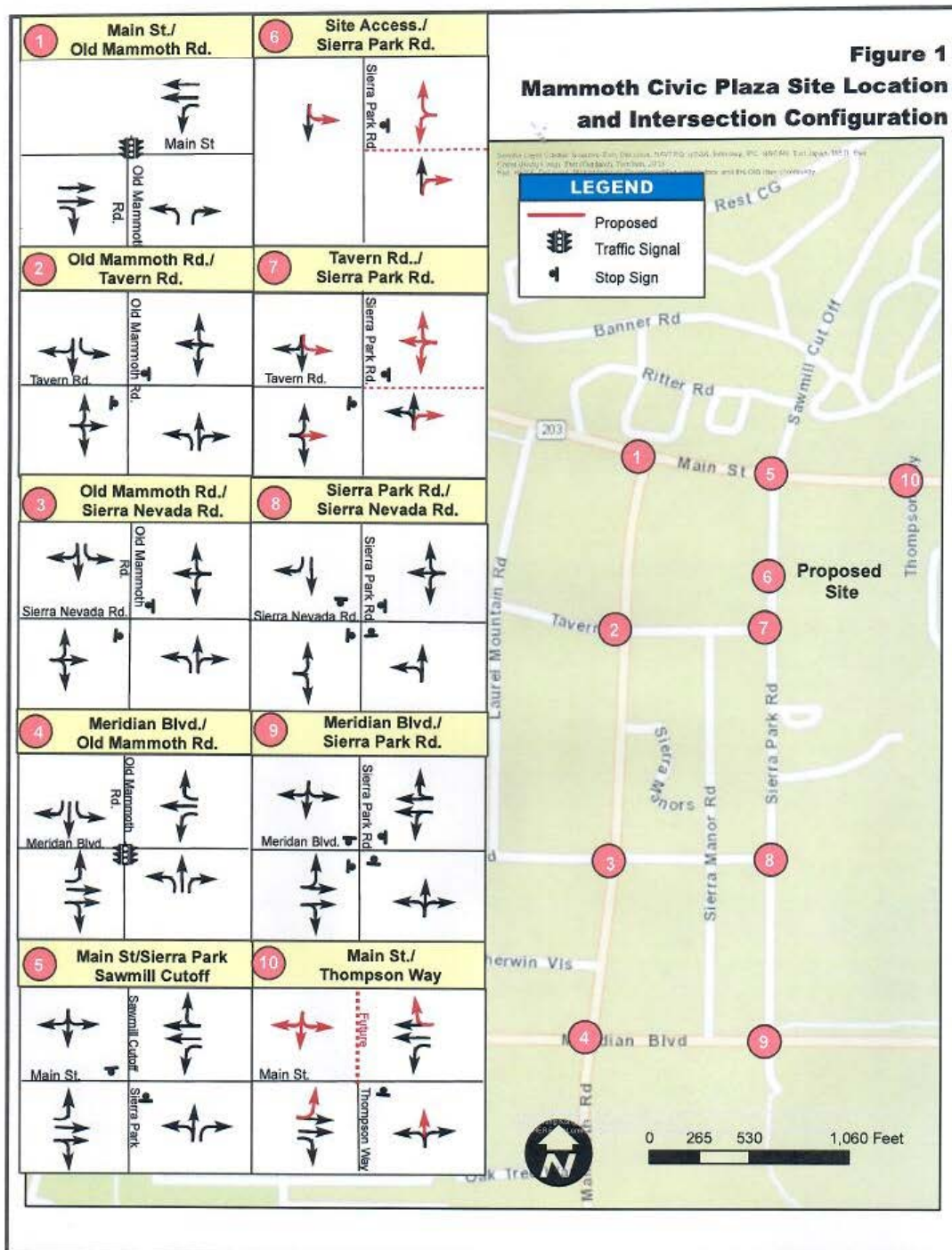
- Sierra Park Road
- Tavern Road

Local Streets - Public and private two-lane streets that provide direct access to residential properties, and provide access from residential areas to collector or arterial streets.

Rural Roads - Roads that provide access to remote, scenic, or recreational areas, and to very low-density residential areas.

At present, all of the roadways in the study area provide one through lane in each direction, with the exception of the following roadways, which provide two through lanes in each direction:

Figure 1



- Main Street
- The following portions of Meridian Boulevard:
 - Westbound traffic from Sierra Park Road to Old Mammoth Road
 - Eastbound traffic from west of Old Mammoth Road to Sierra Park Road

Traffic signals are currently provided at the following study intersections:

- Main Street (SR203)/Old Mammoth Road
- Meridian Boulevard/Old Mammoth Road

The intersections of Meridian Boulevard/Sierra Park Road and Sierra Park Road/Sierra Nevada Road are all-way (4-way) stop-controlled intersections. Other unsignalized intersections in the study area are controlled by stop signs on the minor street approaches. The lane configuration and control of the study intersections are depicted in Figure 1.

Existing Traffic Volumes

The traffic volumes throughout the Town of Mammoth Lakes vary greatly by time of day, day of week and, more importantly, by season. While daily traffic volumes in Mammoth Lakes are sometimes the highest in the summer months, the highest peak-hour volumes are typically experienced on winter Saturdays, during the afternoon hours when skiers “download” from the Mammoth Mountain Ski Area. Particularly in areas with these high variations in traffic levels, it is important to decide what hourly traffic volumes should be used as the basis of design. To avoid the development of facilities that are only needed a relatively few days per year, the traffic engineering profession has adopted a standard procedure of basing roadway design on volumes slightly below the absolute peak volumes. For this reason the Town of Mammoth Lakes, for example, has focused its design policies on a typical winter Saturday PM peak hour, rather than the highest winter peak hour.

A Policy on Geometric Design of Highways and Streets (American Association of State Highway and Transportation Officials, 2001) indicates “*the design hourly volume for rural highways should generally be the 30th highest volume of the future year chosen for design.*” (Page 61) It is true that during winter peak periods, traffic volumes occasionally exceed the resulting intersection and roadway capacity. However, to avoid the development of facilities that are only needed during peak periods on a relatively few days per year, the typical winter Saturday peak hour is analyzed, which is consistent with standard engineering design practice.

Additionally, the traffic volumes in the study area are largely impacted by the neighboring schools. The schools, located south of the project site on Sierra Park Road and Meridian Boulevard, experience peak traffic in the morning hours and early afternoon when school starts and ends, respectively. For this reason, the traffic analysis periods in this study include the winter Saturday PM peak hour at all locations, as well as the weekday AM peak hour and the school-PM peak hour conditions at the intersections and roadway segments along Sierra Park Road.

Existing Winter Saturday Traffic Volumes

Traffic counts were conducted across a two-hour window between 3:30 PM and 5:30 PM on Saturday February 24th, 2018 at the intersections listed below:

- Old Mammoth Road/Main Street
- Old Mammoth Road/Tavern Road
- Old Mammoth Road/Sierra Nevada Road
- Old Mammoth Road/Meridian Boulevard
- Sierra Park Road/Main Street
- Sierra Park Road/Tavern Road
- Sierra Park Road/Sierra Nevada Road
- Sierra Park Road/Meridian Boulevard
- Thompson Way/Main Street

The survey period compiled data in 15-minute intervals. From the two hours of data, the busiest hour of the survey period was selected to determine baseline existing traffic conditions for the winter Saturday PM peak-hour volumes.

Caltrans operates two count stations on Main Street, one between Thompson Way and Meridian Boulevard, and one west of Old Mammoth Road. Based on a review of the Saturday traffic counts at the count stations over the past four winter seasons, it was determined that the intersection count data needed to be increased by approximately 8 percent to more accurately reflect typical busy winter Saturday conditions. Applying this factor to the intersection counts yields the existing Saturday PM peak-hour volumes shown in Figure 2.

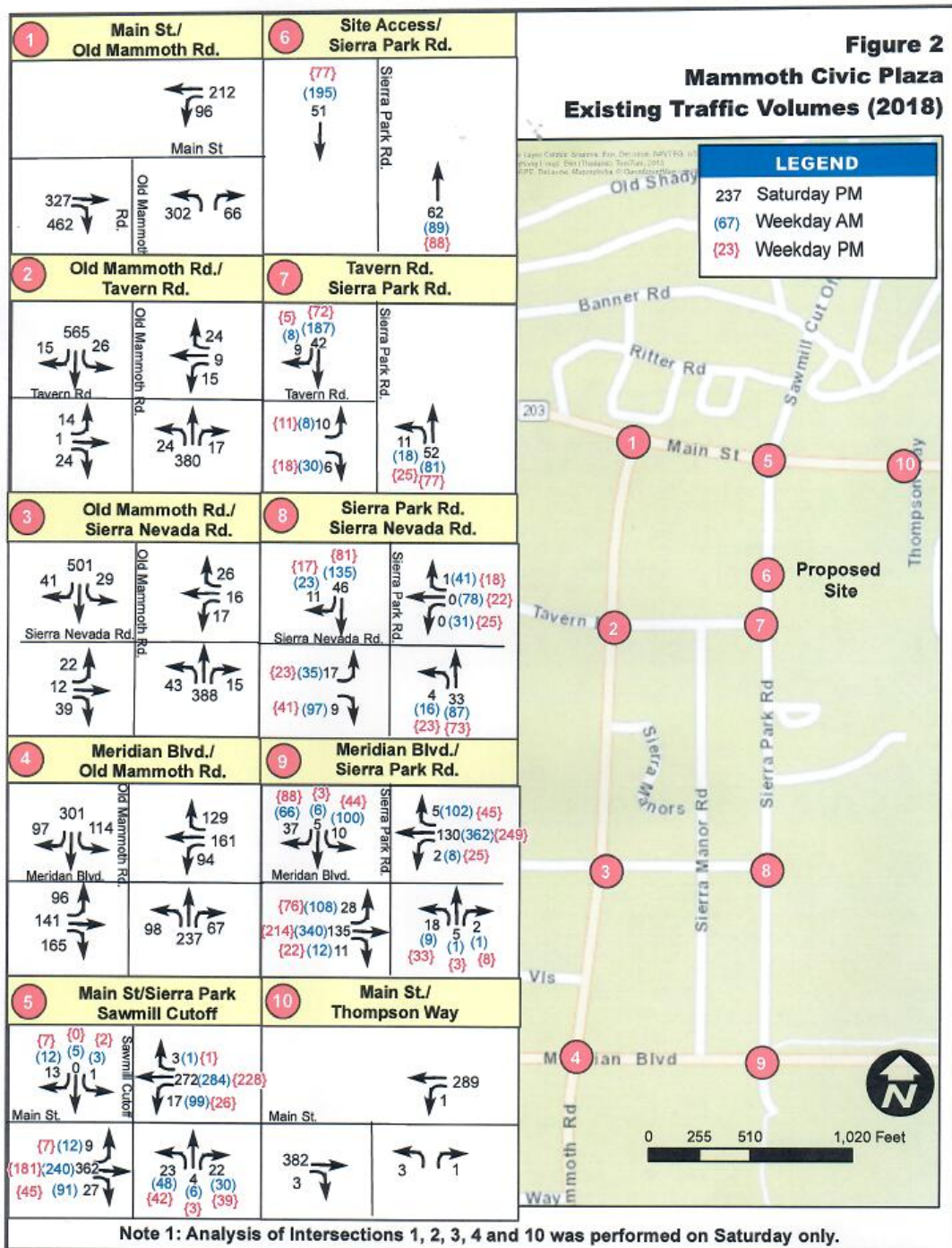
Existing Weekday Traffic Volumes

Traffic counts were conducted across two-hour windows between 7:00 AM and 9:00 AM, and between 1:30 PM and 3:30 PM on Thursday February 22nd, 2018 at the intersections listed below:

- Sierra Park Road and Main Street
- Sierra Park Road and Tavern Road
- Sierra Park Road and Sierra Nevada Road
- Sierra Park Road and Meridian Boulevard

Based on a review of the weekday traffic counts at the Caltrans count stations on Main Street over the past four winter seasons, it was determined that the AM peak-hour count data needed to be increased by approximately 15 percent to more accurately reflect typical busy weekday conditions. No adjustment was necessary for the weekday PM counts. The resulting existing weekday peak-hour volumes are shown in Figure 2.

