



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA

Board of Supervisors Room - County Administrative Center  
224 North Edwards, Independence, California

**NOTICES TO THE PUBLIC:** (1) This meeting is accessible to the public both in person and, for convenience, via Zoom webinar. The Zoom webinar is accessible to the public at <https://zoom.us/j/868254781>. The meeting may also be accessed by telephone at the following numbers: (669) 900-6833; (346) 248-7799; (253) 215-8782; (929) 205-6099; (301) 715-8592; (312) 626-6799. Webinar ID: 868 254 781. Anyone unable to attend the Board meeting in person who wishes to make either a general public comment or a comment on a specific agenda item may do so by utilizing the Zoom "hand-raising" feature when appropriate during the meeting (the Chair will call on those who wish to speak). Generally, speakers are limited to three minutes. Remote participation for members of the public is provided for convenience only. In the event that the remote participation connection malfunctions for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access. Regardless of remote access, written public comments, limited to 250 words or fewer, may be emailed to the Assistant Clerk of the Board at [boardclerk@inyocounty.us](mailto:boardclerk@inyocounty.us). (2) In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (760) 878-0373 (28 CFR 35.102-35.104 ADA Title II). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify the Clerk of the Board 72 hours prior to the meeting to enable the County to make the agenda available in a reasonable alternative format. (Government Code Section 54954.2). (3) If a writing, that is a public record relating to an agenda item for an open session of a regular meeting of the Board of Supervisors, is distributed less than 72 hours prior to the meeting, the writing shall be available for public inspection at the Office of the Clerk of the Board of Supervisors, 224 N. Edwards, Independence, California and is available per Government Code § 54957.5(b)(1).

### REGULAR MEETING

December 16, 2025  
8:30 A.M.

- 1) **Public Comment on Closed Session Item(s)**  
Comments may be time-limited

### CLOSED SESSION

- 2) **Conference with County's Labor Negotiators – Pursuant to Government Code §54957.6** – Regarding employee organizations: Deputy Sheriff's Association (DSA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. County designated representatives – Interim Administrative Officer Denelle Carrington, Assistant Personnel Director Keri Oney, County Counsel John-Carl Vallejo, and Assistant County Counsel Christy Milovich.
- 3) **Public Employment – Pursuant to Government Code §54957** – Title: County Administrator.

## **OPEN SESSION**

(With the exception of timed items, which cannot be heard prior to their scheduled time, all open-session items may be considered at any time and in any order during the meeting in the Board's discretion.)

- 10 A.M.**
- 4) Pledge of Allegiance**
  - 5) Report on Closed Session as Required by Law**
  - 6) Introductions** -The following new employees will be introduced to the Board:
    - **Health and Human Services** - Food Cook Andrea Herrmann and Administrative Analyst David Rincon-Carranza
    - **Information Services** - Office Technician Jennifer Mills
    - **Public Works** - Civil Engineering Associate Marc Lucas and Airport Technician Hunter Thomas
    - **Sheriff's Office** - Civil Process Analyst Emma Baker, Animal Control Officer Tatum Del Bosco, Dispatch Officer Jon Lemon, Deputy Rudy Madera, and Deputy Briana Stangle
    - **Treasurer-Tax Collector** - Office Technician Kelli Blair and Office Technician Lorena Levine
  - 7) Public Comment**  
Comments may be time-limited
  - 8) County Department Reports**

## **CONSENT AGENDA**

(Items that are considered routine and are approved in a single motion; approval recommended by the County Administrator)

- 9) Approval of Minutes from the December 9 Board of Supervisors Meeting**  
Clerk of the Board | Assistant Clerk of the Board

### **Recommended Action:**

Approve the minutes from the regular December 9, 2025 Board of Supervisors meeting.

- 10) Amendment No. 1 to the Contract with Vista Pacifica Enterprises Inc. Provision Hospital Psychiatric Services**

Health & Human Services - Behavioral Health | Anna Scott

### **Recommended Action:**

- A) Declare Vista Pacifica Enterprises Inc. of Jurupa Valley, CA a sole-source provider of inpatient psychiatric and other professional medical services; and
- B) Approve Amendment No. 1 to the contract between the County of Inyo and Vista Pacifica Enterprises Inc. of Jurupa Valley, CA, increasing the contract by \$68,625 to an amount not to exceed \$118,625, and authorize the Chairperson to sign.



**11) Appointments to Emergency Medical Care Committee (EMCC)**

Health & Human Services - EMCC | Anna Scott

**Recommended Action:**

Appoint the following individuals to the Emergency Medical Care Committee, to serve two-year terms ending December 31, 2027: Chief Joe Cappello, representing the Independence Volunteer Fire Department; Michael Patterson, representing Sierra Lifeflight air ambulance services; and Lisa Davis, representing EMS Operating Area 1.

**12) Yucca Mountain Federal Fiscal Year 2024-2025 Certification of Funds Expenditure**

Planning Department | Cathreen Richards

**Recommended Action:**

- A) Certify that \$39,061.60 in funds provided to Inyo County as an Affected Unit of Local Government (AULG) under the Nuclear Waste Policy Act, as amended, have been expended in accordance with the provisions of that Act, Public Law 97-425; and the 2010 Energy and Water Development and Related Agencies Appropriations Act (Public Law 111-85);
- B) Authorize the Chairperson to sign the certification (Attached); and
- C) Direct staff to submit the certification to the U.S. Department of Energy.

## **REGULAR AGENDA**

**13) Update on the Eastern Sierra Business Resource Center**

County Administrator | Meryl Picard, Kristen York, Sierra Business Council  
15 minutes (10min. Presentation / 5min. Discussion)

**Recommended Action:**

Receive presentation on the activities of the Eastern Sierra Business Resource Center.

**14) Update from High Sierra Energy Foundation**

Community Organization/Outside Agency | Pam Bold  
10 minutes

**Recommended Action:**

Receive an update on the work of the High Sierra Energy Foundation.

**15) Announcement of Award – Eastern Sierra Communities Wildfire Defense Program (USDA Forest Service, Community Wildfire Defense Grant)**

County Administrator - Emergency Services | Kristen Pfeiler  
20 minutes (15min. Presentation / 5min. Discussion)

**Recommended Action:**

Receive presentation announcing the \$4.6 million USDA Community Wildfire Defense Grant awarded to the Eastern Sierra Council of Governments.

**16) Rejection of All Bids for Fire Suppression Inspection Services and Authorization to Re-Bid**

Public Works - Recycling & Waste Management | Michael Errante  
10 minutes (5min. Presentation / 5min. Discussion)

**Recommended Action:**

Formally reject all bids received for the Fire Suppression Inspection Services solicitation and authorize Public Works to re-advertise the project for competitive bidding (*four-fifths vote required*).

**17) Approval of 2026 Legislative Platform**

County Administrator | Meaghan McCamman, Jeremiah Van Auken  
10 minutes (5min. Presentation / 5min. Discussion)

**Recommended Action:**

Approve the proposed minor updates to the Inyo County Legislative Platform for 2026.

**18) Memorandum of Understanding for Culvert Maintenance and Replacement between County of Inyo and Bishop Creek Water Association**

Public Works | Michael Errante, Denelle Carrington  
15 minutes (5min. Presentation / 10min. Discussion)

**Recommended Action:**

Approve Memorandum of Understanding between County of Inyo and Bishop Creek Water Association for the purpose of sharing labor and costs associated with the maintenance and replacement of certain culverts for which there is common interest, and authorize the Chairperson to sign.

**19) Approval of Job Descriptions**

County Administrator - Personnel | Keri Oney  
10 minutes (5min. Presentation / 5min. Discussion)

**Recommended Action:**

Approve Job Descriptions for the following positions:

- Access Coordinator (Current title - Equity & Diversity Coordinator)
- Assistant Assessor
- Assistant Auditor-Controller
- Assistant Clerk-Recorder
- Assistant County Administrative Officer
- Assistant County Counsel
- Assistant District Attorney
- Assistant Health and Human Services Director
- Assistant Personnel Director
- Assistant Treasurer Tax Collector
- Equipment Mechanic Operator I-II
- Program Manager - Behavioral Health (Current Title - MHSA Coordinator)
- Program Manager - Disaster
- Risk Management Assistant Director
- Safety Coordinator I
- Safety Coordinator II
- Safety Coordinator III

## **ADDITIONAL PUBLIC COMMENT & REPORTS**

**20) Public Comment**

Comments may be time-limited

**21) Board Member and Staff Reports**

Receive updates on recent or upcoming meetings and projects

## **CORRESPONDENCE - INFORMATIONAL**

**22) Treasury Status Report for Quarter Ending September 30, 2025**



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-827

### Approval of Minutes from the December 9 Board of Supervisors Meeting

Clerk of the Board

ACTION REQUIRED

#### ITEM SUBMITTED BY

Clerk of the Board

#### ITEM PRESENTED BY

Assistant Clerk of the Board

#### RECOMMENDED ACTION:

Approve the minutes from the regular December 9, 2025 Board of Supervisors meeting.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The Board is required to keep minutes of its proceedings. Once the Board has approved the minutes as requested, the minutes will be made available to the public via the County's webpage, [www.inyocounty.us](http://www.inyocounty.us).

#### FISCAL IMPACT:

There is no financial impact associated with this agenda item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

Your Board may request changes or edits, or decline to approve but the latter option is not recommended.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

Not Applicable

#### APPROVALS:

Hayley Carter  
Darcy Israel

Created/Initiated - 12/08/2025  
Final Approval - 12/09/2025

**ATTACHMENTS:**

1. Draft December 9, 2025 Minutes

# MINUTES



## County of Inyo Board of Supervisors

### December 9, 2025

The Board of Supervisors of the County of Inyo, State of California, met in regular session at the hour of 8:32 a.m., on December 9, 2025, in the Board of Supervisors Room, County Administrative Center, Independence, with the following Supervisors present: Chairperson Scott Marcellin, presiding, Will Wadelton, Jeff Griffiths, Jennifer Roeser and Trina Orrill. Also present: Interim County Administrative Officer Denelle Carrington, County Counsel John-Carl Vallejo, and Assistant Clerk of the Board Darcy Israel.

#### *Public Comment I*

The Chairperson asked for public comment related to closed session items and there was no one wishing to provide comment.

#### *Closed Session*

Chairperson Marcellin recessed open session at 8:32 a.m. to convene in closed session with all Board members present to discuss the following item(s): No. 2 **Conference with County's Labor Negotiators** – Pursuant to Government Code §54957.6 – Regarding employee organizations: Deputy Sheriff's Association (DSA); Inyo County Correctional Officers Association (ICCOA); Inyo County Employees Association (ICEA); Inyo County Probation Peace Officers Association (ICPPOA); IHSS Workers; Law Enforcement Administrators' Association (LEAA). Unrepresented employees: all. County designated representatives – Interim Administrative Officer Denelle Carrington, Assistant Personnel Director Keri Oney, County Counsel John-Carl Vallejo, and Assistant County Counsel Christy Milovich; No. 3 **Conference with Legal Counsel – Existing Litigation** – Pursuant to Government Code §54956.9(d)(1) – Name of case: *Inyo v. Wolverine/Inyo, LLC et. al.* (Case No. 23UC70164); No. 4 **Public Employment – Pursuant to Government Code §54957** – Title: County Administrator; No. 5 **Public Employee Performance Evaluation – Pursuant to Government Code §54957** – Title: Chief Probation Officer; No. 6 **Public Employee Performance Evaluation – Pursuant to Government Code §54957** – Title: Public Works Director; and No. 7 **Conference with Legal Counsel - Anticipated Litigation** - Significant exposure to potential litigation pursuant to paragraph (2) of subdivision (d) Government Code §54956.9: two potential cases. Facts and circumstances: Case 1: District Attorney allegation of a Brown Act violation.

#### *Open Session*

Chairperson Marcellin recessed closed session and reconvened the meeting in open session at 10:11 a.m. with all Board members present.

#### *Pledge of Allegiance*

Supervisor Roeser led the Pledge of Allegiance.

#### *Report on Closed Session*

County Counsel Vallejo reported that the Board met under Item No. 7, regarding the second exposure to litigation item, and reconsidered, re-approved, reauthorized, and re-ratified the County's offer of, and ultimate entry into, a separation agreement with Mr. Greenberg, the substance of which was previously disclosed to the public. This was a 4-1 vote with Supervisor Roeser voting no. Vallejo said the Board would continue closed session for the remaining items later in the meeting.

#### *Public Comment II*

The Chairperson asked for public comment related to items not calendared on the agenda and public comment was received from Lauralynn Hundley and Mark Vincent.

#### *County Department Reports*

Water Director Holly Alpert provided information on the newly revamped Water Department website and shared details about its updated features.

Public Works Director Mike Errante announced that December 11 will mark the start of the fifth season for commercial air service at the Eastern Sierra Regional Airport, and shared details on how residents can access discounted flights.

<i>Clerk-Recorder – Elections Results</i>	Moved by Supervisor Griffiths and seconded by Supervisor Orrill to receive the Statement of All Votes Cast at the California Statewide Special Election, November 4, 2025, according to the number of votes for each selection as shown on the Statement of All Votes Cast. Motion carried unanimously.
<i>HHS – Health Net Agreement</i>	Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve the agreement between the County of Inyo and Health Net for the provision of transitional rent services, for the period of January 1, 2026, through December 31, 2026, with annual renewals unless terminated by either party, and authorize the HHS Director to sign. Motion carried unanimously.
<i>HHS – Anthem Blue Cross Agreement</i>	Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve the agreement between the County of Inyo and Anthem Blue Cross for the provision of transitional rent services, for the period of December 9, 2025, through December 9, 2026, with annual renewals unless terminated by either party, and authorize the HHS Director to sign. Motion carried unanimously.
<i>HHS – Health Plan of San Joaquin/Mountain Valley Health Plan Agreement</i>	Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve the agreement between the County of Inyo and Health Plan of San Joaquin/Mountain Valley Health Plan for the provision of transitional rent services, for the period of January 1, 2026, through December 31, 2026, with annual renewals unless terminated by either party, with authority granted to amend and/or finalize the agreement documents pursuant to County Counsel review and authorize the HHS Director to sign. Motion carried unanimously.
<i>Public Works- Recycling &amp; Waste Management – Waste Hauler Maximum Rate Adjustments</i>	<p>Moved by Supervisor Griffiths and seconded by Supervisor Orrill to:</p> <ul style="list-style-type: none"> <li>A) Approve the Consumer Price Index (CPI) adjustment of 5.36%, to the portion of the Service Fee Maximum rates not associated with the tipping fees, effective January 1, 2026, in accordance with Franchise Agreements between the County of Inyo and contract waste haulers; and;</li> <li>B) Adopt the new schedule of Maximum Charges for Waste Hauling Services for Areas A &amp; B in Inyo County as presented in Exhibit A.</li> </ul> <p>Motion carried unanimously.</p>
<i>Public Works – Bishop Airport/ATM Contract</i>	Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve the agreement between the County of Inyo and Full Service ATMs of Mammoth Lakes, CA for the provision of an ATM for public use in the Bishop Airport Terminal for the period of November 18, 2025, to November 17, 2028, with an option to extend for an additional three years and authorize the Public Works Director to sign. Motion carried unanimously.
<i>Clerk of the Board – Approval of Minutes</i>	<p>The following agenda item was pulled from the Consent Agenda and Assistant Clerk of the Board Israel made record of a correction to the Closed Session time, which was updated in the November 18 minutes after its original publication.</p> <p>Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve the minutes from the regular November 18 Board of Supervisors meeting, as corrected. Motion carried unanimously.</p>
<i>Board of Supervisors – CalOES Region VI Update</i>	Big Pine Fire Chief Damon Carrington provided a presentation and updates on the California Governor's Office of Emergency Services Region VI Operational Area Coordination.
<i>CAO – BAE Urban Economics/Eastern Sierra Housing Study Results</i>	BAE Urban Economics Master of City and Regional Planning Principal, Aaron Nousaine, provided a presentation on the findings of the information-gathering phase of the Eastern Sierra Regional Housing Needs Study.
<i>Recess/Reconvene</i>	Chairperson Marcellin recessed the regular meeting of the Board of Supervisors for a lunch break at 11:46 a.m. and reconvened the meeting at 1:10 p.m. with all Board members present.

***Planning Department –  
GPA 2025-03/BYK  
Hectorite Mine and  
Reso. #2025-46***

Planning Associate Ryan Standridge provided an overview of General Plan Amendment (GPA) 2025-03 for BYK USA Inc., BYK Hectorite Mine.

Chairperson Marcellin opened the public hearing at 1:16 p.m. and with nobody wishing to provide comment, closed the public hearing at 1:18 p.m.

Moved by Supervisor Orrill and seconded by Supervisor Wadelton to:

- A) Amend the General Plan Land Use Designation for Assessor Parcel Numbers 041-380-01, 041-380-02, and 043-030-04 from State and Federal Lands (SFL) to Natural Resources (NR) to reflect private ownership and the continued use of the site for mineral resource extraction under Conditional Use Permit No. 73-14 and Reclamation Plan No. 90-03;
- B) Find that General Plan Amendment No. 2025-03/BYK USA Inc. ("GPA") is exempt from environmental review under CEQA Guidelines Section 15061(b)(3), the "common sense exemption," on the basis that the project proposes only a correction to the General Plan Land Use Map to reflect existing private ownership of parcels formerly designated as state and federal lands and the change to Natural Resources (NR) does not involve any new development or expansion of land uses and has no possibility of causing a significant effect on the environment; and
- C) Adopt Resolution No. 2025-46, titled "A Resolution of the Board of Supervisors of the County of Inyo, State of California, Certifying that the Provisions of the California Environmental Quality Act Have Been Met and Making Certain Findings with Respect to and Approving General Plan Amendment No. 2025-03 / BYK USA Inc.," and authorize the Chairperson to sign.

Motion carried unanimously.

***HHS –  
Payment of Prior-Year  
Invoices***

Moved by Supervisor Griffiths and seconded by Supervisor Orrill to authorize payment to Inyo County Office of Education for prior-year invoices in the amount of \$580,966.03 for Mental Health Student Services Act. Motion carried unanimously.

***Attendance Change***

Supervisor Roeser left the meeting at approximately 1:30 p.m. to travel to a meeting of the Rural County Representatives of California (RCRC) board.

***Public Works –  
Heavy Equipment  
Purchases***

Moved by Supervisor Griffiths and seconded by Supervisor Orrill to authorize the following purchase orders in an amount not to exceed \$576,355.85 to the following entities for the following equipment:

- \$217,114.85 payable to Bakersfield Truck Center of Bakersfield, CA for a 2025 Freightliner Ten Ton Dump Truck;
- \$84,950.71 Payable to Quinn Lift of Bakersfield, CA for a Caterpillar Fork Lift;
- \$234,156.20 payable to PB Loader, Bakersfield, CA for a 2025 Ford F550 Regular Cab 4x4 Crane Truck; and
- \$46,250.80 payable to National Auto Fleet Group of Watsonville CA, for a 2025 Ford Ranger (R4H) XLT 4WD Super Crew.

Motion carried unanimously 4-0, with Supervisor Roeser absent.

***HHS-Health &  
Prevention –  
Advocates for Human  
Potential, Inc. Flex  
Pool Grant***

Moved by Supervisor Orrill and seconded by Supervisor Wadelton to ratify and approve an amendment to the subcontract with Advocates for Human Potential, Inc. for Flex Pool Planning Grant services under the Behavioral Health Bridge Housing Program, increasing the contract by \$125,000 to a total not-to-exceed amount of \$1,613,504 for the period August 1, 2025 to March 31, 2027, adding certain insurance and AI provisions, and updating contact information, and authorize the Director of Health and Human Services to sign. Motion carried unanimously 4-0, with Supervisor Roeser absent.

***Clerk of the Board –  
2026 Board of  
Supervisors Meeting  
Calendar/ Reso.  
#2025-47***

Assistant Clerk of the Board Israel noted that two dates that were missing from the calendar when it was originally distributed – March 24 and April 7 – have been added. Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve Resolution No. 2025-47, titled, "A Resolution of the Board of Supervisors, County of Inyo, State of California, Establishing the Board of Supervisors Meeting Schedule for the 2026 Calendar Year," and authorize the Chairperson to sign. Motion carried unanimously 4-0, with Supervisor Roeser absent.



**CAO –  
Termination of Lease  
Agreement**

Moved by Supervisor Griffiths and seconded by Supervisor Orrill to approve Termination of Lease Agreement for New Independence Courthouse Property and authorize the Chairperson to execute the Termination. Motion carried unanimously 4-0, with Supervisor Roeser absent.

**Public Comment III**

Chairperson Marcellin asked for public comment related to items not calendared on the agenda and there was no one wishing to speak.

**Board Member & Staff  
Reports**

Supervisor Wadelton said he volunteered as a food server at a community Thanksgiving feast, visited the set of the upcoming Tremors movie, and traveled to San Jose to participate in the California State Association of Counties (CSAC) Annual Conference.

Supervisor Orrill shared she attended a family Thanksgiving gathering as well as the CSAC Conference and provided information on a community meeting she will host tomorrow with local emergency response agencies. Additionally, Orrill announced that the Eastern Sierra Transit Authority was recently awarded \$11 million in grant funding to construct a terminal at Eastern Sierra Regional Airport.

Supervisor Griffiths said he attended the CSAC Conference and a Drug Court graduation ceremony and has upcoming meetings of the Eastern Sierra Transit Authority and the Eastern Sierra Council of Governments, which he will attend alongside Supervisor Orrill.

County Counsel Vallejo said he will attend a meeting of the Indian Wells Groundwater Authority tomorrow.

Assistant Clerk of the Board Israel said she attended the California Clerk of the Board Annual Conference in San Jose and provided updates on recruitment efforts for the Water Commission, the Fish and Wildlife Commission, and the Emergency Medical Care Committee.

Supervisor Marcellin noted his participation in the CSAC Conference, a Local Transportation Commission meeting, and the Bishop Paiute Tribe's Paya Walk and provided information on an upcoming Caltrans town hall meeting for the Manor Market Complete Streets Project.

**Recess/Reconvene**

Chairperson Marcellin recessed the regular meeting of the Board of Supervisors to return to Closed Session at 1:52 p.m. and reconvened the meeting at 4:26 p.m. with all Board members present.

**Report on Closed  
Session**

No action was taken during Closed Session that is required to be reported.

**Adjournment**

The Chairperson adjourned the meeting at 4:26 p.m. to 8:30 a.m. Tuesday, December 16, 2025, in the County Administrative Center in Independence.

---

Chairperson, Inyo County Board of Supervisors

Attest: *DENELLE CARRINGTON*  
*Interim Clerk of the Board*

by: \_\_\_\_\_  
*Darcy Israel, Assistant*



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-794

### Amendment No. 1 to the Contract with Vista Pacifica Enterprises Inc. Provision Hospital Psychiatric Services Health & Human Services - Behavioral Health ACTION REQUIRED

#### ITEM SUBMITTED BY

Lucy Vincent, Administrative Secretary

#### ITEM PRESENTED BY

Anna Scott, Health & Human Services Director

#### RECOMMENDED ACTION:

A) Declare Vista Pacifica Enterprises Inc. of Jurupa Valley, CA a sole-source provider of inpatient psychiatric and other professional medical services; and B) Approve Amendment No. 1 to the contract between the County of Inyo and Vista Pacifica Enterprises Inc. of Jurupa Valley, CA, increasing the contract by \$68,625 to an amount not to exceed \$118,625, and authorize the Chairperson to sign.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Vista Pacifica offers a locked facility for persons with severe mental illness who require increased supervision and resources from staff. Inyo County Health & Human Services currently has an individual conserved under the Lanterman-Petris-Short (LPS) Act placed at Vista Pacifica Center.

Behavioral Health did not engage in a RFP process prior to choosing this contractor, as this is a sole-source procurement. A sole-source procurement is justified in this situation because of the unique capabilities of Vista Pacifica and the limited availability of other alternate facilities. Further, relocating the LPS conservatee would be difficult and counterproductive to their treatment.

#### FISCAL IMPACT:

<b>Funding Source</b>	Non-General Fund. Mental Health Realignment.	<b>Budget Unit</b>	045200
<b>Budgeted?</b>	Yes	<b>Object Code</b>	5265
<b>Recurrence</b>	Ongoing Expenditure	<b>Sole Source?</b>	Yes

#### If Sole Source, provide justification below

Behavioral Health did not engage in a RFP process prior to choosing this contractor, as this is a sole-source procurement. A sole-source procurement is justified in this situation because of the unique capabilities of Vista Pacifica and the limited availability of other alternative facilities. Further, relocating the LPS conservatee would be difficult and counterproductive to their treatment.

<b>Current Fiscal Year Impact</b>
Up to \$118,625 for the period between July 1, 2025 and June 30, 2026
<b>Future Fiscal Year Impacts</b>

N/A

**Additional Information**

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Your Board could choose not to approve this contract. This is not recommended as appropriate placements are difficult to obtain and there is no guarantee that another facility will be able to accept the patient currently placed with Vista Pacifica.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

Inyo County Courts.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Enhanced Health, Social, & Senior Services

**High Quality Services** | High-Quality County Government Services

**APPROVALS:**

Lucy Vincent	Created/Initiated - 12/08/2025
Darcy Israel	Approved - 12/08/2025
Lucy Vincent	Approved - 12/08/2025
Melissa Best-Baker	Approved - 12/08/2025
Anna Scott	Approved - 12/08/2025
Amy Shepherd	Approved - 12/08/2025
Christian Milovich	Approved - 12/11/2025
John Vallejo	Approved - 12/11/2025
Denelle Carrington	Final Approval - 12/11/2025

**ATTACHMENTS:**

1. Vista Pacifica Contract Amendment 1
2. Vista Pacifica Contract

**AMENDMENT NUMBER ONE (1) TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
VISTA PACIFICA ENTERPRISES INC. FOR THE PROVISION OF  
HOSPITAL INPATIENT PSYCHIATRIC SERVICES**

**WHEREAS**, the County of Inyo (hereinafter referred to as "County") and Vista Pacifica Enterprises, Inc. (hereinafter referred to as "Contractor"), have entered into an Agreement for the Provision of Hospital Inpatient Psychiatric Services dated July 1, 2025 for the initial term of July 1, 2025 to July 30, 2026 (hereinafter "Agreement").

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

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

**NOW, THEREFORE, the parties agree as follows:**

1. Paragraph 3.C. shall be replaced in its entirety by the following language:

Limit upon amount payable under Agreement. The total sum of all payments made by County to Contractor for services and work performed under this Agreement shall not exceed \$118,625 (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed that is in excess of the contract limit.

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

**AMENDMENT NUMBER ONE (1) TO  
AGREEMENT BETWEEN THE COUNTY OF INYO AND  
VISTA PACIFICA ENTERPRISES INC. FOR THE PROVISION OF  
HOSPITAL INPATIENT PSYCHIATRIC SERVICES**

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

**COUNTY OF INYO**

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

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

**CONTRACTOR**

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

Dated: 1/14/2025

APPROVED AS TO FORM AND LEGALITY:

*Christian E. Milovich*

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

APPROVED AS TO ACCOUNTING FORM:

*Armand Pigeon*

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

APPROVED AS TO RISK ASSESSMENT:



Aaron Holmberg (Dec 8, 2025 07:57:06 PST)

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



# COUNTY OF INYO

## CONTRACT SIGNATURE REQUEST FORM

Instructions: This form is to be used as a cover letter for all contract review requests for HHS. The form has both signature required and checklist of who needs to review the contract prior to execution. The signatures obtained on this form indicates review only and not final execution of contract. For contract execution signature process, see HHS SOP Contract Process.

**FROM: Health and Human Services – Behavioral Health**

**Date Submitted for Review: 6/10/2025 Final Review Due by:**

**SUBJECT:** Contract Vista Pacifica Enterprises Inc. Hospital Inpatient Psychiatric Services

### **SUMMARY DISCUSSION:**

Request to approve the contract between the County of Inyo and Vista Pacifica Enterprises Inc. of Jurupa Valley, CA for the provision of inpatient psychiatric and other professional medical services in an amount not to exceed \$50,000 for the period of July 1, 2025 through June 30, 2026.

Vista Pacifica offers a locked facility for persons with severe mental illness who require increased supervision and resources from staff. Inyo County Health & Human Services currently has an individual conserved under the Lanterman-Petris-Short (LPS) Act placed at Vista Pacifica Center.

Behavioral Health did not engage in a RFP process prior to choosing this contractor, as this is a sole-source procurement. A sole-source procurement is justified in this situation because of the unique capabilities of Vista Pacifica and the limited availability of other alternate facilities. Further, relocating the LPS conservatee would be difficult and counterproductive to their treatment.



### **FINANCING:**

Non-General Fund. Mental Health Realignment. Budget Unit 045200, Object Code 5265

Signature indicates contract has been reviewed and ready for next level of review or submission to County Counsel.

Division Deputy Director: \_\_\_\_\_ Date: \_\_\_\_\_

PIQA Manager or Designee: Lori Bengochia Date: \_\_\_\_\_

Deputy Director of FOSO or Designee: Melissa Best Baker Date: \_\_\_\_\_

Assistant HHS Director: \_\_\_\_\_ Date: \_\_\_\_\_

HHS Director: Gina Ellis Date: \_\_\_\_\_

Gina Ellis (Jun 16, 2025 16:47 PDT)



# County of Inyo

## Sole Source Authorization Form

**Vendor:** Vista Pacifica Enterprises Inc.

**Date:** 06/05/2025

*A sole source procurement may be justified in the following situations: Section II.D.1 (located on page 6)*

Sole source procurements are the exception, not the norm. They are to be used sparingly and shall not be used in lieu of any competitive process simply because the department failed to allot sufficient time to engage in the competitive process or because the department finds the competitive process to be onerous.

Select one of the following:

<input type="checkbox"/>	The capability of the proposed contractor is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the general field.
<input type="checkbox"/>	The proposed contractor has prior experience of a highly specialized nature that is vital to the proposed effort.
<input checked="" type="checkbox"/>	The proposed contractor has facilities, staffing, or equipment that are specialized and vital to the services being requested.
<input type="checkbox"/>	The proposed contractor has a substantial investment that would have to be duplicated at the County's expense by another contractor entering the field.
<input type="checkbox"/>	A critical proposed schedule for the service and/or product that only one proposed contractor can meet.
<input type="checkbox"/>	A lack of competition because of the existence of patent rights, copyrights, trade secrets, and/or location.

Amount	Required Action
Less than or equal to \$5,000	Compliance with the competitive process is not required, but price shopping is encouraged.
<input type="checkbox"/> \$5,001 to \$10,000	Three informal bids (e.g. printouts from websites showing prices or quotes solicited from vendors) must be obtained.
	<input type="checkbox"/> Informal bids received
<input type="checkbox"/> \$10,001 to \$25,000	Three informal bids (e.g. printouts from websites showing prices or quotes solicited from vendors) must be obtained.
	<input type="checkbox"/> Informal bids received
<input checked="" type="checkbox"/> \$25,001 to \$75,000	A formal RFP or RFQ must be prepared and publicized, with sealed submissions opened on a predetermined date.
	<input type="checkbox"/> RFP/RFQ Received by Board Clerk on _____
Over \$75,000	A formal RFP or RFQ must be prepared and publicized, with sealed submissions opened on a predetermined date.
	Board Approval Required

# County of Inyo

## Sole Source Authorization Form

**Sole Source Justification:**

Behavioral Health did not engage in a RFP process prior to choosing this contractor, as this is a sole-source procurement. A sole-source procurement is justified in this situation because of the unique capabilities of Vista Pacifica and the limited availability of other alternate facilities. Further, relocating the LPS conservatee would be difficult and counterproductive to their treatment.

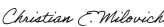
  
Gina Ellis (Jun 16, 2025 16:47 PDT)

**Department Head Signature**

**Sole Source Approval**

  
Denelle Carrington (Jun 11, 2025 12:51 PDT)

**Purchasing Agent Signature**



**County Counsel Signature**

  
Amy Shepherd (Jun 16, 2025 14:18 PDT)

**Auditor-Controller Signature**



**AGREEMENT BETWEEN COUNTY OF INYO  
AND VISTA PACIFICA ENTERPRISES INC.  
FOR THE PROVISION OF HOSPITAL INPATIENT PSYCHIATRIC SERVICES**

WHEREAS, the County of Inyo will likely have the need for the provision of psychiatric and other professional medical services including evaluation and treatment of persons who meet the qualifications for involuntary detention, evaluation, and treatment as a result of a mental disorder (hereinafter “Hospital Inpatient Psychiatric Services”) pursuant to and in accordance with the Bronzan-McCorquodale Act (herein “BMA”) and its predecessor, the Short-Doyle Act, in conjunction with the Lanterman-Petris-Short Act (herein “LPS”) Acts, as set forth in the California Welfare and Institutions Code (herein “W&I”), and related California and federal law. (All references in this Agreement to BMA shall constitute references also to the Short-Doyle Act to the extent, if any, that the Short-Doyle Act is applicable.)

WHEREAS, the County of Inyo (hereinafter referred to as “County”) hereby contracts with Vista Pacifica Enterprises Inc. (hereinafter “Contractor”) for the provision of Hospital Inpatient Psychiatric Services.

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

**TERMS AND CONDITIONS**

**1. SCOPE OF WORK.**

The Contractor shall furnish to the County, upon its request, those services and work set forth in Attachment A, attached hereto and incorporated by reference. The County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by the County under this Agreement. County by this Agreement incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if County should have some need for such services or work during the term of this Agreement.

**2. TERM.**

The term of this Agreement shall be from July 1, 2025 to June 30, 2026 unless sooner terminated as provided for in paragraph 16 of this Agreement.

**3. CONSIDERATION.**

- A. Compensation. County shall pay to Contractor in accordance with the Schedule of Fees set forth as Attachment B-1 attached hereto and incorporated by reference for the services and work described in this Agreement which are performed by Contractor at the County's request.

- B. No additional consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.
- C. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed Fifty Thousand dollars and no cents (\$50,000) (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the contract limit.
- D. Billing and payment. Billing and payment terms and conditions are set forth in Attachment **B** attached hereto and incorporated by reference.
- E. Federal and State taxes.
- (1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Contractor under the terms and conditions of this Agreement.
  - (2) County will withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).
  - (3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.
  - (4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board. To facilitate this reporting, Contractor shall complete and submit to the County an Internal Revenue Service (IRS) Form W-9 upon executing this Agreement.
- F. Utilization Controls. As an express condition precedent to maturing the County's payment obligations under this Agreement, Contractor shall adhere to the County's Quality Management Plan including utilization controls, DMH Letters/Notices, as

well as Sections 5777(g) and 5778(n) of the Welfare and Institutions Code and regulations adopted pursuant thereto.

#### **4. DESIGNATION OF FACILITY FOR INVOLUNTARY TREATMENT.**

County hereby designates Contractor as a facility for involuntary and intensive treatment as provided in Sections 5150, 5250, and 5350 et seq. of the Welfare and Institutions Code. Contractor hereby represents and warrants that it is approved for involuntary treatment by the California State Department of Mental Health and complies with certification review hearing procedures required by Article 4 of the Welfare and Institutions Code.

#### **5. TIME OF THE ESSENCE.**

Time is of the essence in the performance of this Agreement.