Figure 2



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Trip Generation, Distribution and Assignment

Trip Generation

“Trip generation analysis” is the process by which transportation analysts identify the number of vehicle-trips that a specific proposed land use plan would add to local roadways. First, the trip generation of the Phase 1 is estimated. Next, the Town offices trip generation is estimated. Finally, the County Phase 1 and the Town’s trip generation are summed to determine the full buildout of the project.

Daily and peak-hour trip generation of the proposed project site is analyzed. The Institute of Transportation Engineers’ (ITE) *Trip Generation* manual contains trip generation rates for Government Office Buildings; however, County staff provided detailed data of their existing site in Mammoth Lakes. In order to provide an accurate estimation of the trip generation, a “person-trip analysis” is used to estimate the trip generation of the proposed County offices, based on the number of employees, county fleet vehicles, visitors, and service vehicles. No credit is taken for the traffic generated at the existing County offices located south of Meridian Boulevard, as the existing office space is assumed to be occupied by another use after the County moves out.

The trip generation was developed for Phase 1 (Mono County offices only) based on the following assumptions:

- Employee shift data and the *Mono County Resource Efficiency Plan* data was used to generate employee volumes. It was assumed that 50 percent of employees make a mid-day (mid-shift) off-site round trip for lunch, errands, etc. Also, employees are assumed to enter the site in the hour before their shift starts.
- There are currently 80 County employees and it is estimated 95 employees will work at the new site. Therefore, the shift data was increased by approximately 18 percent.
- Visitors and meeting attendees were estimated based on information provided by Mono County staff.
- Some trips to/from the County offices would be made via non-auto modes, especially considering that sidewalks are provided along Sierra Park Road, and bus stops are provided near the site. The following mode split assumptions as applied, based on the Town of Mammoth Lakes Travel Demand Model:
 - Walk, Bike or Transit Trips = 15%
 - Automobile Trips = 85%
- The average vehicle occupancy is estimated at 1.1 persons per vehicle for employee trips to/from work and 1.4 persons per vehicle for visitor trips. This is based on the Town of Mammoth Lakes Travel Model Report (LSC, 2011) vehicle occupancy estimates for project-related trip types.

As shown in Table 1, it was determined that the weekday AM peak hour would occur when staff is arriving for the shift starting at 7:00 AM, with a total of 43 new vehicle trips (43 entering and 0 exiting) generated at the site access points. The weekday PM peak hour would occur at 5:00 PM, with a total of 55 trips (0 entering and 55 exiting). Although the PM traffic analysis is based on the PM peak hour of school-related traffic, which occurs earlier in the afternoon, the PM peak hour of project-generated traffic (55 trips) is overlapped with the school PM period traffic, in order to remain conservative in the analysis. The Saturday

trip generation is very low based on the relatively low number of employees expected to work at the County on the weekends. In total, there are expected to be 12 Saturday one-way trips, with 2 occurring in the PM peak hour.

Trip generation for the full buildout of the project would include Phase 1 of the project plus the Town of Mammoth Lakes new offices. Based on interviews with Town staff, it was estimated that a maximum of 40 employees would work at the new building. The trip generation of the Town offices was estimated based on standard ITE trip generation rates for the “Government Office Building” land use type. In accordance with the “Guidelines for Selecting the Average Rate vs. Fitted Curve Equation” (ITE Trip Generation Handbook, 3rd Edition, 2017, the fitted curve equation is applied in this analysis. A 15 percent non-automobile reduction was applied to the Town offices, same as the County offices. After applying this reduction, a total of approximately 296 one-way trips are expected to occur on a weekday, with 47 (26 entering and 21 exiting) in the AM peak hour and 31 (13 entering and 18 exiting) in the PM peak hour, as shown in Table 2. ITE trip generation rates do not include Saturdays for the Government Office Building land use, therefore a reduction was applied to the weekday rate in order to estimate Saturday trips. Based on the County offices trip generation, the Saturday trip generation was only 3 percent of the weekday trip generation. Applying this assumption to the Town trip generation yields 9 Saturday trips with 1 outbound trip in the PM peak hour.

Trip Distribution and Assignment

The distribution of traffic arriving and departing the project site is estimated based on existing traffic patterns, the location of the site relative to residential and commercial uses in the region, and regional access patterns. Separate trip distribution patterns are developed for Mono County employees, Town of Mammoth Lakes employees, and site visitors. About 35 to 45 percent of all trips to/from the Civic Plaza site have origin and destinations located on Main street east of Sierra Park, as studies performed by Mono County have shown that a large percentage of the county employees and contractors reside outside of the Town limits. Table 3 summarizes the trip origin/destination locations and the percentage of trips made to and from each location.

The site-generated trips for Phase 1 are assigned through the study intersections by applying the trip distribution pattern to the trip generation. For purposes of this analysis, the police station parking lot is assumed to be gated. That is, there would be no public through connection between the proposed northern parking lot on Sierra Park Road and the eastern parking lot/Thompson Way (there would be a connection between Tavern Road and Thompson Way through the parking lot, however). Next, the expected shift in existing traffic to the new connections to Sierra Park Road is added to the project-generated trips to yield the ‘project net contribution’ to the study intersection

TABLE 1: Hourly Vehicle Trip Generation for Mono County Offices (Phase 1)

Hour Starting	County Employees		County Fleet Vehicles		Visitors		Service Vehicles		Total		
	In	Out	In	Out	In	Out	In	Out	In	Out	Total
Midweek											
6:00 AM	30	0	0	0	0	0	0	0	30	0	30
7:00 AM	43	0	0	0	0	0	0	0	43	0	43
8:00 AM	1	0	0	6	21	0	0	0	22	6	28
9:00 AM	0	0	0	6	9	9	1	1	10	16	26
10:00 AM	0	5	0	6	10	9	0	0	10	20	30
11:00 AM	0	8	0	6	10	10	0	0	10	24	34
12:00 PM	8	29	0	0	0	10	0	0	8	39	47
1:00 PM	29	0	6	0	10	0	0	0	45	0	45
2:00 PM	0	0	6	0	10	10	0	0	16	10	26
3:00 PM	0	0	6	0	9	10	1	1	16	11	27
4:00 PM	0	0	6	0	9	9	0	0	15	9	24
5:00 PM	0	34	0	0	0	21	0	0	0	55	55
6:00 PM	0	18	0	0	0	0	0	0	0	18	18
7:00 PM	0	15	0	0	0	0	0	0	0	15	15
8:00 PM	0	0	0	0	0	0	0	0	0	0	0
9:00 PM	0	2	0	0	0	0	0	0	0	2	2
Total	111	111	24	24	88	88	2	2	225	225	450
Saturday											
6:00 AM	0	0	0	0	0	0	0	0	0	0	0
7:00 AM	2	0	0	0	0	0	0	0	2	0	2
8:00 AM	0	0	0	0	0	0	0	0	0	0	0
9:00 AM	0	0	0	0	1	0	0	0	1	0	1
10:00 AM	0	0	0	0	0	1	0	0	0	1	1
11:00 AM	0	0	0	0	0	0	1	1	1	1	2
12:00 PM	0	2	0	0	0	0	0	0	0	2	2
1:00 PM	2	0	0	0	0	0	0	0	2	0	2
2:00 PM	0	0	0	0	0	0	0	0	0	0	0
3:00 PM	0	0	0	0	0	0	0	0	0	0	0
4:00 PM	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	2	0	0	0	0	0	0	0	2	2
6:00 PM	0	0	0	0	0	0	0	0	0	0	0
7:00 PM	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	0	0	0	0	0	0	0
9:00 PM	0	0	0	0	0	0	0	0	0	0	0
Total	4	4	0	0	1	1	1	1	6	6	12

Peak Hour is Shaded

Source: LSC Transportation Consultants, Inc.

TABLE 2: Mammoth Civic Plaza - Town Offices Trip Generation Analysis

ITE Code	ITE Land Use	Quantity	Variable	Time Period	Trip Generation Rates ¹	Percent Reduction for Non-Auto Trips	One-Way Vehicle Trips at Site Driveways					
							Daily		AM Peak Hour		PM Peak Hour	
							In	Out	Total	In	Out	Total
731	Government Office Building	40	Employee	Weekday	Used Equation not Average Rates	15%	26	21	47	13	18	31

Note 1: Trip generation rates are based on the ITE Trip Generation Manual, 10th Edition (ITE, 2017).

Source: LSC Transportation Consultants, Inc.

TABLE 3: Trip Distribution

Origin/Destination	Trip Distribution		
	Mono County Employees	Town Employees	Visitors
Main Street East of Sierra Park	45%	40%	36%
Main Street West of Sierra Park	20%	20%	20%
Tavern Road	2%	5%	7%
Sierra Nevada Road	3%	5%	7%
Meridian Blvd West of Old Mammoth	20%	22%	23%
Meridian Blvd East of Sierra Park	10%	6%	2%
Sierra Park Road near High School	0%	2%	5%

Source: LSC Transportation Consultants, Inc.

volumes, which is shown in Figure 3. Adding these volumes to the ‘no project’ volumes yields the ‘existing with Phase 1’ volumes, which are shown in Figure 4.

The site-generated trips for the Town offices are assigned through the study intersections by applying the trip distribution pattern. Adding these volumes to the Phase 1 ‘project net contribution’ volumes yields the Full Project Buildout ‘project generated’ volumes, as shown in Figure 5. These project-generated volumes for the full project are then added to the ‘existing no project’ volumes to yield the ‘existing with full project buildout’ volumes illustrated in Figure 6.