#### **6. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.**

- A. Any licenses, certificates, or permits required by the federal, state, county and municipal governments, for contractor to provide the services and work described in Attachment **A** must be procured by Contractor and be valid at the time Contractor enters into this Agreement or as otherwise may be required. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates, and permits which are required to perform the services identified in Attachment **A**. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment **A**, County reserves the right to make such determinations for purposes of this Agreement.
- B. Contractor further represents and warrants that it is currently, and for the duration of this Contract shall remain, licensed as a general acute care hospital or acute psychiatric hospital in accordance with Section 1250 et seq. of the Health and Safety Code and the licensing regulations contained in Titles 22 and 17 of the California Code of Regulations. Contractor further represents and warrants that it is currently, and for the duration of the Contract shall remain, certified under Title XVIII of the Federal Social Security Act.
- C. Contractor agrees that compliance with its obligations to remain licensed as a general acute care Hospital or acute psychiatric Hospital and certified under Federal Social Security Act shall be express conditions precedent to maturing the County's payment obligations under Attachment **B** of this Agreement.

- D. Contractor represents and warrants that all inpatient medical subcontractors will maintain licensing and certification required for the delivery of their professional services in California.
- E. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

## **7. CONTRACTOR FACILITIES.**

Contractor shall, at its own expense, provide and maintain facilities and professional, allied, and supportive paramedical personnel which will enable it to provide all necessary and appropriate psychiatric inpatient hospital services. In addition, Contractor shall provide and maintain the organizational and administrative capabilities to carry out its duties and responsibilities under this Contract and all applicable statutes and regulations pertaining to Medi-Cal providers.

## **8. STATUS OF CONTRACTOR.**

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

- A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.
- B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.
- C. Contractor, its agents, officers, and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors and not as employees of County.
- D. Contractor shall be solely responsible for, and shall have exclusive control over, the exercise of professional medical judgment with respect to services provided by Contractor to a Patient pursuant to this Agreement. Nothing in this Agreement is

intended to, or shall be construed to, limit, condition, restrict, or otherwise control the independent exercise of professional medical judgment of Contractor by County. However, in some incidents described in Attachments **A** and **B**, County requires preauthorization for payment of services provided.

## **9. INSURANCE.**

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

## **10. DEFENSE AND INDEMNIFICATION.**

Contractor shall hold harmless, defend and indemnify County and its officers, officials, employees and volunteers from and against liability, loss, damage, expense, costs arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damages which was caused by the sole negligence or willful misconduct of the County. The foregoing indemnification provision will remain in effect following the termination of this Agreement.

## **11. RECORDS.**

A. The Contractor shall:

(1) Maintain books, records, documents and other evidence, accounting procedures, and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Contract.

(2) Maintain such information in accordance with Medicare principles of reimbursement and generally accepted accounting principles and shall be consistent with the requirements of the Office of Statewide Health Planning and Development.

(3) Maintain medical records required by Sections 70747-70751 of the California Code of Regulations, and other records related to a Beneficiary's eligibility for services, the services rendered, the Beneficiary to whom the service was rendered, the date of the service, the medical necessity of the service and the quality of the care provided. Records shall be maintained in accordance with Section 51476 of Title 22 of the California Code of Regulations. The foregoing constitutes "records" for the purposes of this paragraph.

(4) Subject the facility or office, or such part thereof as may be engaged in the performance of the Contract, and the information specified in this Paragraph at all reasonable times to inspection, audits, and reproduction by any duly authorized agents of the County, Department, Department of Mental Health, the Federal Department of Health and Human Services and Controller General of the United States. The Federal Department of Health and Human Services and Controller General of the United States are intended third party beneficiaries of this covenant.

(5) Preserve and make available its records relating to payments under this Contract for a period of seven (7) years from the close of the Contractor's fiscal year, or for such longer period, required by Sub-paragraphs (a) and (b) below.

(a) If this Contract is terminated, the records relating to the work performed prior to its termination shall be preserved and made available for a period of seven (7) years from the date of the last payment made under the Contract.

(b) If any litigation, claim, negotiation, audit, or other action involving the records has been stated before the expiration of the seven-year period, the related records shall be retained until completion and resolution of all issues arising therefrom or until the end of the seven-year period whichever is later.

## **12. AUDIT.**

- A. Agents of the County and the State Department of Mental Health shall conduct periodic audits or reviews, including onsite audits or reviews, of performance under this Contract. These audits or reviews may evaluate the following:
  - (1) Level and quality of care, and the necessity and appropriateness of the services provided.
  - (2) Internal procedures for assuring efficiency, economy, and quality of care.
  - (3) Compliance with County Client Grievance Procedures.
  - (4) Financial records when determined necessary to protect public funds.
- B. The Contractor shall make adequate office space available for the review team or auditors to meet and confer. Such space must be capable of being locked and secured to protect the work of the review team or auditors during the period of their investigation.
- C. Onsite reviews and audits shall occur during normal working hours with at least 72-hour notice, except that unannounced onsite reviews and requests for information may be made in those exceptional situations where arrangement of an appointment beforehand is clearly not possible or clearly inappropriate to the nature of the intended visit.

## **13. NONDISCRIMINATION.**

The Contractor shall not discriminate in the provision of services because of race, color, religion, ancestry, gender, sexual orientation, age, national origin, or mental or physical handicap as provided by state and federal law. In addition:

- A. For the purpose of this Contract, distinctions on the grounds of race, color, religion, ancestry, gender, sexual orientation, age, national origin, or mental or physical handicap include but are not limited to the following; denying a Beneficiary any services or benefit which is different, or is provided in a different manner or at a different time from that provided other Beneficiaries under this Contract; subjecting a Beneficiary to segregation or separate treatment in any manner related to his/her receipt of any service; restricting a Beneficiary in any way in the enjoyment, advantage or privilege enjoyed by others receiving any service or benefit; treating a Beneficiary any differently from others in

determining whether the Beneficiary satisfied any admission, eligibility, other requirements or condition which individuals must meet in order to be provided any benefit; or assigning times or places for the provision of services on the basis of the race, color, religion, ancestry, gender, sexual orientation, age, national origin, or mental or physical handicap of the Beneficiaries to be served.

- B. The Contractor shall take action to ensure that services to intended Beneficiaries are provided without regard to race, color, religion, ancestry, gender, sexual orientation, age, national origin, or mental or physical handicap.

#### **14. NONDISCRIMINATION POLICY.**

- A. Contractor has adopted and shall maintain written nondiscriminatory policies, which are available and practiced by Contractor in the employment of personnel, which provide for nondiscrimination on the basis of race, color, religion, ancestry, gender, sexual orientation, national origin, age, or mental or physical handicap, or on any other basis prohibited by law.
- B. Pursuant to performance contract requirements imposed on County by the California Department of Mental Health, County and Contractor, as its subcontractor for purposes of the performance contract, agree as follows:

"During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, natural origin, ancestry, physical handicap, medical condition, marital status, age, gender, or sexual orientation. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5, Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement."

#### **15. TERMINATION.**

This Agreement may be canceled by County without cause, and at will, for any reason by giving to Contractor sixty (60) days' written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving sixty (60) days'

written notice of such intent to cancel to County. In the event of termination, Contractor shall be compensated in accordance with the terms of this Agreement for all services performed to the termination date. In the event a Patient remains hospitalized on the termination date, Contractor shall continue to provide services to such Patient until the Patient is discharged or otherwise transferred pursuant to paragraph 4.2 of Attachment A.

#### **16. ASSIGNMENT.**

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

#### **17. SUBCONTRACTORS.**

Contractor acknowledges and agrees that in the event Contractor engages a subcontractor to assist in the performance of any of Contractor's obligations pursuant to this Agreement, Contractor shall remain legally responsible for performance of all of the terms and conditions applicable to Contractor hereunder.

#### **18. DEFAULT.**

If a party defaults in performing its obligations hereunder ("Defaulting Party") through no substantially contributing fault of the other party ("Non-defaulting Party"), the Non-defaulting Party may give the Defaulting Party written notice of the default. If the Defaulting Party fails to cure the default or initiate and diligently pursue efforts accepted by the Non-defaulting Party to cure the default within thirty (30) days after the Defaulting Party receives the notice, the Non-defaulting Party may terminate this Agreement by giving the Defaulting Party written notice of termination, effective upon the date of the notice or such later termination date as specified in the notice.

#### **19. WAIVER OF DEFAULT.**

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver of any provision or breach of this Agreement shall not be deemed to be a waiver of that provision or other provision or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-eight (28) below.

#### **20. STANDARD OF PERFORMANCE.**

Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent provider of inpatient hospital psychiatric services to patients involuntarily detained by reason of mental disorder.

#### **21. GOVERNING LAW.**



A. Contractor agrees to comply with all applicable provisions of federal and state statutes, regulations, and other applicable law, and, to the extent consistent with applicable law, with all applicable State of California and Federal policies, including, without limitation:

- a. W&I, Divisions 5, 6, and 9;
- b. California Code of Regulations, Title 9;
- c. California Code of Regulations, Title 22;
- d. BMA, Short-Doyle and Short-Doyle/Medi-Cal policies, including without limitation, such policies as set forth in applicable DMH Letters and the applicable Cost Reporting/Data Collection ("CR/DC") Manual;
- e. Title XIX of the U.S. Social Security Act, and
- f. The Rehabilitation Act of 1973, Section 504 (Title 29, United States Code, Section 794 as amended from time to time).

## **22. CONFIDENTIALITY.**

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

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

## **23. USE OF INFORMATION.**

With respect to any identifiable information concerning Beneficiaries under this Contract that is obtained by the Contractor, the Contractor shall:

- A. Not use any such information for any purpose other than carrying out the express terms of this Contract.
- B. Promptly transmit to the County all requests for disclosure of such information.
- C. Not disclose, except as otherwise specifically permitted by this Contract, any such information to any party other than the County without the County's prior written

authorization specifying that the information may be released under Title 45, Code of Federal Regulations Section 205.50 and Sections 10850 and 14100.2 of the Welfare and Institutions Code; and regulations adopted pursuant thereto; and

- D. At the termination of this Contract, return all such information to the County or maintain such information according to written procedures sent to the Contractor by the County.

#### **24. CONFLICTS.**

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

#### **25. POST AGREEMENT COVENANT.**

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement.

#### **26. SEVERABILITY.**

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

#### **27. FUNDING LIMITATION.**

The ability of County to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to cancel, reduce, or modify this Agreement, or any of its terms within ten (10) days of its notifying Contractor of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph twenty-eight (28) (Amendment).

#### **28. AMENDMENT.**

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

#### **29. STAFF AVAILABILITY.**

Inyo County BHS shall provide for the availability of authorized BHS staff by pager/telephone on a 24-hour per day basis for the purposes of telephone communications between Contractor and BHS which are required pursuant to this Agreement.

### 30. NOTICE.

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

County of Inyo:	
<u>HHS - Behavioral Health</u>	Department
<u>1360 North Main Street, Suite 111</u>	Address
<u>Bishop, CA 93514</u>	City and State
<u>800-841-5011</u>	BHS Staff 24- Hour Phone No.

Contractor:	
<u>Vista Pacifica Enterprises, Inc.</u>	Name
<u>3674 Pacific Avenue</u>	Address
<u>Jurupa Valley, CA 92509</u>	City and State

### 31. ENTIRE AGREEMENT.

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

#### COUNTY OF INYO

By: *Gina Ellis*  
Signature

Gina Ellis

Print or Type Name

Date: 06/16/2025

#### CONTRACTOR

By: *[Signature]*  
Signature

Cheryl Turnerville

Print or Type Name

Date: 6/10/2025

#### APPROVED AS TO FORM AND LEGALITY:

*Christian E. Milovich*

County Counsel

APPROVED AS TO ACCOUNTING FORM:

Amy Shepherd  
Amy Shepherd (Jun 16, 2025 14:18 PDT)

County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

K. Oney

Personnel Services

APPROVED AS TO INSURANCE REQUIREMENTS:

Aaron Holmberg  
Aaron Holmberg (Jun 11, 2025 14:06 PDT)

County Risk Manager

## ATTACHMENT A – SCOPE OF WORK

1. Definitions. The following definitions apply for the purposes of this contract:

1.1. Administrative Day. “Administrative Day” means those days authorized by a designated point of authorization or utilization review committee in an acute inpatient facility when, due to the lack of a Medi-Cal eligible nursing facility, the beneficiary stays at an acute inpatient facility beyond the beneficiary’s need for acute care. The acute facility is responsible for contacting appropriate facilities within a 60-mile radius at least once each five working days until the beneficiary is placed or no longer requires that level of care. These contacts must be documented by a brief description of status and the signature of the person making the contacts. The physician’s reviewer or the utilization review committee must monitor the beneficiary’s chart on a weekly basis to determine if the beneficiary status has changed.

1.2. Beneficiary. “Beneficiary” means any patient referred by Inyo County and certified as eligible for services under the Medi-Cal program according to Section 51001, Title 22, California Code of Regulations, and any Indigent Patient.

1.3. Indigent Patient. An "Indigent Patient" is any Patient provided services pursuant to this Agreement for which: (a) Patient does not have ability to pay under the Uniform Method of Determining Ability to Pay (UMDAP) and; (b) Patient is not entitled to or eligible to receive full or partial payment benefits from (1) a private insurer or other private third-party, or (2) Medi-Cal or other such public assistance program. The Patient is deemed to be an "Indigent Patient" as to such service.

1.4. Patient. A Patient is defined as a person who is receiving services provided pursuant to this Agreement.

1.5. Psychiatric Inpatient Hospital Services. “Psychiatric Inpatient Hospital Services” means services provided either in an acute care hospital or a free-standing psychiatric hospital for the care and treatment of an acute episode of mental illness.

1.6. Non-Emergency Medical Services. County and Contractor acknowledge that a Patient may have or develop during hospitalization a non-emergency medical condition unrelated to the Patient's mental disorder. Contractor shall obtain prior authorization from County BHS for the provision of non-emergency medical services for the Patient. Such services are referred to herein as "Non-Emergency Medical Services."

2. Scope of Services. Contractor shall provide inpatient psychiatric services to patients referred by County to Contractor for involuntary detention, evaluation, and treatment pursuant to LPS and related applicable law, including without limitation, services relating to 72-hour detention (W&I § 5150), additional 14-day certification and detention (W&I § 5250), LPS temporary conservatorship (W&I § 5353), and LPS Conservatorship (W&I § 5358).

3. Mental Health Services. Contractor shall provide inpatient hospital psychiatric services to Patients referred by County BHS and accepted by the Contractor who are in need of such services and Emergency Medical Services or Authorized Medical Services (a) as required by LPS, other provisions of W&I Divisions 5, 6, and 9, Title 9 and Title 22 of the California Code of Regulations, and other applicable law, and (b) as are medically necessary or medically indicated for

care and treatment of the mental disorder of the Patient including, but not limited to, the following services:

3.1. Psychiatric history, diagnosis, and evaluation of the Patient which shall include an interview, mental status evaluation, diagnosis, and clinical recommendations, promptly upon the Patient's arrival at Contractor's facilities for evaluation and, thereafter, in accordance with requirements of LPS and applicable law.

3.2. Responsibility for providing or assuring the provision of professional medical services to perform a history and physical examination of each Patient promptly, and in any event, within twenty-four (24) hours after the Patient's admission to Hospital.

3.3. Approval of an individual treatment plan.

3.4. Psychiatric services compatible with the Patient's individual treatment plan.

3.5. Prescription of medication necessary for the treatment of the Patient's mental and physical health condition.

3.6. Discharge planning and continuing care planning.

3.7. Responsibility for providing or assuring the provision of all professional medical care and treatment of the Patient at Hospital's facilities.

Such services are referred to herein as "Mental Health Services."

#### 4. Referral by County.

4.1. Notification. Prior to transporting a proposed Patient to Contractor's facilities, County BHS shall (a) contact Contractor by telephone to advise Contractor of the proposed Patient and his or her condition, (b) provide an expected time of arrival at Contractor's facilities, (c) confirm bed-availability at Contractor's facilities for the proposed Patient, (d) Confirm Patient is medically stable for transport, and (e) authorize the provision of services to the proposed Patient. County BHS shall be authorized and responsible for making such contacts for referral of persons to Contractor. However, County and Contractor acknowledge that County's law enforcement agencies may make such a contact in some cases. In the event Contractor receives a referral from a County law enforcement agency, Contractor shall notify BHS promptly by telephone of the referral, and request authorization from BHS for the provision of services to the person referred.

4.2. Transport Responsibility. In coordination with the Contractor, County shall be responsible, at County's expense, for causing proposed Patients and Patients to be transported to and from Contractor's facilities. In the event a referred Patient is not admitted pursuant to paragraph 6 below, or this Agreement is terminated, County BHS shall promptly make available to the proposed Patient transportation from Contractor's facilities.

Notwithstanding the foregoing, Contractor shall be responsible for transporting such Patients and proposed Patients, at Contractor's expense, in the event Contractor undertakes or authorizes such transportation for the purpose of providing services under this Agreement without the prior approval of BHS, except in the event of a medical emergency necessitating transport to another health care facility.

4.3. Certain Substance Abusers Ineligible. County and Contractor acknowledge and agree that persons who are under the influence of alcohol, drugs, or other chemical substances, but who are not otherwise suffering from a mental disorder, shall not be eligible for referral or admission to Contractor's facilities.

4.4. Medical Condition Beyond the Capability of Contractor. County and Contractor acknowledge and agree that persons who are determined to suffer from medical conditions other

than mental disorders for which Contractor is not licensed, or otherwise does not have the capability to provide care and treatment, may be determined by Contractor to be ineligible for admission. If such a condition develops after the Patient has been admitted the Contractor may transfer the Patient pursuant to paragraph 4.2.

4.5. Persons Requiring Law Enforcement Security. County shall be responsible for providing, at County's expense, continuous 24-hour security, including the presence of a law enforcement officer and other security measures as appropriate, for each Patient or proposed Patient who is in custody of the County Sheriff or other law enforcement agency as the result of arrest or conviction on criminal charges. Contractor assumes no responsibility for providing such security.

4.6. In the event Contractor reasonably determines that the security measures provided are inadequate to assure the safety and well-being of Contractor's other patients and other persons in Contractor's facilities, Contractor may:

(a) as to a proposed Patient, determine that the proposed Patient is ineligible for admission.

(b) as to a Patient already admitted, notify BHS by telephone of Contractor's determination that the Patient no longer qualifies for admission and hence, services from Contractor, and coordinate with BHS to make arrangements for discharge of the Patient and, if appropriate, his or her transfer to another facility.

5. Evaluation for Qualification for Admission. Contractor will evaluate each proposed patient promptly upon the Patient's arrival at Contractor's facilities, in order to determine if the proposed Patient meets LPS qualifications for involuntary detention and treatment. If the proposed Patient is determined to meet the LPS qualifications and otherwise to be eligible for admission, pursuant to this Agreement, Contractor shall admit him or her as an inpatient.

6. Persons Not Qualified for Admission. In the event the physician determines that the proposed Patient does not meet LPS qualifications for involuntary detention and treatment, or Contractor otherwise determines that the proposed Patient is ineligible for admission pursuant to this Agreement, Contractor shall promptly notify BHS by telephone of the determination, the basis therefor, and the planned action with respect to the release of the proposed Patient. Contractor shall also provide written confirmation of the determination to BHS within ten (10) business days (excluding weekends and holidays) after the date of notice by telephone.

7. Notice and Approval As Condition Precedent to Compensation for Medical Services. In the event of a medical emergency, Contractor shall notify BHS by telephone immediately of the reason for and nature of Emergency Medical Services provided to patients. To the extent permitted by law, BHS reserves the right to refuse to compensate Contractor for non-emergency medical services that are delivered without BHS approval.

8. Billing Procedure as Express Condition Precedent to County's Obligation to Pay. As an express condition precedent to maturing the County's payment obligations under Attachment B of this Agreement, the Contractor shall bill for psychiatric inpatient Hospital services rendered, in whole or in part, to any available State or Federal Medi-Cal care program or under any other contractual or legal entitlement of the Patient, including, but not limited to, a private group

indemnification insurance program or workers' compensation. To the extent that such coverage is available, the County payment obligation pursuant to Attachment B shall be met.

9. Telephone Progress Reports by Hospital to BHS. Contractor shall report to BHS by telephone the current status and proposed action with respect to a Patient or proposed Patient upon or about the following events:

9.1. Admission Determination. Promptly after the determination of the proposed Patient's eligibility for admission, regarding the results of the determination.

9.2. 72-Hour Hold Patients. Approximately 48-60 hours after admission of the Patient, in order to advise BHS of the likelihood of proceeding with certification of a 14-day extension of detention and treatment stay or of discharging the Patient, necessitating arrangements to assure transportation is available to the Patient if the Patient desires to return to Inyo County.

9.3. Other Procedural Events. Promptly in the event of the initiation or conclusion of habeas corpus proceedings or any other LPS or related legal procedure affecting the Patient's stay in Contractor's facility.

9.4. Discharge/Transfer. At least 12 hours prior to discharge or transfer of a Patient, or if such notice is not reasonably possible due to unforeseen circumstances, as promptly as is reasonably possible, in particular in order to assure appropriate transportation arrangements may be made and otherwise to coordinate discharge planning.

9.5. Need for Medical Services. Promptly or as otherwise provided in this Agreement in the event it is determined that a Patient needs Medical Services.

10. Discharge Report and Aftercare Plan. Promptly upon discharge of a Patient, Contractor shall transmit to County a discharge report, which shall include a copy of hospitalization records and/or medical records of the aftercare plan prepared by Contractor in accordance with applicable law, as well as such additional information as necessary or appropriate to summarize the evaluation, treatment, and other services provided to the Patient hereunder.

11. Quality of Care. As an express condition precedent to maturing the County's payment obligations under Attachment B, Contractor shall:

11.1. Assure that any and all eligible Beneficiaries receive care as required by regulations adopted pursuant to Sections 5775 et seq. and 14680 et seq. of the Welfare and Institutions Code.

11.2. Take such action as required by Contractor's Medical Staff by-laws against medical staff members who violate those by-laws, as the same may be from time to time amended.

11.3. Provide psychiatric inpatient hospital services in the same manner to Beneficiaries as it provides to all patients to whom it renders psychiatric inpatient hospital services.

11.4. Assure that any discrimination against Beneficiaries in any manner, including admission practices, placement in special or separate wings or rooms, provision of special or separate meals, shall not take place.

12. Patient Rights. Contractor shall comply with applicable patients' rights provisions in W&I Division 5, Part I; Title 9, California Code of Regulations, Subchapter 4; and other applicable law in the provision of services to patients hereunder. Contractor shall adopt and post in a conspicuous place a written policy on patient rights in accordance with Section 70707 of Title 22 of the California Code of Regulations and Section 5325.1 of the Welfare and Institutions Code.



Complaints by patients and/or beneficiaries with regard to substandard conditions may be investigated by the County's Patients' Right Advocate, County, or State Department of Mental Health, or by the Joint Commission on Accreditation of Healthcare Organization, or such other agency as required by law or regulation. Contractor is responsible for posting information on grievance and appeal processes at all facilities and accessible to individuals and their beneficiaries receiving services at the facility. Contractor shall make available for use by patients or beneficiaries at Contractor sites, without requiring either written or verbal request, grievance, and appeal forms and Inyo County Mental Health self-addressed envelopes.

13. Beneficiary Evaluation of Contractor's Services. Contractor shall provide a written questionnaire to the Beneficiary at the time of the Beneficiary's admission. The questionnaire shall be approved by the County and shall offer the Beneficiary the opportunity to evaluate the care given. It shall be collected at the time of discharge and maintained in the Contractor's file to seven (7) years and shall be made available to agents of the County, State Department of Mental Health, and the Department of Health and Human Services.

14. Beneficiary Eligibility. This Contract is not intended to change the determination of Medi-Cal eligibility for beneficiaries in any way. However, in the event a statute is enacted which redefines Medi-Cal eligibility so as to affect the provision of psychiatric inpatient hospital services under this Contract, the new definition shall apply to the terms of the Contract.

15. HIPAA Business Associate Agreement. Contractor agrees to enter into the attached HIPAA Business Associate Agreement.



# Vista Pacifica Center

## Specializing in Geropsych

3674 Pacific Avenue • Jurupa Valley, CA 92509 • Phone (951) 682-4833 • Fax (951) 274-2742

### **Vista Pacifica Center Patch Levels Criteria 5/28/24**

**Level A** - (Psychiatry visits two times per month, Psychology visit one time a month)

Residents on this patch level require increased supervision and resources from staff. Examples of behavioral/medical needs that meet this requirement are:

- AWOL Risk patients
- Verbally aggressive/threatening
- Allegations/False Accusations towards staff and peers
- History of Suicidal Ideations

**Level B** - (Psychiatry visits two times per month, Psychology visits two times a month)

Residents on this patch level require frequent supervision and resources from multiple departments. Examples of behavioral/medical needs that meet this requirement are:

- Periodic physical aggression towards staff or peers
- Property destruction
- Suicidal risk including history of suicide attempts
- Maladaptive behaviors that require frequent counseling and attention from direct care staff
- Severe psychosis which requires frequent redirection/counseling/behavior modification from unit staff
- Diagnosis of TBI, DD, or Neurocognitive Deficits that require frequent counseling and attention for direct care staff
- History of Extreme Violence/Violent Behavior

**Level C** - (Psychiatry visits two times per month, Psychology visits four times a month)

Residents on this patch level require near constant supervision and resources from the facility because their behaviors make them a danger to themselves or others. Examples of behavioral/medical needs that meet this requirement are:

- Physically aggressive behavior that requires the use of 1:1 or LOS (Line of Sight) staff to keep others safe.
- Suicidal behavior that requires frequent or continuous use of 1:1 or LOS staff to keep the resident safe.
- AWOL Attempts
- Sexually aggressive behavior that requires frequent or continuous use of 1:1 or LOS staff to keep others safe.



# Vista Pacifica Center

Specializing in Geropsych

3674 Pacific Avenue • Jurupa Valley, CA 92509 • Phone (951) 682-4833 • Fax (951) 274-2742

## **Level D – Restoration to Competency Program**

An Intensive Program to restore residents to Competency to Stand Trial. Directed at those with misdemeanor charges with the goal of restoring them to Competency as quickly as possible. They receive daily classes on legal and competency issues including mock court role play. Daily classes are led by Masters level counselors and/or a licensed psychologist.



# Vista Pacifica Convalescent

## Specializing in Geropsych

3662 Pacific Avenue • Jurupa Valley, CA 92509 • Phone (951) 682-4833 • Fax (951) 274-4696

### Vista Pacifica Convalescent Patch Levels Criteria 1/30/2025

**Level A -** (Psychiatry visits one time per month, Psychology visit one time a month)

Residents on this patch level require increased supervision and resources from staff. Examples of behavioral/medical needs that meet this requirement are:

- Chronic mental health diagnosis with active delusions and hallucinations and/or mood swings.
- Resistive to ADL care

**Level B -** (Psychiatry visits one time per month, Psychology visits one time a month)

Residents on this patch level require frequent supervision and resources from multiple departments. Examples of behavioral/medical needs that meet this requirement are same as Level A and the following:

- Physically aggressive behavior towards staff and/or peers
- Two staff assist with ADL, strikes out at staff
- Maladaptive behaviors that require frequent counseling and attention from direct care staff
- Periodic screaming and wandering behavior
- Severe psychosis which requires frequent redirection/counseling/behavior modification from staff

**Level C -** (Psychiatry visits two times per month, Psychology visits two times a month)

Residents on this patch level require near constant supervision and resources from the facility because their behaviors make them a danger to themselves or others. Examples of behavioral/medical needs that meet this requirement are same as Level A and B and the following:

- Physically aggressive behavior that requires the use of 1:1 or LOS (Line of Sight) staff to keep others safe.
- Property destruction
- Extensive assistance with ADL cares
- Frequent Falls
- Constant screaming and wandering behavior
- Suicidal behavior that requires the use of 1:1 or LOS staff to keep the resident safe.

[https://inyocounty-my.sharepoint.com/personal/lvincent\\_inyocounty\\_us/Documents/Documents/ADMIN/CONTRACTS/CONTRACTS FY25-26/Vista Pacifica/VPConvalescent Patch Levels Criteria 1.30.2025.docx](https://inyocounty-my.sharepoint.com/personal/lvincent_inyocounty_us/Documents/Documents/ADMIN/CONTRACTS/CONTRACTS FY25-26/Vista Pacifica/VPConvalescent Patch Levels Criteria 1.30.2025.docx)

*Vista Pacifica, where the team with esteem shares and cares.*

## COUNTY OF INYO HIPAA BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) is made by and between the Inyo County Health and Human Services Behavioral Health Division, referred to herein as Covered Entity (“CE”), and Vista Pacifica Enterprises, Inc., referred to herein as Business Associate (“BA”). This Agreement is effective as of July 1, 2025, (the “Agreement Effective Date”).

### **RECITALS**

CE wishes to disclose certain information to BA pursuant to the terms of the contract between BA and the California Institute of Mental Health (“CIMH”), herein referred to as (“Contract”), some of which may constitute Protected Health Information (“PHI”) defined below.

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws.

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this Agreement.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

### **1. Definitions**

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- f. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.

- g. **Electronic Health Record** shall have the meaning given to such term in the HITECT Act, including, but not limited to, 42 U.S.C. Section 17921.
- h. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- i. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
- j. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
- k. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.
- l. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- m. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

## 2. **Obligations of Business Associate**

- a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Agreement. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].
- b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Agreement. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CIMH to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316. [42 U.S.C. Section 17931].
- e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than ten (10) calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- f. **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).
- h. **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- i. **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its

obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individuals' authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Agreement [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

- j. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- k. **Minimum Necessary.** BA (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- l. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- m. **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- n. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.



- o. **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, and (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Agreement. BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

### 3. Termination

- a. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

### 4. Disclaimer

CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

### 5. Amendment

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract of Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately

safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Agreement when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### 6. Assistance in Litigation of Administrative Proceedings

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Agreement, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA by the BA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is named adverse party.

#### 7. No Third-Party Beneficiaries

Nothing express or implied in the Contract or Agreement is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

#### 8. Effect on Contract

Except as specifically required to implement the purposes of this Agreement, or to the extent inconsistent with this Agreement, all other terms of the Contract shall remain in full force and effect.

#### 9. Interpretation

The provisions of this Agreement shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Agreement Effective Date.

#### COVERED ENTITY

County of Inyo

By: *Gina Ellis*  
Gina Ellis (Jun 16, 2025 16:47 PDT)

Print Name: Gina Ellis

Title: HHS Assistant Director

Date: 06/16/2025

#### BUSINESS ASSOCIATE

Vista Pacifica Enterprises, Inc.

By: *Cheryl Tumonville*

Print Name: Cheryl Tumonville

Title: President

Date: 6/10/2025

## **ATTACHMENT B – BILLING PROCEDURES**

1. Rate of Compensation for Mental Health Services. Contractor shall be entitled to compensation from County only for Psychiatric Inpatient Hospital Services rendered to a Beneficiary at rates specified in Attachment B-1. The rate structure specified in Attachment B-1 of the Contract shall not include physician or medical services rendered to Beneficiaries covered under this Contract, or transportation services required in providing Psychiatric Inpatient Hospital Services. When physician, medical, or transportation services are Medi-Cal eligible services or privately insured, they shall be billed separately from the per diem rate of Psychiatric Inpatient Hospital Services.
2. Billing and Payment Guidelines. Contractor shall utilize the Uniform billing and Collection Guidelines and the Uniform Methods of Determining Ability to Pay (UMDAP) procedures prescribed by the California State Director of Mental Health to the extent required by applicable law and State Department of Mental Health guidelines and directives.
3. Statements of Beneficiary Services. Contractor shall submit written itemized statements to County for services rendered hereunder to Beneficiaries. Each statement shall identify the Beneficiary and the number and type of Units of Service provided as Mental Health Services and Medical Services respectively, and the dates on which such Units of Services were provided, and the amount of compensation requested for the services.
4. Compensation Limited to Beneficiaries. Contractor shall be entitled to compensation from County only for services rendered to a Beneficiary pursuant to County's authorization or approval of compensation as otherwise provided in this Agreement. Notwithstanding any other provision of this Agreement, Contractor shall not be entitled to bill and collect from County any compensation for services rendered to a Patient if sources of payment other than Medi-Cal are available. In the event only partial payment for a service is available from any source other than County, Contractor shall accept such payment as payment in full and shall not be entitled to payment from County for any co-payment, deductible, or any other such amount for any part of such services.
5. Rate of Compensation for Medical Services. Contractor shall be entitled to compensation rates for only Emergency and prior-approved Non-Emergency Medical Services as defined in Attachment A at the Contractor's usual and customary rates charged to private-pay patients, which rates shall also include payment for physician services rendered by hospital-based physicians through its departments of radiology, pathology, and emergency services.
6. Rate Of Compensation for Inpatient Psychiatric Hospital Services. The amounts paid to Contractor for in-patient psychiatric services rendered to a Beneficiary shall be in accordance with the rates of compensation otherwise set forth in Attachment B-1 and shall be accepted by Contractor as full and complete compensation for all such services. The per diem rate included in Attachment B-1 is considered to be payment in full, subject to third party liability and patient share of costs, for the specialty mental health services to a Beneficiary.

7. Transmittal of Payment. County shall transmit payment to Contractor within sixty (60) days after County receives the statement for Psychiatric Inpatient Hospital Services rendered to a Beneficiary except as otherwise specified in this Agreement.

8. Medi-Cal Rate as Payment in Full for Services. Contractor covenants to accept as payment in full for any and all psychiatric inpatient hospital services payments authorized by the County pursuant to Attachment B of this Contract. Such acceptance shall be made irrespective of whether the cost of such services and related administrative expenses shall have exceeded the rate payment obligation of the County provided in Attachment B-1.

9. Contractor Determination of Indigent Patient Status: Notice; Verification.

9.1. Indigent Patient Notice. In the event Contractor determines that a Patient is an Indigent Patient, Contractor shall give County written notice of the determination, including supporting findings and documentation (herein called "Indigent Patient Notice").

An Indigent Patient Notice shall be submitted concurrently with the first statement pursuant to which Contractor requests compensation hereunder for services rendered to the applicable Patient on the basis that such services are Indigent Patient Services.

9.2. Verification. Contractor's determination shall be subject to review and approval by County upon County's verification that reasonable efforts have been made to identify payment resources, including without limitation, the determination of eligibility of the Patient for Medi-Cal or other public assistance, which approval may not be unreasonably withheld.

10. Delayed Payment for Verification of Indigent Patient Status. Payment for services to a Patient for which an initial Indigent Patient Notice has been received by County may be delayed as reasonably necessary or appropriate to allow County to verify the Contractor's determination and pursue the determination of the Patient's eligibility for Medi-Cal or other public assistance. However, such payment shall be made no later than ninety (90) days after the date on which County receives the Indigent Patient Notice and related statement, unless on or before such date for payment, the County gives Contractor written notice and verification of the Patient's coverage by an insurer or other private third-party payer or determination that the Patient is eligible for public assistance other than Medi-Cal for the services set forth on the statement.

11. Refund to County. Notwithstanding anything in this Agreement to the contrary, in the event County provides Contractor with written notice and verification of the Patient's coverage by an insurer or other private third-party payer for services for which County has already paid Contractor, Contractor shall be responsible for obtaining payment from such resources. Contractor shall refund to County the amounts for such services which were previously paid by County to Contractor no later than either the thirtieth (30th) day after Contractor receives payment from such resources or the one-hundred-twentieth (120th) day after receipt of the notice from County verifying the Patient's coverage by such resources, whichever day first occurs.

12. Customary Charges Limitation. Notwithstanding anything in the Agreement to the contrary, the County's total liability to the Contractor shall not exceed the Contractor's total customary charges for like services during each hospital fiscal year or part thereof, in which this Contract is in effect. The Department may recoup any excess of total payments above such total customary charges under Paragraph 8 of this Attachment.

## **ATTACHMENT B-1 – SCHEDULE OF FEES FOR INPATIENT PSYCHIATRIC HOSPITAL SERVICES**

- Rates for the Institution for Mental Disease (IMD) are attached hereto.
- The rate for Convalescent Skilled Nursing Facility for a bed-hold and room reserve rates will be retroactively paid at the published State rates provided on the Department of Health Care Services website at: <https://www.dhcs.ca.gov/services/medical/Pages/AB1629/LTC.aspx>.

## Vista Pacifica Center IMD Rates

<b>Services 18-64 Years Old</b>	<b>FY 2025-2026</b>
Facility Rate - Daily	\$ 255.00
Room Reserve Rate	\$ 255.00
Extended BED HOLD (Leave of absence)	\$ 255.00
Private Rate	\$280.00
<b>Augmented Services Rates</b>	
Level A (per diem rate in addition to daily rate)	\$70.00 per day
Level B (per diem rate in addition to daily rate)	\$140.00 per day
Level C (per diem rate in addition to daily rate)	\$180.00 per day
Level D (per diem rate in addition to daily rate)	\$160.00 per day

<b>Services 65+Years Old</b>	<b>FY 2025-2026</b>
Room Reserve Rate	\$ 255.00
Extended BED HOLD (Leave of absence)	\$ 255.00
Private Rate	\$280.00
<b>Augmented Services Rates</b>	
Patch A (per diem rate in addition to daily rate)	\$100.00 per day
Patch B (per diem rate in addition to daily rate)	\$170.00 per day
Patch C (per diem rate in addition to daily rate)	\$210.00 per day
Patch D (per diem rate in addition to daily rate)	\$190.00 per day

## Vista Pacifica Convalescent Rates 2025

Services	Effective 1/1/2025
Facility Rate - Daily Room Reserve Rate	<b>\$297.00</b>
Extended Bedhold Rate	<b>\$297.00</b>
Private Rate- Semi with WQIP <b>Eff 7/1/2025</b>	<b>\$338.00</b>
Private Rate - Single with WQIP <b>Eff 7/1/2025</b>	<b>\$348.00</b>
<b>Augmented Services Rates</b>	
Patch A (per diem rate in addition to daily rate)	\$90.00 per day
Patch B (per diem rate in addition to daily rate)	\$160.00 per day
Patch C (per diem rate in addition to daily rate)	\$200.00 per day

Extended Bed Hold Rate - Client out at Hospital past 7 days

Room Reserve Rate - Holding bed for Client prior to Admission



## **ATTACHMENT C – INSURANCE PROVISIONS**

## **Attachment C: 2024 Insurance Requirements for SKILLED MEDICAL FACILITIES FOR IN-PATIENT & OTHER CARE – VISTA P**

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

**MINIMUM SCOPE AND LIMIT OF INSURANCE.** Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence, **\$4,000,000** aggregate.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering any auto (Code 1), or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. Minimum increases to **\$2,000,000** per accident if contractor will be transporting county patients off site.
3. **Workers’ Compensation** insurance as required by the State of California, with **Statutory Limits**, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Healthcare Professional Liability:** Insurance appropriate to the work hereunder, with limit no less than **\$2,000,000** per occurrence or claim, **\$3,000,000** aggregate.
5. **Abuse/Molestation Liability** (Sexual assault and misconduct): Coverage with limits no less than **\$1,000,000** per occurrence or claim, **\$3,000,000** aggregate.
6. **Cyber Liability** insurance, with limits not less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations regarding patient data as undertaken by Contractor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement on intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties, and credit monitoring expenses.

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

### **OTHER INSURANCE PROVISIONS**

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

**Additional Insured Status:** Inyo County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

**Notice of Cancellation:** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to Inyo County.

## **Attachment C: 2024 Insurance Requirements for SKILLED MEDICAL FACILITIES FOR IN-PATIENT & OTHER CARE – VISTA P**

**Primary Coverage:** For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects Inyo County, its officers, officials, employees, and volunteers as additional insureds. Any insurance or self-insurance maintained by Inyo County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

**Umbrella or Excess Policy:** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

**Waiver of Subrogation:** Contractor hereby grants to Inyo County a waiver of any right to subrogation which any insurer of said Contractor may acquire against Inyo County by virtue of the payment of any loss under such insurance. The contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Inyo County has received a waiver of subrogation endorsement from the insurer.

**Self-Insured Retentions:** Self-insured retentions must be declared to and approved by Inyo County. Inyo County may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Inyo County. The CGL and Professional Liability policies must provide that defense costs, including ALAE, will satisfy the SIR or deductible.

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

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

**Verification of Coverage:** Contractor shall furnish Inyo County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. **All certificates and endorsements and copies of all Declarations and Endorsements pages are to be received and approved by Inyo County before work commences.** However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Inyo County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Special Risks or Circumstances:** Inyo County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-819

### Appointments to Emergency Medical Care Committee (EMCC)

#### Health & Human Services - EMCC

ACTION REQUIRED

#### ITEM SUBMITTED BY

Anna Scott, Health & Human Services Director

#### ITEM PRESENTED BY

Anna Scott, Health & Human Services Director

#### RECOMMENDED ACTION:

Appoint the following individuals to the Emergency Medical Care Committee, to serve two-year terms ending December 31, 2027: Chief Joe Cappello, representing the Independence Volunteer Fire Department; Michael Patterson, representing Sierra Lifeflight air ambulance services; and Lisa Davis, representing EMS Operating Area 1.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The Emergency Medical Care Committee (EMCC) was established to review and report on ambulance service operations, the available emergency medical care, and the first-aid practices in Inyo County. The EMCC consists of thirteen voting members: ten are designated by the member agencies and three are at-large members. According to the EMCC by-laws, representatives from the member agencies are required to submit notification of their desire to represent the agency and your Board makes the final appointment.

As of December 1, 2025, all designated member agencies and member-at-large seats are filled on the Emergency Medical Care Committee, with seven of those terms expiring on December 31, 2025. The members listed above are all continuing members who have extensive institutional knowledge and are meaningfully engaged in EMS system development in Inyo County. The Department has reached out to other members who's terms will be expiring at the end of December, and will bring forward a recommendation to fill the remaining expiring terms at the next Board of Supervisors meeting in January 2026.

#### FISCAL IMPACT:

Funding Source	There is no funding associated with this item	Budget Unit	
Budgeted?		Object Code	
Recurrence		Sole Source?	

If Sole Source, provide justification below

<b>Current Fiscal Year Impact</b>
<b>Future Fiscal Year Impacts</b>
<b>Additional Information</b>

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Should the appointment not be approved, the EMCC would have up to five vacant agency-represented positions and two vacant member-at-large positions. This is not recommended, as failing to appoint representatives from partner EMS agencies could significantly reduce regional input into emergency medical issues.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Enhanced Health, Social, & Senior Services  
**Economic Enhancement** | Local Businesses, Organizations, and Workforce  
**High Quality Services** | Public Safety and Emergency Response

**APPROVALS:**

Anna Scott	Created/Initiated - 11/26/2025
Darcy Israel	Approved - 12/02/2025
Anna Scott	Approved - 12/08/2025
John Vallejo	Approved - 12/09/2025
Denelle Carrington	Final Approval - 12/09/2025

**ATTACHMENTS:**

1. Letters of Interest

## Melissa Witting

---

**From:** Joe Cappello <ivfdjoe@gmail.com>  
**Sent:** Tuesday, December 2, 2025 1:37 PM  
**To:** Melissa Witting  
**Cc:** Anna Scott  
**Subject:** Re: Emergency Medical Care Committee non-secure

Melissa,  
I am interested in serving another 2-year term on the Inyo EMCC.  
Let me know if you need anything more.  
Thanks,  
Joe Cappello  
Fire Chief  
Independence Volunteer Fire Dept.  
Cell: (760) 920-1108  
P.O. Drawer B  
200 S. Jackson St.  
Independence, CA 93536

On Dec 2, 2025, at 11:21, Melissa Witting <mwitting@inyocounty.us> wrote:

Good Morning Chief Capello,

This letter is to inform you that your 2-year term on the Emergency Medical Care Committee will be expiring on 12/31/25. We hope that you are still interested on being a member of this committee and would like to extend your term for another 2-years. Please confirm no later than Monday, December 8, 2025, if you wish to extend your term to 12/31/27 or if you would like to designate another representative from the Independence Fire Department.

Thanks!

## Re: Emergency Medical Care Committee non-secure

**Davis, Lisa** <Lisa.Davis@gmr.net>  
12/02/2025 at 05:18 PM

**From:** Davis, Lisa <Lisa.Davis@gmr.net>  
**Sent:** 12/02/2025 at 05:18 PM  
**To:** Melissa Witting <mwitting@inyocounty.us>  
**Cc:** Anna Scott <ascott@inyocounty.us>

Hello,  
I am happy to extend this term. Thank you for the consideration.  
Best,  
Lisa

Get Outlook for iOS

**From:** Melissa Witting <mwitting@inyocounty.us>  
**Sent:** Tuesday, December 2, 2025 3:54:14 PM  
**To:** Davis, Lisa <Lisa.Davis@gmr.net>  
**Cc:** Anna Scott <ascott@inyocounty.us>  
**Subject:** EXT: Emergency Medical Care Committee non-secure

**ATTENTION: External Email – Use Caution – Contact Phishing@gmr.net if suspicious.**

Good Afternoon Lisa,

This letter is to inform you that your 2-year term on the Emergency Medical Care Committee will be expiring on 12/31/25. We hope that you are still interested on being a member of this committee and would like to extend your term for another 2-years. Please confirm no later than Monday, December 8, 2025, if you wish to extend your term to 12/31/27 or if you would like to designate another representative from the Sierra Life Flight.

Thanks!



Melissa Witting  
Assistant to HHS Director  
Inyo County Health & Human Services  
1360 N. Main St.  
Ste. 201A  
p: 760.873.3305  
mwitting@inyocounty.us

## Re: Emergency Medical Care Committee non-secure

**Patterson, Michael** <Michael.Patterson@gmr.net>

12/02/2025 at 12:02 PM

**From:** Patterson, Michael <Michael.Patterson@gmr.net>

**Sent:** 12/02/2025 at 12:02 PM

**To:** Melissa Witting <mwwitting@inyocounty.us>

**Cc:** Anna Scott <ascott@inyocounty.us>

Hi, I would like to continue on the EMCC.

Thanks,

Mike

Mike Patterson EMT-P, FP-C, CMTE | Regional Director

Pacific Fixed Wing Operations Reach 62, 66, Calstar 70 and SLF Ground Operations

C 760-784-1520 | O 760-872-2202 | F 760-872-2192 | Michael.Patterson@gmr.net

**From:** Melissa Witting <mwwitting@inyocounty.us>

**Sent:** Tuesday, December 2, 2025 11:31 AM

**To:** Patterson, Michael <Michael.Patterson@gmr.net>

**Cc:** Anna Scott <ascott@inyocounty.us>

**Subject:** EXT: Emergency Medical Care Committee non-secure

**ATTENTION:** External Email – Use Caution – Contact Phishing@gmr.net if suspicious.

Good Morning Michael,

This letter is to inform you that your 2-year term on the Emergency Medical Care Committee will be expiring on 12/31/25. We hope that you are still interested on being a member of this committee and would like to extend your term for another 2-years. Please confirm no later than Monday, December 8, 2025, if you wish to extend your term to 12/31/27 or if you would like to designate another representative from the Sierra Life Flight.

Thanks!



Melissa Witting

Assistant to HHS Director

Inyo County Health & Human Services

1360 N. Main St.





# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-810

### Yucca Mountain Federal Fiscal Year 2024-2025 Certification of Funds Expenditure Planning Department ACTION REQUIRED

#### ITEM SUBMITTED BY

Cathreen Richards, Planning Director

#### ITEM PRESENTED BY

Cathreen Richards, Planning Director

#### RECOMMENDED ACTION:

- A) Certify that \$39,061.60 in funds provided to Inyo County as an Affected Unit of Local Government (AULG) under the Nuclear Waste Policy Act, as amended, have been expended in accordance with the provisions of that Act, Public Law 97-425; and the 2010 Energy and Water Development and Related Agencies Appropriations Act (Public Law 111-85);
- B) Authorize the Chairperson to sign the certification (Attached); and,
- C) Direct staff to submit the certification to the U.S. Department of Energy.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Section 116(c) of the Nuclear Waste Policy Act of 1982 (Act), as amended, defines the activities that may be undertaken by affected units of local government, which include monitoring, oversight, and impact assessment. The Nuclear Waste Policy Act of 1982 and the Energy and Water Development and Related Agencies Appropriations Act, 2010 (Public Law 111-85) prohibit the use of these funds to pursue legislation against the U.S. Government, for any lobbying activity, or to support multi-state efforts or other coalition building activities inconsistent with the restrictions contained in the Act. Under the Energy and Water Development and Related Agencies Appropriations Act, in Federal Fiscal Year 2016, monies were expended by Inyo County which had been previously provided to the County by the U.S. Department of Energy to conduct appropriate activities and participate in licensing activities (Expenditures Attached). The Nuclear Waste Policy Act requires that the County annually certify that the funds were used in accordance with the Act and the 2010 Energy and Water Development and Related Agencies Appropriations Act (Public Law 111-85).

The Yucca Mountain Repository Assessment Office under the guidance of the Planning Department, has been responsible for the expenditure of the funds received from the Department of Energy. These funds have been expended in accordance with the relevant Federal laws as stated in the certification. The attached certification form states that the monies received from the U.S. Department of Energy were expended by Inyo County on activities that are allowable as defined under applicable federal laws, including the Nuclear Waste Policy Act of 1982, Public Law 97-425 and the 2010 Energy and Water Development and Related Agencies Appropriations Act (Public Law 111-85). The 2024-2025 expenditures were primarily used for the County's hydrological consultants to monitor wells for groundwater data in the Amargosa and Death Valley regions as it pertains to the possible Yucca Mountain Repository project.

**FISCAL IMPACT:**

N/A			
<b>Additional Information</b>			

Yucca Mountain Oversight funds are held in a non-general fund grant budget (620605) restricted to specific use.

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could decide not to submit the annual certification; however, if a certification is not submitted, the County would no longer be eligible to receive funds for this program.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Climate Resilience and Natural Resource Protection

**APPROVALS:**

Cathreen Richards	Created/Initiated - 11/24/2025
Darcy Israel	Approved - 11/24/2025
Amy Shepherd	Approved - 12/01/2025
John Vallejo	Approved - 12/01/2025
Denelle Carrington	Approved - 12/01/2025
Cathreen Richards	Final Approval - 12/01/2025

**ATTACHMENTS:**

1. 2024-2025 Expenditures
2. FY 2025 Certification

SORT ORDER: OBJECT within BUDUNIT

SELECT BUDGET UNIT: 620605 ; OBJECT: 5000-5999

Lg	BUDGET UNIT	Primary Ref	Transaction Description	SS	Ref Date	Job No	Debit	Credit	NET
==	=====	=====	=====	==	=====	=====	=====	=====	=====
GL	620605-5025	RETHLTH1024	OCT24 RETIREE HEALTH	JE	10/31/24	03762948	995.67	0.00	995.67
GL	620605-5025	RETHLTH1124	NOV24 RETIREE HEALTH	JE	11/30/24	03762951	995.67	0.00	1,991.34
GL	620605-5025	RETHLTH1224	DEC24 RETIREE HEALTH	JE	12/31/24	03762964	995.67	0.00	2,987.01
GL	620605-5025	RETHLTH0125	JAN25 RETIREE HEALTH	JE	01/31/25	03762967	995.67	0.00	3,982.68
GL	620605-5025	RETHLTH0225	FEB25 RETIREE HEALTH	JE	02/28/25	03762970	995.67	0.00	4,978.35
GL	620605-5025	RETHLTH0325	MAR25 RETIREE HEALTH	JE	03/31/25	03762973	995.67	0.00	5,974.02
GL	620605-5025	RETHLTH0425	APR25 RETIREE HEALTH	JE	04/30/25	03762976	995.67	0.00	6,969.69
GL	620605-5025	RETHLTH0525	MAY25 RETIREE HEALTH	JE	05/31/25	03762980	995.67	0.00	7,965.36
GL	620605-5025	RETHLTH0625	JUN25 RETIREE HEALTH	JE	06/30/25	03763017	995.63	0.00	8,960.99
GL	620605-5025	PYHEALTH2425	2425 ACTUAL RETIREE HEALTH	JE	06/30/25	03888589	446.20	0.00	9,407.19
GL	620605-5025	RETHLTH0725	JUL25 RETIREE HEALTH	JE	07/31/25	03928221	1,271.75	0.00	10,678.94
GL	620605-5025	RETHLTH0825	AUG25 RETIREE HEALTH	JE	08/31/25	03928222	1,271.75	0.00	11,950.69
GL	620605-5025	RETHLTH0925	SEPT25 RETIREE HEALTH	JE	09/30/25	03928233	1,271.75	0.00	13,222.44
*****Total	*OBJT 5025		RETIREE HEALTH BENEFITS			DR	13,222.44	0.00	13,222.44
GL	620605-5124	JA24012	YUCCA MT I#2025-53	JE	06/29/25	03909394	7,610.96	0.00	7,610.96
GL	620605-5124	JA24215	I#2025-147 YUCCA MOUNTAIN	JE	06/29/25	03935556	63.47	0.00	7,674.43
*****Total	*OBJT 5124		EXTERNAL CHARGES			DR	7,674.43	0.00	7,674.43
GL	620605-5232	JE49726	YUCCA MTN PLOTTER INC-238315	JE	06/17/25	03897153	4,747.80	0.00	4,747.80
GL	620605-5232	JE49726	YUCCA MTN PLOTTER INC-238315	JE	06/17/25	03897153	326.43	0.00	5,074.23
*****Total	*OBJT 5232		OFFICE & OTHER EQUIP < \$5,000			DR	5,074.23	0.00	5,074.23
GL	620605-5265	91195116	U.S. GEOLOGICAL CUST# 60000010	OH	10/03/24	03743832	2,000.00	0.00	2,000.00
GL	620605-5265	187182	ROUX ASSOCIATES P#3777.000IS00	OH	11/19/24	03771437	722.00	0.00	2,722.00
GL	620605-5265	187967	ROUX ASSOCIATES P#3777.000IS00	OH	01/15/25	03803895	95.00	0.00	2,817.00
GL	620605-5265	90073772	U.S. GEOLOGICAL CUST# 60000010	OH	01/29/25	03811812	2,000.00	0.00	4,817.00
GL	620605-5265	030125-033125	JAMES, GREGORY LEGAL SERVICES	OH	04/08/25	03853532	296.00	0.00	5,113.00
GL	620605-5265	90096450	U.S. GEOLOGICAL CUST# 60000010	OH	04/21/25	03861345	2,000.00	0.00	7,113.00
GL	620605-5265	050125-053125	JAMES, GREGORY LEGAL SERVICES	OH	06/17/25	03897055	222.00	0.00	7,335.00
GL	620605-5265	90116186	U.S. GEOLOGICAL CUST# 60000010	OH	06/29/25	03922276	2,000.00	0.00	9,335.00
GL	620605-5265	194919	ROUX ASSOCIATES P#3777.000IS00	OH	09/08/25	03962466	342.00	0.00	9,677.00
GL	620605-5265	90131383	U.S. GEOLOGICAL CUST# 60000010	OH	09/17/25	03968171	2,000.00	0.00	11,677.00
*****Total	*OBJT 5265		PROFESSIONAL & SPECIAL SERVICE			DR	11,677.00	0.00	11,677.00
GL	620605-5315	COSTPLAN1024	OCT24 COSTPLAN	JE	10/31/24	03762598	105.17	0.00	105.17
GL	620605-5315	COSTPLAN1124	NOV24 COSTPLAN	JE	11/30/24	03762533	105.17	0.00	210.34
GL	620605-5315	COSTPLAN1224	DEC24 COSTPLAN	JE	12/31/24	03762540	105.17	0.00	315.51
GL	620605-5315	COSTPLAN0125	JAN25 COSTPLAN	JE	01/31/25	03762543	105.17	0.00	420.68
GL	620605-5315	COSTPLAN0225	FEB25 COSTPLAN	JE	02/28/25	03762545	105.17	0.00	525.85
GL	620605-5315	COSTPLAN0325	MAR25 COSTPLAN	JE	03/31/25	03762550	105.17	0.00	631.02
GL	620605-5315	COSTPLAN0425	APR25 COSTPLAN	JE	04/30/25	03762555	105.17	0.00	736.19
GL	620605-5315	COSTPLAN0525	MAY25 COSTPLAN	JE	05/31/25	03762561	105.13	0.00	841.32
GL	620605-5315	COSTPLAN0625	JUN25 COSTPLAN	JE	06/30/25	03762601	105.17	0.00	946.49
GL	620605-5315	COSTPLAN0725	JUL25 COSTPLAN	JE	07/31/25	03975954	155.67	0.00	1,102.16
GL	620605-5315	COSTPLAN0825	AUG25 COSTPLAN	JE	08/31/25	03975955	155.67	0.00	1,257.83
GL	620605-5315	COSTPLAN0925	SEPT25 COSTPLAN	JE	09/30/25	03975981	155.67	0.00	1,413.50
*****Total	*OBJT 5315		COUNTY COST PLAN			DR	1,413.50	0.00	1,413.50
*****Total	*BUDG 620605		YUCCA MOUNTAIN OVERSIGHT			DR-CR	39,061.60	0.00	39,061.60

SORT ORDER: OBJECT within BUDUNIT

SELECT BUDGET UNIT: 620605 ; OBJECT: 5000-5999

Lg BUDGET UNIT	Primary Ref	Transaction Description	SS Ref	Date	Job No	Debit	Credit	NET
=====								
		** GRAND TOTAL **			DR-CR	39,061.60	0.00	39,061.60

**CERTIFICATION OF EXPENDITURE OF FUNDS  
FOR FEDERAL FISCAL YEAR 2024-2025**

This is to certify that Inyo County, California has expended funds during Federal Fiscal Year 2024-2025 in the amount \$39,061.60 provided to it through direct payment by the U.S. Department of Energy, and that all such expenditures were for allowable activities as defined under applicable federal laws, including the Nuclear Waste Policy Act of 1982, Public Law 97-425 and Energy and Water Development and Related Agencies Appropriations Act, 2010 (Public Law 111-85).

It is further certified that none of the funds were: (1) used directly or indirectly to influence legislative action on any matter pending before Congress or a State legislature or for lobbying activity in violation of 18 U.S.C. 1913; (2) used for litigation expenses; or (3) used to support multi-state efforts or other coalition building activities inconsistent with the restrictions contained in the Nuclear Waste Policy Act of 1982, Public Law 97-425, and the Act.

BY: \_\_\_\_\_  
Scott Marcellin, Chairperson  
Inyo County Board of Supervisors  
Date \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Darcy Ellis, Board Clerk  
Date \_\_\_\_\_

U.S. Department of Energy  
Kimberly.Petry@Nuclear.Energy.gov



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-800

### Update on the Eastern Sierra Business Resource Center County Administrator NO ACTION REQUIRED

#### ITEM SUBMITTED BY

Meaghan McCamman, Deputy County Administrator

#### ITEM PRESENTED BY

Meryl Picard, Kristen York, Sierra Business Council

#### RECOMMENDED ACTION:

Receive presentation on the activities of the Eastern Sierra Business Resource Center.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

This presentation will provide the Board with a status update on the Eastern Sierra Business Resource Center (BRC), including recent accomplishments, ongoing programs, partnerships, and future priorities. The BRC continues to expand its role as a regional hub for business support, entrepreneurship development, and economic resilience across Inyo and Mono counties.

#### FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

The Board could decide not to receive an update on the activities of the Eastern Sierra Business Resource Center. This is not advised, as the Business Resource Center is providing a variety of important services to the Eastern Sierra business community and has information to share!

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

Sierra Business Council

#### STRATEGIC PLAN ALIGNMENT:

**Economic Enhancement** | Collaborative Regional Economic Development

#### APPROVALS:

Meaghan McCamman  
Darcy Israel  
Meaghan McCamman  
John Vallejo  
Amy Shepherd  
Denelle Carrington

Created/Initiated - 12/08/2025  
Approved - 12/08/2025  
Approved - 12/08/2025  
Approved - 12/10/2025  
Approved - 12/10/2025  
Final Approval - 12/10/2025

**ATTACHMENTS:**

1. BRC 2025 Impact Statement (Presentation)





## Introduction

2025 has been a transformative year for the Eastern Sierra Business Resource Center (BRC). Through our commitment to supporting local entrepreneurs, small business owners, and community partners, we have expanded our reach, strengthened collaborations, and continued to foster sustainable economic growth throughout Inyo and Mono Counties.

A program of:



In partnership with:





# In just one year, we have:

## **Assisted 75 unique businesses and entrepreneurs**

BRC staff and contractors provided direct one-on-one support, technical assistance, and business consultations that helped business owners start, grow, and sustain their operations.

## **Hosted 26 workshops**

Our in person events and classes covered a wide range of topics, such as financial planning, marketing, business planning, leadership development, and access to capital.

## **Helped launch 2 new businesses**

The BRC played a key role in guiding new ventures from concept to launch through tailored advising, access to resources, and peer mentorship.

## **Leveraged 26 new partnerships**

We expanded our regional network by forming new collaborations with local agencies, chambers of commerce, educational institutions, and nonprofit organizations. These partnerships have enhanced our capacity to deliver joint programs, referrals, and shared resources.





# 2025 Program Highlights



## **Leadership Development:**

Launched the Elevate Your Leadership Potential program, a 5-month training series engaging 27 participants from diverse industries to build capacity and collaboration among emerging community leaders.

## **Workshops and Events:**

Delivered sessions such as Thriving Together: CRA & Access to Capital, Financial Planning 101: Building Your Financial Home, and Community Economic Development Series in partnership with UC Cooperative Extension.

## **Women in Business Initiatives:**

Hosted Matriarch Mixer and Women's Business Brunch to empower local women entrepreneurs through networking, storytelling, and shared learning.

## **Community Job Creation:**

Supported local employers such as Marshalls (Bishop) and Limelight Hotel (Mammoth) by facilitating recruiting events and connecting local talent to job opportunities.

## **Collaborative Economic Development:**

Hosted regional meetings including the CA State Association of Counties Board Meeting and participated in Sierra Jobs First Governing Council to align regional economic strategies.





# Community Partnerships

The BRC has built alliances with partners such as:

- Bishop & Mammoth Lakes Chambers of Commerce
- Sierra Business Council
- UC Cooperative Extension
- AltaOne Federal Credit Union
- California State Association of Counties
- Eastern Sierra Council of Governments
- Mammoth Lakes Tourism
- Local Tribal Governments and Enterprises

These relationships enable us to amplify our impact and leverage collective expertise to support local economic resilience.





# By the Numbers

75

Businesses/  
Entrepreneurs  
Served

26

Workshops  
Delivered

2

New  
Businesses  
Launched

26

New  
Partnerships  
Formed

27

Participants  
in  
Leadership  
Program

18

Average  
Workshop  
Attendance

2

Counties  
Served  
(Inyo &  
Mono)





The Eastern Sierra Business Resource Center remains committed to empowering the people who make our region thrive — our small business owners, entrepreneurs, and community leaders. With gratitude for our partners and supporters, we look forward to another year of collaboration, growth, and innovation.

## Looking Ahead: 2026 Goals

- Expand BRC services to underserved communities across the Eastern Sierra.
- Increase bilingual business advising and outreach.
- Grow our digital learning and virtual advising platform.
- Support five new business launches and deepen entrepreneurial pipelines.
- Continue hosting signature events such as Matriarch Mixer and Empower Hour series.
- Plan a high school pitch camp to support emerging entrepreneurs.





# What People Are Saying



**“Facility and staff is amazing. Excited to have some local resources.”**

**“The staff was awesome and the facility was very bright and open.”**

**“Awesome building, super excited for more opportunities and offerings related to non-profits.”**



**“This was one of the best events I’ve ever been to. Met so many incredible women leaders.”**

**“I loved getting to know everybody. I thought this was truly an amazing event. Thank you so much for putting this on!”**



**“Great way to connect and meet other badass businesswomen.”**

**“Great experience! Very community-oriented and effective.”**

**“We’d love to partner/support future events!”**

Contact Us: Meryl Picard, BRC Director | [mpicard@sierrabusiness.org](mailto:mpicard@sierrabusiness.org) | [530\) 562-4975](tel:5305624975)



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-825

### Update from High Sierra Energy Foundation Community Organization/Outside Agency NO ACTION REQUIRED

#### ITEM SUBMITTED BY

High Sierra Energy Foundation

#### ITEM PRESENTED BY

Pam Bold

#### RECOMMENDED ACTION:

Receive an update on the work of the High Sierra Energy Foundation.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Founded in 2005, the High Sierra Energy Foundation (HSEF) promotes energy efficiency in the Eastern Sierra. Over the years, HSEF has performed outreach for many statewide campaigns such as Flex Your Power, Energy Upgrade California, and CHEEF Residential Energy Efficiency Loans.

Pam Bold, HSEF executive director, has requested the opportunity to update the Board on the foundation's work in celebration of its 20th anniversary.

#### FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

Decline to hear presentation.

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

None.

#### STRATEGIC PLAN ALIGNMENT:

Thriving Communities | Climate Resilience and Natural Resource Protection

#### APPROVALS:

Darcy Israel	Created/Initiated - 12/08/2025
Darcy Israel	Approved - 12/08/2025
John Vallejo	Approved - 12/09/2025
Amy Shepherd	Approved - 12/09/2025
Denelle Carrington	Final Approval - 12/10/2025

**ATTACHMENTS:**

1. High Sierra Energy Foundation - 20 Years Presentation





HIGH SIERRA ENERGY  
FOUNDATION

# Inyo County Board of Supervisors Presentation

---

December 16, 2025

*Pam Close Bold, Executive Director*

*Jess Blackwell, Program Manager*

# Overview of the High Sierra Energy Foundation

- The High Sierra Energy Foundation (HSEF) is a nonprofit based in Mammoth Lakes and serving Mono and Inyo counties.
- Our mission is to promote the culture of energy efficiency and sustainability in the Eastern Sierra.
- Originally, the HSEF focused on exploring geothermal district heating for the Town of Mammoth Lakes.
- After the 2008 downturn, the organization pivoted its focus to energy efficiency and local government partnerships through Southern California Edison.
- Since then, the mission has expanded to include additional focus areas of energy and sustainability and strives to connect residents and businesses with impactful programs.
- Our team does its best to help bring resources and programs that are readily available in urban areas to our rural hard-to-reach communities.
- The HSEF was founded in 2005 and celebrating its 20<sup>th</sup> anniversary.



Current HSEF team from left to right: Ella Francis, Pam Close Bold, Jess Blackwell, and Jenna Horiuchi

# Understanding Public Purpose Dollars

Electricity and natural gas bills contain a public goods charge. These are funds collected from ratepayers and used to implement **public purpose programs**.

One type of public purpose program are energy efficiency programs. These ratepayer funded programs are **overseen by the California Public Utilities commission (CPUC)**.

The goal of ratepayer funded energy efficiency programs is to **reduce energy use** so costly power plants and infrastructure does not have to be built.

# Understanding Regional Energy Networks (RENs)

RENs are an innovative framework for local governments to design and administer **CPUC energy efficiency programs**.



RENs are allowed to design innovative programs which focus on **serving communities** in ways traditional energy efficiency programs do not.



This has led RENs to focus on serving **hard-to-reach customers** as well as disadvantaged and underserve communities.

# Central California Rural Regional Energy Network



The HSEF is a founding member of the Central California Rural Regional Energy Network (CCR REN), which was approved by the CPUC in Sept. 2024 with six programs and a \$36M four-year budget.

CCR REN serves 5.4 million customers across 14 Counties, and almost 50,000 square miles with a community breakdown of 76% geographically hard-to-reach, 40% disadvantaged, and 50% underserved.

## CCR REN Programs

	<b>Residential</b>	Energy efficiency audits and installation of simple measures
	<b>Workforce Education and Training</b>	Youth workforce education and training program
	<b>Commercial Energy Improvement</b>	No-cost electrification projects for commercial customers
	<b>Public</b>	Support for hard-to-reach public agencies in Monterey Bay
	<b>Codes and Standard</b>	Training and technical assistance for building professionals
	<b>Finance</b>	Finance program is slated to launch in 2026

## CCR REN Partners





# Southern California Regional Energy Network



The HSEF is a regional partner of the Southern California Regional Energy Network (SoCalREN), which is administered by the County of Los Angeles, and helps to deliver energy efficiency programs to public agencies and multifamily properties that receive electric service from Southern California Edison.

To date, the HSEF has worked with local governments, community services districts, schools, and the Bishop Paiute Tribe.

Current Programs include:

- Public Agency
- Energy Resilience Action Planning
- Facility Equipment Inventories
- Multifamily and Multifamily Hard-to-Reach Direct Install
- Kits for Kids



**Get Paid for Going Green!**

SoCalREN now offers Direct Pay support to help eligible public agencies unlock federal tax credit payments that can cover the costs of clean technology investments.

From electric vehicle charging, solar power, to battery storage, SoCalREN is here to help your agency unlock Direct Pay funding to finance its next clean energy project.

### How it Works

Tax-exempt and governmental entities that do not owe federal income tax can benefit from clean energy tax credits through IRS Direct Pay.

SoCalREN will guide you through the process to make leveraging Direct Pay as easy as possible. Benefits of the program include:

-  Access to a pre-registration checklist  
Utilize SoCalREN's step-by-step checklist to navigate the complex pre-registration process. Receive guidance on key documents needed, anticipated timelines to ensure on-time filing, and additional project management support tools.
-  Curated educational materials  
Leverage SoCalREN's credit-specific educational materials—like annotated tax forms and informational webinars—to support the filing process.
-  Personalized tax specialist support  
Our Trade Ally Network can connect you with a tax specialist to answer questions, troubleshoot any paperwork challenges, and ensure that your agency claims the maximum credit possible.

### Direct Pay in Action

#### Example Milestones

- 1 Electric vehicle is purchased by an enrolled SoCalREN agency.
- 2 Agency pre-registers through IRS CHIPS Filing Tool for personal verification and facility proof of ownership.
- 3 Agency gathers relevant documents to prove that prevailing wages and apprenticeship requirements are met, such as invoices, documentation, proof of ownership, and registration.
- 4 Agency submits credits prior to the filing deadline.
- 5 Agency receives check from IRS Direct Pay program.

Tax Year	Jan-Dec	Jul-Jun	Oct-Sept
Filing Deadline	May 15	Nov 15th	Feb 15th

Connect with your SoCalREN Project Manager today to learn how to get started! Not enrolled yet? Sign up at [socalren.org/join](https://socalren.org/join) or contact [info@socalren.org](mailto:info@socalren.org).