Figure 3

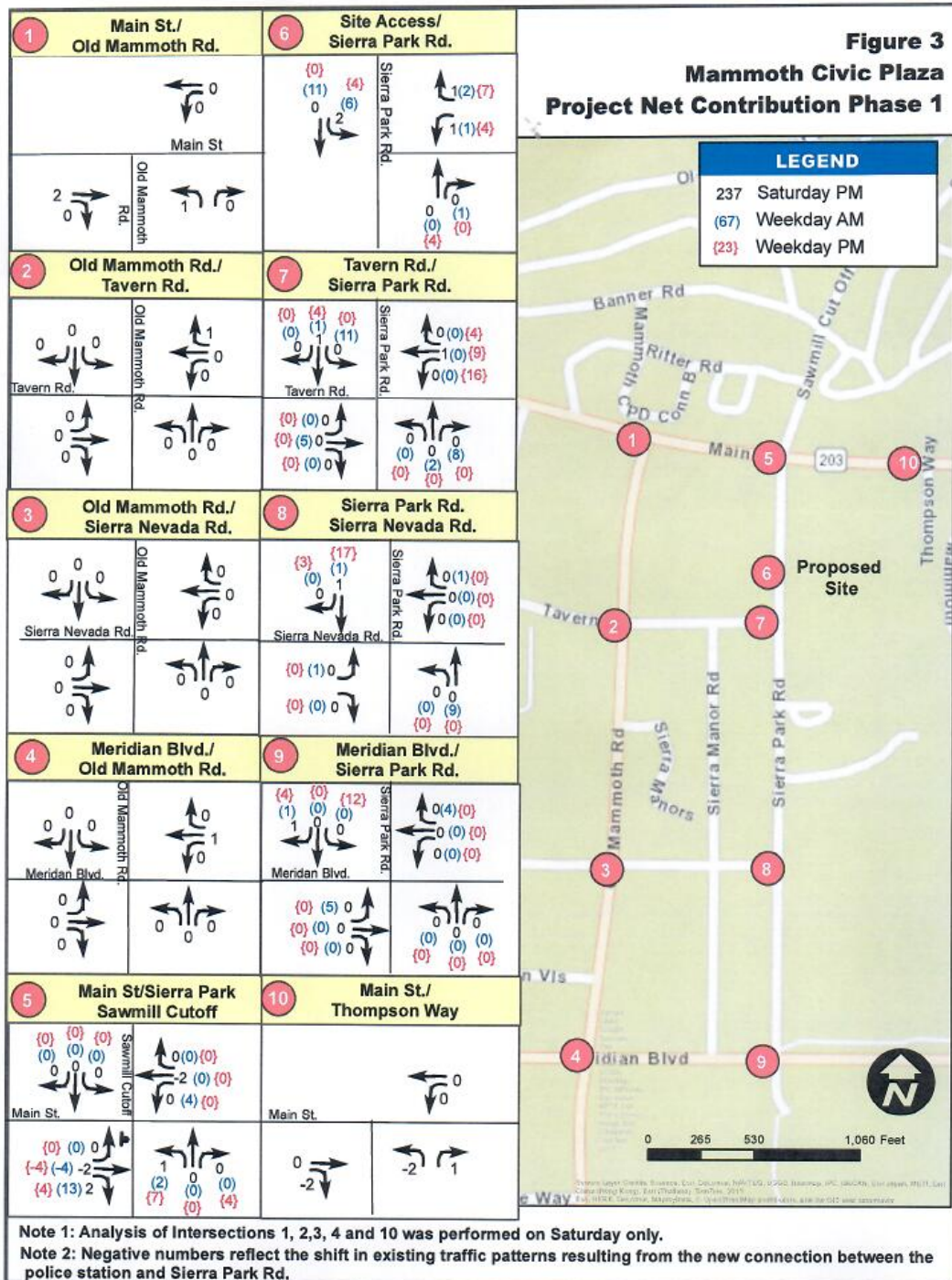


Figure 4

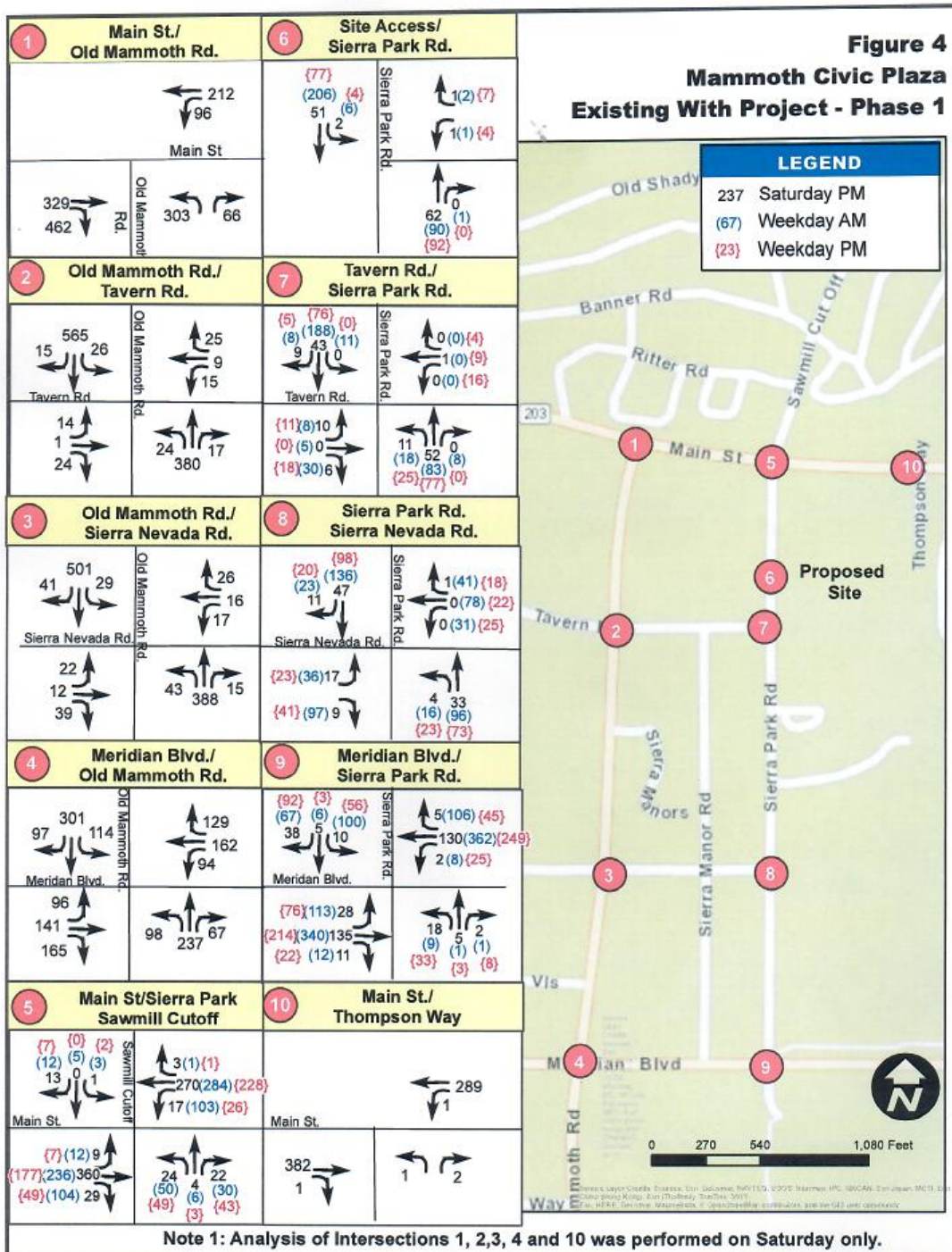


Figure 5

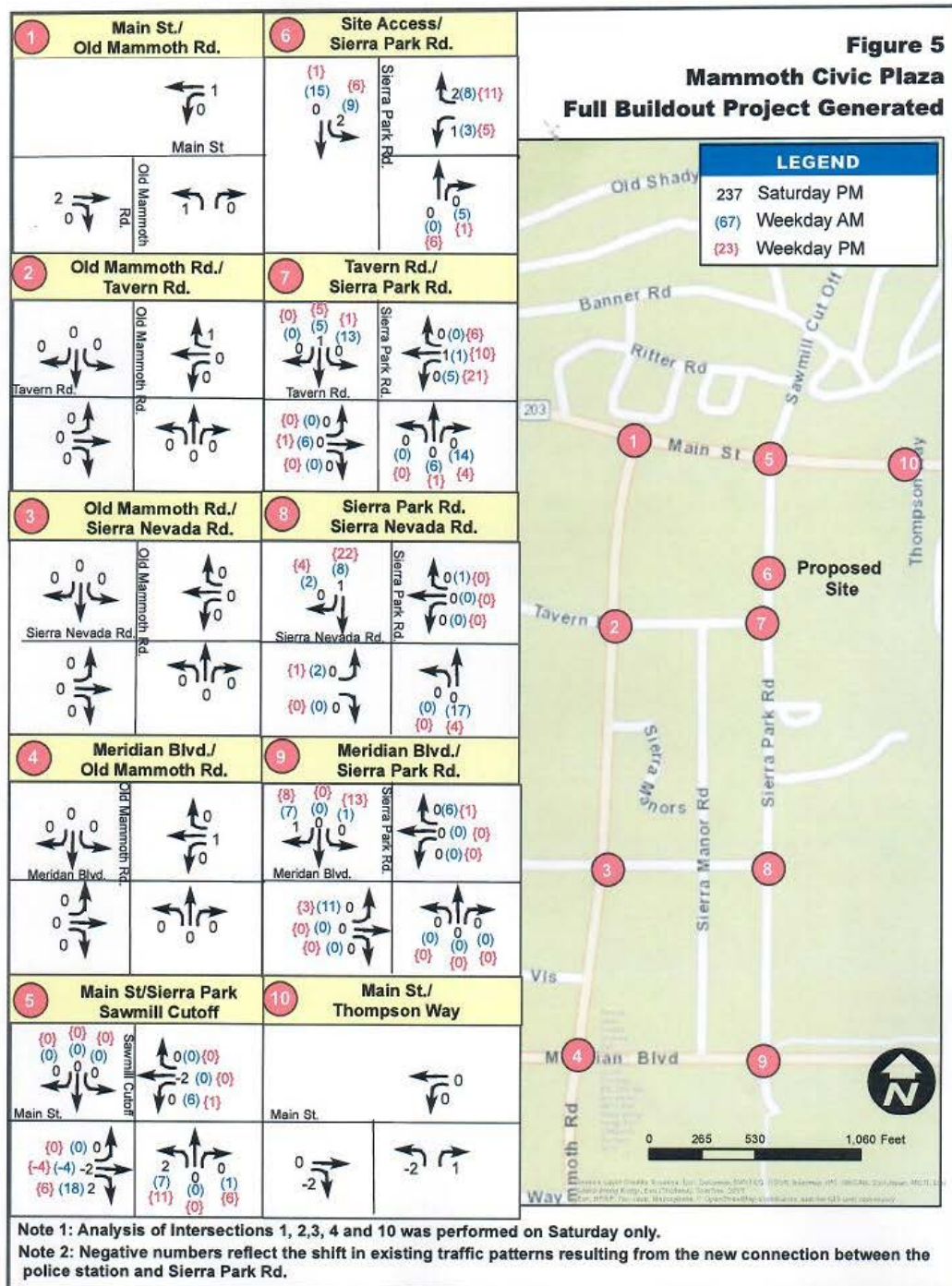
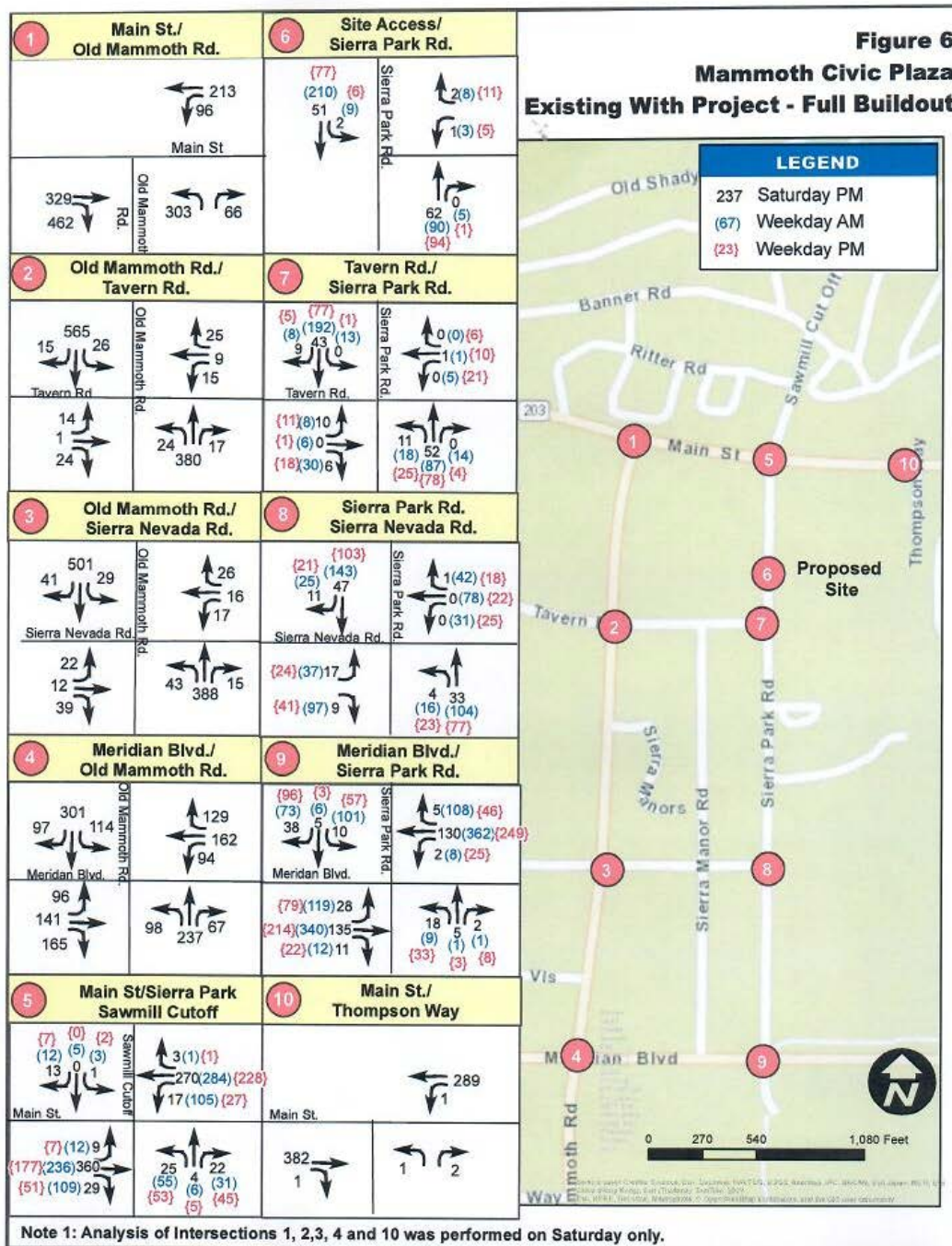


Figure 6



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Section 4

Future Cumulative Conditions

The potential transportation conditions at full project build out (County and Town Uses) under future cumulative year conditions are evaluated. The first step in evaluating future cumulative traffic conditions is to estimate the background traffic volumes without the project. It is first necessary to estimate future cumulative traffic volumes assuming no development within the Civic Plaza site. Next, the traffic net contribution of the full buildout of the project is added to the future traffic volumes without the project to estimate the future Cumulative traffic volumes with the project.” The future cumulative traffic volumes estimated in this chapter will be used to calculate future cumulative intersection and roadway LOS with the project in the following chapter of this report.

Methodology

The future cumulative setting associated with the traffic analysis is based on the Town of Mammoth Lakes Travel Demand Model, which uses the TransCAD 5.0 software application to provide forecasts of traffic conditions throughout the Town. The TransCAD program is widely used throughout the country to prepare city-wide and regional traffic forecasts. It is a “gravity model”, in that it forecasts traffic between various areas of Mammoth Lakes in a fashion similar to Sir Isaac Newton’s formula for the gravitational force between planets. Just like gravitational force is directly proportionate to the mass of two planets and inversely proportionate to the distance between the two planets, the TransCAD model forecasts the number of trips based directly on the land use quantities in each area and inversely on the travel time/distance between areas. In addition, the TransCAD model uses a “logit model” function to allocate individual passenger-trips between the transit and auto modes, based upon the relative ease of travel between specific origins and destinations by each mode. The model then iteratively balances trip productions and attractions and assigns vehicle trips to individual roadway and turning movements to result in a balanced forecast of all vehicle-trips (and transit passenger-trips) throughout the Mammoth Lakes roadway network.¹⁸

The TransCAD model reflects full buildout of the Town’s General Plan as defined in the Mobility Element EIR process. The resulting preferred scenario was ‘Scenario 6: Future with New Floor Area Ratio and New Mobility Element Roadways and Transit Service’. The General Plan Mobility Element includes potential roadway extensions within the immediate vicinity of the Civic Plaza site, as follows:

- Extend Thompson Way between Main Street and Sierra Nevada Road
- Extend Tavern Road to new Thompson Way
- Extend Sierra Nevada Road to provide access to school area

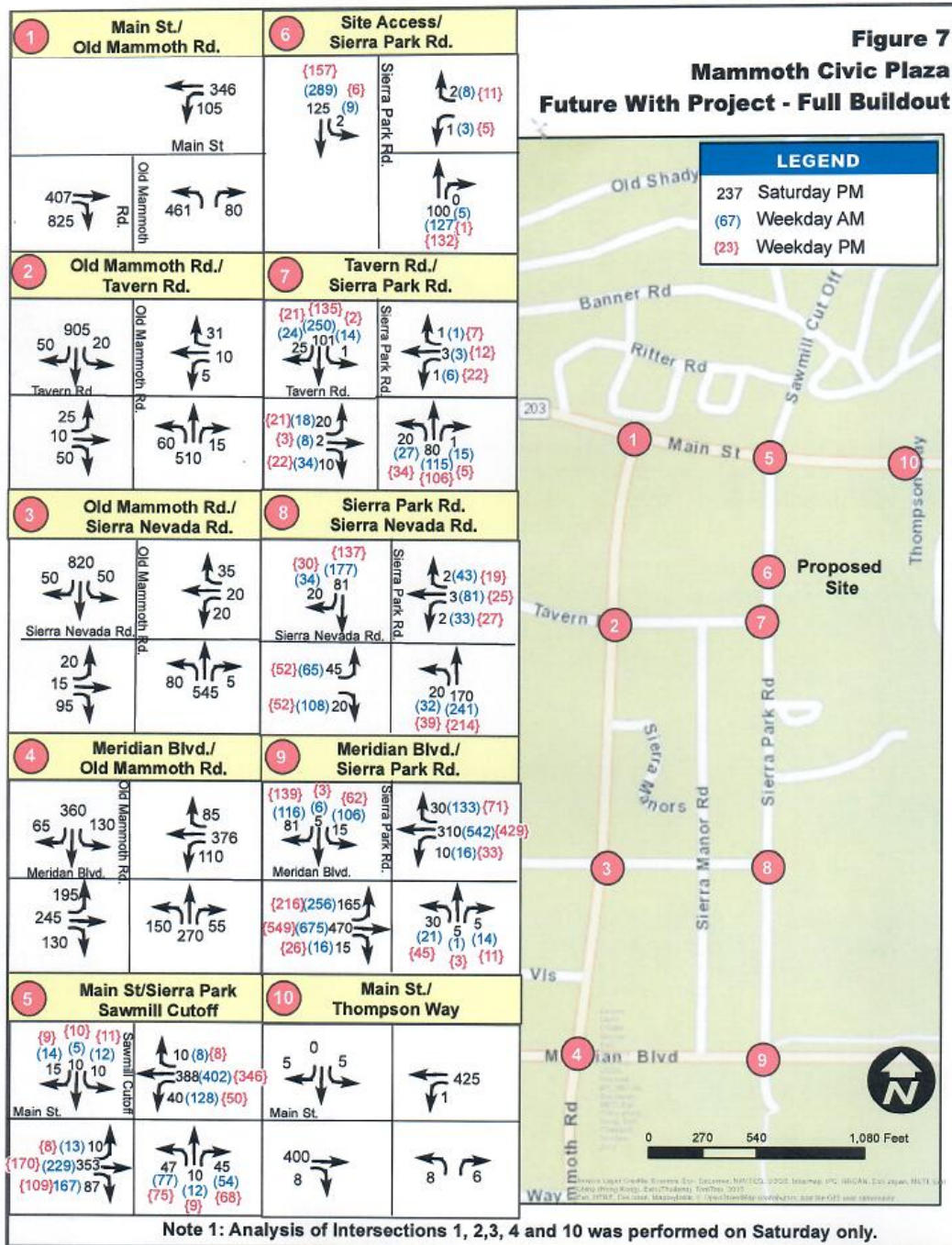
These new street connections could potentially provide access to the Civic Plaza, the hospital, and the schools.

Future Cumulative Traffic Volumes

¹⁸ Extensive background information regarding the model can be found in the *Town of Mammoth Lakes Travel Model* document, prepared by LSC in February 2011.

The future Saturday peak-hour traffic volumes without the Civic Plaza Project are provided in the Mobility Element EIR, except for the intersections of Sierra Park Road/Tavern Road and Sierra Park Road/Sierra Nevada Road. Traffic volumes through these intersections are estimated based on neighboring intersections and model volumes. As the TransCAD model only represents a winter Saturday, future weekday volumes were developed as a part of this study. Specifically, the growth on Saturday between existing and future no project volumes was added to both the AM and PM existing weekday volumes to estimate future weekday conditions. Adding the 'project net contribution' traffic volumes to the 'future no project' volumes yields the 'future with project full buildout' peak-hour volumes illustrated in Figure 7.

Figure 7



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Section 5

Level of Service Analysis

The concept of Level of Service is defined as a qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers. A Level of Service definition generally describes these conditions in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. Six levels of service are defined for each type of roadway facility. They are given letter designations, from A to F, with Level of Service A representing the best operating conditions and Level of Service F the worst. Detailed LOS descriptions are provided in Appendix B.

Level of Service (LOS) and traffic queuing conditions are evaluated at the study intersections, as well as roadway capacity in the study area. First, the applicable intersection LOS standards are described. Next, the LOS methodology is discussed, and the LOS analysis is summarized for each study scenario. The intersection queuing analysis is summarized. Finally, roadway capacity is evaluated for all study scenarios.