The SoCalREN Public Agency Programs are administered by the County of Los Angeles and funded by California utility ratepayers under the auspices of the California Public Utilities Commission.



# Recent HSEF Initiatives

- Supporting youth education through scholarships given to Bishop High School students over the last five years (with a total of nearly \$19K granted across all schools in region).
- Leveraging funding from the LADWP Community Partnership Grant program since 2019 to deliver outreach and education to Owens Valley residents on energy conservation and relevant programs. This funding also supported a pool pump replacement project at the Bishop City Park Pool in spring of 2025.
- Other Activities:
  - Outreach and education partner for SCE, LADWP, and other statewide Public Goods Programs.
  - Youth education delivered via Living Wise, Tribal Environmental Youth Camp, and local events.
  - Eastern Sierra Green Business Program (California Green Business Network).
  - CDFA Healthy Stores Grant.



Visiting Shoshone Elementary School in April 2024 to deliver SoCalREN Kits for Kids program.



# Inyo County Sustainability Series 2025

The HSEF partnered with the Inyo County Free Library to deliver community events with funding from the California Sustainable Libraries grant program. Events were held from February 2025 to June 2025 and included:

- Coso Geothermal Plant Tour.
- Birding Workshop with Eastern Sierra Land Trust.
- Ash Meadows National Wildlife Refuge Tour with Amargosa Conservancy.
- LADWP Owens Gorge Hydropower Tour.
- Lone Pine Community Services District Wastewater Treatment Facility Tour.
- Energy Conservation Workshop in Independence





# Contributions to Inyo County

- **Inyo County Facility Equipment Inventories (2025).** Conducted building energy assessments to identify and assess all energy-consuming equipment in key County-owned facilities, with detailed inventories for the County Consolidated Building, Airport, Courthouse, Annex, Bishop Senior Center and Tecopa facilities. With this data, the HSEF will identify meaningful energy efficiency projects with strong ROI for the County to consider.
- **All-Electric Business Resource Center (2022-2024).** Provided nearly \$50K in financial support from LADWP and SCE for the Business Resource Center in downtown Bishop to act as an all-electric demonstration site, with the hope it serves to educate and inspire others on the benefits of electrification.
- **Bishop Wastewater Treatment Plant Solar Initiative (2016).** Supported identification of the project opportunity and facilitated timely communications with SCE to ensure successful project completion, delivering an estimated \$60K a year in energy savings and \$168K in incentives. Additionally, the facility was grandfathered in on NEM 1.0 which extended pricing benefits for 10 years. (Total project cost was \$600K.)
- **Inyo County Park Lighting Retrofit (2021).** Outdoor lighting retrofit at Izaak Walton, Mendenhal, Dehy, Independence and Spainhower Parks with LADWP funds.

**The HSEF team is very interested to further collaborate with Inyo County on energy efficiency projects and relevant energy-related programs!**





HIGH SIERRA ENERGY  
FOUNDATION

**Here's to (at least) 20 more!**



Pam Close Bold, Executive Director  
[Bold@highsierraenergy.org](mailto:Bold@highsierraenergy.org)  
Office: 760.934.4650  
Cell: 760.914.3136



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-805

### Announcement of Award – Eastern Sierra Communities Wildfire Defense Program (USDA Forest Service, Community Wildfire Defense Grant) County Administrator - Emergency Services NO ACTION REQUIRED

#### ITEM SUBMITTED BY

Kristen Pfeiler, Wildfire Preparedness Coordinator

#### ITEM PRESENTED BY

Kristen Pfeiler, Wildfire Preparedness Coordinator

#### RECOMMENDED ACTION:

Receive presentation announcing the \$4.6 million USDA Community Wildfire Defense Grant awarded to the Eastern Sierra Council of Governments.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

Over the past several years, Inyo County has made sustained investments in community wildfire resilience, most notably through updating the Community Wildfire Protection Plan (CWPP) in 2024, supporting the County Wildfire Coordinator position, strengthening Fire Safe Councils, and expanding interagency coordination. These efforts clearly identified the need for reliable green-waste disposal, community defensible space support, and a more unified system for helping high-risk communities reduce hazardous fuels.

These County-led investments directly positioned the Eastern Sierra Council of Governments (ESCOG) to successfully secure a \$4.6 million Community Wildfire Defense Grant (CWDG) from the USDA Forest Service. The newly funded Eastern Sierra Communities Wildfire Defense Program is built around the priorities articulated in the County's CWPP and now provides the resources needed to implement them at scale. For more information on this grant program and funded proposals, visit:  
<https://www.fs.usda.gov/managing-land/fire/grants/cwdg/funded-proposals>.

A significant portion of the program directly benefits Inyo County Public Works. Through a subaward, the grant will support five years of County-operated chipping, hauling, biomass processing, and construction of a composting pad, creating an on-ramp to a sustainable, long-term system for green-waste management and hazardous fuel removal in high-risk communities.

In addition, the program makes several critical regional investments. It supports local fuel-reduction crews, strengthens and unites Firewise and Fire Safe Councils, and expands resident education accompanied by tailored home-risk assessments. It also invests in essential coordination, training, work-experience opportunities, and future job placement to grow a regional workforce pipeline in partnership with Cerro Coso Community College.

Together, these grant-funded components strengthen County operations, support community-driven mitigation, and sew the seeds for a durable, regionwide system for reducing wildfire risk.

**FISCAL IMPACT:**

<b>Funding Source</b>	Grant Funded (USDA Forest Service Community Wildfire Defense Grant)	<b>Budget Unit</b>	
<b>Budgeted?</b>	No	<b>Object Code</b>	
<b>Recurrence</b>	Ongoing Expenditure	<b>Sole Source?</b>	No

**If Sole Source, provide justification below**

NA

**Current Fiscal Year Impact**

There is no fiscal impact on Inyo County at this time. Future fiscal impacts will occur only after ESCOG executes a subaward with Inyo County Public Works. That agreement will return to the Board for approval and will outline reimbursement for all eligible chipping, hauling, and biomass-processing services provided by the County.

**Future Fiscal Year Impacts**

\$477,760 is allocated to Inyo County via subaward over five years, anticipated to start in Spring 2026.

**Additional Information****ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board may choose not to receive this presentation. This is not recommended, as this item is informational and provides the Board with context for the upcoming Community Wildfire Defense Program and Public Works coordination.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

ESCOG, Public Works, PMO

**STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Climate Resilience and Natural Resource Protection  
**Economic Enhancement** | Local Businesses, Organizations, and Workforce  
**High Quality Services** | High-Quality County Government Services  
**High Quality Services** | Public Safety and Emergency Response

**APPROVALS:**

Kristen Pfeiler	Created/Initiated - 11/20/2025
Darcy Israel	Approved - 11/21/2025
Amy Shepherd	Approved - 11/24/2025
Keri Oney	Approved - 11/25/2025
John Vallejo	Approved - 12/01/2025
Denelle Carrington	Final Approval - 12/01/2025

**ATTACHMENTS:**

1. Community Wildfire Defense Grant Submission
2. Wildfire Grant Presentation

[Home](#) [Detail Sections](#)

## Proposal :: CA / EastsideCWDG

Application

### Eastern Sierra Communities Wildfire Defense Program

**Application Period:** Nov 20, 2024 - Mar 15, 2025

**Decision Date:** Jun 1, 2025

**Please review the proposal below. Once a proposal has been submitted only the CSS Admin may change it.**

*Grant proposals become part of the public record. They may be viewed by the public after the application period ends. Be sure to thoroughly review guidance and instruction documents to ensure eligibility and other requirements are met.*

☐ Ready to submit proposal

**Submit Proposal**

<b>FY 2024 - 2025 USDA Forest Service Community Wildfire Defense Grant Application</b>	<b>File Name</b>			
	State:	CA	Keyword:	EastsideCWDG
	Region:		Priority:	
			Id:	
	<b>Administration Information</b>			
	Funds Requested:		\$4,649,865	
		Match:		
Score:	Ranking:	Project Funding:		
		\$4,649,865		

<b>1</b>	<b>Proposal Cooperator [CA]</b>			
	Cooperator Organization:	Eastern Sierra Council of Governments		
	Contact Person:	Kristen Pfeiler		
	Address:	437 Old Mammoth Road, Suite #230		
	City:	Mammoth Lakes	State:	CA
	Phone:	760-878-8444	ZIP Code:	93546
	Email:	kristen.pfeiler@inyocounty.us		

<b>1</b>	<b>Applicant Information [CA]</b>			
	Applicant:	Eastern Sierra Council of Governments		
	Contact Person:	Elaine Kabala		
	Address:	437 Old Mammoth Road, Suite #230		
	City:	Mammoth Lakes	State:	CA
	Phone (work/cell):	760-878-8800	Fax:	760-878-0465
	Email:	ekabala@escog.ca.gov		
	Federal Tax ID:	87-1552126	UEI:	ZZWPNJNHUA15

*Is either the Applicant or Proposal Cooperator an Alaskan Native Corporation or an Indian Tribe (either federal or state recognized)?*

*Please answer either Yes or No*

**Is the Applicant an Alaskan Native Corporation or an Indian Tribe**

No.

**2**

*Provide the expiration date for your sam.gov Unique Entity Identifier (UEI) number registration. Note: The UEI# and an active sam.gov registration are needed to apply for the grant.*

**UEI # and Sam.gov Expiration Date**

UEI#: ZZWPNJNHUA15

**3** CAGE/NCAGE97BE7

Expiration date: 01/06/2026

<b>4</b>	<b>Project Information</b>	
	Name of the Project:	Eastern Sierra Communities Wildfire Defense Program

Community Name(s):	34 communities across the two counties
Counties:	Inyo and Mono Counties
Congressional District:	3

## GIS Coordinates

Ref. Point Name: Eastern Sierra Region

Lat/Long: 37.363500, -118.395100

Description: Central point of region comprised of Inyo County and Mono County California

4

Area Name:

Boundary Lat/Longs:

Description:

***Provide a brief overview and purpose statement for the project, addressing the overall intent of this program to assist communities with planning and mitigating their risk against wildfire.***

## Brief Project Overview and Purpose

In response to escalating wildfire risks in Inyo and Mono Counties, this project establishes a sustainable, consistent, and streamlined approach to reducing fuels in 34 high-risk, low-income communities across 13,300 square miles of the Eastern Sierra. This project invests in workforce capacity, community engagement, education, and targeted hazardous fuel reduction in a multi-pronged strategy ensuring seamless wildfire risk reduction across private and public lands to increase resilience through planning and mitigation.

### 1. Establishing the Communities Wildfire Defense Program within ESCOG

This goal integrates existing County-specific wildfire workforce to form a regional Wildfire Defense Program (the Program) under the Eastern Sierra Council of Governments (ESCOG). The Program unites Inyo and Mono County Public Works, the Whitebark Institute, local fire departments (Bishop and Mammoth Lakes), and Tribal fuels reduction crews (Bishop Paiute and Lone Pine Paiute Shoshone Tribes) into one cohesive program.

The Program serves as an operational backbone, providing coordination and support for community wildfire mitigation projects through the Eastern Sierra Wildfire Alliance (ESWA), Fire Safe Councils, Firewise USA communities, and partners in water, recreation, and conservation initiatives. ESCOG staff funded by the Program will coordinate, arrange, and host 340 hazardous fuel reduction events throughout both counties over the grant period, manage contracts for home ignition zone assessments, and help lead a fire suppression water infrastructure inventory.

5

### 2. Community Engagement & Education

Recognizing that lasting resilience requires an informed public, the Program implements a home assessment and resident outreach program using a wildfire mitigation application. This component leverages local experts to educate community members on wildfire risks and guide them in adopting prioritized mitigation measures in homes and neighborhoods.

### 3. Hazardous Fuel Reduction

The CWDG grant funds acquiring equipment, including chippers, roll-off dumpsters, and a towable airburner, to efficiently remove combustible vegetation. ESCOG staff coordinates with contracted fuel reduction crews and County Solid Waste staff, who use this equipment to support hazardous fuel reduction events through curbside chipping and haul-away services. This integrated approach aligns priority projects from the Inyo and Mono Community Wildfire Protection Plans, supports key California Action Plan priorities, and advances the Cohesive Strategys goal of fire-adapted communities while laying the groundwork for long-term resilience across the Eastern Sierra.

The Program will remove 9,500 tons of hazardous fuel, complete 1,250 home ignition zone assessments, and treat at least 200 high-risk homes with fuel reduction services.

Additionally, the Program creates a comprehensive water infrastructure inventory focused on identifying fire flow, storage, and access needs for local firefighting.

***Respond with the grant component type that applies to the application (please select only one per application):***

***1.) Creating or Updating a Community Wildfire Protection Plan (CWPP) that is more than five (5) years old.***

***2.) Project described in a CWPP that is less than ten (10) years old. (See NOFO for CWPP alternative requirements such as Hazard Mitigation Plans)***

## Grant Component Type

2. Project described in a CWPP that is less than ten years old. This Program pulls together many of the top-priority Inyo and Mono CWPP projects to create a comprehensive program to reduce community hazardous fuels across high-risk, low-income, rural communities in Inyo and Mono County.



Inyo CWPP: [https://www.dropbox.com/scl/fi/3tkr71o7s1mnjcm7gjqle/2024\\_Inyo\\_CWPP.pdf?rlkey=6v7wm7v2cmhuja2b76r4damjf&e=1&st=3zcofd0d&dl=0](https://www.dropbox.com/scl/fi/3tkr71o7s1mnjcm7gjqle/2024_Inyo_CWPP.pdf?rlkey=6v7wm7v2cmhuja2b76r4damjf&e=1&st=3zcofd0d&dl=0)

Mono CWPP: [https://www.monocounty.ca.gov/sites/default/files/fileattachments/planning\\_division/page/10087/mono-toml\\_mjhmp\\_final\\_may\\_2019.pdf](https://www.monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/10087/mono-toml_mjhmp_final_may_2019.pdf)

Inyo County's CWPP was updated in 2024 with 25 high-priority projects. The Program advances the goals of the CWDG by implementing seven top priority wildfire mitigation strategies:

1. Enhancing green waste disposal (RL#10|p127);
2. Mapping and assessing water resources for fire suppression (FR#1|p145); and
3. Supporting defensible-space, home-hardening, and home assessments (FAC#5|p138) through
4. Strengthening fire department capacity (FR#4|p151),
5. Creating dedicated wildfire coordination positions (FR#5|p151), and
6. Deploying a wildfire mitigation application (FAC#9|p140).
7. These coalesce to form a comprehensive regional fire-adapted communities program serving both Inyo and Mono Counties (FAC#6|p139) to reduce wildfire risk to at-risk communities and strengthen regional resilience in alignment with the National Cohesive Wildland Fire Management Strategy.

The Mono County CWPP was written in 2009, updated in 2019, and is currently being updated a second time as part of the Mono County and Town of Mammoth Multi Jurisdictional Hazard Mitigation Plan. The proposed Program funded by this grant primarily implements the following Mono County CWPP projects: sustains the County Wildfire Coordinator, (MJHMP Table 5.2|p199); prioritizes protection of communities and residents from wildfire and education of residents (MJHMP Table 1|p199-202, MJHMP|p262-263); prioritizes protection of critical facilities from wildfire (MJHMP|p262-263); supports fuels treatment projects/ defensible space mitigation/home hardening efforts and training, (MJHMP|p329-330|Section 7.6); and prioritizes using education to train and equip residents to mitigate the impacts of wildfires (MJHMP|p261-264).

Both CWPPs and the Program align with the Cohesive Wildland Fire Management Strategy's three tenets of (1) Resilient Landscapes: Reducing hazardous fuels and utilizing biomass sustainably; (2) Fire-Adapted Communities: Expanding community education, home assessments, and defensible space programs; and (3) Effective Wildfire Response: Improving water resource mapping and fire suppression infrastructure. The program also the California Forest Action Plans core tenets: Improving Forest Health and Resilience; Promoting Sustainable Biomass Utilization; Protecting Communities and Infrastructure; and Expanding Collaboration and Shared Stewardship.

***For project implementations, an eligible CWPP or equivalent plan needs to be included.***

***Provide a link to the CWPP or if no link exists, please send a copy to the CWDG Forest Service email at [SM.FS.usfs\\_cwdg@usda.gov](mailto:SM.FS.usfs_cwdg@usda.gov). (Include the State/Island/Tribe, project name, and applicant information)***

***(Note: If the application is for a CWPP development or revision, a current CWPP is not required.)***

### **Include an Eligible CWPP or Equivalent Plan**

Inyo CWPP: [https://www.dropbox.com/scl/fi/3tkr71o7s1mnjcm7gjqle/2024\\_Inyo\\_CWPP.pdf?rlkey=6v7wm7v2cmhuja2b76r4damjf&e=1&st=3zcofd0d&dl=0](https://www.dropbox.com/scl/fi/3tkr71o7s1mnjcm7gjqle/2024_Inyo_CWPP.pdf?rlkey=6v7wm7v2cmhuja2b76r4damjf&e=1&st=3zcofd0d&dl=0)

Chapter 4

Table 4.1; p127; RL#10

Table 4.2; p138-140; FAC#5,#6,#9

Table 4.3; p145,151; FR#1,#4,#5

Inyo County's CWPP was updated in 2024 with 25 high-priority projects. The Program advances the goals of the CWDG by implementing seven top priority wildfire mitigation strategies:

1. Enhancing green waste disposal (RL#10|p127);
2. Mapping and assessing water resources for fire suppression (FR#1|p145); and
3. Supporting defensible-space, home-hardening, and home assessments (FAC#5|p138) through
4. Strengthening fire department capacity (FR#4|p151),
5. Creating dedicated wildfire coordination positions (FR#5|p151), and
6. Deploying a wildfire mitigation application (FAC#9|p140).
7. These coalesce to form a comprehensive regional fire-adapted communities program serving both Inyo and Mono Counties (FAC#6|p139) to reduce wildfire risk to at-risk communities and strengthen regional resilience in alignment with the National Cohesive Wildland Fire Management Strategy.

Mono CWPP: [https://www.monocounty.ca.gov/sites/default/files/fileattachments/planning\\_division/page/10087/mono-toml\\_mjhmp\\_final\\_may\\_2019.pdf](https://www.monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/10087/mono-toml_mjhmp_final_may_2019.pdf)

The Mono County CWPP was written in 2009, updated in 2019, and is currently being updated a second time as part of the Mono County and Town of Mammoth Multi Jurisdictional Hazard Mitigation Plan. The proposed Program funded by this grant primarily implements the following Mono County CWPP projects: sustains the County Wildfire Coordinator, (MJHMP Table 5.2|p199); prioritizes protection of communities and residents from wildfire and education of residents (MJHMP Table 1|p199-202, MJHMP|p262-263); prioritizes protection of critical facilities from wildfire (MJHMP|p262-263); supports fuels treatment projects/ defensible space mitigation/home hardening efforts and training, (MJHMP|p329-330|Section 7.6); and prioritizes using education to train and equip residents to mitigate the impacts of wildfires (MJHMP|p261-264).

Both CWPPs and the Program align with the Cohesive Wildland Fire Management Strategy's three tenets of (1) Resilient Landscapes: Reducing hazardous fuels and utilizing biomass sustainably; (2) Fire-Adapted Communities: Expanding community



education, home assessments, and defensible space programs; and (3) Effective Wildfire Response: Improving water resource mapping and fire suppression infrastructure. The program also the California Forest Action Plans core tenets: Improving Forest Health and Resilience; Promoting Sustainable Biomass Utilization; Protecting Communities and Infrastructure; and Expanding Collaboration and Shared Stewardship.

**Please respond yes or no if the community is considered "at-risk" (please refer to the definition within the NOFO). Provide a web link to the verification source. (Note: At-Risk is a basic eligibility requirement of this grant opportunity. If the answer to this question is "no," do not proceed with the application process.)**

### Is Your Community Considered "At-Risk"

Yes. Both Mono and Inyo County, CA face extreme wildfire risk, ranking among the most at-risk counties in the nation. According to the Wildfire Risk to Communities (Version 2, 2024, as reported by the CWDG Data Tool), Mono County's Wildfire Hazard Potential is higher than 95.2% of all U.S. counties, while Inyo County exceeds 73.5% nationwide.

Recent wildfires in the region have underscored the serious risk facing both counties. The Round Fire (2015) started in Inyo County, then crossed into Mono County, burning 7,000 acres, destroying 40 homes, and forcing evacuations in two communities. The Mountain View Fire (2021) started in Walker, Mono County, and burned 96 homes in hours, claiming one life. These two fires alone took out nearly ten percent of Mono County's permanent housing base.

These fires highlight how quickly flames spread from rugged public lands into residential areas, driven by steep terrain and high winds. Multiple other fires have burned nearly half of the Eastern Sierra foothills west of the US 395 corridor since 2013. These fires have profoundly changed the regions vegetation, sparking widespread conversion from sage and juniper landscapes to highly flammable cheatgrass and other invasive species.

- 8 In addition, the Lions Fire (2018) and Creek Fire (2020) burned thousands of acres of federal land west of our counties, resulting in weeks of 1000+ Air Quality Index ratings and the closure of Inyo National Forest for over a month. These events, and several others over the years, decimated the recreation-based economy for these periods (and beyond).

The regions demographics and infrastructure limitations compound this risk. Nearly 22% of residents in Inyo County and 14% in Mono County are over the age of 65, making evacuations particularly challenging. Many live in remote areas with limited road access, unreliable communication, and no formal emergency water systems, increasing their susceptibility and exposure during fast-moving wildfires. Low-income households face additional barriers, with fewer resources for home hardening and mitigation.

Mono and Inyo Counties have made significant strides to improve wildfire preparedness. Fire Safe Councils (FSCs) have expanded, and 26 Firewise USA communities are forming to engage neighborhoods in mitigation. Dedicated wildfire coordinators stabilized local FSCs in recent years, providing crucial administrative support for grant writing, project coordination, and community engagement. However, funding for these positions ended in December 2024, leaving a critical gap in preparedness efforts. Despite these challenges, regional collaboration through the Eastern Sierra Wildfire Alliance (ESWA) has strengthened, bringing together local, Tribal, state, and federal partners. Programs like the Citizens Wildfire Academy and the Eastern Sierra Climate and Community Resilience Project (ESCCRP) offer practical education and long-term resilience planning.

**Do you currently have, or will you adopt prior to grant award, an ordinance or regulation that requires that roofs for new building construction, as well as the reroofing or replacement of a roof on existing buildings, adheres to standards that are similar to, or more stringent than, the roof construction standards established by the National Fire Protection Association or applicable model building code established by the International Code Council (this is not a requirement for eligibility but determines the source of funds).**

### Roofing Code/Ordinance

Yes, both Inyo and Mono Counties have adopted the California Building Code (CBC) Chapter 7A, which mandates that roofing materials for new constructions, as well as reroofing or roof replacements, comply with Class A fire-rated standards. These standards are consistent with, or more stringent than, those established by the National Fire Protection Association (NFPA) and the International Code Council (ICC).

Chapter 7A of the CBC specifies that roofing assemblies in Fire Hazard Severity Zones must be tested in accordance with ASTM E108 or UL 790 and achieve a Class A fire classification. This requirement applies to areas designated as Wildland-Urban Interface (WUI) zones, which include significant portions of Inyo and Mono Counties (codes.iccsafe.org).

By adhering to these regulations, both Counties ensure that roofing constructions meet or exceed the fire safety standards set by the NFPA and ICC, thereby enhancing the resilience of structures against wildfires.

- 9 As noted in the Inyo CWPP, all the communities within the County are designated as WUIs. Under the Inyo County Building Code, all new construction must comply with chapters of California Building Code applicable to WUI fire areas. All properties shall be maintained in accordance with defensible space requirements of the state (<https://bit.ly/432l7Zx>).

While specific data for the Counties is limited, the broader trends in California provide some context. Statewide, between 2018 and 2023, nearly 354,000 homeowners experienced non-renewals of their insurance policies, representing approximately 1.17% of California homeowners. The number of non-renewals increased annually during this period, from fewer than 46,000 in 2018 to over 87,000 in 2023 (sfchronicle.com).

In response to these challenges, the Mono and Inyo County Offices of Emergency Management have launched Fire Insurance Cancellation Resource webpages to assist residents facing non-renewals or cancellations. These resources offer guidance on

Cancellation Resources webpages to assist residents facing non-renewals or cancellations. These resources offer guidance on steps to take if your insurance is not renewed and provides tips on making homes more resistant to wildfire threats, which can help in maintaining insurance coverage. ([monocounty.ca.gov](https://monocounty.ca.gov); [ready.inyocounty.us](https://ready.inyocounty.us))

***Are you planning on applying for a grant match waiver based on the project serving an underserved community? Please respond yes or no. If yes, include sufficient supporting documentation in your waiver request to demonstrate that the community meets the Low-Income criteria. In addition, Indian Tribes, Alaskan Native Corporations, Pacific Island Territories, and the US Virgin Islands.***

## Grant Waiver

Yes. Inyo County, CA, meets the "low income" criteria. The Census Bureau estimates its median household income is between \$57,964 and \$68,870. To qualify in California, the low-end of the estimate must be less than \$73,302. (Source: U.S. Census Bureau. (2022). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6027>)

Yes. Mono County, CA, meets the "low income" criteria. The Census Bureau estimates its median household income is between \$66,650 and \$97,426. To qualify in California, the low-end of the estimate must be less than \$73,302. (Source: U.S. Census Bureau. (2022). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6051>)

These two counties are among the most rural and isolated regions in California, spanning over 13,000 sq mi, with population densities of 1.8 persons per mi in Inyo County and 4.2 in Mono County (US Census). Mostly public land (98% and 93% respectively), a limited tax base funds services like wildfire mitigation (Inyo County General Fund revenue of \$73.8M, and Mono County of \$50.1M (Inyo Budget, Mono Budget)). Furthermore, with recent reductions in federal land management and firefighting positions, the region faces increased challenges in maintaining fire readiness.

**10** Economic constraints further impact wildfire preparedness. Inyo County's poverty rate is 11.8%, and Mono's is 7.8%, while median household incomes remain well below the state median of \$84,097 (U.S. Census). Nearly 22% of Inyo's population is over 65, making wildfire evacuations especially challenging. Many residents live in remote areas with limited road access and unreliable communications. Those on fixed incomes often struggle to afford home-hardening measures, leaving them particularly exposed.

The Counties limited resources leave critical wildfire projects underfunded. Without adequate support, hazardous fuel removal, defensible space inspections, and water infrastructure improvements remain out of reach. Residents face rising insurance cancellations and difficulty affording basic mitigation measures.

In recent years, grant-funded wildfire coordinators helped stabilize Fire Safe Councils (FSCs), providing essential administrative support for grant writing and community engagement. These positions led to the formation of new councils, but funding ended in December 2024, leaving a significant gap.

Despite these challenges, the Counties have made progress through regional collaboration and engagement. The Eastern Sierra Wildfire Alliance (ESWA) strengthens coordination among local, Tribal, state, and federal partners, while the Citizens Wildfire Academy provides practical wildfire preparedness training.

Without external funding, the region will struggle to implement essential CWPP projects, leaving communities unprotected. This Program is vital for addressing key gaps, empowering residents, and strengthening wildfire resilience.

**10 points. 7500 characters including spaces.**

***Clearly define the scope of the project, what the project proposes to accomplish, why it is important, and how it supports the Cohesive Wildland Fire Management Strategy and relevant State Forest Action Plan (or equivalent Tribal plan).***

***Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why this is important. Explain how the project is described in a CWPP (or acceptable alternative as described in the NOFO). Specify if benefits to traditionally underserved or marginalized audiences are a component of the work.***

## Project Description

The Eastern Sierra faces an escalating wildfire crisis. In this vast and rugged region, wildfire risk is amplified by extreme terrain, high winds, increasingly flammable fuel types, and a volunteer-dependent mitigation system, leaving communities exposed. With some of the lowest population densities in California, 1.8 persons per square mile in Inyo County and 4.2 in Mono County, these isolated communities lack the workforce and resources needed to manage wildfire risk. The Eastside, spanning 13,257 square miles, 98% of it publicly managed, cut off by the Sierra Nevada Mountains, relies almost entirely on volunteers, unlike the contractor-supported western slopes of the Sierra. While grassroots efforts through Firewise USA Communities (FWCs) and Fire Safe Councils (FSCs) have expanded, volunteer capacity has reached its limit. Without external support, these communities cannot build the resilience needed to withstand future wildfires.

To address this urgent need, the Eastern Sierra Council of Governments (ESCOG) proposes the Eastern Sierra Communities Wildfire Defense Program (the Program), a strategic initiative designed to strengthen local capacity, integrate community efforts with Tribal and government resources, and implement high-priority wildfire mitigation projects. The Program will:

1. Establish a Regional Communities Wildfire Defense Program within ESCOG to create a coordinated wildfire resilience program for long-term mitigation support.
2. Empower residents to mitigate wildfire risks by training and equipping them to assess and reduce hazards on their properties and within their communities.

and within their communities.

3. Develop a Regional Hazardous Fuel Removal System to implement a sustainable approach to large-scale vegetation management and debris removal.

Funding is sought to invest in essential wildfire mitigation infrastructure, enhance administrative capacity, contract with local hazardous fuel reduction crews, execute high-priority projects from Community Wildfire Protection Plans (CWPPs), and expand education and outreach programs to improve community resilience.

#### Years 1 and 2: Building the Foundation and Scaling Services

ESCOG will launch the Program in Year 1, staffed by two full-time personnel. The Resilience Manager will establish collaboration systems and align cross-sector partnerships, while the Community Coordinator will lead community engagement, supporting volunteer-driven wildfire preparedness. Both staff will leverage GIS and mitigation software such as FireAside to assess water infrastructure and enhance emergency planning in partnership with FSCs, FWCs, volunteer fire departments, Tribes, and government agencies.

ESCOG Resilience Manager partners with CALFIRE, USFS, BLM, Tribal governments, and community organizations to set a yearly wildfire mitigation schedule. The ESCOG Community Coordinator organizes quarterly cleanup and education events, including Wildfire Resilience Week and the Last Chance Survival Simulation Workshop, equipping residents with cost-effective mitigation strategies and late-stage wildfire evacuation preparedness. Residents receive home ignition zone assessments, conducted by trained ESCOG staff, volunteers, and fire crews using mitigation software.

FSCs/FWCs help neighbors remove fuels, with contracted crews assisting those unable to do the work themselves. County Solid Waste teams begin hazardous fuel removal in Year 1, with six roll-off dumpsters and two towable chippers. Chipping services occur twice per year across 34 communities, converting biomass into compost through partnerships with Bishop Community Garden, Bishop Paiute Tribe, and Eastern Sierra Farm Fresh. Larger materials are chipped at the landfill once per year.

**1** By Year 2, the program scales to 340 fuel removal events, ensuring a sustained, regional wildfire mitigation approach. ESCOG tracks progress and updates CWPPs to refine strategies and strengthen long-term wildfire resilience.

#### Years 3 and 4: Optimization and Regional Integration

Fuel removal services will be fully integrated into County Solid Waste operations to ensure long-term sustainability. Water infrastructure mapping will be completed and incorporated into emergency planning. Administrative support will expand to 30 FWCs. Education and outreach programs will continue with quarterly events and cornerstone programs providing residents with ongoing resources and training. Regional wildfire mitigation planning will align with broader water and recreation initiatives, leveraging cross-sector collaboration to strengthen information sharing and community resilience.

#### Year 5: Evaluation and Sustainability

The final year will focus on evaluating outcomes, securing funding, and embedding the program into long-term County services. A transition plan will be developed to ensure long-term sustainability through grants, cost-share agreements, and a fee-for-service model. The program will culminate in a regional summit, showcasing outcomes and celebrating community contributions.

By the end of the five-year period, the Program will have removed 9,500 tons of hazardous fuel, equivalent to 633-792 acres of treated land; completed 1,250 home ignition zone assessments; treated 200 high-risk homes with direct fuel reduction services; conducted 340 community cleanup events across 34 high-risk, low-income communities; developed a comprehensive water infrastructure inventory; and established a Communities Wildfire Defense Program within ESCOG for long-term coordination and resilience.

The Program advances the goals of the CWDG by implementing key mitigation strategies identified in both Counties CWPPs. These include enhancing green waste disposal; mapping and assessing water resources for fire suppression to safeguard critical facilities and communities; and supporting defensible space, home hardening, and home assessments by strengthening fire department capacity, sustaining dedicated wildfire coordination positions, and deploying a wildfire mitigation application.

Collectively, these strategies coalesce into a regional fire-adapted communities program serving both Inyo and Mono Counties that equips residents with education and training to mitigate wildfire impacts and strengthens regional resilience in alignment with the National Cohesive Wildland Fire Management Strategy's three goals of (1) Resilient Landscapes: Reducing hazardous fuels and utilizing biomass sustainably; (2) Fire-Adapted Communities: Expanding community education, home assessments, and defensible space programs; and (3) Effective Wildfire Response: Improving water resource mapping and fire suppression infrastructure.

Additionally, the Program supports the California Forest Action Plans goals by improving forest health through proactive hazardous fuel removal, promoting sustainable biomass utilization by converting it into compost, protecting communities and infrastructure by expanding defensible space programs and improving fire suppression water infrastructure, and expanding collaboration and shared stewardship by integrating wildfire mitigation efforts with the Eastern Sierra Wildfire Alliance and regional water, recreation, and conservation initiatives.

The Program is designed to evolve from a grant-funded initiative into a self-sustaining wildfire mitigation system, embedding resilience as a permanent, regionally coordinated effort across Eastern Sierra communities.

Applicant Budget [CA]				
Grant		Match		TOTAL
Funds Requested	Applicant	Non-Federal Contributors	Total Project Cost	
<b>Personnel / Labor:</b>	\$946,400		<b>\$946,400</b>	

<b>1</b> <b>2</b>	<b>Fringe Benefits:</b>	\$283,920	<b>\$283,920</b>
	<b>Travel:</b>	\$20,000	<b>\$20,000</b>
	<b>Equipment:</b>	\$363,000	<b>\$363,000</b>
	<b>Supplies:</b>	\$119,400	<b>\$119,400</b>
	<b>Contractual:</b>	\$1,000,000	<b>\$1,000,000</b>
	<b>Other:</b>	\$1,399,260	<b>\$1,399,260</b>
	<b>Indirect Costs:</b>	\$517,885	<b>\$517,885</b>
	<b>TOTAL:</b>	<b>\$4,649,865</b>	<b>\$4,649,865</b>

**10 points. 5000 characters including spaces.**

**Provide any additional remarks needed to clarify your budget request. Clearly explain how the budget will be spent by line item, sources of match, and how expenditures are applicable and relevant to the goals and objectives of the project. The budget narrative must describe how the grant funds will be spent with specific detail for each grant expenditure. It must describe how expenditures are applicable and relevant to the goals and objectives of the project. A project proposal must also show how the applicant will meet matching requirements or qualify for a waiver.**

**If qualified for a waiver, you do not need to show funding in the match column. Information regarding matching funds will not impact scoring. Any program income generated during the award period must be accounted for by either: 1) reducing the federal share of the award, 2) using as program match, or 3) using as additive funds to do more work. Program income means gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned because of the federal award during the period of performance.**

## Budget Explanation

**Goal 1: Establish a Regional Communities Wildfire Defense Program**

This program under ESCOG will coordinate wildfire mitigation, manage the hazardous fuels program, support home assessments, oversee water infrastructure assessment, and ensure long-term program sustainability.

Personnel: \$946,400

Two full-time staff (\$45.50/hr, 40 hrs/wk, 5 yrs):

-Resilience Manager coordinates efforts across Fire Safe Councils, Firewise USA Communities, Tribes, County agencies, CAL FIRE, and federal partners; manages hazardous fuels programs, biomass disposal, GIS tasks, risk mapping, mitigation tracking, infrastructure assessments, grant compliance, and Community Wildfire Protection Plan implementation; and collaborates to create jobs and identify future funding opportunities for sustainable implementation of mitigation programs.

-Community Coordinator leads engagement, education, and outreach; organizes 20 quarterly events and two major programs (Wildfire Resilience Week & Last Chance Survival Simulation); trains volunteers and oversees 1,250 HIZ assessments; collaborates with fire departments, fuel reduction crews, and Fire Safe Councils to implement mitigation efforts.

Fringe Benefits: \$283,920 (30% of two full-time staff salaries)

Travel: \$20,000 (150 trips over 5 years):

Two full-time ESCOG staff estimated to perform 120 site visits, host 20 workshops/events, and attend 10 wildfire mitigation conferences (total 150 trips) over 5 years.

- Estimated approx. 150 miles round trip \$105 each: \$15,750

- Estimated lodging for 25% of trips - \$150 each: \$5,625

- Estimated per diem for 25% of trips - \$59 each: \$2,213

Travel total is approx. \$23,588, rounded down to \$20,000

**Goal 2: Empower Residents to Mitigate Wildfire Risks**

Increase community engagement, volunteer training, and homeowner education. ESCOG will host 20 quarterly events over five years and run Wildfire Resilience Week & Last Chance Survival Simulation. Partner with fire departments and FSCs to conduct 250 annual HIZ assessments using mitigation software to promote customized low-cost, high-priority mitigation strategies.

**1** Supplies: \$119,400

**3** -Community Engagement & Training: \$50,000 for educational materials, audio/visual equipment, marketing, venue rentals for 2 annual regional workshops, and quarterly community education events to promote fire adaptation and preparedness.

-Mitigation Software: \$55,000 to purchase software to conduct 1,250 home ignition zone assessments across Inyo and Mono Counties and support scheduling 340 community fuel reduction events. (\$5,000 startup fee in year 1, then annual cost of \$10,000 for maintenance, support, and data storage).

-Tablets for HIZ assessments: \$14,400 for 4 tablets @ \$600 each (\$2400) + \$50/month for cellular service (\$12,000).

**Goal 3: Establish a Regional Hazardous Fuel Removal System**

Develop infrastructure for 340 total fuel removal events over 5 years, removing 9,500 tons of biomass used to generate 19,000 tons of compost.

Equipment: \$363,000

-Towable 15 Chippers (2 units): \$168,000 (Initial purchase +\$10,000/yr maintenance).

-Rolloff Dumpsters (6 units, 30 cubic yards): \$100,000.

-Towable Airburner: \$95,000 (Initial purchase + \$548/yr maintenance).

Contractual: \$1,000,000

Local Hazardous Fuel Reduction Crews treat 200 high-risk homes over 5 years (40 homes/yr @ \$5,000/home).

Other - Subawards to Inyo & Mono Counties: \$1,399,260

-Compost Containment Pads (2 landfills, one in Inyo & one in Mono County): \$80,000 (\$40,000/site: \$7,500 site prep, \$12,500 concrete surfacing, \$7,500 runoff control, \$4,000 perimeter fencing, \$5,000 water/electric setup, \$3,500 permits).

-Waste Disposal Fees: \$237,500 (9,500 tons @ \$25/ton).

-County Personnel Using Purchased Equipment to Chip & Haul Biomass: \$761,760 (Inyo: 2-person crew @ \$72/hr, 16 hrs/event; Mono: 3-person crew @ \$90/hr, 8 hrs/event; serving 19 & 15 communities, twice/yr).

-Commercial Chipper Rental: \$320,000 (for large-diameter material >15", 2 weeks/yr at landfills).

Indirect Costs: \$517,885

(15% of total program costs, excluding equipment & chipper rentals). Covers admin overhead (office space, utilities, grant compliance, reporting) per 2 CFR 200. ESCOG follows the 15% de minimis rate.

No matching funds or cost-share contributions will be used.

### **10 points. 7500 characters including spaces.**

**Clearly define how the project will be accomplished, including at least one of the quantitative accomplishment measures provided in the measurable outcomes table. Identify measurable outcomes and timelines (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning/assessment efforts clearly described, etc.). Include metrics for measuring progress towards the accomplishment(s). Describe any applicable less quantifiable return on investments.**

## **Accomplishments**

The Communities Wildfire Defense Program reduces wildfire risk through fuel reduction, education, training, and collaboration. This workplan details activities, outcomes, and impacts tied to program goals and key metrics.

Goal 1: Develop a Regional Communities Wildfire Defense Program

Objective: Build a coordinated regional framework for wildfire preparedness, integrating advanced technology, collaborative partnerships, and risk assessment tools to improve emergency response and resource allocation.

Activities

-Regional Coordination: ESCOG will serve as the central coordinating body, facilitating quarterly meetings with 10 Fire Safe Councils (FSC), 30 Firewise USA Communities (FWC), and 25 agencies. Staff will track progress and align projects with federal, state, and local risk assessments.

-Home Assessment and GIS Mapping: Use mitigation software to schedule 1,250 assessments, collect real-time data, generate customized mitigation reports, and prioritize high-risk households for hazardous fuel reduction assistance. Integrate GIS mapping to monitor water infrastructure and community risk.

-Data Sharing and Progress Monitoring: Collaborate with CAL FIRE and local agencies to share data, generate annual reports, and track program effectiveness.

Outcomes

-Regional Partnerships: Host quarterly meetings, 20 over 5 years, to implement the Community Wildfire Protection Plan and strengthen Eastern Sierra Wildfire Alliance efforts and resource alignment. Ensure participation of at least 65 wildfire mitigation groups.

-Risk Tracking: Use software to track progress and align 1,250 assessments with regional risk management plans.

-Monitoring: Produce five annual progress reports and maps to track risk reduction and defensible space compliance.

Impact

-Improved Decision-Making: Data-driven planning will ensure strategic allocation of resources to the most vulnerable areas.

-Increased Preparedness: GIS mapping and data sharing enhance regional response capabilities.

Goal 2: Empower Residents to Mitigate Wildfire Risks

Objective: Provide residents with the knowledge, skills, and tools to reduce wildfire risk at the individual and community level through education and direct support.

Activities

-Community Training and Outreach: Conduct 20 training workshops over five years (4 annually), targeting northern Mono, southern Mono, northern Inyo, and southern Inyo. Workshops will focus on home hardening, defensible space creation, and emergency preparedness.

-Firewise USA Community Expansion: Assist communities in becoming Firewise-certified and expand participation across the region.

-Home Ignition Zone Assessments: Conduct 250 assessments annually (1,250 total) with customized mitigation

recommendations. Use assessment software to schedule and prioritize high-risk, low-income households for assistance.

-Volunteer Training: Offer one annual training for local FSCs and fire departments on defensible space assessments and mitigation.

Outcomes

-Training in Mitigation Practices: Conduct 20 training workshops over five years.

-Firewise Outreach: Support at least 30 active FWCs by Year 5.

-Education: Deliver quarterly community-specific wildfire education presentations and 2 regional workshops, Wildfire Resilience Week and Last Chance Survival Simulation Workshop, yearly.

-Property Assessments: Complete 1,250 home ignition zone assessments and provide mitigation recommendations.

-Capacity-Building: Conduct annual volunteer training for defensible space assessments.

Impact

-Preparedness and Engagement: Residents gain practical wildfire mitigation skills, fostering a culture of self-reliance.

**1** -Targeted Risk Reduction: High-risk households receive tailored support, ensuring resources are directed effectively.

**4** -Job Creation: A key component of this program is its connection to job creation initiatives in the region. Cerro Coso Community College has developed a Wildland Fire and Forestry curriculum that requires students to complete work experience internships. Sustaining the local hazardous fuel reduction crews and providing support to FSCs through this program will provide a natural opportunity for students to earn work experience credits while augmenting the Program's capacity. These crews will support long-term job creation and fill critical gaps in regional hazardous fuel reduction, community preparedness, and fire response.

Goal 3: Establish a Regional Hazardous Fuel Removal System

Objective: Develop infrastructure for hazardous fuel removal that supports sustainable biomass management while reducing fire hazards across Inyo and Mono Counties.

Activities

-Hazardous Fuel Cleanup Events: Conduct 340 community cleanup events over five years (68 per year). Events will focus on hazardous fuel collection, chipping, and disposal in 34 high-risk communities, coordinated with FSCs, County teams, and hazardous fuel reduction crews.

-Chipping and Biomass Management: Deploy two towable 15 chippers, six 30-cubic-yard rolloff dumpsters, and a towable airburner to manage biomass at community sites. A commercial chipper will be rented twice annually to process large-diameter materials (>15) at landfill chipping operations.

-Composting and Waste Disposal: Collaborate with County Solid Waste departments to convert biomass into compost, reducing landfill dependency and promoting sustainable biomass utilization.

Outcomes

-Hazardous Fuels Reduction: Conduct 340 cleanup events, removing 9,500 tons of biomass.

-Total # of Acres Treated: Treat approximately 633-792 acres of land, depending on vegetation density.

-Equipment: Procure and maintain two chippers, six dumpsters, one airburner to support cleanup operations.

Impact

-Community Resilience: 100% of participating communities will have reliable green waste disposal services.

-Sustainability: 9,500 tons of biomass will be converted to create 19,000 tons of compost to support local agriculture and conservation efforts.

Implementation Timeline

Year 1: Hire staff, purchase equipment, establish program logistics, and begin cleanup events and training. Conduct initial home ignition zone assessments and outreach workshops.

Years 2 to 4: Scale up full operations, expand FWC participation, continue cleanup events, and deliver ongoing education and training.

Year 5: Evaluate program effectiveness, refine best practices, and secure long-term sustainability through continued funding and partnerships.

Cumulative Program Impact:

9,500 tons of hazardous fuels removed, treating 633 to 792 acres.

1,250 home ignition zone assessments completed.

200 high-risk homes treated with hazardous fuel reduction services.

20 community workshops and 10 regional workshops engaging over 1,250 residents.

Less Quantifiable Return:

-Increased Community Resilience: Expanded Fire Safe Councils and Firewise USA Communities will create lasting local engagement. Local hazardous fuel reduction crews assist elderly, disabled, and low-income residents who cannot maintain defensible space on their own, ensuring equitable access to fire protection.

-Job creation: Integrating local hazardous fuel reduction crews with the recently developed Cerro Coso Community College Wildland Fire curriculum through work experience credits will address staffing shortages and build the next generation of fire professionals.

-Sustainable Biomass: Collaborations with local composters and the planned bioenergy facility in Mono County will provide long-term solutions for biomass.

**10 points. 7500 characters including spaces.**

**The application should clearly define collaborative elements, including support from partners, agencies, landowners, and communities. A project proposal must identify partners that will be actively engaged in carrying out the project and add value to project planning and implementation, with a description of each partner's role. Collaboration may be qualitative in nature, and the contribution of a partner may be more than the number of partners involved.**

**1.) Identify partners that have demonstrated a commitment and add value towards planning and carrying out the project.**

**2.) Describe what these partners and collaborators contribute.**

**3.) Demonstrate residual positive benefits as a result of collaboration related to capacity, skills, knowledge, infrastructure, or a replicable approach, among others.**

## Collaboration

The Communities Wildfire Defense Program drives regional collaboration, uniting key partners to reduce wildfire risk and strengthen community resilience. As the lead agency, the Eastern Sierra Council of Governments (ESCOG) coordinates

strengthen community resilience. As the lead agency, the Eastern Sierra Council of Governments (ESCOG) coordinates mitigation efforts, manages grants, and aligns strategies across local, state, and federal levels. By prioritizing cross-jurisdictional cooperation, ESCOG ensures these efforts endure beyond the grant. Dovetailing with this Program, ESCOG's leadership in job creation and biomass utilization through its Sustainable Recreation and Ecosystem Management Program and Pace and Scale Accelerator Project addresses critical capacity gaps for long-term wildfire resilience.

Over the past two years, the Inyo and Mono County Wildfire Coordinators have been instrumental in supporting Fire Safe Councils (FSCs) and integrating them with agency partners, funding opportunities, and critical resources. They collaborated to establish 8 Firewise USA Communities (FWC) with 21 more in formation (previously, none existed in the region) and reform the Inyo-Mono Resource Conservation District (RCD), which aims to become a long-term home for a regional hazardous fuel reduction crew and equipment lending library. With funding for these County Wildfire Coordinator positions ending in December 2024, this Program offers the opportunity to transition them into ESCOG, allowing them to better leverage regional resources and enhance wildfire mitigation across jurisdictions.

FSCs/FWCs are vital community-level partners that mobilize residents, lead volunteer mitigation efforts, and drive defensible space initiatives. Their grassroots leadership builds public engagement in wildfire preparedness, but volunteer-driven efforts lack sustainability. This Program provides resources, coordination, and support for Home Ignition Zone assessments, cleanup events, and fuel removal, ensuring these vital efforts expand and endure.

CAL FIRE, the U.S. Forest Service (USFS), and Bureau of Land Management (BLM) contribute critical technical expertise, educational resources, and coordination between public and private landowners. These partners help ensure that mitigation efforts are strategic and well-coordinated across jurisdictions. They also provide defensible space education to residents and form the Wildfire Resilience Week and Last Chance Survival Workshop cadre in collaboration with the County Wildfire Coordinators, strengthening community knowledge and participation in wildfire preparedness.

Partnering with Inyo and Mono Counties is a major step toward addressing the persistent challenge of removing hazardous fuels from remote communities, where long travel distances often prevent timely and cost-effective disposal. The Counties have hosted quarterly free green waste days, which have consistently demonstrated strong community participation. Expanding on this success, this Program will help streamline hazardous fuel removal by integrating these County programs with community cleanup events and green waste disposal services. Through collaboration with local composters, Bishop Community Garden and Bishop Paiute Tribe, the Counties will manage composting operations at the landfill, transforming biomass into valuable compost for local agriculture. This Program will also support the planned Mono County bioenergy facility, which will convert hazardous fuels into renewable energy, offering a scalable biomass solution.

**1** The biomass solution component is vital for long-term sustainability. Mono County's planned bioenergy facility will process biomass from the Eastern Sierra Climate and Community Resilience Project, a 60,000+ acre landscape-scale, fuel reduction initiative, converting hazardous fuels into renewable energy. Additionally, the Bishop Community Garden and Bishop Paiute Tribe Food Sovereignty Program will partner with the Counties to manage small-scale composting operations at the landfill, turning biomass into valuable compost for local agriculture while reducing landfill dependency.

The Whitebark Institute, a pivotal partner, is the lead organization for the Eastern Sierra Climate and Community Resilience Project (ESCCRP), Wildfire Resilience Week, and facilitator of the Eastern Sierra Wildfire Alliance (ESWA), a regional collaborative that plans and implements landscape-scale fuel reduction projects while leading outreach, job creation, and biomass solutions. This Program will integrate and build upon their existing projects through collaborative planning and community workshops.

Local hazardous fuel reduction crews are integral to this Program's workforce capacity. The Lone Pine Paiute Shoshone Tribe (LPPST) is partnering with the Natural Resources Conservation Service (NRCS) to implement a large-scale fuel reduction project on the reservation, although they are restricted from working within 100 feet of homes. The Whitebark Institute and Sierra Nevada Institute provided funding to help the LPPST clear hazardous fuel from around three homes, integrating with the larger project. This Program will sustain and expand those efforts. The Bishop Paiute Tribe (BPT) manages two hazardous fuel reduction crews: one working on the ESCCRP during summer and another removing hazardous fuels around homes. This Program will provide winter work, ensuring year-round employment for BPT crews. The Bishop Fire Department recently started a wildland fire program and faces challenges maintaining firefighter interest due to its volunteer-based structure. This Program will create steady work for a small crew to conduct Home Ignition Zone (HIZ) assessments and fuel reduction, helping build their program. Mammoth Lakes Fire Department serves as a successful model for this approach, inspiring other volunteer fire departments to adopt similar programs.

Job creation is central to the Program's sustainability. Cerro Coso Community College's Wildland Fire and Forestry curriculum offers a built-in work experience requirement that aligns seamlessly with the Program's hazardous fuel reduction activities. Students will gain hands-on experience while helping to address regional staffing shortages, building the next generation of wildland fire professionals. Additionally, the workforce partnership with the college offers a pathway to sustainability by creating a pipeline of trained students who can support tribes, volunteer fire departments, and FSCs, helping to bolster long-term capacity for community wildfire mitigation and response.

This Program enhances resilience by integrating mitigation efforts, institutionalizing fuel reduction within County operations, funding job creation, and aligning with regional landscape-scale projects to ensure wildfire preparedness remains a long-term priority. The ESWA provides a lasting framework for interagency coordination, uniting local governments, federal agencies, Tribes, fire departments, and community organizations.

By funding equipment, fuel reduction, and administrative support, this Program sustains FSC/FWCs, volunteer fire departments, and Tribal crews, easing financial burdens and strengthening capacity. These collaborations expand wildfire mitigation, model rural solutions, and build lasting infrastructure for resilience. By uniting diverse partners, this Program fosters strategic, community-driven action that reduces wildfire risk, enhances workforce training, and ensures sustainable resource management.

**10 points. 7500 characters including spaces.**

**Clearly define the scale of the project, including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually. Describe the overall landscape and land ownership that the project influences in addition to the defined project area. Specify areas targeted for planning or mitigation. Clearly describe each proposed activity and include details on where they will be occurring. Include the approximate number of structures that will benefit from the proposed action.**

## Landscape Impacts

The Eastern Sierra Communities Wildfire Defense Program bridges the gap between large-scale hazardous fuels reduction projects on federal, state, and Tribal lands, like the Eastern Sierra Climate and Communities Resilience Project (ESCCRP) and the currently limited efforts to mitigate wildfire risk within communities in Inyo and Mono Counties. While federal and state agencies conduct landscape-scale treatments on public lands, wildfire ignition and spread within communities remain dangerously under-addressed, placing lives, property, and local economies at risk. This program will provide the critical missing link by empowering residents and local organizations to reduce hazardous fuels on private lands and coordinate with agency-led treatments on adjacent public lands.

The need for community-based fuels reduction has never been greater. Since 2015, two of the most destructive wildfires in Eastern Sierra history have burned 140 homes, an unprecedented loss for the region. In Inyo County alone, an estimated eight fires in the past three years have triggered evacuations, many igniting within communities before spreading to the wildland. With 95% of the region federally managed, local communities lack the workforce, infrastructure, and sustained funding needed to conduct large-scale mitigation projects. Federal agencies, which have historically assisted with fuel reduction efforts, are increasingly stretched thin by staffing shortages and capacity constraints. As a result, the responsibility for wildfire mitigation is falling more heavily on local communities, all of which lie within the Wildland Urban Interface (WUI) or Intermix.

**1** Momentum is building. Since 2023, eight new Firewise Communities have been recognized, with 21 more in development, a testament to growing community commitment to wildfire preparedness. However, without a structured, long-term program to support and sustain these efforts, much of this grassroots progress risks being lost. Fire Safe Councils (FSCs) have led community cleanups, but as volunteer-driven organizations, their efforts remain inconsistent and financially unsustainable. To turn these sporadic efforts into a coordinated, sustained wildfire defense strategy, a regional framework is essential - one that provides infrastructure, resources, and lasting community engagement. The Eastern Sierra Communities Wildfire Defense Program will directly support 34 communities across the region, removing 9,500 tons (equivalent to 633-792 acres) of hazardous fuels within communities, engaging 1,250 residents in home ignition zone risk assessments and wildfire preparedness education. **6** This scale of action will significantly enhance local capacity to reduce wildfire risk and protect lives, property, and natural resources.

By linking community mitigation efforts with federal and state-led landscape-scale treatments, this program will create a continuous fuel reduction corridor across mixed-ownership lands, reducing the risk of catastrophic wildfire in the Eastern Sierra foothills, riparian corridors, and high-altitude sagebrush-steppe ecosystems. Special attention will be given to preventing vegetative conversion in lower elevation foothills where cheatgrass and other invasives increase fire spread, and to protecting riparian habitats, which act as wicks that funnel lightning-caused fires from the Inyo National Forest directly into the hearts of communities and serve as critical water sources for both ecosystems and human communities. Additionally, this program will preserve critical habitats and sensitive species, such as the Bi-State Sage Grouse, by reducing high-intensity wildfires that threaten the sagebrush ecosystem. Soil moisture retention and revegetation efforts will be incorporated into post-treatment strategies to ensure long-term ecosystem health in fuel-treated areas.

Meanwhile, shifting weather patterns are driving cycles of extreme drought followed by heavy precipitation, accelerating vegetation growth beyond management capacity. This challenge is further compounded by the region's land ownership pattern, where public lands completely surround communities, creating complex WUI management issues. Reducing wildfire risk within communities is not only essential for resident safety but also critical for protecting the public lands that sustain the regions tourism-driven economy.

Recognizing that wildfire resilience requires ongoing maintenance, this program is designed to establish self-sustaining, locally driven mitigation efforts. By developing a regional model for wildfire resilience, this project will transform community-led efforts into a fully integrated, long-term wildfire defense strategy. The program aligns with the National Cohesive Wildland Fire Management Strategy, the State Forest Action Plan, and the Community Wildfire Protection Plans (CWPPs) of Mono and Inyo Counties, all of which emphasize protecting residential property, public health, and ecosystems from high-intensity wildfires as a means of safeguarding the region's economy and way of life.

**10 points. 7500 characters including spaces.**

**Clearly define how or if the project will sustain itself after the grant period is over. Describe any plans or steps that will be taken to continue the project benefits beyond the life of the grant as well as who or what organizations are responsible.**

## Project Sustainability

The Eastern Sierra Communities Wildfire Defense Program transitions from a grant-funded initiative into a long-term wildfire mitigation system, ensuring wildfire resilience becomes a permanent, regionally coordinated effort. This Program builds on the foundational work of Fire Safe Councils (FSCs), Firewise USA Communities (FWCs), Tribes, volunteer fire departments, and regional agencies while strengthening the ability of Counties to embed wildfire mitigation into standard operations.

At the heart of this sustainability effort is staff and Program participation in the Eastern Sierra Wildfire Alliance (ESWA), a coalition bringing together local, state, federal, and Tribal partners to align mitigation priorities, address barriers, and ensure long-term coordination. The Program also complements the Eastern Sierra Climate and Communities Resilience Project (ESCCRP), which lays the groundwork for large-scale fuels management on public lands. By integrating with these initiatives, this Program



ensures mitigation efforts extend seamlessly across landscapes, linking public, private, and Tribal lands in a unified risk-reduction approach. Additionally, it utilizes and updates the Counties Community Wildfire Protection Plans (CWPPs) to keep mitigation priorities data-driven and aligned with evolving wildfire risks.

A key element of long-term sustainability is embedding chipping, biomass disposal, and composting services into County operations. Inyo and Mono Counties absorb these services into their regular workflows, ensuring hazardous fuels reduction continues without reliance on external funding. This Program also expands and unifies small-scale composting efforts initiated by the Bishop Paiute Tribe Food Sovereignty Program, Bishop Community Garden, and private landowners, creating a regional composting system that transforms green waste into a valuable agricultural and soil restoration resource. This shift reduces disposal costs while generating economic and environmental benefits.

Beyond composting, the program integrates into Mono County's planned 2.5 MW bioenergy facility, which received a USFS Wood Innovations Grant in 2023 to begin site development. This facility serves as a permanent, carbon-friendly biomass disposal option, supporting renewable energy generation while sustaining fuels reduction efforts.

Sustaining this program requires a diversified funding strategy beyond grants. Counties invest in permanently funding chipping, hauling, and composting services, while cost-share agreements with FSCs and FWCs encourage local financial commitment. Ongoing state and federal funding from CAL FIRE, FEMA, USDA, and Good Neighbor Authority agreements provides additional support. Public-private partnerships leverage contributions from utilities, insurance providers, and private landowners, while a fee-for-service model managed by the Inyo-Mono Resource Conservation District (RCD) offers affordable fuels reduction services and equipment lending.

A regionally coordinated hazardous fuel reduction workforce is central to this initiative, ensuring year-round wildfire mitigation across Inyo and Mono Counties. This collaborative system unites Tribal hazardous fuel reduction crews, fire departments, public agencies, and private contractors to sustain a consistent fuels reduction effort. At its core, Cerro Coso Community College's Fire and Forestry program supplies trained students to augment these crews in fuels reduction, home assessments, and defensible space work, creating a continuous pipeline of skilled labor.

1  
7

To ensure operational continuity, the Inyo-Mono RCD serves as the coordinating hub, managing contracts, equipment, and crew training while supporting Tribal and volunteer fire crews. Cerro Coso integrates academic training with real-world experience, offering paid, hands-on opportunities in wildfire mitigation. Funding from state and federal grants, along with cost-sharing agreements among agencies, utilities, and private landowners, sustains long-term staffing. This workforce model ties directly to ESCCRPs broader vision for landscape-scale resilience, supplying skilled labor to implement and maintain fuels reduction projects across public and private lands. By aligning this workforce with CWPP priorities, wildfire mitigation remains data-driven, responsive to evolving risks, and continuously scaled based on capacity and need.

Investments in technology further support sustainability by improving efficiency, coordination, and impact tracking. Home assessment and scheduling software automates defensible space inspections and fuels reduction scheduling, reducing administrative costs. GIS mapping and data analytics track acres treated, fuels removed, and risk reduction progress, securing future funding by demonstrating measurable success. Integrated emergency response planning ensures fuels reduction aligns with regional fire preparedness strategies, while real-time project tracking and risk analysis keep CWPP priorities up to date.

The program's sustainability also depends on strong governance and coordination among local, Tribal, and regional partners. ESCOG leads regional coordination, securing funding and ensuring alignment with ESWA, ESCCRP, and other key initiatives. Counties integrate fuels management into standard operations, eliminating reliance on external funding. FSCs and FWCs remain central to community engagement, leading outreach, training, and volunteer mobilization. The Inyo-Mono RCD facilitates workforce sustainability, ensuring long-term staffing, training, and equipment access, while the Whitebark Institute provides technical expertise and project support, keeping mitigation efforts aligned with statewide and federal wildfire management priorities.

Over five years, this Program transitions into a self-sustaining wildfire mitigation system through a phased approach. In Year 1, the focus is on hiring staff, purchasing equipment, launching partnerships, and integrating chipping and biomass disposal into County operations. Year 2 expands workforce training, establishes cost-sharing agreements, and pilots fee-for-service models through the RCD. By Year 3, hazardous fuel reduction crews are fully operational, with stable funding from state workforce grants, utility and landowner contracts, and County contributions. Year 4 finalizes transitioning key services to local governments, ensuring fuels reduction becomes a permanent function of Public Works and Solid Waste Divisions, while expanding revenue for long-term workforce funding. By Year 5, the program is fully institutionalized, with funding secured, a self-sustaining workforce, and ongoing CWPP updates guiding wildfire mitigation.

By integrating government operations, job training, public-private partnerships, and technology, this program ensures wildfire resilience remains a regional priority for decades. It sustains itself beyond the grant period while strengthening and formalizing the work of Fire Safe Councils, Firewise Communities, volunteer fire departments, Tribes, ESWA, ESCCRP, the Whitebark Institute, and local agencies. More than a mitigation effort, this initiative establishes a permanent, regionally-coordinated wildfire resilience model, ensuring ongoing hazardous fuels reduction, home hardening, and defensible space work. The result is lasting protection for communities across Inyo and Mono Counties.

**10 points. 3000 characters including spaces.**

***Does this project benefit a low-income community as defined in the NOFO? To receive priority points the application must clearly demonstrate and document whether the project benefits a low-income community, as defined.***

***Please respond yes or no. Provide a description and web link to the verification source.***

### **Does this Project Benefit a Low-Income Community**

Yes, Inyo County, CA, meets the "low income" criteria. The Census Bureau estimates its median household income is between

Yes. Inyo County, CA, meets the "low income" criteria. The Census Bureau estimates its median household income is between \$57,964 and \$68,870. To qualify in California, the low-end of the estimate must be less than \$73,302. (Source: U.S. Census Bureau. (2022). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6027>)

Yes. Mono County, CA, meets the "low income" criteria. The Census Bureau estimates its median household income is between \$66,650 and \$97,426. To qualify in California, the low-end of the estimate must be less than \$73,302. (Source: U.S. Census Bureau. (2022). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6051>)

- 1**  
**8** With the increasing frequency and severity of wildfires in the region, some low-income communities are experiencing higher home insurance costs or policy cancellations due to elevated wildfire risk. Many residents have already lost homeowners' insurance, further limiting their ability to recover from disasters.

Many homeowners in Inyo and Mono Counties struggle to afford the \$5,000-\$10,000 cost of home hardening and defensible space work, leaving them highly vulnerable to wildfires. Due to landownership constraints in the region, communities are widespread but densely packed; this speaks to the critical importance of a neighborhood-wide community mitigation approach that recognizes the interdependence of neighbors in combating fire loss.

Furthermore, Bishop and Lone Pine, two of the high-risk and low-income communities targeted through this Program, have designated Opportunity Zones that incentivize people to invest in job creation and economic growth in these distressed areas.

**10 points. 3000 characters including spaces.**

***Has all or part of the project area been impacted by a severe disaster that impacts wildfire risk and/or hazard?***

***Please respond yes or no. Provide a web link to the verification source.***

### **Has this Community Been Impacted by a Severe Disaster: Part 1**

YES. Both Inyo and Mono Counties have experienced multiple federally declared disasters that have increased wildfire risk. Inyo County faced Tropical Storm Hillary (2024, FEMA DR-4750-CA) and five Severe Winter Storms, Flooding, Landslides, and Mudslides: twice in 2017 (DR-4305 & DR-4301) and three times in 2023 (DR-4683 & DR-4699). Source: Federal Emergency Management Agency. (2024). Disaster Declarations Summary. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6027>

Mono County experienced Severe Winter Storms, Flooding, Landslides, and Mudslides in 2023 (EM-3591-CA, EM-3592-CA, DR-4699-CA) and 2017 (DR-4308-CA, DR-4305-CA, DR-4301-CA), significantly increasing wildfire risk. Source: Federal Emergency Management Agency. (2024). Disaster Declarations Summary. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6051>

These storms damaged or destroyed critical roads, isolating communities for days and making wildfire response and evacuation nearly impossible. Many dirt and gravel roads remain impassable, requiring years of maintenance.

- 1**  
**9** These storms also triggered rapid vegetation growth and downed fuels, including an exponential increase in highly flammable tumbleweeds. Avalanches, flooding, and high river flows uprooted trees, depositing woody debris in riparian areas, creating fire pathways into the Wildland Urban Interface (WUI).

Record-breaking snowstorms in 2023 caused exploding buried propane tanks, avalanches, and flooding. Road closures lasted a month, crippling the outdoor recreation economy. Spring melt fueled extreme vegetation growth, producing dense, three-foot-high grasses that have since dried out.

Similar 2017 storms contributed to increased wildfire intensity. Afterward, Mono County suffered the Mountain View Fire, Slinkard Valley Fire, and Boot Fire, burning 36,904 acres total.

Two extreme winter wildfires over the past decade burned nearly 10% of Mono County's permanent housing: the Round Fire (2015, 7,000 acres, 41 homes lost) and Mountain View Fire (2020, 20,879 acres, 98 homes lost).

Before 2015, wildfires rarely exceeded 7,000 acres and were easier to control due to sparse Great Basin and high alpine ecosystems. Since 2015, wildfire behavior has changed, leading to larger, more destructive fires across both Counties.

***If yes, in order to receive priority points the application must clearly demonstrate and document whether the project benefits a community that has been impacted by a severe disaster within the previous ten (10) years, and clearly exhibit how the severe disaster increased wildfire risk and/or hazard and was of a scale and scope to have had landscape impacts (please see full definition in the NOFO). Note: simply listing a disaster will not suffice; you must explain how this disaster has impacted the community's wildfire risk and hazard (not all disasters will qualify for points if it cannot be shown they have influenced the community's risk or hazard).***

### **Has this Community Been Impacted by a Severe Disaster: Part 2**

YES. Both Inyo and Mono Counties have experienced multiple federally declared disasters that have increased wildfire risk. Inyo County faced Tropical Storm Hillary (2024, FEMA DR-4750-CA) and five Severe Winter Storms, Flooding, Landslides, and Mudslides: twice in 2017 (DR-4305 & DR-4301) and three times in 2023 (DR-4683 & DR-4699). Source: Federal Emergency Management Agency. (2024). Disaster Declarations Summary. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6027>

Mono County experienced Severe Winter Storms, Flooding, Landslides, and Mudslides in 2023 (EM-3591-CA, EM-3592-CA, DR-4699-CA) and 2017 (DR-4308-CA, DR-4305-CA, DR-4301-CA), significantly increasing wildfire risk. Source: Federal Emergency Management Agency. (2024). Disaster Declarations Summary. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/6051>

These storms damaged or destroyed critical roads, isolating communities for days and making wildfire response and evacuation nearly impossible. Many dirt and gravel roads remain impassable, requiring years of maintenance.

- 2** These storms also triggered rapid vegetation growth and downed fuels, including an exponential increase in highly flammable tumbleweeds and cheatgrass. Avalanches, flooding, and high river flows uprooted trees, depositing woody debris in riparian areas, creating fire pathways into the Wildland Urban Interface (WUI).

Record-breaking snowstorms in 2023 caused exploding buried propane tanks, avalanches, and flooding. Road closures lasted a month, crippling the outdoor recreation economy. Spring melt fueled extreme vegetation growth, producing dense, three-foot-high grasses that have since dried out.

Similar 2017 storms contributed to increased wildfire intensity. Afterward, Mono County suffered the Mountain View Fire, Slinkard Valley Fire, and Boot Fire, burning 36,904 acres total.

Two extreme winter wildfires over the past decade burned nearly 10% of Mono County's permanent housing: the Round Fire (2015, 7,000 acres, 41 homes lost) and Mountain View Fire (2020, 20,879 acres, 98 homes lost).

Before 2015, wildfires rarely exceeded 7,000 acres and were easier to control due to sparse Great Basin and high alpine ecosystems. Since 2015, wildfire behavior has changed, leading to larger, more destructive fires across both Counties.