LEVEL OF SERVICE STANDARDS

The *Town of Mammoth Lakes General Plan Transportation Element*, adopted in 2001, currently contains the following Policy:

Policy 1.7: Establish and maintain a Level of Service D or better on a typical winter Saturday peak hour for signalized intersections and for primary through movements for unsignalized intersections along arterial and collector roads. This standard is expressly not applied to absolute peak conditions, as it would result in construction of roadway improvements that are warranted only a limited number of days per year and that would unduly impact pedestrian and visual conditions.

Therefore, the following LOS thresholds were applied in the General Plan traffic analysis:

- **For Signalized Intersections:** Total intersection LOS D or better must be maintained. Therefore, if a signalized intersection is found to operate at a total intersection LOS E or F, mitigation is required. It is assumed that this same threshold applies to roundabouts.
- **For Unsignalized Intersections:** In order to avoid the identification of a LOS failure for intersections that result in only a few vehicles experiencing a delay greater than 50 seconds (such as at a driveway serving a few homes that accesses onto a busy street), a LOS deficiency is *not* identified for all intersections with approach LOS E or F. Instead, a LOS deficiency is assumed to occur at an unsignalized intersection only if an individual minor street movement operates at LOS E or F and total minor approach delay exceeds four vehicle hours for a single lane approach and five vehicle hours for a multi-lane approach. In other words, a deficiency is found to occur if the average number of vehicles queued over the peak-hour exceeds four at a single-lane approach, or exceeds five at a multi-lane approach. Traffic operations at the study intersections were assessed in terms of Level of Service (LOS) and delay.

The same thresholds are applied in this analysis.

LEVEL OF SERVICE ANALYSIS METHODOLOGY

Intersection LOS was evaluated using Synchro software (Version 10, Trafficware) based on the *6th Edition Highway Capacity Manual* methodologies at all study intersections. For signalized intersections, LOS is primarily measured in terms of average delay per vehicle entering the intersection. LOS at unsignalized intersections is quantified in terms of delay per vehicle for each movement. The unsignalized intersection LOS is based upon the theory of gap acceptance for side-street stop sign-controlled approaches, while signalized intersection LOS is based upon the assessment of volume-to-capacity ratios and control delay.

LEVEL OF SERVICE ANALYSIS

Intersection LOS was evaluated at all study intersections under each scenario, and the results are summarized in Table 4. Appendix C presents the actual output from each of the LOS calculations for the study intersections.

Existing Conditions

Study intersections were evaluated to determine existing operational conditions during the typical winter Saturday PM peak hour, weekday AM peak hour and weekday school PM peak hour. As shown in the middle columns of the table, all intersections currently operate at LOS C or better. As such, the LOS at all the study intersections is within the Town's Level of Service standards.

Existing Conditions with Phase 1 (Mono County offices only)

The study intersections were evaluated to determine operational conditions with the addition of Phase 1 of the project, the Mono County offices. As Table 4 indicates, the Phase 1 contribution to average driver delays would be negligible, and intersection LOS standards are not exceeded at any of the study intersections and under any of the analysis periods.

Existing Condition with Full Project (Mono County and Town of Mammoth Lakes offices)

The study intersections were evaluated to determine operational conditions with the addition of the full project buildout, including the Mono County offices and the Town of Mammoth Lakes offices. As the table indicates, the change in driver delays would be negligible, and intersection LOS standards are not exceeded at any of the study intersections and under any of the analysis periods.

TABLE 4: Intersection Level of Service Summary

Scenario	Intersection	Control	Existing No Project		Existing+ Phase 1		Existing+ Project		Future + Project Buildout		
			LOS	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS	Delay (sec/veh)	Approach Delay (veh-)
Saturday - PM											
Old Mammoth Road	Main Street	Signal	B	18.4	B	18.5	B	18.5	C	21.4	--
Old Mammoth Road	Tavern Road	TWSC	C	20.3	C	20.2	C	20.2	F	87.5	2.1
Old Mammoth Road	Sierra Nevada Road	TWSC	C	23.7	C	23.7	C	23.7	F	164.4	4.5
Old Mammoth Road	Meridian Blvd	Signal	C	28.2	C	27.9	C	27.9	D	36.8	--
Sierra Park Road	Main Street	TWSC	B	13.7	B	13.7	B	13.7	C	16.0	--
Sierra Park Road	Site Access - North	TWSC	-	-	A	9.0	A	8.9	A	9.1	--
Sierra Park Road	Tavern Road	TWSC	A	9.1	A	9.8	A	9.8	B	10.2	--
Sierra Park Road	Sierra Nevada Road	AWSC	A	7.6	A	7.7	A	7.7	A	8.7	--
Sierra Park Road	Meridian Blvd	AWSC	A	8.6	A	8.6	A	8.6	C	18.8	--
Main Street	Thompson Way	TWSC	B	11.4	B	10.4	B	10.4	B	12.7	--
Weekday - AM											
Sierra Park Road	Main Street	TWSC	C	16.3	C	16.6	C	17.0	C	24.0	--
Sierra Park Road	Site Access - North	TWSC	-	-	A	9.3	A	9.3	A	9.6	--
Sierra Park Road	Tavern Road	TWSC	A	9.9	B	10.3	B	12.1	B	13.4	--
Sierra Park Road	Sierra Nevada Road	AWSC	B	10.6	B	10.7	B	11.0	B	14.2	--
Sierra Park Road	Meridian Blvd	AWSC	C	21.1	C	21.8	C	23.0	F	207.3	43.9
Weekday - School PM											
Sierra Park Road	Main Street	TWSC	B	12.1	B	12.1	B	12.2	C	15.0	--
Sierra Park Road	Site Access - North	TWSC	-	-	A	9.1	A	9.1	A	9.5	--
Sierra Park Road	Tavern Road	TWSC	A	9.3	B	10.3	B	10.4	B	11.6	--
Sierra Park Road	Sierra Nevada Road	AWSC	A	8.4	A	8.5	A	8.6	B	11.1	--
Sierra Park Road	Meridian Blvd	AWSC	B	11.1	B	11.3	B	11.5	F	98.5	17.9
Mitigated Saturday PM											
Old Mammoth Road	Sierra Nevada Road	TWSC. Add EBRT Lane.							F	164.4	3.6
Weekday - AM											
Sierra Park Road	Meridian Blvd	Signalize							B	13.6	--
Weekday - PM											
Sierra Park Road	Meridian Blvd	Signalize							A	8.3	--

Note 1: TWSC= Two-Way Stop-Controlled, AWSC=All-Way Stop-Controlled
 Note 2: Reported delay is worst movement for TWSC and AWSC intersections, or total intersection delay for signalized intersections.
 Note 3: Bold font indicates the LOS threshold is exceeded
 Source: LSC Transportation Consultants, Inc.

Future Buildout Condition with Full Project (Mono County and Town of Mammoth Lakes offices)

As indicated in the far right columns of Table 4, although average driver delays are expected to generally increase in the future, all but the following two intersections are expected to operate at an acceptable LOS under future cumulative conditions with full buildout of the project:

- Old Mammoth Road/Sierra Nevada Road (exceeds standard during Saturday PM)
- Sierra Park Road/Meridian Boulevard (exceeds standard during weekday peak hours only)

The eastbound approach on the Old Mammoth Road/Sierra Nevada Road intersection is expected to operate at LOS F during the Saturday PM peak hour, with a calculated approach delay of approximately 4.5 vehicle-hours. As this is a single-lane approach, the threshold of 4.0 vehicle-hours would be exceeded. This exceedance would occur under future cumulative conditions, regardless of whether the Civic Plaza Project is implemented. Potential LOS improvements are discussed in Section 6.

The eastbound shared left/through lane at the Sierra Park Road/Meridian Boulevard intersection is expected to operate at LOS F during the weekday AM and school PM peak hours, with a calculated approach delay of approximately 43.9 vehicle-hours during the AM and 17.9 vehicle-hours during the school PM peak hour. As the eastbound approach has two lanes, the threshold of 5.0 vehicle-hours would be well exceeded. This condition would occur under future cumulative conditions, with or without the Project. Note that an acceptable LOS C would be provided on winter Saturdays.

Although the eastbound approach on the Old Mammoth Road/Tavern Road intersection is expected to operate at LOS F during the Saturday PM peak hour, the calculated approach delay is only 2.1 vehicle-hours. As this is within the 4 vehicle-hour threshold, this intersection is considered to operate at an acceptable LOS.

INTERSECTION TRAFFIC QUEUEING

The 95th-percentile traffic queue lengths were reviewed at the study intersections, in order to identify locations where the queues could potentially interfere with operations at adjacent driveways or intersections. No queuing issues are identified under the existing or future cumulative scenarios, except at one location that warrants a detailed review: the northbound approach on the Old Mammoth Road/Main Street intersection. The 95th-percentile traffic queue forming in the northbound left-turn lane on Old Mammoth Road is calculated to block both Shell station driveways (on the east side of Old Mammoth Road) during the winter Saturday PM peak period, with or without the proposed project.

To explain the 95th-percentile queue, this is the queue length that has only a 5-percent chance of being exceeded during the peak hour. It is a useful parameter for determining the appropriate length of turn pockets, but it is not typical of what an average driver would experience. Driver experiences would be better characterized by the mean queue length. The existing mean queue length on the northbound left-turn movement is calculated to be about 150 feet, which can be accommodated within the existing lane storage area. Implementation of full buildout of the Civic Plaza Project under existing year conditions would not affect this queue length.

Under future cumulative conditions with full buildout of the Civic Plaza Project, the 95th-percentile queue length in the northbound left-turn lane is calculated to be about 335 feet, which extends not only past the two Shell station driveways but also past the first Rite Aid driveway on the west side of Old Mammoth Road. The mean queue length on this movement is calculated to be about 225 feet, which extends just past

the Shell station driveways. This condition would occur regardless of whether the Civic Plaza Project is implemented. Although the traffic queue could potentially block left turns in and out of the Shell driveways, in reality, drivers along Old Mammoth Road have been observed to often “wave in” other drivers wishing to turn left to/from the Shell driveways. Furthermore, drivers accessing the Shell station and adjacent commercial uses have the option of using the driveway on Main Street if there is traffic congestion adjacent to the driveways on Old Mammoth Road. Based on this analysis, improvements at this location are not expected to be necessary. No other traffic queuing concerns are identified under future cumulative year conditions with the project.

ROADWAY CAPACITY

First, the methodology for estimating roadway capacity is described. Next, the roadway capacity analysis for all study scenarios is presented.

Roadway Capacity Methodology

The capacity of the roadways within Mammoth Lakes was estimated as a part of the Mobility Element EIR, as follows:

1. A base saturation flow rate of 1,600 vehicles per hour per direction was assumed. This figure is slightly lower than is typically observed in urban areas, representing the reduction in effective capacity that results from both visitor drivers that are unfamiliar with the area, and winter driving conditions. It is consistent with observed capacity in the Tahoe Region, which is similarly affected by visitor drivers.
2. According to Chapter 10 (Urban Street Concepts) of the *Highway Capacity Manual*, the default directional lane split for roadways with two lanes per direction is 52.5 percent in one lane and 47.5 percent in the other. Therefore, as no recent count data is available to determine the actual lane split, for roadways with two lanes in each direction, these assumptions were applied.
3. Reductions to roadway capacity were made, as required on individual segments, to account for the presence of pedestrian crossings, on-street parking maneuvers, vehicles searching for parking spaces, and conflicting driveway turning movements.
4. The resulting roadway capacities for the study roadway segments are shown in Table 5. Please note that the roadway capacities applied in this study are for planning purposes only and are only based upon estimated effects of pedestrians, parking maneuvers, and driveway turning-movement conflicts.