**10 points. 3000 characters including spaces.**

**To receive priority points the application must clearly demonstrate and document whether the project is located in an area identified as having high or very high wildfire hazard potential as defined by a local, state, Tribal, regional, or national wildfire hazard potential assessment.**

**Please respond yes or no, and provide a description and web link to the verification source.**

## Does the Project Location have Wildfire Hazard Potential

MONO COUNTY: YES: <https://wildfirerisk.org/cwdg-tool/6051>

Mono County, CA, meets the "wildfire hazard potential" criteria and has a higher wildfire hazard potential than 95.2% of counties in the nation. (Source: Wildfire Risk to Communities, Version 2. 2024. As reported by the CWDG Data Tool, [wildfirerisk.org](https://wildfirerisk.org))

INYO COUNTY: YES: <https://wildfirerisk.org/cwdg-tool/6027>

Inyo County, CA, is considered at risk and has a higher Wildfire Risk to Homes than 73.5% of counties in the nation. (Source: Wildfire Risk to Communities, Version 2. 2024. As reported by the CWDG Data Tool, [wildfirerisk.org](https://wildfirerisk.org))

The Eastern Sierra is a landscape of extremes, ranging from Mt. Whitney (14,505 feet), the highest mountain in the Lower 48, to Death Valley (minus 282 feet), the lowest point in North America. This dramatic topography creates extreme weather, including winter snow depths of up to 60 feet on Mammoth Mountain Ski Area and prolonged drought years such as 2013-2015, recorded as the driest three-year period in 1,200 years by Dr. Daniel Swain, a research fellow at the NSF National Center for Atmospheric Research.

- 2** The region is dominated by Great Basin and Mojave Desert lowlands, some of the driest, hottest landscapes on Earth, including Death Valley National Park. Extreme weather patterns have increased, making wet years and storms wetter and dry years even drier. Over the past decade, these conditions have resulted in the first recorded instances of large-scale home losses due to wildfire in the region's history.

The shifting weather patterns have led to significant changes in vegetation, increasing wildfire risks. Extreme rain and snow events trigger explosive vegetation growth in landscapes historically dominated by sparse sagebrush and desert ecologies. Much of this growth consists of invasive species like cheatgrass, which dries quickly and becomes highly flammable. When extreme wet conditions like winter storms or summer monsoons are followed by extended heat and drought, wildfire risk escalates exponentially.

The Sierra Nevada's downslope and upslope winds, combined with prolonged dry conditions, rapidly dry out fuels in the spring and summer, creating ideal conditions for wildfire. Fine fuels, such as grass and leaf litter, can become highly flammable within just one hour following a drop in relative humidity. Meanwhile, low live fuel moisture in shrubs and trees contributes to extreme fire behavior, leading to crowning and torching.

High winds accelerate fire spread, allowing grass and shrub fires to engulf communities with little warning for evacuation. The region also experiences a winter wildfire season, where extreme topography, combined with shifting weather patterns, contributes to the risk of wildfires igniting even during colder months.





# Eastern Sierra Communities Wildfire Defense Program is funded.

## What happens now?

INYO COUNTY BOARD OF SUPERVISORS

DECEMBER 9, 2025

Wendilyn Grasseschi - Mono County Wildfire Mitigation Coordinator

Kristen Pfeiler - ESCOG/Inyo County Wildfire Coordinator

# Eastern Sierra Communities Wildfire Defense Program grant:



**Amount:** \$4.6 Million

**Timeframe:** 5 years

**Purpose:** Funds staffing, organizing, and implementation of a sustainable, two-county, local communities' hazardous fuels removal program



**Applicant:** Eastern Sierra Council of Governments

- *Subawards* for Inyo and Mono Counties
- *Contracts* for fuel reduction crews
- *Equipment* purchases
- *Staffing* capacity in ESCOG

**Competitiveness:** 58 out of 573 applicants funded nationwide

**Grantor:** US Forest Service \$1 billion five-year competitive Community Wildfire Defense Grant (CWDG) Program funded by the Infrastructure Investment and Jobs Act



# Background: How the grant was developed

The Eastern Sierra Communities Wildfire Defense Program grant pulls together the top concerns and priorities that we have heard consistently across all our local communities over the course of the past few years, which have been documented in each County's Community Wildfire Protection Plans.



What's been missing is the capacity to figure out how to pull it all together and get us all going in the same direction – that's what this grant does.



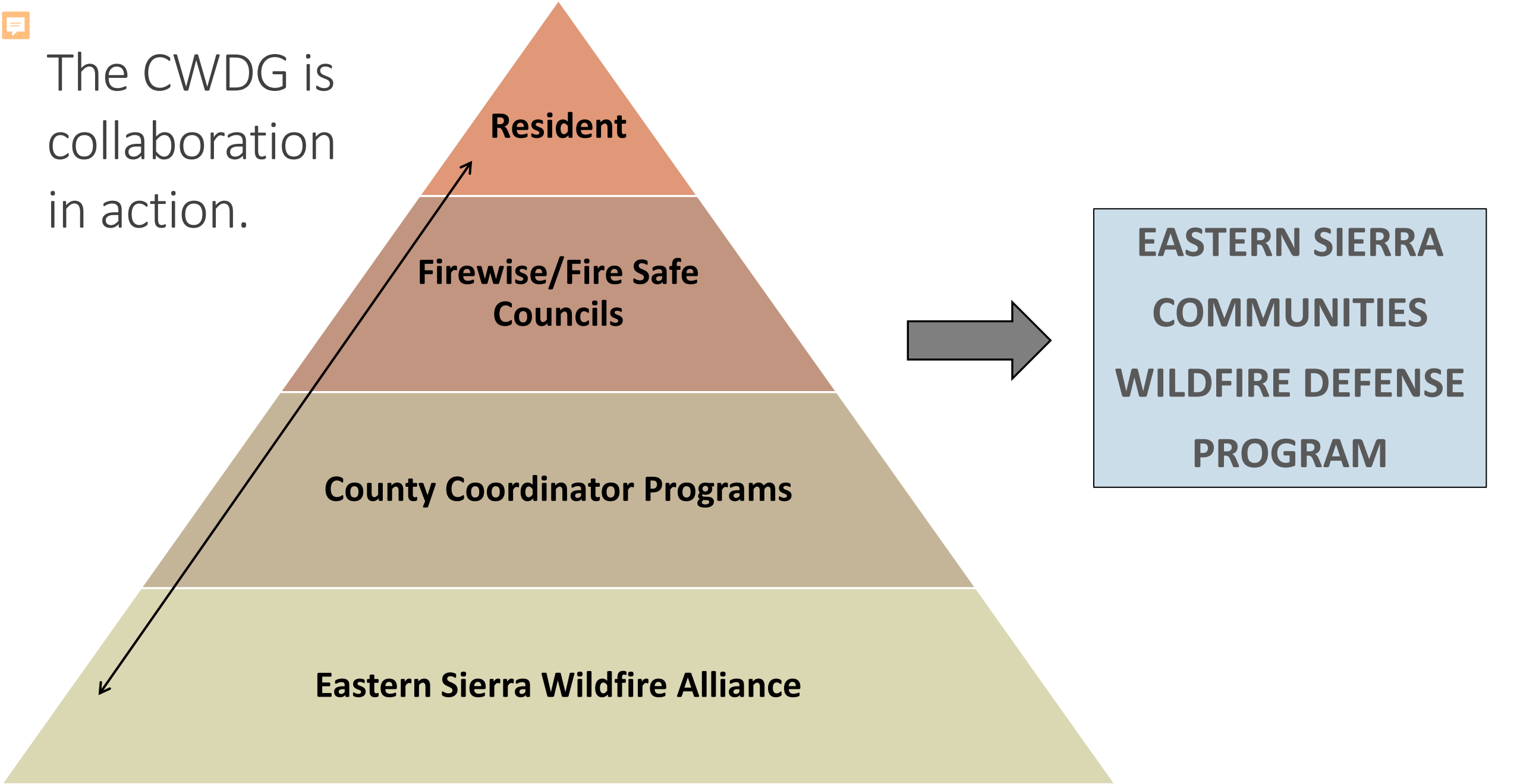
ESCOG was determined to be the best lead agency for the grant due to its regional nature and will be the main hub from which grant work will be administered.



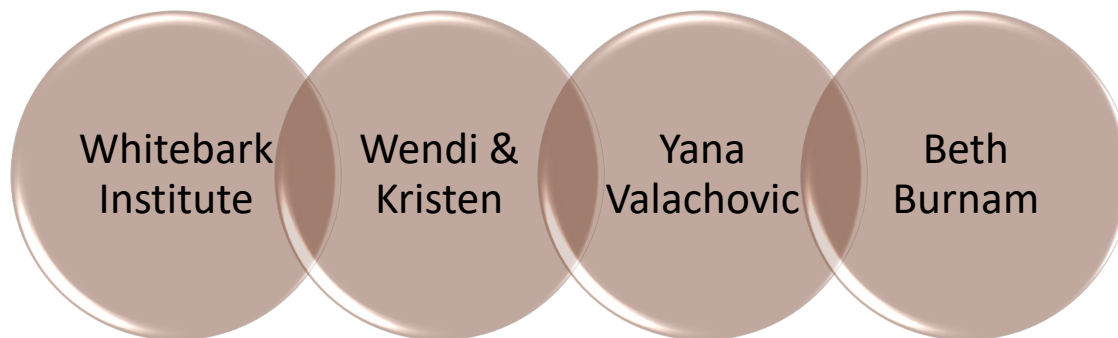
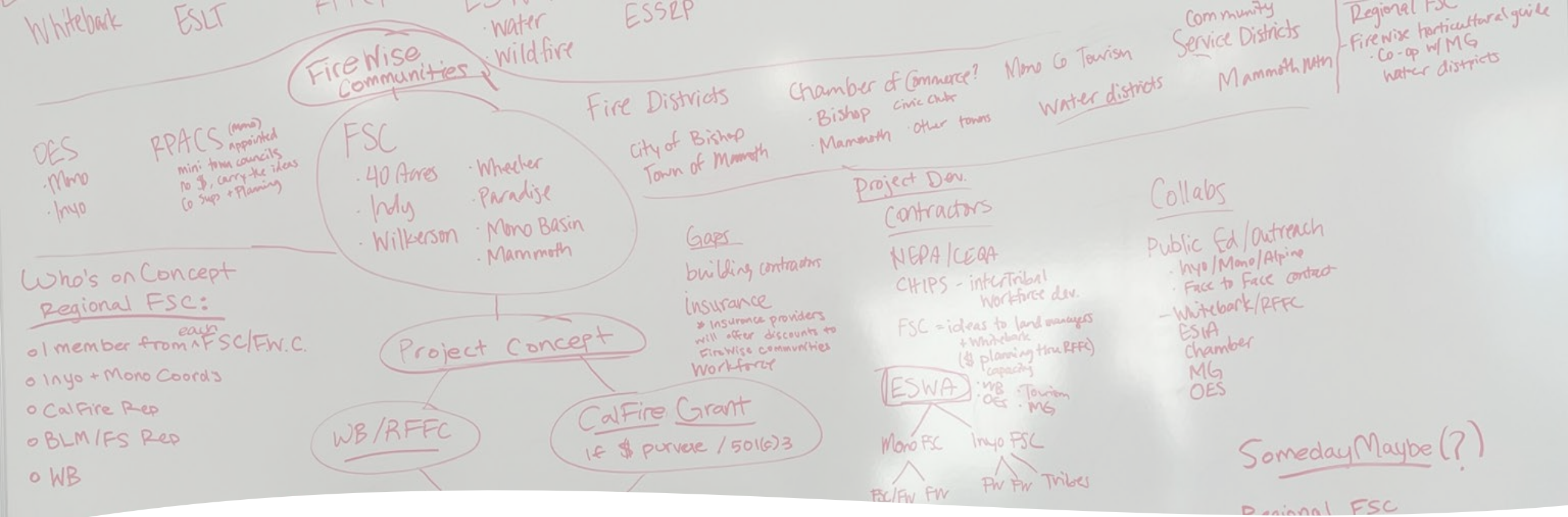
The two County Coordinators will be the primary staff tasked with implementing the components of the grant by uniting existing programs, staff, and resources into one cohesive framework.



The CWDG is  
collaboration  
in action.

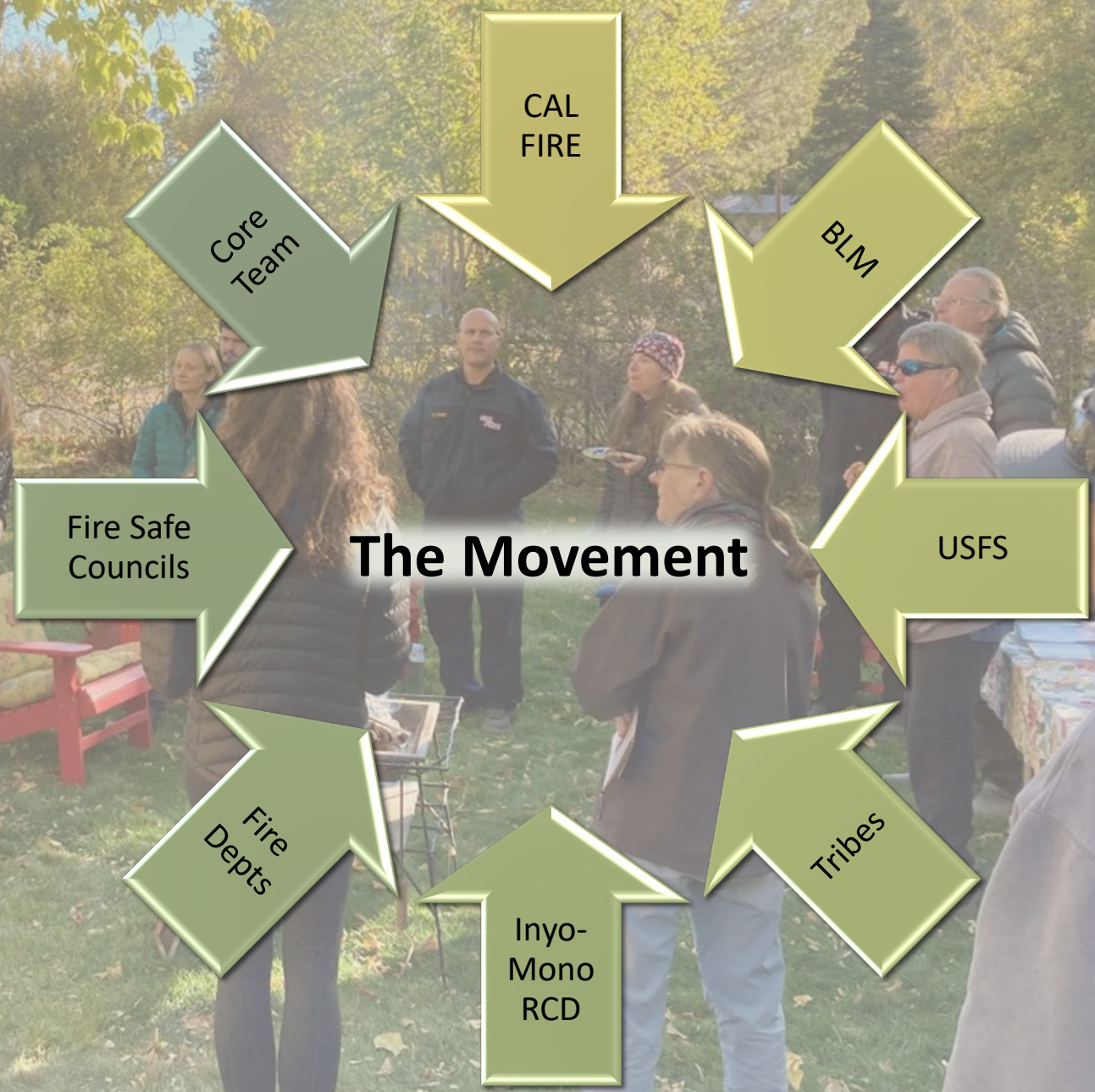






Core Team





# The Movement: 2023 → 2025

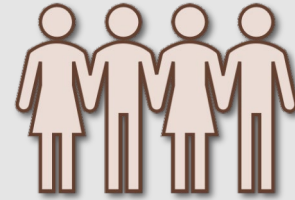


**2023:**

8 Fire Safe Councils →

0 Firewise USA Communities →

**~100 active people →**



**2025:**

8 Fire Safe Councils

32 Firewise USA Communities organizing

2 Community Groups

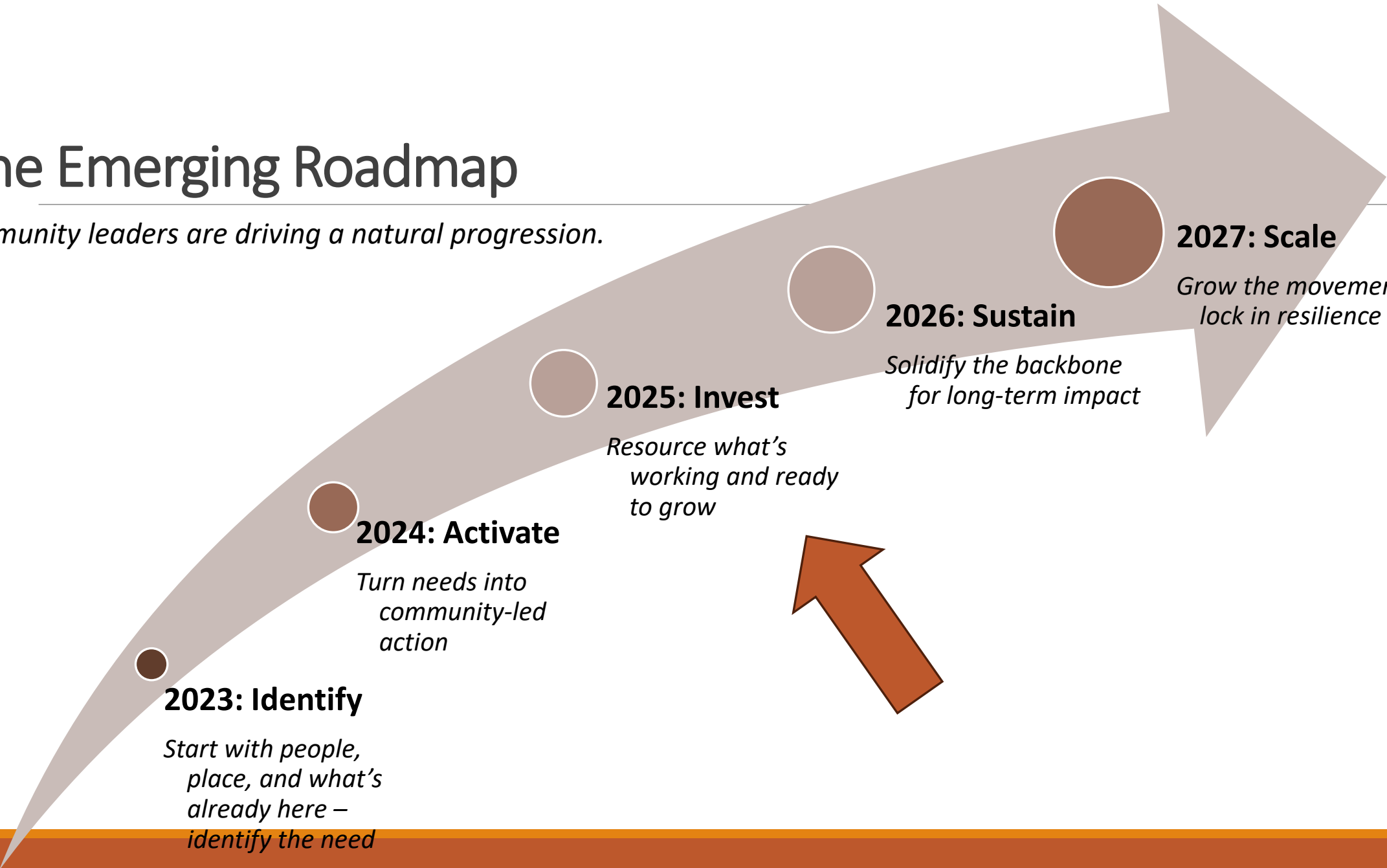
**~1500 active people**





# The Emerging Roadmap

*Community leaders are driving a natural progression.*



**2023: Identify**

*Start with people,  
place, and what's  
already here –  
identify the need*

**2024: Activate**

*Turn needs into  
community-led  
action*

**2025: Invest**

*Resource what's  
working and ready  
to grow*

**2026: Sustain**

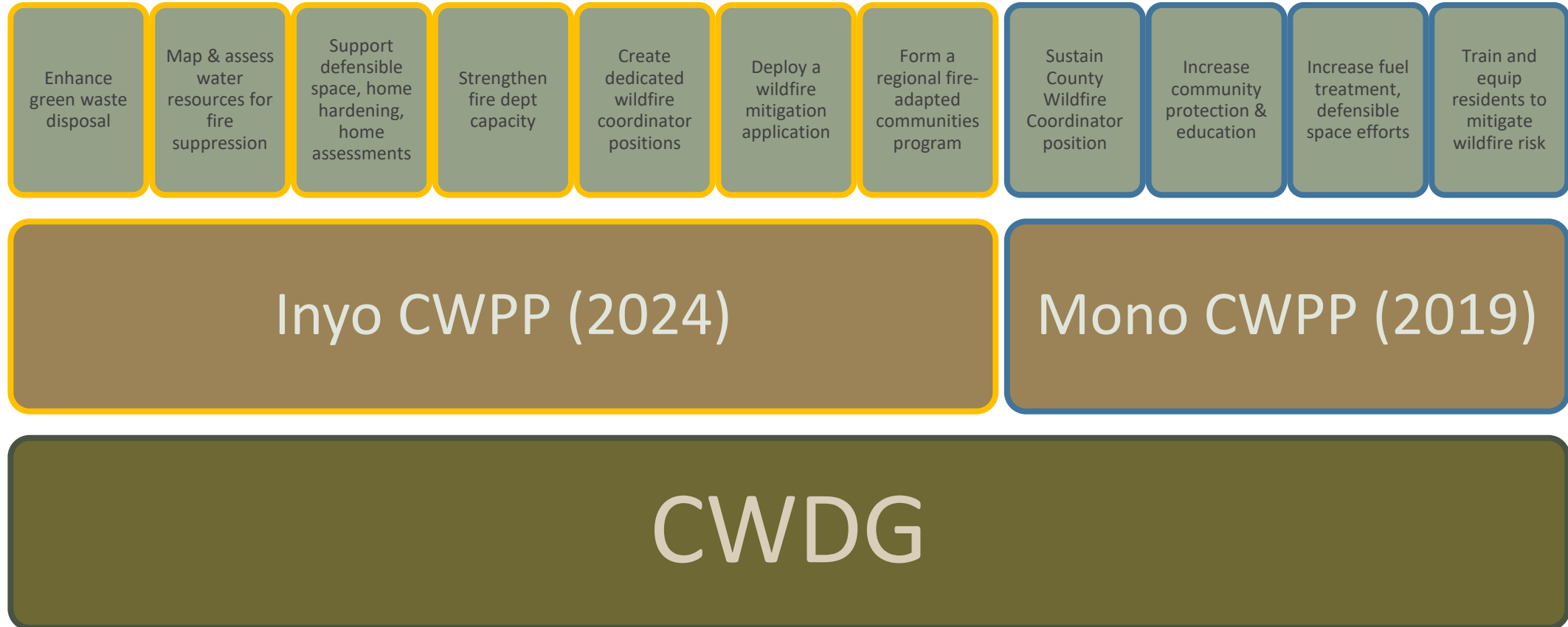
*Solidify the backbone  
for long-term impact*

**2027: Scale**

*Grow the movement,  
lock in resilience*



# The Program weaves together 11 top mitigation recommendations outlined in the CWPPs



 Mono

Topaz

Coleville

Walker

Bridgeport

Mono City

Lee Vining

June Lake

Mammoth Lakes

Crowley Lake

Sunny Slopes - Tom's Place

Swall Meadows - Paradise

Benton

Hammil Valley

Chalfant

White Mountain Estates

Inyo

Round Valley - 40 Acres

Mustang Mesa

Bishop Paiute Reservation

Bishop

Starlite

Aspendell - South Fork

Wilkerson

Big Pine

Birch Creek

Fort Independence

Independence

Lone Pine

Lone Pine Paiute Shoshone Reservation

Alabama Hills

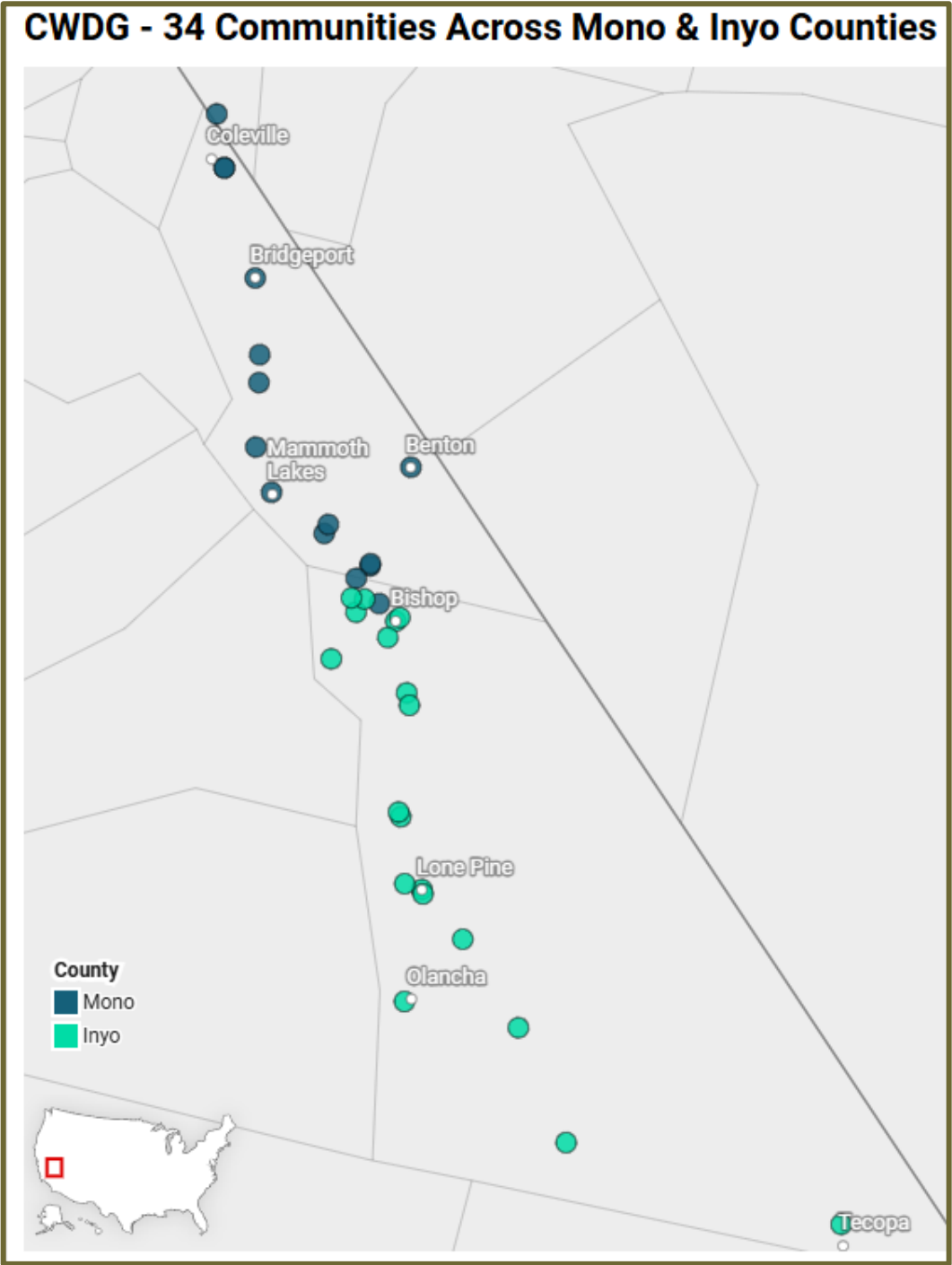
Keeler

Olancho - Cartago

Darwin

Homewood Canyon

Shoshone - Tecopa





**Firewise USA  
& Fire Safe  
Councils**

**34**  
High-risk, low-income  
communities served

**Education +  
FireAside HIZ  
Assessments**

**1,250**  
Home ignition zone  
assessments completed

**Local Fuel  
Reduction  
Crews Assist**

**200**  
High-risk homes  
treated

**Community  
Cleanup  
Events**

**340**  
Community cleanup  
events held

**County Public  
Works Chips &  
Hauls Fuel**

**9,500**  
Tons of hazardous  
fuel removed

**Biomass to  
Compost Site**

**CAL FIRE, Fire  
Dept  
Inspections**

Pulling it all  
together





# The Program Goals

---



1. Establish a Regional Communities Wildfire Defense Program within ESCOG to create a coordinated wildfire resilience program for long-term mitigation support.



2. Empower residents to mitigate wildfire risks by training and equipping them to assess and reduce hazards on their properties and within their communities.

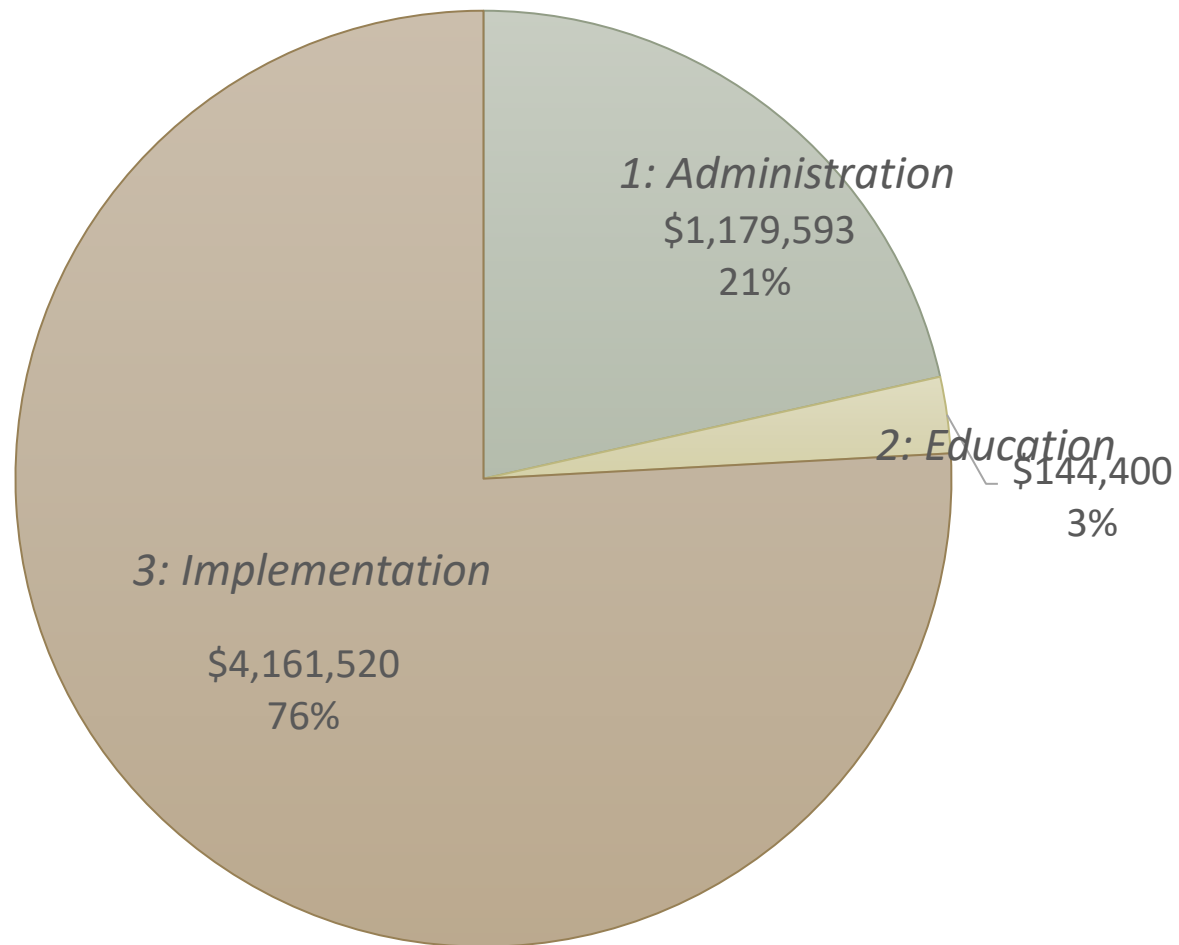


3. Develop a Regional Hazardous Fuel Removal System to implement a sustainable approach to large-scale vegetation management and debris removal.





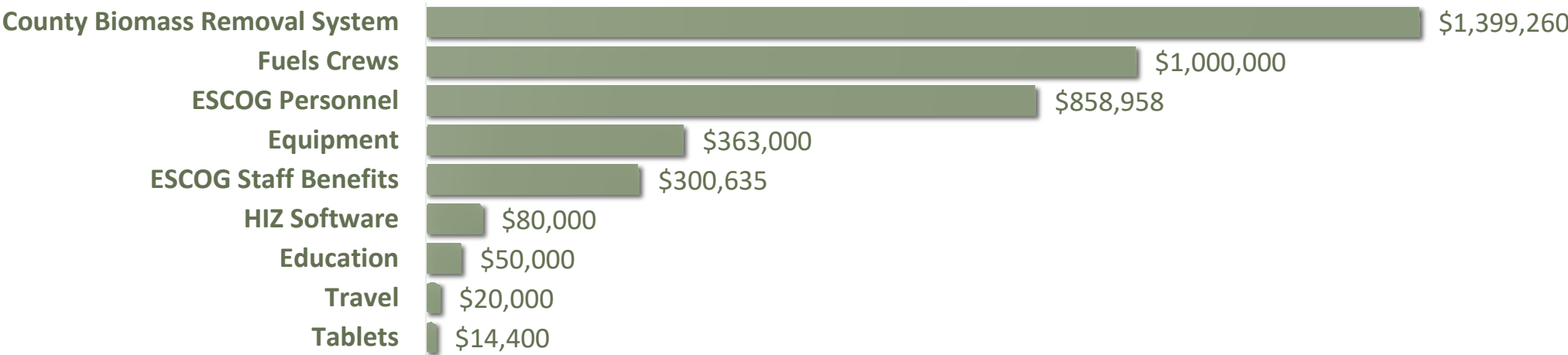
The Program is focused on **implementation** with the intention to build a sustainable **administrative** backbone.