It should also be noted that, consistent with standard analysis procedures elsewhere, Level of Service and capacity are not adjusted to account for snow conditions. The occurrence of stormy/snowy weather conditions and snow on the roadways occurs over a relatively small proportion of the winter and vehicle traffic generally decreases significantly in inclement weather conditions. Furthermore, it would be speculative to try to determine how storm conditions affect roadway capacity, as conditions are unique to each storm, as is driver behavior. This approach is consistent with other traffic analyses that LSC has prepared in similar areas with high annual snowfall, such as the Lake Tahoe region; Park City, Utah; and Aspen, Colorado.

Roadway Capacity Analysis

The roadway capacity analysis for each scenario is presented in Table 5. As shown, all roadway segments currently operate well within the estimated capacity. All segments are expected to continue to operate well below capacity with implementation of the Civic Plaza Project. Therefore, no roadway capacity concerns are identified.

TABLE 5: Mammoth Civic Plaza - Roadway Capacity

Street Name	between	and	Direction	Capacity (vehicles per hour)	Existing No Project		Existing + Phase 1		Existing + Full Buildout		Future + Full Buildout			
					Peak Hour Volume	V/C	Peak Hour Volume	V/C	Peak Hour Volume	V/C	Peak Hour Volume	V/C		
Saturday Peak Hour														
Main Street	West of Old Mammoth	Eastbound	2,600	789	0.30	789	0.30	789	0.30	789	0.30	1,230	0.47	
			2,600	514	0.20	515	0.20	516	0.20	516	0.20	807	0.31	
	Old Mammoth	Sierra Park	Eastbound	2,600	398	0.15	398	0.15	398	0.15	398	0.15	485	0.19
				2,600	308	0.12	308	0.12	309	0.12	309	0.12	451	0.17
	Sierra Park	Thompson	Eastbound	2,600	385	0.15	383	0.15	383	0.15	383	0.15	408	0.16
				2,600	292	0.11	290	0.11	290	0.11	290	0.11	438	0.17
	East of Thompson	Eastbound	Westbound	2,600	290	0.11	290	0.11	290	0.11	290	0.11	425	0.16
				2,600	383	0.15	384	0.15	384	0.15	384	0.15	411	0.16
	Meridian Blvd	West of Old Mammoth	Eastbound	2,600	402	0.15	402	0.15	402	0.15	402	0.15	570	0.22
				1,600	356	0.22	357	0.22	357	0.22	357	0.22	591	0.37
Old Mammoth		Sierra Park	Eastbound	2,600	322	0.12	322	0.12	322	0.12	322	0.12	650	0.25
				2,600	384	0.15	385	0.15	385	0.15	385	0.15	571	0.22
East of Sierra Park	Eastbound	Westbound	1,600	137	0.09	137	0.09	137	0.09	137	0.09	350	0.22	
			1,600	147	0.09	147	0.09	147	0.09	147	0.09	490	0.31	
Tavern Road	Sierra Park	Old Mammoth	1,300	48	0.04	49	0.04	49	0.04	49	0.04	48	0.04	
			1,300	44	0.03	44	0.03	44	0.03	44	0.03	45	0.03	
Old Mammoth Road	Main	Tavern	Southbound	1,600	606	0.38	606	0.38	606	0.38	606	0.38	975	0.61
				1,600	418	0.26	419	0.26	419	0.26	419	0.26	566	0.35
	Tavern	Sierra Nevada	Northbound	1,600	604	0.38	604	0.38	604	0.38	604	0.38	960	0.60
				1,600	436	0.27	436	0.27	436	0.27	436	0.27	600	0.38
	Sierra Nevada	Meridian	Southbound	1,600	557	0.35	557	0.35	557	0.35	557	0.35	935	0.58
				1,600	462	0.29	462	0.29	462	0.29	462	0.29	630	0.39
	South of Meridian	Southbound	Northbound	1,600	560	0.35	560	0.35	560	0.35	560	0.35	600	0.38
				1,600	402	0.25	402	0.25	402	0.25	402	0.25	475	0.30
Sierra Park Road	Main	Site Access	Southbound	1,300	51	0.04	53	0.04	53	0.04	53	0.04	137	0.11
				1,300	49	0.04	63	0.05	64	0.05	64	0.05	102	0.08
	Site Access	Tavern	Southbound	1,300	51	0.04	52	0.04	52	0.04	52	0.04	127	0.10
				1,300	62	0.05	62	0.05	62	0.05	62	0.05	101	0.08
	Tavern	Sierra Nevada	Southbound	1,300	57	0.04	58	0.04	58	0.04	58	0.04	112	0.09
				1,300	63	0.05	63	0.05	63	0.05	63	0.05	217	0.17
	Sierra Nevada	Meridian	Southbound	1,300	55	0.04	56	0.04	56	0.04	56	0.04	103	0.08
				1,300	38	0.03	38	0.03	38	0.03	38	0.03	200	0.15
	South of	Meridian	Southbound	1,300	18	0.01	18	0.01	18	0.01	18	0.01	30	0.02
				1,300	25	0.02	25	0.02	25	0.02	25	0.02	40	0.03
Weekday - AM														
Sierra Park Road	Main	Site Access	Southbound	1,300	195	0.15	195	0.15	195	0.15	195	0.15	310	0.24
				1,300	89	0.07	92	0.07	98	0.08	143	0.11		
	Site Access	Tavern	Southbound	1,300	195	0.15	207	0.16	213	0.16	213	0.16	292	0.22
				1,300	89	0.07	91	0.07	95	0.07	134	0.10		
	Tavern	Sierra Nevada	Southbound	1,300	217	0.17	218	0.17	227	0.17	227	0.17	290	0.22
				1,300	163	0.13	173	0.13	183	0.14	349	0.27		
	Sierra Nevada	Meridian	Southbound	1,300	263	0.20	264	0.20	271	0.21	318	0.24		
				1,300	211	0.16	220	0.17	228	0.18	390	0.30		
	South of Meridian	Southbound	Northbound	1,300	26	0.02	26	0.02	26	0.02	26	0.02	38	0.03
				1,300	11	0.01	11	0.01	11	0.01	26	0.02		
Weekday - PM														
Sierra Park Road	Main	Site Access	Southbound	1,300	77	0.06	75	0.06	83	0.06	83	0.06	169	0.13
				1,300	88	0.07	95	0.07	101	0.08	152	0.12		
	Site Access	Tavern	Southbound	1,300	77	0.06	81	0.06	83	0.06	169	0.13		
				1,300	88	0.07	96	0.07	119	0.09	285	0.22		
	Tavern	Sierra Nevada	Southbound	1,300	98	0.08	118	0.09	124	0.10	179	0.14		
				1,300	114	0.09	114	0.09	119	0.09	285	0.22		
	Sierra Nevada	Meridian	Southbound	1,300	147	0.11	164	0.13	169	0.13	216	0.17		
				1,300	124	0.10	124	0.10	124	0.10	290	0.22		
	South of	Meridian	Southbound	1,300	50	0.04	50	0.04	50	0.04	62	0.05		
				1,300	44	0.03	44	0.03	44	0.03	59	0.05		

Note: V/C = volume -to- capacity ratio.

Source: LSC Transportation Consultants, Inc.

MammothCivicPlaza.xlsx

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Section 6

Transportation Assessment

The following transportation conditions are considered in this section:

- Intersection Level of Service
- Intersection Traffic Queuing
- Roadway Capacity
- Analysis of the Need for New Turn Lanes
- Vehicle Miles Traveled
- Construction Traffic

INTERSECTION LEVEL OF SERVICE

All study intersections currently operate at an acceptable LOS under all existing year scenarios, with or without the Civic Plaza Project. Under future cumulative conditions with full buildout of the project, all but the following two intersections are expected to operate at an acceptable LOS:

- Old Mammoth Road/Sierra Nevada Road (exceeds standard during Saturday PM)
- Sierra Park Road/Meridian Boulevard (exceeds standard during weekday peak hours only)

The standards would be exceeded at these two intersections under future cumulative conditions, regardless of whether the Civic Plaza Project is implemented. Potential LOS improvements are analyzed.

Old Mammoth Road / Sierra Nevada Road

As indicated in the lower portion of Table 4, provision of an eastbound right-turn lane on the Sierra Nevada Road approach would improve the LOS to an acceptable level under future cumulative conditions with the Civic Plaza Project. This improvement is included in the General Plan Mobility Element.

Meridian Blvd / Sierra Park Blvd.

Signalization of the Sierra Park Road/Meridian Boulevard intersection would improve the LOS to an acceptable level under future cumulative weekday conditions with the Civic Plaza Project. A signal would also provide enhanced pedestrian crossing conditions. The Mobility Element includes a new traffic signal at this intersection. Note that an acceptable LOS would be provided during the future cumulative winter Saturday PM peak hour (the Town's standard analysis period) without a signal.

INTERSECTION TRAFFIC QUEUEING

No adverse intersection queuing is identified under existing year scenarios, with or without the project. Under future cumulative conditions, there is a potential queuing concern at one location (the northbound Old Mammoth Road approach to Main Street); however, the queuing condition would occur regardless of whether the Civic Plaza Project is implemented, and improvements to address the issue are not expected to be warranted.

ROADWAY CAPACITY

All roadways in the study area have reserve capacity under all scenarios. Therefore, no improvements are necessary from a roadway capacity standpoint.

ANALYSIS OF THE NEED FOR NEW TURN LANES

New turn lanes may be warranted to enhance safety by separating vehicles turning into the site from those passing by the site. Using the National Cooperative Highway Research Program (NCHRP) 457 Guidelines, turn lanes into and out of the site at Thompson Way, Tavern Road, and the new proposed site access were evaluated. Based on the proposed volumes with the project, no new turn lanes are warranted under any scenarios.

VEHICLE MILES TRAVELED

The Vehicle Miles Traveled (VMT) in conjunction with the project is assessed by multiplying the average trip length for each origin/destination zone by the number of project-generated trips. As shown in Table 6, Phase 1 is estimated to generate an increase of approximately 593 VMT within the Town over the course of a winter weekday, and 16 VMT on a Saturday. Full buildout of the project would generate a total of approximately 977 weekday VMT and 28 Saturday VMT (including both the County and Town uses) as shown in Table 7. The Town's VMT threshold based on the 2011 TransCAD model is 179,708 total VMT over the course of a busy winter Saturday. In comparison with the Town's threshold, the project would generate a minimal increase in VMT on a Saturday.

CONSTRUCTION TRAFFIC

Construction of the Phase 1 County office building would result in temporary construction traffic to/from the site. Substantial truck hauling trips are not anticipated, assuming the proposed structure would not have subterranean levels. During construction of the County's wing, the County offices may operate in temporary office trailers on another part of the site. Given that all study intersections would operate at LOS C or better under existing year conditions with the proposed County offices, the addition of construction-related traffic volumes is not expected to result in an exceedance of the LOS threshold or intersection traffic queuing concerns. Furthermore, the study roadways have sufficient reserve capacity to accommodate the construction traffic, and no driver sight distance deficiencies are identified. Consequently, the construction traffic associated with Phase 1 is expected to be less than significant.

TABLE 6: Mammoth Civic Plaza Vehicle Miles Traveled (VMT) - Phase 1

Origin/Destination	Average Distance (miles)	Percent of Trips to/from Area		Project Phase 1					
		Employees	Visitors	Weekday VMT		Saturday VMT			
				Employees	Visitors	Total	Total		
Main Street East of Sierra Park	1.5	45%	36%	182	97	279	5	2	8
Main Street West of Sierra Park	1.7	20%	20%	92	61	153	3	1	4
Tavern Road	0.2	2%	7%	1	3	4	0	0	0
Sierra Nevada Road	0.3	3%	7%	2	4	6	0	0	0
Meridian Blvd West of Old Mammoth	1.1	20%	23%	59	46	105	2	1	3
Meridian Blvd East of Sierra Park	1.4	10%	2%	38	5	43	1	0	1
Sierra Park Road near High School	0.3	0%	5%	0	3	3	0	0	0
Project Net Impact		100%	100%	375	218	593	11	5	16

Source: LSC Transportation Consultants, Inc.

TABLE 7: Mammoth Civic Plaza Vehicle Miles Traveled (VMT) - Full Project

Origin/Destination	Average Distance (miles)	Percent of Town Trips to Area	Weekday VMT	Saturday VMT
Main Street East of Sierra Park	1.5	40%	178	5
Main Street West of Sierra Park	1.7	20%	101	3
Tavern Road	0.2	5%	3	0
Sierra Nevada Road	0.3	5%	4	0
Meridian Blvd West of Old Mammoth	1.1	22%	72	2
Meridian Blvd East of Sierra Park	1.4	6%	25	1
Sierra Park Road near High School	0.3	2%	2	0
Town Office's Impact		100%	384	12
County Office's Impact (Phase 1)			593	16
Full Project Impact			977	28

Source: LSC Transportation Consultants, Inc.

PERPENDICULAR PARKING ON THOMPSON WAY

The General Plan Mobility Element includes potential extensions of Thompson Way, Tavern Road, and Sierra Nevada Road. These new street connections could potentially provide access to the Civic Plaza, the hospital, and the schools. The Civic Plaza site plan shows perpendicular parking spaces along the potential future north-south extension of Thompson Way. If this road is extended south in the future to form a through public roadway, drivers would be required to back out into the through travel lanes. The likelihood and timing of the potential street connections to the hospital and schools is unknown. However, should Thompson Way become a through public road in the future, the perpendicular parking may need to be modified to parallel or angled parking.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

Departments: County Counsel

TIME REQUIRED 10 minutes

PERSONS APPEARING BEFORE THE BOARD Anne Larsen

SUBJECT Proposed Ordinance Amending
Mono County Code 1.12.050

AGENDA DESCRIPTION:

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

Proposed ordinance amending Mono County Code Section 1.12.050, related to appeals of administrative citations issued by the Compliance Division, to clarify language and increase the pool of potential hearing officers available to hear such appeals.

RECOMMENDED ACTION:

Introduce, read title, and waive further reading of proposed ordinance. Provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Anne Larsen

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Ordinance
Exh A to Ordinance
Current MCC 1.12.050
Redline MCC 1.12.050

History

Time	Who	Approval
5/31/2018 5:42 AM	County Administrative Office	Yes
5/30/2018 1:56 PM	County Counsel	Yes
5/25/2018 2:26 PM	Finance	Yes

County Counsel
Stacey Simon

Assistant County Counsel
Christian E. Milovich

Deputies
Anne M. Larsen
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 Senior

To: Board of Supervisors

From: Anne Larsen

Date: June 5, 2018

Re: Proposed Amendment to Mono County Code Section 1.12.050

Recommended Action

Introduce, read title and waive further reading of proposed ordinance amending Mono County Code Section 1.12.050 - Administrative appeal hearings

Discussion

Mono County Code Section 1.12.050 sets forth the rules and procedures governing the process for appealing administrative citations issued by Mono County Code Compliance, including how and when to request an appeal hearing, and the deadlines and procedures for the appeals process. Our office has undertaken the project of amending the current language of Section 1.12.050 to make it clearer and easier to use and to address the scarcity of hearing officers who may properly consider these appeals. Included with this report are copies of the current Mono County Code Section 1.12.050 and the proposed amendment to Section 1.12.050 which adds more specificity to the current code language, simplifies some of the current code language and widens the potential pool of hearing officers qualified to hear appeals of administrative citations.

The proposed amendment would change the requirement that the hearing officer reside outside the supervisorial district in which the violation occurred or in which the person responsible for the violation lives, to instead require that the hearing officer not reside in the "community" where the violation occurred or in which the person responsible for the violation lives. The proposed amendment defines "community" in conformity with the definition set forth in the Mono County General Plan Map as follows:

“For purposes of this paragraph, ‘community’ includes any of the following areas designated in the Mono County General Plan Map: (1) Antelope Valley, (2) Benton, (3) Benton Hot Springs, (4) Bodie Hills, (5) Bridgeport; (6) Chalfant, (7) Hammil Valley, (8) June Lake, (9) Long Valley, (10) Mammoth Vicinity, (11) Mono Basin, (12) Oasis, (13) Sonora Junction, (14) Swauger Creek, and (15) Wheeler Crest.”

The current residency requirement for hearing officers has made it difficult to secure qualified hearing officers. The proposed amendment to allow the hearing officer to reside within the same supervisorial district - as long as the hearing officer’s residence is not within the same “community” - should widen the pool of potential qualified hearing officers, while minimizing the risk of bias which could be associated with having a hearing officer consider an appeal concerning a violation or property owner in his or her own community.

The proposed amendment would also increase the pool of qualified hearing officers by changing the current requirement that the hearing officer be a planning commissioner, to instead allow qualified hearing officers to be either a planning commissioner or an independent professional qualified to act as the hearing officer if no planning commissioner is willing or able to serve.

Fiscal Impact

None.

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



ORDINANCE NO. 18-__

**AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS
AMENDING CHAPTER 1.12, SECTION 1.12.050 OF THE MONO COUNTY CODE
PERTAINING TO APPEALS OF ADMINISTRATIVE CITATIONS**

WHEREAS, Mono County Code Chapter 1.12, Section 1.12.050 (“Section 1.12.050”) establishes the rules and procedures for appealing an Administrative Citation;

WHEREAS, the Mono County Board of Supervisors wishes to clarify and simplify the rules and procedures for appeals under Section 1.12.050;

WHEREAS, the Mono County Board of Supervisors recognizes that the current requirements for hearing officers set forth in Section 1.12.050 have made it difficult to secure qualified hearing officers;

WHEREAS, the Mono County Board of Supervisors wish to amend Section 1.12.050 to broaden the potential pool of qualified hearing officers by allowing qualified hearing officers to reside in the same supervisorial district in which the violation occurred or in which the person responsible for the violation resides, as long as the hearing officer does not reside in the same “community” (as that term is defined in the Mono County General Plan) in which the violation occurred or in which the person responsible for the violation resides; and

WHEREAS, the Mono County Board of Supervisors wish to amend Section 1.12.050 to further broaden the potential pool of qualified hearing officers by allowing a qualified hearing officer to be a planning commissioner or an independent professional qualified to act as the hearing officer if no planning commissioner is willing or able to serve.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MONO COUNTY ORDAINS as follows:

SECTION ONE: Chapter 1.12, Section 1.12.050 of the Mono County Code is hereby amended in its entirety to read as set forth in Exhibit “A” attached hereto and incorporated herein by this reference.

SECTION TWO: This Ordinance shall become effective 30 days from the date of its adoption and final passage, which appears immediately below. The Clerk of the Board of Supervisors shall post this ordinance and also publish the ordinance in the manner prescribed by Government Code section 25124 no later than 15 days after the date of its adoption and final

1 passage. If the Clerk fails to so publish this ordinance within said 15-day period, then the
2 ordinance shall not take effect until 30 days after the date of publication.

3 **PASSED, APPROVED and ADOPTED** this ___ day of June, 2018, by the following
4 vote, to wit:

5 **AYES:**

6 **NOES:**

7 **ABSENT:**

8 **ABSTAIN:**

9
10
11
12 _____
13 Bob Gardner, Chair
14 Mono County Board of Supervisors

15
16 **ATTEST:**

17 **APPROVED AS TO FORM:**

18
19 _____
20 Clerk of the Board

21 _____
22 County Counsel

EXH. A

1.12.050 - Administrative appeal hearing.

A. Any person receiving an administrative citation may request an appeal hearing within ten business days after the citation was served. The request for a hearing must be made in writing and filed with the county clerk in person or by mail. When an administrative citation is sent by mail, the hearing must be requested within ten business days after the citation was postmarked.

B. As soon as practicable after receiving the written request for a hearing, the county administrative officer shall appoint a hearing officer who shall be either a planning commissioner or an independent professional qualified to act as the hearing officer if no planning commissioner is willing or able to serve. The person appointed to serve as hearing officer shall not reside in the community in which the person responsible for the violation lives or where the subject property is located. For purposes of this paragraph, "community" includes any of the following areas designated in the Mono County General Plan Map: (1) Antelope Valley, (2) Benton, (3) Benton Hot Springs, (4) Bodie Hills, (5) Bridgeport; (6) Chalfant, (7) Hammil Valley, (8) June Lake, (9) Long Valley, (10) Mammoth Vicinity, (11) Mono Basin, (12) Oasis, (13) Sonora Junction, (14) Swauger Creek, and (15) Wheeler Crest. The clerk shall provide the hearing officer with a copy of the citation and written request for hearing at the time the hearing officer is appointed. The county administrative officer, or his or her designee, shall then fix a date, time and place for the hearing. At least ten business days before the hearing date, written notice of the date, time, and place of the hearing shall be served on the recipient of the citation and on the property owner (if different), as well as on anyone else who received formal notice of the citation, by any one of the following means:

1. Personal service;
2. Certified mail, postage prepaid, return receipt requested. Such service shall be deemed effective and perfected on the date of mailing.

C. The failure of any person with an interest in the property on which the violation occurred to receive notice of the appeal hearing shall not affect the validity of any proceedings taken under this chapter.

D. Failure of any person to timely request a hearing in accordance with the provisions of this section shall constitute a waiver of his or her right to a hearing.

E. The hearing officer shall consider any written or oral evidence presented at the hearing consistent with the following procedures:

1. The person who filed the appeal shall have the burden of proof at the hearing;
2. The contents of the county's file shall be accepted into evidence (except as to such portions of the file, if any, that contain confidential or privileged information);

3. The notice of violation and the administrative citation shall be admitted as prima facie evidence of the facts stated therein.

F. The hearing officer shall independently consider the facts of the case and shall draw his or her own independent conclusions as to the merit of the appeal; i.e., the appeal shall be heard de novo.

G. Upon conclusion of the hearing and receipt of information and evidence, the hearing officer may immediately render a decision, continue the proceeding or take the matter under submission and later render a decision.