Cost per  
Goal



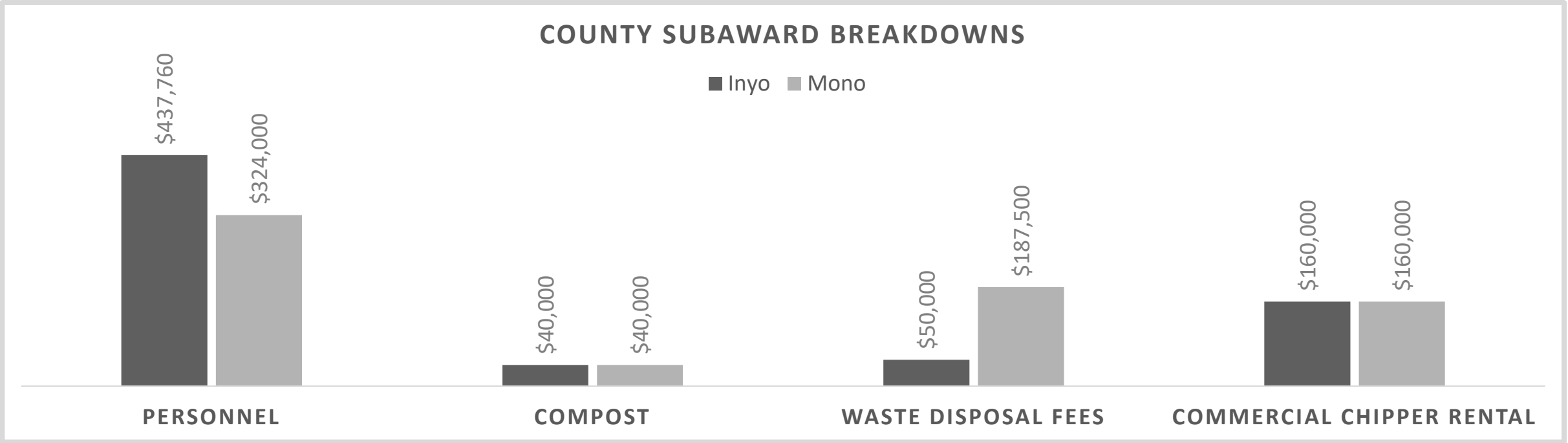
**COST PER ITEM**



ITEM	COST
County Biomass Removal System	\$ 1,399,260
Fuels Crews	\$ 1,000,000
ESCOG Personnel	\$ 858,958
Equipment	\$ 363,000
ESCOG Staff Benefits	\$ 300,635
HIZ Software	\$ 80,000
Education	\$ 50,000
Travel	\$ 20,000
Tablets	\$ 14,400
<b>TOTAL</b>	<b>\$ 4,086,253</b>



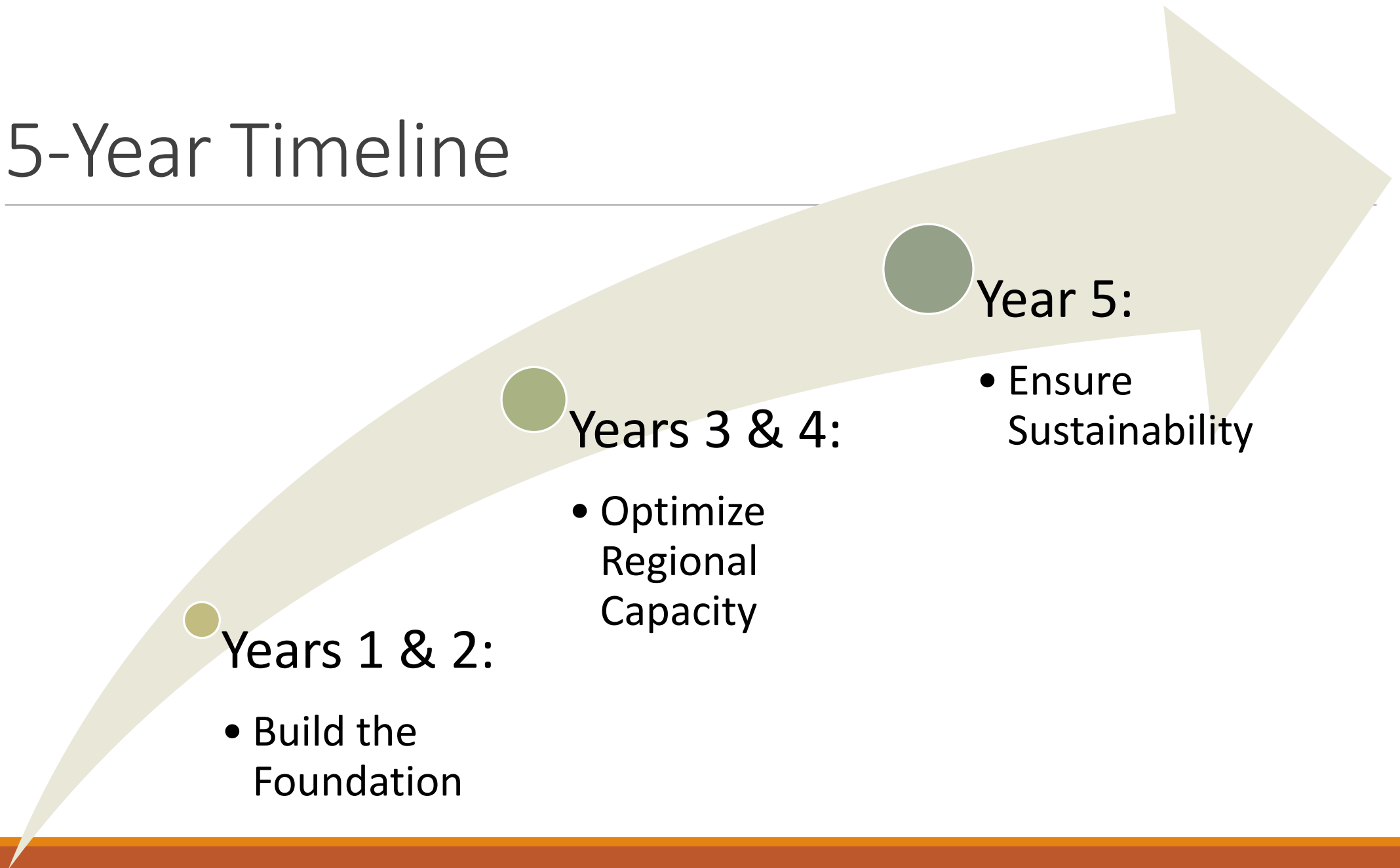
ITEM	INYO	MONO
PERSONNEL	\$437,760	\$324,000
COMPOST	\$40,000	\$40,000
WASTE DISPOSAL FEES	\$50,000	\$187,500
COMMERCIAL CHIPPER RENTAL	\$160,000	\$160,000
<b>TOTAL</b>	<b>\$687,760</b>	<b>\$711,500</b>





# 5-Year Timeline

---





# Program Launch Timeline

---





# This Program invests in long-term sustainability by:

---

**Taking consistent actions that make homes and communities safer from wildfire.**

## **Establishing staff & infrastructure**

for hauling & processing biomass, including maintenance & management of equipment

## **Creating local jobs and supporting workforce development**

- Career pathways through Cerro Coso internships
- Sustainable, year-round work for local crews

## **Generating solutions for biomass disposal**

- Air Curtain Burner
- Composting
- Chipping



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-799

### Rejection of All Bids for Fire Suppression Inspection Services and Authorization to Re-Bid Public Works - Recycling & Waste Management ACTION REQUIRED

#### ITEM SUBMITTED BY

Teresa Elliott, Administrative Analyst

#### ITEM PRESENTED BY

Michael Errante, Public Works Director

#### RECOMMENDED ACTION:

Formally reject all bids received for the Fire Suppression Inspection Services solicitation and authorize Public Works to re-advertise the project for competitive bidding (*four-fifths vote required*).

#### BACKGROUND / SUMMARY / JUSTIFICATION:

On October 15, 2025, Public Works issued a Request for Bids for Fire Suppression Inspection Services through the OpenGov procurement platform. This solicitation was part of Public Works's ongoing commitment to ensuring the safety and compliance of County facilities.

After the bid period closed, staff reviewed all submissions and found that every bid received came in significantly over the allocated budget for this service. The cost proposals exceeded Public Works's financial capacity by a substantial margin, making them unsustainable within the current fiscal plan.

Public Works will revise the bid documents as needed and reissue the solicitation to encourage broader competition and potentially more cost-effective proposals.

This action will allow Public Works to reassess the scope and specifications of the project and re-advertise the bid in a way that better aligns with the County's budget and operational needs.

#### FISCAL IMPACT:

Funding Source	General Fund	Budget Unit	011100
Budgeted?	Yes	Object Code	5265
Recurrence	Ongoing Expenditure	Sole Source?	No

If Sole Source, provide justification below

Current Fiscal Year Impact
Future Fiscal Year Impacts

N/A
-----

<b>Additional Information</b>
-------------------------------

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Your Board could choose not to reject the bids and instead proceed with awarding the contract to one of the current bidders. However, this is not recommended due to all bids exceeded the allocated budget, requiring a budget amendment or reallocation of funds from other critical programs. To stay within budget, we would need to reduce the scope of fire suppression inspections, which could compromise safety and regulatory compliance.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

None.

**STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** | Improved County Facilities

**High Quality Services** | Public Safety and Emergency Response

**APPROVALS:**

Teresa Elliott	Created/Initiated - 11/21/2025
Darcy Israel	Approved - 11/24/2025
Teresa Elliott	Approved - 12/02/2025
Amy Shepherd	Approved - 12/03/2025
Keri Oney	Approved - 12/09/2025
Stacey Simon	Approved - 12/09/2025
John Vallejo	Approved - 12/09/2025
Michael Errante	Approved - 12/09/2025
Denelle Carrington	Final Approval - 12/10/2025

**ATTACHMENTS:**

1. Bid Results



Kord Fire Protection	Bid	Total Contract 5 year:	1 Year contract
Annual Inpsection total	\$220,800.00		
5 Year inspection	\$51,600.00	\$272,400.00	\$54,480.00

HCI Systems			
Annual Inpsection total	\$28,282.00		
5 Year inspection	\$96,784.00	\$125,066.00	\$25,013.20

Johnson Controls			
Annual Inpsection total	\$17,073.00		
5 Year inspection	\$52,528.00	\$69,601.00	\$13,920.20

Fire Technology			
Annual Inpsection total	\$27,183.01	\$64,842.97	\$12,968.59
5 Year inspection	\$37,659.96		

Annual Inspection

Jail - Administration

Inyo County Jail - Institutional Sprinkler Heads

Progress House

Juvenile Center

Indy Road Shop

QCOB

Bishop Airport Terminal

5-Year Inspection

Jail - Administration

Inyo County Jail - Institutional Sprinkler Heads

Progress House

Juvenile Center

Indy Road Shop

QCOB

Bishop Airport Terminal



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-802

### Approval of 2026 Legislative Platform County Administrator ACTION REQUIRED

#### ITEM SUBMITTED BY

Meaghan McCamman, Deputy County Administrator

#### ITEM PRESENTED BY

Meaghan McCamman, Deputy County Administrator, Jeremiah Van Auken

#### RECOMMENDED ACTION:

Approve the proposed minor updates to the Inyo County Legislative Platform for 2026.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

In 2025, the Board adopted a significantly revised Legislative Platform designed to more accurately reflect Inyo County's long-term priorities, strategic goals, and policy direction. The updated platform has served as a foundational tool for guiding advocacy efforts at the state and federal levels, ensuring that the County's positions are clearly articulated and consistently communicated.

To prepare for the 2026 legislative cycle, County staff and the County's contracted lobbyists at The Ferguson Group (TFG) offered one-on-one meetings to any department head or Board member interested in discussing potential revisions. These conversations focused on identifying new or emerging issues, clarifying existing priorities, and ensuring the platform remains responsive to the County's operational and policy needs.

Feedback gathered through the one-on-one meetings indicated that the 2025 overhaul remains robust and reflective of the County's core priorities. However, a few areas were identified where additional clarity or emphasis would strengthen the platform, which are visible in the attached redline version of the 2026 Proposed Platform. County staff is requesting Board approval of these minor updates to the Inyo County Legislative Platform for 2026.

#### FISCAL IMPACT:

Funding Source	N/A	Budget Unit	
Budgeted?	N/A	Object Code	
Recurrence	N/A	Sole Source?	N/A

If Sole Source, provide justification below

#### Current Fiscal Year Impact

There is no direct fiscal impact associated with approving the updated Legislative Platform. Advocacy activities will continue to be supported through existing budgeted resources.

**Future Fiscal Year Impacts**

N/A

**Additional Information**

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could decide to request additional changes to the legislative platform, or could decide not to approve the 2026 changes and continue to use the 2025 version. This is not recommended, as the changes to the 2026 platform are relatively minor and are added in direct response to conversations held with Board members and Department heads in October 2025.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

The Ferguson Group

**STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** | High-Quality County Government Services

**APPROVALS:**

Meaghan McCamman	Created/Initiated - 12/08/2025
Darcy Israel	Approved - 12/08/2025
Meaghan McCamman	Approved - 12/08/2025
John Vallejo	Approved - 12/09/2025
Amy Shepherd	Approved - 12/09/2025
Denelle Carrington	Final Approval - 12/10/2025

**ATTACHMENTS:**

1. Inyo 2026 Federal Platform - Redlined
2. Inyo 2026 Final Draft Legislative Platform



# COUNTY OF INYO, CA

## 2026 County Priorities

Approved by Board of Supervisors on January 31, 2025XXX





# COUNTY OF INYO, CA

## Board of Supervisors

---

**Trina Orrill**

First District

**Jeff Griffiths**

Second District

**Scott Marcellin**

Third District

**Jennifer Roeser**

Fourth District

**Will Wadelton**

Fifth District

**Nate Greenberg**

County Administrative Officer

*County Administrative Center  
224 North Edwards  
Independence, CA 93526*

DRAFT



## ABOUT INYO COUNTY

Inyo County is a land of magnificent natural diversity and unique splendor. Considered a "Frontier County," Inyo is the 2nd largest in California. The 10,227 square miles which comprise the jurisdiction stretch the wide distance from the California/Nevada state line near Death Valley National Park all the way to the spine of the Sierra Nevada. The Owens Valley forms the main north-south corridor along the west side of the County with Highway 395 stretching alongside it. This region is known as the Payahuunadü, or the Land of the Flowing Water, and is home to the Paiute-Shoshone people. Today, a significant portion of the water utilized by the residents in the City of Los Angeles originates from Inyo County and the Owens Valley.

Conveniently located about four hours from the metropolises of Los Angeles, Las Vegas, and Reno, the region is easily accessed via Highway 395 as well as through commercial flights into Bishop Airport. Despite the proximity to major cities, only about 19,000 people call Inyo County home on a year-round basis. Inyo County and the Eastern Sierra region offer a full spectrum of adventure as well as the opportunity to get away from it all. The striking landscape is truly unique. To the west, along the crest of the Sierra Nevada, Mount Whitney towers over the small community of Lone Pine. At 14,500 feet, it is recognized as the highest peak in the lower 48 states. Just a short distance away is Death Valley National Park, which, among other things, is home to Badwater – the lowest point in the U.S. at -282 feet below sea level. The White Mountains are home to the oldest known life forms in the world – the Great Basin Bristlecone Pines – and there are millions of acres of Wilderness designation-protected critical habitat in various locations throughout the County, which is 98% public land.

The County is dotted with historic towns providing professional services and the equipment needed for excursions in this recreation mecca. Whether one is seeking out opportunities for hiking, skiing, climbing, biking, fishing, horse packing, hang gliding, photography, or just sightseeing, the experience will be world-class.

Inyo County was established on March 22, 1866 – formed out of the territory of the unorganized Coso County, which had been created on April 4, 1864, from parts of Mono and Tulare counties. It acquired more territory from Mono County in 1870 and Kern County and San Bernardino County in 1872. Named for the "dwelling place of the great spirit" in the Mono language, Inyo County has been the historic homeland for thousands of years of the Mono Tribe, Coso people, Timbisha, and Kawaiisu Native Americans.

Inyo County has a rich indigenous history, as well as a legacy that also traces its roots to pioneering, mining, railroading, ranching, and farming. Much of this history is not only on display today in museums and cultural centers throughout the County, but in the culture, livelihoods, and family trees of those who call Inyo County home.

## 2026 Inyo County Strategic Initiatives

View the Inyo County Strategic Plan: <https://bit.ly/InyoStrategicPlan>





# LEGISLATIVE PLATFORM PURPOSE

The Inyo County Board of Supervisors recognizes the need to identify and advocate for its legislative and funding priorities in Sacramento and Washington, D.C. To be effective in this mission, the Board is pleased to present its 2026<sup>5</sup> Legislative Platform.

Inyo County's Legislative Platform is a summary of the priorities of the organization, supported by the Board of Supervisors, and establishes the basis for its advocacy efforts with the Executive and Legislative branches of the U.S. Government and the State of California regarding legislation and regulation.

Updated annually, the Platform contains general principles held by the County of Inyo as well as the County's definitive stance on critical issues (especially as they relate to rural counties) and, in some cases, specific proposals, programs, and pieces of legislation. The document is structured to proactively frame sponsorship, support, and advocacy regarding key legislative and regulatory priorities while also monitoring numerous bills.

In recent years, the Platform has been distributed to Inyo County's state and federal delegations to make legislators aware of our local, rural issues so they may better lobby for our interests. It also provides general direction to the County Administrator's Office and County departments, and the public on positions of support or opposition to key policy initiatives which impact the way the County does business. Adoption of this document also allows each Board member the flexibility to take the position identified in the document, on behalf of the Board, without waiting for a full vote of the Board. Conversely, when confronted with an issue that is not listed in this document, that issue will need Board approval before an Inyo County position may be presented in a letter or other form of advocacy.

While the Platform explicitly states the County's position on numerous programs, proposals, principles, and pieces of legislation, it also offers implicit guidance for responding to related issues. If the County takes a support position on an issue, it holds true that the County therefore also opposes issues that conflict with the underlying principles and goals of the original position of support. For example, the Platform states that the County will oppose legislation that would diminish local authority over commercial cannabis regulation. Conversely, this means the County would then support legislation to increase local authority over commercial cannabis regulation.

Updates to this year's Platform have been made in consultation with department heads, other key staff, and the Board of Supervisors.

***The Platform is adopted annually but can be updated at any time throughout the year by action of the Board.***







# 202<sup>65</sup> INYO COUNTY ADVOCACY PRIORITIES



## Public Lands Counties Funding Challenges

Support long-term reauthorization, reconsideration of funding formula, and full funding for the Payment-In-Lieu-Taxes (PILT) and Secure Rural Schools (SRS) programs and expand the scope and support for programs by which local governments are reimbursed for the cost of providing services to property tax-exempt federal lands.

*Specific priorities include:*

- Recalculate PILT or develop an additional funding stream that is not based on historical timber extraction, but recognizes the current financial impacts of tourism and the cost of providing services to visitors of public lands counties



## Sustainable Recreation and Gateway Communities

Support coordinated, multi-jurisdictional land management and regional planning efforts with federal partners. Support funding for sustainable recreation; visitor services and related infrastructure; County Road maintenance within federal and state lands; utility infrastructure; waste reduction; and other measures to mitigate impacts to Inyo County communities.

*Some specific initiatives include:*

- Investments and upgrades to Inyo County parks and campgrounds—regardless of land tenure issues or holdover lease status
- Locality pay equality for federal staff that recognizes the expense of living in the Eastern Sierra
- Support for the Sustainable Recreation and Ecosystem Management Program and other activities sponsored by the Eastern Sierra Council of Governments



## Infrastructure Investments

Support legislation to provide funding for constructing, repairing, upgrading, and maintaining water and wastewater infrastructure serving Inyo County residents. Seek out and support thoughtful updates to road funding programs considering gas tax impacts. Continue support for alternative fuel and electrification infrastructure needs. Further investments to ensure climate resiliency for all infrastructure.

*Some specific projects include:*

- Lone Pine Water System Replacement Project
- Bishop Airport Water Line Extension

- Wastewater System for the City of Bishop, Eastern Sierra CSD, and Bishop Paiute Tribe



## Emergency Preparedness and Disaster Response

Protect and enhance federal participation from FEMA (and CalOES) of local response activities required to ensure public safety during emergency events. Support efforts to improve disaster preparedness including preparation for extreme heat events, wildfire events, winter storm and flooding events, earthquakes, and other emergencies. Support programs that identify and assist vulnerable populations with emergency readiness, evacuation planning, and shelter access, including accessible cooling and filtered shelters during excessive heat and unhealthy air events.

*Some specific projects include:*

- Lone Pine Creek Diversion
- County Cooling Centers, Shelters, and Backup Generators
- Development of emergency evacuation ingress/egress routes in every Inyo County community.



## Emergency Medical Services

High overhead costs, low call volumes, payor mix challenges, inadequate reimbursement, and a decline in local volunteerism have combined to create a crisis in rural EMS services. The isolated frontier nature of Inyo County, including long travel distances and limited local services, increases costs beyond those experienced by typical rural communities. Further complicating the matter are the 2 million-plus visitors coming into or passing through Inyo County who often require these services.

*Some solutions include:*

- Enhanced reimbursement for rural EMS services in Medicare and Medicaid programs
- Grant programs and base funding specifically for rural/frontier EMS services



## Fire Prevention and Protection

Support programs, regulations, legislation, and funding at the state and federal levels that enhance fire prevention efforts and reduce hazardous fuels on public land. Support efforts to reward home-hardening and wildfire mitigations taken by homeowners. Support funding for the County's small, local and volunteer fire districts.

*Some specific projects include:*

- Funding for water system infrastructure improvements for fire defense, especially within the Wildland Urban Interface (WUI).
- Upgrading water sources and capacity to meet flow rates adequate for fire suppression.

DRAFT



# THRIVING COMMUNITIES

***Support Inyo County communities through infrastructure investments, effective service delivery, and thoughtful planning.***

Inyo County’s position is unique. As the second largest county in California, more than 98% of the land base is owned and managed as public land which does not allow for residential or commercial development. The County must therefore creatively approach how it addresses critical infrastructure needs as it seeks to serve a small population spread across more than 10,000 square miles. Given the significant resources available from the federal government related to infrastructure, Inyo County must continue to engage with its federal representatives, relevant agencies, and local stakeholders to position itself for success. The County looks to expand its role in discussions related to upcoming infrastructure legislation, with the goal of increasing access to, and the receipt of, federal and state funds.

*Inyo County’s legislative platform seeks support for Thriving Communities through federal and state infrastructure investments, effective delivery of key community services, and thoughtful, locally driven planning and land use policy.*

## HIGHEST AND BEST USE OF LIMITED PRIVATE LAND

### *Isolated Communities*

- Advocate in support of programs that can benefit isolated frontier communities and provide means for supplemental investments into these communities.
- Advocate for a frontier designation that recognizes the unique challenges of these communities.

### *Land Tenure Challenges*

- Seek out legislative changes which recognize the unique challenges with land tenure faced by Inyo County, in particular operating in a holdover status on lease agreements.

## IMPROVED HOUSING OPPORTUNITIES



### *Workforce Housing*

- Advocate for policies and funding opportunities to support the creation of workforce housing for the “missing middle.”

### *Housing for Vulnerable Residents*

- Support policy and regulatory changes that promote access to state and federal housing funds for rural areas.
- Remove barriers in planning processes, regulatory frameworks, and funding programs that make it more difficult for low-resource rural and frontier areas to access state and federal housing funds.

## **ENHANCED HEALTH, SOCIAL, AND SENIOR SERVICES**

---

### *Health Care and Behavioral Health Access*

- Support programs that improve access to health services in rural areas, including emergency services, rural and community health clinics, medical and non-medical transportation, behavioral health services, and hospital facilities.

### *Youth*

- Pursue federal funding to better allow the County to meet the needs of its young people and provide them opportunities to excel outside of the classroom.

### *Seniors*

- Support programs and seek funding for services that assist the County’s aging population.

### *Veterans*

- Work with the Department of Veterans Affairs to increase access to veterans health centers, veterans housing, and other critical veterans services.

## **QUALITY PARKS AND RECREATION**

---

### *Funding for Facility Improvements*

- Support funding and programs for the construction and enhancement of community facilities such as parks, campgrounds, libraries, and museums.

### *Playing Fields and Parks*

- Invest in sports and recreation facilities, including parks, rec centers, and playing fields, as a strategy to get youth outdoors.

## **TECHNOLOGY AND INFRASTRUCTURE IMPROVEMENTS**

---

### *Water and Wastewater*

- Pursue funding for water projects of significant value to the County, especially those related to clean drinking water and wastewater infrastructure.

#### *Broadband*

- Support broadband expansion, broadband adoption, telecommunications improvements, technology infrastructure projects, and other technology advancements.

#### *Community Centers*

- Support funding for improved community center infrastructure, including redundant power, heating, cooling, and other emergency response and sheltering essentials

#### *General Infrastructure*

- Seek out funding to support the maintenance and replacement of dilapidated and failing critical infrastructure.

## **ENHANCED TRANSPORTATION SERVICES**

---

#### *Airports*

- Advocate for funding that will allow the County to develop and expand commercial and general aviation infrastructure that supports communities and spurs economic development.

#### *Ground Transportation*

- Support the development of public ground transportation throughout the County, serving residents as well as visitors and tourists.

## **COMMUNITY REVITALIZATION THROUGH EFFECTIVE PLANNING**

---

#### *Environmental Review and Project Delivery*

- Advocate for the streamlining of environmental review processes to make the delivery of the County's priority infrastructure projects more timely and efficient.

#### *Downtown Revitalization*

- Advocate for programs and funding that revitalize rural towns through support of small businesses.

## **CLIMATE RESILIENCE AND NATURAL RESOURCE PROTECTION**

---

#### *Natural Resources*

- Support legislation that protects and enhances rural counties' natural resources as well as recreational infrastructure, without harming the landscape or the economy that relies on access to public lands.

#### *Wildfire Prevention, Mitigation, and Protection*

- Support realistic federal policy and regulatory reforms that balance environmental protection with the preservation of life and property and that lead to better mitigation of wildfires on federal, state, and private lands.
- [Support federal policies that assist agricultural producers experiencing drought-related losses, including those stemming from reductions in regional water supplies due to federal drought-mitigation actions.](#)





## ECONOMIC ENHANCEMENT

***Engage in activities which encourage economic growth for existing industries and promote business and workforce resilience.***

A diverse and vibrant local economy is central to the long-term growth of Inyo County. The County relies on its small businesses to provide services to the millions of visitors who come to hike Death Valley and climb Mount Whitney, while also making sure its residents continue to have employment opportunities and have access to all their daily needs. Support for these small businesses is paramount to Inyo County's economic growth, as is its pursuit of support from the Economic Development Administration to develop a diverse and resilient economy within the County and the Eastern Sierra region.

*Inyo County's legislative platform seeks support for Economic Enhancement through investments which encourage economic growth for existing industries and promote business and workforce resilience.*

## BUSINESS, ORGANIZATIONS, AND WORKFORCE

### *Small Business*

- Support programs and activities that provide assistance to small businesses and promote entrepreneurship.

### *Agriculture*

- Support legislation that would expand agriculture programs, with specific interest in increasing access for rural communities with significant public land holdings to develop and utilize sustainable agricultural practices and grow a self-sustainable agricultural industry.

## SUSTAINABLE RECREATION INITIATIVES

### Tourist Economy and Gateway Communities



- Advocate for funding that would make the County's tourism and recreation economy more resilient and robust, including those that increase access to public lands.

## **COLLABORATIVE REGIONAL ECONOMIC DEVELOPMENT**

---

### *Public Lands Funding*

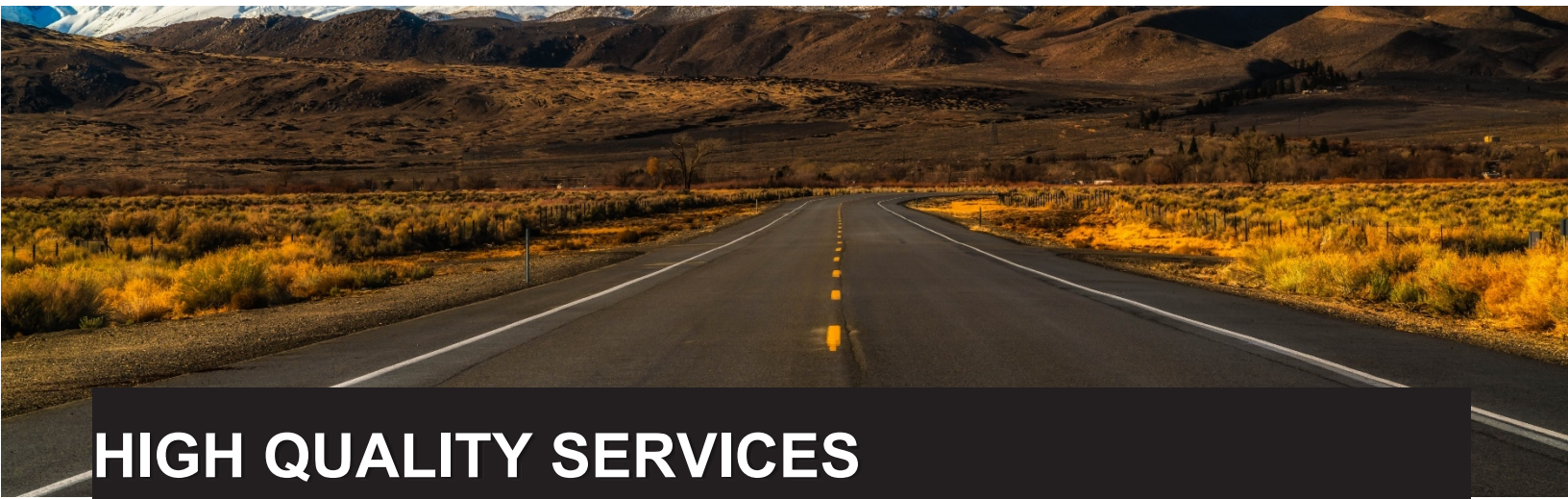
- Advocate for the creation of a new federal program that would provide funding to communities with significant public lands and reliance on those lands for tourism and recreation economies.

### *Land Management Agencies*

- Engage with the Department of Interior, the Bureau of Land Management, and the USDA Forest Service to better manage public lands in cooperative partnerships.

### *Property Tax Mitigation*

- Oppose activities of the federal, state, and other localities' governments to acquire and transfer private lands to public ownership without mitigation for loss of local property tax revenue.



## HIGH QUALITY SERVICES

***Deliver relevant and high-value County government services which are responsive to community needs and prioritize a thriving workplace for staff.***

With approximately 2% of land in Inyo County available for economic or residential development coupled with having the seventh lowest population in the State, the County's ability to collect revenue through traditional means (such as property tax) is greatly limited. To further complicate matters, more than 2 million visitors traverse the County each year as they visit Death Valley, Mt. Whitney, Mammoth Lakes, Yosemite, and other natural attractions throughout the area. All these factors play a significant role in the County's ability to provide government services on which residents and visitors rely. While the County is fiscally stable and effectively manages its limited financial resources, the pursuit and utilization of federal and state dollars as well as grant funds is critical to the overall health, wellness, and quality of life in Inyo County communities.

*Inyo County's legislative platform seeks support for the delivery of relevant and High Quality Services which are responsive to community needs and prioritize a thriving County workforce.*

## GOVERNMENT EFFICIENCY AND HIGH-QUALITY SERVICES

### *Payment In Lieu Of Taxes (PILT)*

- Support legislation and budget efforts that continue to maximize the Payment in Lieu of Taxes (PILT) revenue from the federal and state government to counties and continues full funding of PILT without restrictions beyond the current authorization.

### *Tribal Nations*

- Support programs and pursue funding that benefits local Tribal Nations and allows the County to better engage those communities, promote sustainable agricultural practices, and grow a self-sustainable agricultural industry.

## ACCESS TO GOVERNMENT AND IMPROVED COUNTY FACILITIES

- Support efforts to improve the delivery of services and make government more accountable to the people of Inyo County.
- Provide funding to rural counties to ensure that community-facing County services and facilities are adequate and comparable to those available in higher population areas.
- **Support reforms that address excessive statute of limitations periods and exorbitant damage awards that strain municipal taxpayer resources otherwise available for essential taxpayer services.**
- ~~Support efforts to promote fairness and transparency in civil litigation processes and pursue reforms that ensure municipal taxpayer resources are managed responsibly while maintaining access to justice.~~

## **PUBLIC SAFETY AND EMERGENCY RESPONSE**

---

### *Law Enforcement*

- Support funding for public safety, including search and rescue activities, law enforcement communications, and public safety equipment.

### *Fire Response Infrastructure*

- Pursue funding and legislative changes that improve the ability for volunteer fire departments and emergency responders to operate effectively and serve residents of the County.

### *Emergency Medical Services*

- Seek funding and other mechanisms which support the provision of Basic Life Support (BLS) and Advanced Life Support (ALS) services, as well as funding for Emergency Medical Services (EMS) facility and equipment needs.



# 2026 INYO COUNTY POLICY AREAS

- ➔ Agriculture/Weights and Measures
- ➔ Cannabis/Hemp
- ➔ Child Support
- ➔ Elections
- ➔ Solid Waste and Landfills
- ➔ General Government
- ➔ Labor Relations and Employee Benefits
- ➔ Health and Human Services
- ➔ Transportation
- ➔ Public Works and Infrastructure
- ➔ Natural Resources, Environment, Land Use, and Planning
- ➔ Economic Development
- ➔ Public Safety and Emergency Response
- ➔ Tribal and Intergovernmental Relations
- ➔ Veterans' Services
- ➔ Wildfire
- ➔ Rural Communities
- ➔ Los Angeles Department of Water and Power





# AGRICULTURE/WEIGHTS AND MEASURES

- Support full cost recovery for new agricultural, weights and measures, and pesticide enforcement state programs or mandates.
- Support continued and enhanced funding of invasive species programs through legislation and/or appropriations.
- Support federal and state legislation and resources that would provide stable funding for Weed Management Areas for control on harmful non-native or invasive weed species.
- Support continued funding of US Forest Service biomass fuel [production-reduction](#) programs.
- Support authority for USDA to set up cooperative agreements with states for pest exclusion programs.
- Support control and mitigation for the spread of invasive species to protect, conserve and restore public and private lands and wildfire prevention.
- Support efforts to provide and protect local authority for device registration fees.
- Oppose efforts by state agencies to usurp Agricultural Commissioner's permitting authority for the application of pesticides.
- Oppose efforts to ban the use of rodenticide for agricultural and public health purposes in California.
- Support revisions to the National Pollutant Discharge Elimination System regulations that eliminate regulatory and application form inconsistencies; improve permit documentation, transparency and oversight; clarifying existing regulations; and remove outdated provisions.
- Support budgetary efforts to restore and maintain funding for agricultural border stations.
- Monitor legislation related to backfilling gas tax funding as the state transitions to electric vehicles.
- Support legislation that would exclusively provide resource conservation funding for small rural counties.
- Support legislation that would expand agriculture programs, with specific interest in increasing access for rural communities with significant public land holdings.



- Advocate for increased protections for local farmers, including the prevention of the importation of certain agricultural goods, and increase funding for the development of alternative pesticide products.
- Seek funding and support legislation that would allow the County to develop and utilize sustainable agricultural practices and grow a self-sustainable agricultural industry in Inyo County.
- Advocate for changes to the federal classification of cannabis and cannabis-based products, and better protection of the local cannabis industry.
- Seek funding to provide counties with equipment to fulfill mandates to test EVSE fueling stations
- Support the passage of a Farm Bill that maintains or increases funding allocations for wildlife services as well as pest prevention and control programs. with allocations at least at the current rate for wildlife services as well as pest prevention and control programs.





## CANNABIS/HEMP

1. Oppose legislation that would diminish local authority over commercial cannabis regulation.
2. Oppose legislation creating local mandates or programs that don not provide 100% funding and resources for any additional regulatory activities to be carried out by the Agriculture Department, impair local authority, fail to provide adequate security for staff, or create interference between cannabis regulations and existing authorities granted to Commissioners/Sealers.



# CHILD SUPPORT

1. Support legislation that would protect existing state and federal funding for local child support programs.
2. Support policies, funding and services for non-custodial parents that promote self-sufficiency and ability to care for their child(ren).
3. Support legislation that would improve child support enforcement for tribal support agencies.
4. Oppose any recommendations that would reduce federal financial participation in child support programs.
5. Oppose efforts to delay the implementation of the Internal Revenue Service's third-party payment application reporting requirements.