H. The order and decision of the hearing officer shall be the final administrative action of the county. If the hearing officer finds a violation has occurred, he or she may nevertheless, for good cause shown, reduce, waive or conditionally reduce the fines stated in the citation. The hearing officer may also impose additional conditions and deadlines by which to correct the violation or to pay any outstanding fine(s).

I. The hearing officer shall issue a written order and decision setting forth supporting findings within 30 days after the conclusion of the hearing. The written order and decision shall also inform the person who filed the appeal of his or her right under state law to appeal the order of the hearing officer to the Superior Court within twenty days after service of the written order and decision is perfected on the appellant in conformity with Government Code Section 53069.4(b)(1).

J. The clerk shall serve the hearing officer's written order and decision on the appellant and compliance specialist within five working days after the written order and decision is received by the clerk for filing. Service of the hearing officer's written order and decision on the appellant shall be by certified mail, postage prepaid, return receipt requested. Service of the hearing officer's written order and decision on the compliance specialist shall be by email or regular mail.

K. Fines shall not accrue during the administrative hearing appeals processes associated with the violation on which the fine is based.

L. If an administrative citation is appealed under this section, then the fines or penalties will not be collected before the hearing officer issues the written order and decision.

2. If a person responsible for any violation, including violations listed above in subsection B of this section, repeats that same violation within three hundred sixty five days on the same property.

If an administrative citation is issued through this subsection E of this section, then such citation must include the information required in a notice of violation. (Ord. 02-03 § 1 (part), 2002.)

1.12.030 Administrative fine amounts.

A. An administrative fine is established in the amount of one hundred dollars per day for each violation of a county regulation, applicable for each of the first five days of noncompliance. After the initial five day period, the fine will then be five hundred dollars per day for each violation on each day thereafter. Said fines shall not apply prior to the issuance of an administrative citation and shall not apply when a separate provision of a county regulation imposes a specific fine for the violation of that regulation.

B. All administrative fines imposed shall be payable to the county treasurer/tax collector.

C. No combination of administrative fines shall exceed five thousand per parcel of property per day. Total administrative fines associated with violations on a single parcel of property shall not exceed the current assessed value of that parcel.

D. If any administrative fine is not paid within ninety calendar days of the date that the administrative fine was imposed, then the compliance specialist may file a claim on behalf of the county in small claims court for collection thereof or, if the amount owed is over five thousand dollars, the county counsel may file suit for collection in Superior Court. (Ord. 02-03 § 1 (part), 2002.)

1.12.040 Procedure for service of notices of violations and administrative citations.

A. A notice of violation or administrative citation shall be served as follows:

1. Personal service on the person who caused the violation and/or the property owner;

2. Certified mail, postage prepaid, return receipt requested to the person who caused the violation and/or the property owner. Such service shall be deemed effective on the date of mailing;

3. For notices of violation only, the following service option is also available: posting in front of the property on which the violation occurred or in another conspicuous location. Failure of a posted notice to remain in place after posting in no way affects the validity of the notice or the proceedings thereafter.

B. The failure of any person with an interest in the property on which the violation occurred to receive a notice of violation or an administrative citation shall not affect the validity of any proceedings taken under this chapter. (Ord. 02-03 § 1 (part), 2002.)

1.12.050 Administrative appeal hearing.

A. Any person receiving an administrative citation may request an appeal hearing within ten business days from the date the citation was issued was imposed. The request for a hearing must be made in writing and filed with the county clerk in person or by mail. When an administrative citation is sent by mail, the hearing must be requested within ten business days from the date the citation was postmarked.

B. As soon as practicable after receiving the written request for a hearing, the county administrative officer shall appoint a hearing officer who shall be a planning commissioner. The commissioner chosen shall not reside in the supervisorial district in which the person responsible for the violation lives or where the subject property is located. The county administrative officer, or his or her designee, shall then fix a date, time and place for the hearing. Written notice of the date, time, and place of the hearing shall be served at least ten business days prior to the date of the hearing to the recipient of the citation and to the property owner (if different), as well as anyone else who received formal notice of the citation, by any one of the following means:

1. Personal service;

2. Certified mail, postage prepaid, return receipt requested. Such service shall be deemed effective on the date of mailing.

C. The failure of any person with an interest in the property on which the violation occurred to receive notice of the appeal hearing shall not affect the validity of any proceedings taken under this chapter.

D. Failure of any person to timely request a hearing in accordance with the provisions of this section shall constitute a waiver of his or her right to a hearing.

E. The hearing officer shall consider any written or oral evidence presented at the hearing consistent with the following procedures:

1. The person who brings the appeal shall have the burden of proof at the hearing;

2. The contents of the county's file shall be accepted into evidence (except as to such portions of the file, if any, that contain confidential or privileged information);

3. The notice of violation and the administrative citation shall be admitted as prima facie evidence of the facts stated therein.

F. The hearing officer shall independently consider the facts of the case and shall draw his or her own independent conclusions as to the merit of the appeal; i.e., the appeal shall be heard de novo.

G. Upon conclusion of the hearing and receipt of information and evidence from all interested parties, the hearing officer may immediately render a decision, continue the proceeding or take the matter under submission and later render a decision.

H. The order and decision of the hearing officer shall be the final administrative action of the county. If the hearing officer finds a violation has occurred, he or she may nevertheless, for good cause shown, reduce, waive or conditionally reduce the fines stated in the citation. The officer may also impose additional conditions and deadlines by which to correct the violation or to pay any outstanding fine(s).

I. The hearing officer shall produce a written order and decision setting forth findings in its support. The order and decision shall also inform the person who filed the appeal of his or her right under state law to appeal the order of the hearing officer to the Superior Court within twenty days from the date that service of the final order is perfected on the party. See Government Code Section 53069.4(b)(1).

J. The county clerk shall serve the hearing officer's order and decision to the person who filed the appeal within five working days (after the decision is given to the clerk for filing) by certified mail, postage prepaid, return receipt requested.

K. Fines shall not accrue during the administrative hearing appeals processes associated with the violation on which the fine is based.

L. If an administrative citation is appealed under this section, then the fines or penalties will not be collected until the hearing officer has rendered the order and decision. (Ord. 02-03 § 1 (part), 2002.)

1.12.060 Alternative enforcement procedures.

Nothing in this chapter shall prevent the county from initiating a civil or criminal proceeding or pursuing any other legal or equitable remedy as an alternative or in addition to the proceedings set forth in this chapter. (Ord. 02-03 § 1, 2002.)

1.12.070 Recordation of judgment liens.

When and if the county obtains a judgment for fines from the person who caused the violation and/or the property owner, it may collect on the judgment through any lawful means, including but not limited to recordation of a

judgment lien in accordance with applicable legal requirements. (Ord. 02-03 § 1 (part), 2002.)

1.12.080 Fine use.

All money collected under this chapter shall be held in a special account, which shall be called the Community Maintenance and Beautification Fund. All money in this fund shall be used for community-benefit programs by the community development department, and shall be managed by the community development director. (Ord. 02-03 § 1 (part), 2002.)

1.12.050 - Administrative appeal hearing.

A. Any person receiving an administrative citation may request an appeal hearing within ten business days after the citation was served. The request for a hearing must be made in writing and filed with the county clerk in person or by mail. When an administrative citation is sent by mail, the hearing must be requested within ten business days after the citation was postmarked.

B. As soon as practicable after receiving the written request for a hearing, the county administrative officer shall appoint a hearing officer who shall be either a planning commissioner or an independent professional qualified to act as the hearing officer if no planning commissioner is willing or able to serve. The person appointed to serve as hearing officer shall not reside in the community in which the person responsible for the violation lives or where the subject property is located. For purposes of this paragraph, "community" includes any of the following areas designated in the Mono County General Plan Map: (1) Antelope Valley, (2) Benton, (3) Benton Hot Springs, (4) Bodie Hills, (5) Bridgeport; (6) Chalfant, (7) Hammil Valley, (8) June Lake, (9) Long Valley, (10) Mammoth Vicinity, (11) Mono Basin, (12) Oasis, (13) Sonora Junction, (14) Swauger Creek, and (15) Wheeler Crest. The clerk shall provide the hearing officer with a copy of the citation and written request for hearing at the time the hearing officer is appointed. The county administrative officer, or his or her designee, shall then fix a date, time and place for the hearing. At least ten business days before the hearing date, written notice of the date, time, and place of the hearing shall be served on the recipient of the citation and on the property owner (if different), as well as on anyone else who received formal notice of the citation, by any one of the following means:

1. Personal service;

2. Certified mail, postage prepaid, return receipt requested. Such service shall be deemed effective and perfected on the date of mailing.

C. The failure of any person with an interest in the property on which the violation occurred to receive notice of the appeal hearing shall not affect the validity of any proceedings taken under this chapter.

D. Failure of any person to timely request a hearing in accordance with the provisions of this section shall constitute a waiver of his or her right to a hearing.

E. The hearing officer shall consider any written or oral evidence presented at the hearing consistent with the following procedures:

1. The person who filed the appeal shall have the burden of proof at the hearing;

2. The contents of the county's file shall be accepted into evidence (except as to such portions of the file, if any, that contain confidential or privileged information);

3. The notice of violation and the administrative citation shall be admitted as prima facie evidence of the facts stated therein.

F. The hearing officer shall independently consider the facts of the case and shall draw his or her own independent conclusions as to the merit of the appeal; i.e., the appeal shall be heard de novo.

G. Upon conclusion of the hearing and receipt of information and evidence, the hearing officer may immediately render a decision, continue the proceeding or take the matter under submission and later render a decision.

H. The order and decision of the hearing officer shall be the final administrative action of the county. If the hearing officer finds a violation has occurred, he or she may nevertheless, for good cause shown, reduce, waive or conditionally reduce the fines stated in the citation. The hearing officer may also impose additional conditions and deadlines by which to correct the violation or to pay any outstanding fine(s).

I. The hearing officer shall issue a written order and decision setting forth supporting findings within 30 days after the conclusion of the hearing. The written order and decision shall also inform the person who filed the appeal of his or her right under state law to appeal the order of the hearing officer to the Superior Court within twenty days after service of the written order and decision is perfected on the appellant in conformity with Government Code Section 53069.4(b)(1).

J. The clerk shall serve the hearing officer's written order and decision on the appellant and compliance specialist within five working days after the written order and decision is received by the clerk for filing. Service of the hearing officer's written order and decision on the appellant shall be by certified mail, postage prepaid, return receipt requested. Service of the hearing officer's written order and decision on the compliance specialist shall be by email or regular mail.

K. Fines shall not accrue during the administrative hearing appeals processes associated with the violation on which the fine is based.

L. If an administrative citation is appealed under this section, then the fines or penalties will not be collected before the hearing officer issues the written order and decision.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT Closed Session--Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

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

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time

Who

Approval



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

REGULAR AGENDA REQUEST

Print

MEETING DATE June 5, 2018

TIME REQUIRED

SUBJECT Closed Session - Performance
Evaluation, County Administrative
Officer

**PERSONS
APPEARING
BEFORE THE
BOARD**

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

History

Time	Who	Approval
5/30/2018 11:07 AM	County Administrative Office	Yes
5/30/2018 11:41 AM	County Counsel	Yes
5/31/2018 5:35 PM	Finance	Yes