# ELECTIONS

1. Support legislation to provide opt-in as opposed to opt-out for receiving electronic sample ballots.
2. Support legislation that requires counties to be reimbursed for the cost of special elections called by the Governor or Legislature.
3. Support efforts to reinstate language directing the state to provide reimbursement to counties that hold a special election to replace a member of Congress or a member of the state Legislature to fill a vacancy, as well as for the cost of special elections called for other reasons.
4. Support legislation that would authorize federal and state governments to assist counties in the purchase of voting equipment and technology.
5. Support legislation that provides the option for rural counties to conduct elections via “Vote by Mail” while also enfranchising rural voters.



# SOLID WASTE AND LANDFILLS

1. Support the continued exemption of rural counties from Organics Recycling Mandates.
2. Support legislation that requires the Department of Resources Recycling and Recovery to consider the impacts on jurisdictions and their waste diversion programs caused by China's restrictions on imported recyclables and the resulting market loss.
3. Support legislation, such as the California Beverage Container Recycling and Litter Reduction Act of 2018, to stabilize the recycling marketplace, provide immediate, temporary relief to California's retailers and grocers affected by the 2016 recycling center closures, and ensure consumers have local redemption opportunities.



# GENERAL GOVERNMENT

1. Oppose legislation that minimizes, restricts and/or eliminates local Boards of Supervisors control over the allocation of funds through the budget process.
2. Oppose legislation that would require counties to share State expenses and liability on projects outside local jurisdiction.
3. Support legislation that reduces state and federal regulations that impede or increase the cost of the delivery of services by local governments and special districts.
4. Monitor closely any legislative efforts/initiatives regarding reform of the state budget process.
5. Oppose legislation that is unduly burdensome to private industry.
6. Support protection of funding discretion and use bond funds.
7. Oppose legislation that eliminates, diminishes, limits, or interferes with the nonprofit organizations that the County has membership in, i.e., the California State Association of Counties (CSAC), Rural County Representatives of California (RCRC), State Sheriff's Association, Chief Probation Officers Association, State Welfare Directors Association, etc., in actively participating in the legislative and ballot measure processes. (Added by Board Order 8-20-13)
8. Oppose legislation that increases the County's exposure to litigation.
9. Support legislation and regulations that preserve – and do not impair – the ability of counties to provide public health, safety, welfare or environmental services by local government.
10. Support expanded permission to use private contracts to provide local services in justifiable areas as a means of achieving efficiency and economy.
11. Support legislation that provides additional State Park funding to rural counties.
12. Support continued funding of programs that would improve cybersecurity and cloud-based security programs for local governments.
13. Pursue funding for County cybersecurity initiatives that would protect critical local infrastructure and utility systems.
14. Support full funding of the Public Library Fund in future state budgets.





# LABOR RELATIONS AND EMPLOYEE BENEFITS

1. Support collective bargaining legislation that:
  - Recognizes the responsibility of local elected officials to govern and manage the organization and to implement public policy; and
  - Minimizes conflict over procedural matters.
2. Oppose legislation that minimizes, restricts and/or eliminates local Boards of Supervisors control over collective bargaining and employer-employee relations.
3. Support legislation that would allow “a contracting agency and the exclusive representative of employees of that agency to agree through collective bargaining that the employer contribution for employee and annuitant health benefits coverage for employees first hired on or after the effective date of a memorandum of understanding may differ from the employer contribution provided to existing employees and annuitants pursuant to Sections 22890 and 22892” and any other legislation that will permit the County to take advantage of a multi-tier benefit package through Public Employees Retirement System (PERS).







# HEALTH AND HUMAN SERVICES

1. Support streamlining Medicaid reimbursement in jail settings.
2. Support efforts to protect County Medical Services Program (CMSP) funding, minimize county participation fees, and sustain reasonable provider reimbursement rates.
3. Support efforts to simplify Medi-Cal enrollment for participants and providers, including medical providers in border states (i.e., AZ, NV, OR).
4. Support efforts to continue or establish new Section 1115 Medicaid waivers (e.g., CalAIM) that promote whole-person care, reduce health disparities, and/or provide other innovative approaches to improve healthcare services for the Medi-Cal population.
5. Support parity between behavioral health and physical health funding.
6. Support efforts to increase and sustain the behavioral health workforce.
7. Support legislation to divert persons with mental illness from the criminal justice system.
8. Support efforts that fund suicide prevention.
9. Support legislation that funds additional behavioral health residential treatment facilities for individuals who are deemed gravely disabled.
10. Support funding to adequately staff local public health agencies.
11. Support initiatives to expand access to dental health services for low-income populations.
12. Support legislation to prevent or reduce tobacco use and its health/economic impacts.
13. Support streamlined funding and programming for California Children's Services (CCS).
14. Support efforts to reform the In-Home Supportive Services program in ways that reduce fiscal and administrative impacts and risks of fraud.
15. Support initiatives to reduce homelessness by expanding affordable housing and supportive services.
16. Support funding for transitional and permanent housing capacity.
17. Support funding increases for Adult Protective Services and other programs for the aging population.



18. Support legislation to fully fund Continuum of Care Reform (CCR) requirements and other services that protect the physical, emotional, and mental health of children and youth; promote their educational development; and ensure the availability of supportive services for juveniles.
19. Support funding flexibility and blended funding across human service programs.
20. Support efforts to streamline state administrative oversight and reduce administrative costs to counties.
21. Support regionalized administrative tasks for small counties.
22. Support legislation that streamlines recruitment of qualified staff.
23. Support legislative changes to attract and retain qualified EMS volunteers.
24. Support legislation that ensures the financial feasibility of Emergency Medical Services in rural communities.
25. Support legislation to adequately fund Emergency Services Function 6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services) at the local level.
26. Support and advocate for base allocation formulas for new funding targeting small counties.
27. Support and advocate for equitable funding for health and human services programs in rural areas.
28. Oppose reforms that limit or discontinue health care coverage.
29. Oppose disincentives for Medi-Cal enrollment/utilization, like co-payments and premiums.
30. Oppose reductions in Medi-Cal Administrative Activities/Targeted Case Management reimbursements.
31. Oppose funding reductions for public health emergency preparedness.
32. Oppose unfunded state mandates for increased benefits or salaries in the In-Home Supportive Services (IHSS) program.
33. Oppose legislative changes to the Maintenance of Effort (MOE) for the In-Home Supportive Services program that result in higher county costs.
34. Oppose efforts to reform services under the Older American's Act that result in reduced service levels or increased county costs.
35. Oppose efforts that negatively impact the County's health and human services realignment funds.



# TRANSPORTATION

1. Support transportation funding legislation that:
  - Provides revenues without affecting funding sources of other County projects;
  - Continues federal funding efforts for local transportation projects;
  - Reaffirms and continues state responsibility for highway financing;
  - Bolsters the multiple transportation funding sources that provide for improved transportation systems and multimodal networks, including SB 1 as enacted, and delivery of projects that rehabilitate and improve local roads;
  - Supports and encourages the use and development of transit facilities and infrastructure.
2. Support any legislative efforts that assist the County in mitigating for the transportation of transuranic waste to the Nevada Test Site, Yucca Mountain, or other selected sites through California on routes located in or transecting Inyo County. Specifically, funding and assistance is needed in several areas including road and infrastructure improvements, first responder training, radiological detection instruments and training, and emergency medical and hospital training.
3. Support state legislators' efforts to address identified state highway safety needs in our communities.
4. Support legislation that enhances counties' ability to designate appropriate uses of county roads.
5. Support state and federal legislation efforts that benefit our local airports.
6. Oppose the effort to repeal SB 1, which would result in the loss of new transportation funds and make it more difficult to raise State and local transportation funds in the future.
7. Support legislation that provides funding opportunities to coordinate transportation plans with the County's General Plan.
8. Support legislation that provides funding to sustain and expand the region's public transit system.
9. Support legislation that supports interregional and intercity bus lines that connect with the County's transit system.
10. Support reauthorization and implementation of federal aviation policy at the State level to ensure that California continues to receive and dedicate investments to support commercial and general aviation airports.



11. Support legislation that clarifies and/or preserves local authority to protect public roads.
12. Oppose a one-size-fits -all greenhouse gas emissions and vehicle miles traveled reduction policy that hamstrings a rural county's ability to improve safety for residents and visitors.
13. Support CalSTA's stated action as a part of the CAPTI 2025 update to better account for the low VMT impact of rural projects in VMT analysis and mitigation guidance.

DRAFT



## PUBLIC WORKS AND INFRASTRUCTURE

1. Oppose legislation that changes public contracting laws in a manner in which it negatively impacts the County's contract authority and/or increases costs to the County and/or unduly lengthens the time it takes for the County to enter into a Public Works contract.
2. Pursue funding for local parks, campgrounds, community centers, museums, libraries, and other community-facing infrastructure, including those that double as shelters and/or heating and cooling centers during extreme weather events.
3. Engage with the state and federal government to ensure Inyo County has access to reliable electric and power utilities, particularly in relation to grid resiliency from extreme weather events.
4. Seek funding and support programs that provide electric and power utility services to communities in a cost-efficient manner.
5. Push for policies that reinforce critical infrastructure, such as power lines, water systems, and transportation networks, to withstand natural disaster events and ensure continuity of essential services during and after disasters.



# NATURAL RESOURCES, ENVIRONMENT, LAND USE, AND PLANNING

1. Support legislation to provide funding for programs to protect lakes, creeks, and river parkways and groundwater basins, and restore damaged river habitat and fisheries.
2. Monitor federal or state activities limiting public access to public lands.
3. Support federal funding proposals that enhance the County's ability to acquire federal and state funding for the purpose of managing watersheds et al.
4. Support legislation which promotes and/or provides monetary aid to local jurisdictions for land use coordination with state and federal agencies.
5. Oppose any legislation which eliminates or diminishes the requirement for federal and state land use agencies to coordinate with local government on decisions affecting local jurisdictions.
6. Support legislation which maintains Inyo County's ability to protect and enhance its land use authority to determine the use of its natural resources, including but not limited to mining, water storage, renewable energy, and agricultural resources.
7. Support efforts by federal and state government to support homeowners impacted by insurance rate hikes, cancellations, and non-renewals.
8. Monitor efforts by federal and state government to increase fees for and reduce and/or eliminate fire protection services on public lands.
9. Support legislation that protects local jurisdictions that aggressively address mussel infestation in water systems from liability.
10. Oppose any legislation that could negatively impact outdoor recreation. (Added by Board Order 8-21-2012).
11. Support state's Renewable Energy Portfolio Standard being re-calculated to include rooftop solar.
12. Oppose legislation that makes California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) requirements more burdensome and provides for less public notification in the county where the projects are located.
13. Support legislation that recognizes, funds, and protects the ecological resources of the Sierra Nevada as part of the effort to reach California's Climate Change goals.
14. Support increased funding for public land management agencies to address deferred maintenance in forests, national parks, and reserves that rural counties depend on for tourism and recreation-based economies.





15. Support legislation to remove state tax exemptions for solar energy development facilities.
16. Support and encourage efforts that streamline the process for obtaining permits from State, Federal and local land management agencies for activities such as livestock grazing, commercial filming, guiding and outfitting, packing, and special events.
17. Oppose legislation that minimizes and/or eliminates local control over land use decisions.
18. Support legislative efforts to enable local governments, utilities, energy developers, California Native American Tribal governments, affected landowners, and members of the public to actively participate in the renewable energy and utility corridor planning processes.
19. Support legislation which reduces and/or eliminates State requirements regarding the General Plan and its updates.
20. Oppose legislation which limits or reduces the authority of counties under the State Mining and Reclamation Act (SMARA).
21. Oppose legislation which limits or reduces the authority of counties decisions affecting the plans and policies of local jurisdictions.
22. Support legislation which maintains Inyo County's ability to protect and enhance its land use authority to determine the highest and best use of its natural resources.
23. Support legislation that protects and/or reinstates the payment of geothermal royalties to local jurisdictions.
24. Support legislation that provides funding opportunities to local jurisdictions to implement state General Plan requirements.
25. Oppose legislation that would hinder, because of mandated redactions or any other alterations of recorded documents, a private citizen's ability to establish ownership of real property or conduct private or commercial business operations.
26. Oppose legislation that removes or restricts local governments' discretion over the placement of wireless structures and/or prevents local governments from negotiating either rates or improved broadband services as a condition of a "small cell" permit.
27. Pursue funding for water cleanup projects, natural resource preservation, and water resource management.
28. Seek funding that would improve water quality in Bishop Creek and surrounding areas.



## ECONOMIC DEVELOPMENT

1. Support programs and activities that provide assistance to small businesses and promote entrepreneurship.
2. Advocate for the reauthorization of Opportunity Zones in upcoming federal tax legislation and ensure that the reauthorized program better benefits rural and isolated communities.
3. Advocate for legislation that expands the ability of Inyo County's small businesses to engage with the state and federal governments and benefit from economic development initiatives.
4. Advocate for more equitable distribution of sales taxes for goods purchased online to specifically support the level at the "point of sale" instead of the "point of distribution," allowing the County to receive the sales taxes from goods purchased online and shipped into the County.
5. Seek support of changes to mining claims forms that allow for efficient and timely filing of mining claims.



# PUBLIC SAFETY AND EMERGENCY RESPONSE

1. Support legislation that maximizes county discretion in developing programs for juveniles.
2. Support legislation that eliminates the requirement that counties pay for court reporter transcripts.
3. Support federal and state funding to combat the impacts of controlled substance production, distribution, and use, including the ongoing opioid addiction crisis.
4. Support legislation that would allow counties to enact an ordinance to allow up to a \$10 penalty assessment for every \$100 fine for criminal offense, including traffic fines, for the maintenance and purchase of law enforcement facilities and vehicles.
5. Oppose any changes in the state criminal justice system that increases costs to counties for jail operations, including but not limited to early releases of prisoners, commutation of sentences and/or commutation of variable sentencing options (i.e., wobblers), without a corresponding dedicated long-term reliable revenue stream and the ability to administer it locally.
6. Support legislation that will complete the work initiated through the Trial Court Unification Act by making justice system costs that are controlled or imposed by the judiciary but inadvertently remain the responsibilities of the counties the clear responsibility of the State of California and the California Superior Court to fund.
7. Support efforts to increase and/or preserve funding allocations to support criminal justice realignment costs including inmate healthcare and jail expense costs.
8. Support federal and state funding and programs to provide comprehensive, effective mental health and substance abuse treatment programs for criminal defendants, thereby reducing recidivism and protecting the public.
9. Support full state funding of any new pre-trial release and supervision requirements related to bail system reform efforts.
10. Support legislation and policies to improve re-entry options for adult and juvenile probationers, including housing.
11. Support legislation and policies to expand and enhance evidence-based programs available to clients.
12. Support legislation and policies that will allow for continued investment in community corrections training.
13. Support legislation to bolster flexible policies and resources for drug treatment and mental health services for probationers.

14. Support legislation and policies to protect resources that support foster youth in Continuum of Care Reform.
15. Support legislation and policies that ensure resources for supervision, rehabilitative programming, and re-entry services for adult and juvenile offenders.
16. Support legislation and policies to preserve and provide resources at the federal, state, and local level for effective community supervision practices.
17. Support legislation that enhances educational programs for adult and juvenile offenders.
18. Support legislation which will provide funding for probation services provided to drug offenders, and mentally ill incarcerated offenders.
19. Support legislation to authorize local probation departments to collect outstanding victim restitution through the civil process.
20. Oppose efforts by federal and state government to adversely impact the ability of volunteer fire departments to provide critical first response and ambulance services in rural communities, including but not limited to recruiting and retaining qualified Emergency Medical Technicians.
21. Support full funding of disaster relief for all eligible counties, and a return to State assistance for the large portion of the costs of state or federally declared disasters.
22. Oppose any changes to, or limitations upon, the eligibility for receipt of disaster costs, especially tying county land use processes and decision-making to disaster relief funding.
23. Support state tax relief for those individuals and businesses who have losses due to disaster.
24. Advocate for programs that support local law enforcement, including the expansion of program eligibility guidelines to better serve rural and isolated communities.
25. Support and seek funding for projects and programs that support emergency and disaster preparedness, response, and management.



# TRIBAL AND INTERGOVERNMENTAL RELATIONS

- Support the following goals for County-Tribal intergovernmental relations:
  - facilitate intergovernmental agreements,
  - develop mechanisms to mitigate the off-reservation impacts of Tribal developments on local government services and the environment,
  - promote best practices and models of successful Tribal-County relationships.
- Support the promotion and development of positive working relationships between the County and local Tribes to the mutual benefit of both parties and the communities they respectively serve.
- Support legislation or policy that provides for or recognizes enforceable agreements between Tribes and local governments concerning the mitigation of off-reservation impacts of development on Tribal land.
- Oppose any federal or state limitation on the ability of Tribes, counties, and other local governments to reach mutually acceptable and enforceable agreements, including any federal prohibitions on deed restrictions mutually agreed to by Tribal and local governments.



## VETERANS' SERVICES

1. Support legislation and efforts that ensure access to the services and benefits to which veterans are entitled, including housing, healthcare, employment, education and training, and community reintegration assistance.
2. Support legislation that provides funding for veterans housing programs, such as the Veterans and Affordable Housing Bond Act of 2018.
3. Support the development of specific strategies for intervention and service delivery to veterans through cooperation between federal, state, and local governments, as well as community and private organizations serving veterans.
4. Support coordination of services for veterans among all entities that serve this population, especially in housing, treatment, and employment training.



# WILDFIRE

1. Support legislation which identifies the impacts of catastrophic wildfires and provides that wildfire mitigation and prevention are goals that meet the requirements of the California Global Warming Solutions Act.
2. Support realistic federal policy and regulatory reforms that balance environmental protection with the preservation of life and property and that lead to better mitigation of wildfires on tribal, federal, state, and private lands.
3. Engage with the Department of Interior, Department of Agriculture, the Federal Emergency Management Agency, and state agencies to undertake wildfire prevention and preparedness measures, including funding for local fuel management and fire resiliency efforts.
4. Pursue funding for fuel mitigation efforts, including those that safely gather and burn/utilize biomass and assist with weed removal,<sup>7</sup> and expanded Good Neighbor Authorities and other cooperative agreements for forest management/ecosystem health.
5. Support legislation that reforms wildfire suppression funding, prevents “fire transfers” within firefighting budgets, and gives agencies in charge of fire suppression more budget flexibility.
6. Advocate for legislative efforts that ensure fair compensation and comprehensive benefits for firefighters, including enhanced mental health counseling, recognizing the increasing demands and risks associated with wildfire suppression and prevention.
7. Support initiatives that fund and expand community-based education programs, workshops, and training sessions focused on wildfire preparedness, evacuation planning, and personal responsibility in reducing fire risk.
8. Support reforms that ensure homeowners and businesses in fire-prone areas can access affordable insurance coverage, including state-backed insurance pools or subsidies for high-risk areas.
9. Support training programs and workforce development initiatives that prepare individuals for careers in fire management, forestry, and land management, particularly targeting rural and underrepresented communities.
10. Ensure that wildfire mitigation strategies are incorporated into broader climate adaptation and resilience planning, recognizing the interplay between climate change and increasing wildfire frequency and intensity.





# RURAL COMMUNITIES

1. Advocate for improved specificity in the definition of “rural” and “frontier” communities, so that isolated communities such as Inyo County are better able to access funding set aside for rural and frontier communities.
2. Advocate for the reauthorization of the Payment in Lieu of Taxes (PILT) program and increased compensation for publicly owned lands.
3. Advocate for the reauthorization of the Secure Rural Schools (SRS) program and increased financial compensation for lands that were previously used for timber production, grazing, and other special uses.
4. Advocate for increased locality pay rates for Inyo County so that agencies may better attract and retain land management employees and other federal workers.
5. Support legislation that recognizes the inherent disadvantage rural counties have as it applies to using a population-based criteria (per capita) for allocating state and federal funds and minimizes and/or eliminates the reliance on this funding criteria.



# LOS ANGELES DEPARTMENT OF WATER AND POWER

1. Support initiatives that would encourage, incentivize, or require the Los Angeles Department of Water and Power to divest land in and around Inyo County communities that have no bearing on watershed management.
2. Oppose changes to Los Angeles Department of Water and Power rules that no longer allow for businesses on leased land to be sold, thereby depriving small business owners of their livelihoods and retirements, preventing multi-generation ownership, and depriving Inyo County communities of desperately needed services.



# COUNTY OF INYO, CA

## 2026 County Priorities

*Approved by Board of Supervisors on XXX*



# COUNTY OF INYO, CA

## Board of Supervisors

---

**Trina Orrill**  
First District

**Jeff Griffiths**  
Second District

**Scott Marcellin**  
Third District

**Jennifer Roeser**  
Fourth District

**Will Wadelton**  
Fifth District

*County Administrative Center  
224 North Edwards  
Independence, CA 93526*





## ABOUT INYO COUNTY

Inyo County is a land of magnificent natural diversity and unique splendor. Considered a "Frontier County," Inyo is the 2nd largest in California. The 10,227 square miles which comprise the jurisdiction stretch the wide distance from the California/Nevada state line near Death Valley National Park all the way to the spine of the Sierra Nevada. The Owens Valley forms the main north-south corridor along the west side of the County with Highway 395 stretching alongside it. This region is known as the Payahuunadü, or the Land of the Flowing Water, and is home to the Paiute-Shoshone people. Today, a significant portion of the water utilized by the residents in the City of Los Angeles originates from Inyo County and the Owens Valley.

Conveniently located about four hours from the metropolises of Los Angeles, Las Vegas, and Reno, the region is easily accessed via Highway 395 as well as through commercial flights into Bishop Airport. Despite the proximity to major cities, only about 19,000 people call Inyo County home on a year-round basis. Inyo County and the Eastern Sierra region offer a full spectrum of adventure as well as the opportunity to get away from it all. The striking landscape is truly unique. To the west, along the crest of the Sierra Nevada, Mount Whitney towers over the small community of Lone Pine. At 14,500 feet, it is recognized as the highest peak in the lower 48 states. Just a short distance away is Death Valley National Park, which, among other things, is home to Badwater – the lowest point in the U.S. at -282 feet below sea level. The White Mountains are home to the oldest known life forms in the world – the Great Basin Bristlecone Pines – and there are millions of acres of Wilderness designation-protected critical habitat in various locations throughout the County, which is 98% public land.

The County is dotted with historic towns providing professional services and the equipment needed for excursions in this recreation mecca. Whether one is seeking out opportunities for hiking, skiing, climbing, biking, fishing, horse packing, hang gliding, photography, or just sightseeing, the experience will be world-class.

Inyo County was established on March 22, 1866 – formed out of the territory of the unorganized Coso County, which had been created on April 4, 1864, from parts of Mono and Tulare counties. It acquired more territory from Mono County in 1870 and Kern County and San Bernardino County in 1872. Named for the "dwelling place of the great spirit" in the Mono language, Inyo County has been the historic homeland for thousands of years of the Mono Tribe, Coso people, Timbisha, and Kawaiisu Native Americans.

Inyo County has a rich indigenous history, as well as a legacy that also traces its roots to pioneering, mining, railroading, ranching, and farming. Much of this history is not only on display today in museums and cultural centers throughout the County, but in the culture, livelihoods, and family trees of those who call Inyo County home.

## 2026 Inyo County Strategic Initiatives

View the Inyo County Strategic Plan: <https://bit.ly/InyoStrategicPlan>





# LEGISLATIVE PLATFORM PURPOSE

The Inyo County Board of Supervisors recognizes the need to identify and advocate for its legislative and funding priorities in Sacramento and Washington, D.C. To be effective in this mission, the Board is pleased to present its 2026 Legislative Platform.

Inyo County's Legislative Platform is a summary of the priorities of the organization, supported by the Board of Supervisors, and establishes the basis for its advocacy efforts with the Executive and Legislative branches of the U.S. Government and the State of California regarding legislation and regulation.

Updated annually, the Platform contains general principles held by the County of Inyo as well as the County's definitive stance on critical issues (especially as they relate to rural counties) and, in some cases, specific proposals, programs, and pieces of legislation. The document is structured to proactively frame sponsorship, support, and advocacy regarding key legislative and regulatory priorities while also monitoring numerous bills.

In recent years, the Platform has been distributed to Inyo County's state and federal delegations to make legislators aware of our local, rural issues so they may better lobby for our interests. It also provides general direction to the County Administrator's Office and County departments, and the public on positions of support or opposition to key policy initiatives which impact the way the County does business. Adoption of this document also allows each Board member the flexibility to take the position identified in the document, on behalf of the Board, without waiting for a full vote of the Board. Conversely, when confronted with an issue that is not listed in this document, that issue will need Board approval before an Inyo County position may be presented in a letter or other form of advocacy.

While the Platform explicitly states the County's position on numerous programs, proposals, principles, and pieces of legislation, it also offers implicit guidance for responding to related issues. If the County takes a support position on an issue, it holds true that the County therefore also opposes issues that conflict with the underlying principles and goals of the original position of support. For example, the Platform states that the County will oppose legislation that would diminish local authority over commercial cannabis regulation. Conversely, this means the County would then support legislation to increase local authority over commercial cannabis regulation.

Updates to this year's Platform have been made in consultation with department heads, other key staff, and the Board of Supervisors.

***The Platform is adopted annually but can be updated at any time throughout the year by action of the Board.***



# 2026 INYO COUNTY ADVOCACY PRIORITIES



## Public Lands Counties Funding Challenges

Support long-term reauthorization, reconsideration of funding formula, and full funding for the Payment-In-Lieu-Taxes (PILT) and Secure Rural Schools (SRS) programs and expand the scope and support for programs by which local governments are reimbursed for the cost of providing services to property tax-exempt federal lands.

*Specific priorities include:*

- Recalculate PILT or develop an additional funding stream that is not based on historical timber extraction, but recognizes the current financial impacts of tourism and the cost of providing services to visitors of public lands counties



## Sustainable Recreation and Gateway Communities

Support coordinated, multi-jurisdictional land management and regional planning efforts with federal partners. Support funding for sustainable recreation; visitor services and related infrastructure; County Road maintenance within federal and state lands; utility infrastructure; waste reduction; and other measures to mitigate impacts to Inyo County communities.

*Some specific initiatives include:*

- Investments and upgrades to Inyo County parks and campgrounds—regardless of land tenure issues or holdover lease status
- Locality pay equality for federal staff that recognizes the expense of living in the Eastern Sierra
- Support for the Sustainable Recreation and Ecosystem Management Program and other activities sponsored by the Eastern Sierra Council of Governments



## Infrastructure Investments

Support legislation to provide funding for constructing, repairing, upgrading, and maintaining water and wastewater infrastructure serving Inyo County residents. Seek out and support thoughtful updates to road funding programs considering gas tax impacts. Continue support for alternative fuel and electrification infrastructure needs. Further investments to ensure climate resiliency for all infrastructure.

*Some specific projects include:*

- Lone Pine Water System Replacement Project
- Bishop Airport Water Line Extension
- Wastewater System for the City of Bishop, Eastern Sierra CSD, and Bishop Paiute Tribe





## Emergency Preparedness and Disaster Response

---

Protect and enhance federal participation from FEMA (and CalOES) of local response activities required to ensure public safety during emergency events. Support efforts to improve disaster preparedness including preparation for extreme heat events, wildfire events, winter storm and flooding events, earthquakes, and other emergencies. Support programs that identify and assist vulnerable populations with emergency readiness, evacuation planning, and shelter access, including accessible cooling and filtered shelters during excessive heat and unhealthy air events.

*Some specific projects include:*

- Lone Pine Creek Diversion
- County Cooling Centers, Shelters, and Backup Generators
- Development of emergency evacuation ingress/egress routes in every Inyo County community.



## Emergency Medical Services

---

High overhead costs, low call volumes, payor mix challenges, inadequate reimbursement, and a decline in local volunteerism have combined to create a crisis in rural EMS services. The isolated frontier nature of Inyo County, including long travel distances and limited local services, increases costs beyond those experienced by typical rural communities. Further complicating the matter are the 2 million-plus visitors coming into or passing through Inyo County who often require these services.

*Some solutions include:*

- Enhanced reimbursement for rural EMS services in Medicare and Medicaid programs
- Grant programs and base funding specifically for rural/frontier EMS services



## Fire Prevention and Protection

---

Support programs, regulations, legislation, and funding at the state and federal levels that enhance fire prevention efforts and reduce hazardous fuels on public land. Support efforts to reward home-hardening and wildfire mitigations taken by homeowners. Support funding for the County's small, local and volunteer fire districts.

*Some specific projects include:*

- Funding for water system infrastructure improvements for fire defense, especially within the Wildland Urban Interface (WUI).
- Upgrading water sources and capacity to meet flow rates adequate for fire suppression.



# THRIVING COMMUNITIES

***Support Inyo County communities through infrastructure investments, effective service delivery, and thoughtful planning.***

Inyo County’s position is unique. As the second largest county in California, more than 98% of the land base is owned and managed as public land which does not allow for residential or commercial development. The County must therefore creatively approach how it addresses critical infrastructure needs as it seeks to serve a small population spread across more than 10,000 square miles. Given the significant resources available from the federal government related to infrastructure, Inyo County must continue to engage with its federal representatives, relevant agencies, and local stakeholders to position itself for success. The County looks to expand its role in discussions related to upcoming infrastructure legislation, with the goal of increasing access to, and the receipt of, federal and state funds.

*Inyo County’s legislative platform seeks support for Thriving Communities through federal and state infrastructure investments, effective delivery of key community services, and thoughtful, locally driven planning and land use policy.*

## HIGHEST AND BEST USE OF LIMITED PRIVATE LAND

### *Isolated Communities*

- Advocate in support of programs that can benefit isolated frontier communities and provide means for supplemental investments into these communities.
- Advocate for a frontier designation that recognizes the unique challenges of these communities.

### *Land Tenure Challenges*

- Seek out legislative changes which recognize the unique challenges with land tenure faced by Inyo County, in particular operating in a holdover status on lease agreements.

## IMPROVED HOUSING OPPORTUNITIES

### *Workforce Housing*

- Advocate for policies and funding opportunities to support the creation of workforce housing for the “missing middle.”

### *Housing for Vulnerable Residents*

- Support policy and regulatory changes that promote access to state and federal housing funds for rural areas.
- Remove barriers in planning processes, regulatory frameworks, and funding programs that make it more difficult for low-resource rural and frontier areas to access state and federal housing funds.

## **ENHANCED HEALTH, SOCIAL, AND SENIOR SERVICES**

---

### *Health Care and Behavioral Health Access*

- Support programs that improve access to health services in rural areas, including emergency services, rural and community health clinics, medical and non-medical transportation, behavioral health services, and hospital facilities.

### *Youth*

- Pursue federal funding to better allow the County to meet the needs of its young people and provide them opportunities to excel outside of the classroom.

### *Seniors*

- Support programs and seek funding for services that assist the County’s aging population.

### *Veterans*

- Work with the Department of Veterans Affairs to increase access to veterans health centers, veterans housing, and other critical veterans services.

## **QUALITY PARKS AND RECREATION**

---

### *Funding for Facility Improvements*

- Support funding and programs for the construction and enhancement of community facilities such as parks, campgrounds, libraries, and museums.

### *Playing Fields and Parks*

- Invest in sports and recreation facilities, including parks, rec centers, and playing fields, as a strategy to get youth outdoors.

## **TECHNOLOGY AND INFRASTRUCTURE IMPROVEMENTS**

---

### *Water and Wastewater*

- Pursue funding for water projects of significant value to the County, especially those related to clean drinking water and wastewater infrastructure.

### *Broadband*

- Support broadband expansion, broadband adoption, telecommunications improvements, technology infrastructure projects, and other technology advancements.

#### *Community Centers*

- Support funding for improved community center infrastructure, including redundant power, heating, cooling, and other emergency response and sheltering essentials

#### *General Infrastructure*

- Seek out funding to support the maintenance and replacement of dilapidated and failing critical infrastructure.

## **ENHANCED TRANSPORTATION SERVICES**

---

#### *Airports*

- Advocate for funding that will allow the County to develop and expand commercial and general aviation infrastructure that supports communities and spurs economic development.

#### *Ground Transportation*

- Support the development of public ground transportation throughout the County, serving residents as well as visitors and tourists.

## **COMMUNITY REVITALIZATION THROUGH EFFECTIVE PLANNING**

---

#### *Environmental Review and Project Delivery*

- Advocate for the streamlining of environmental review processes to make the delivery of the County's priority infrastructure projects more timely and efficient.

#### *Downtown Revitalization*

- Advocate for programs and funding that revitalize rural towns through support of small businesses.

## **CLIMATE RESILIENCE AND NATURAL RESOURCE PROTECTION**

---

#### *Natural Resources*

- Support legislation that protects and enhances rural counties' natural resources as well as recreational infrastructure, without harming the landscape or the economy that relies on access to public lands.

#### *Wildfire Prevention, Mitigation, and Protection*

- Support realistic federal policy and regulatory reforms that balance environmental protection with the preservation of life and property and that lead to better mitigation of wildfires on federal, state, and private lands.
- Support federal policies that assist agricultural producers experiencing drought-related losses, including those stemming from reductions in regional water supplies due to federal drought-mitigation actions.



## ECONOMIC ENHANCEMENT

***Engage in activities which encourage economic growth for existing industries and promote business and workforce resilience.***

A diverse and vibrant local economy is central to the long-term growth of Inyo County. The County relies on its small businesses to provide services to the millions of visitors who come to hike Death Valley and climb Mount Whitney, while also making sure its residents continue to have employment opportunities and have access to all their daily needs. Support for these small businesses is paramount to Inyo County's economic growth, as is its pursuit of support from the Economic Development Administration to develop a diverse and resilient economy within the County and the Eastern Sierra region.

*Inyo County's legislative platform seeks support for Economic Enhancement through investments which encourage economic growth for existing industries and promote business and workforce resilience.*

## BUSINESS, ORGANIZATIONS, AND WORKFORCE

### *Small Business*

- Support programs and activities that provide assistance to small businesses and promote entrepreneurship.

### *Agriculture*

- Support legislation that would expand agriculture programs, with specific interest in increasing access for rural communities with significant public land holdings to develop and utilize sustainable agricultural practices and grow a self-sustainable agricultural industry.

## SUSTAINABLE RECREATION INITIATIVES



---

## Tourist Economy and Gateway Communities

- Advocate for funding that would make the County's tourism and recreation economy more resilient and robust, including those that increase access to public lands.

---

## COLLABORATIVE REGIONAL ECONOMIC DEVELOPMENT

---

### *Public Lands Funding*

- Advocate for the creation of a new federal program that would provide funding to communities with significant public lands and reliance on those lands for tourism and recreation economies.

### *Land Management Agencies*

- Engage with the Department of Interior, the Bureau of Land Management, and the USDA Forest Service to better manage public lands in cooperative partnerships.

### *Property Tax Mitigation*

- Oppose activities of the federal, state, and other localities' governments to acquire and transfer private lands to public ownership without mitigation for loss of local property tax revenue.





# HIGH QUALITY SERVICES

***Deliver relevant and high-value County government services which are responsive to community needs and prioritize a thriving workplace for staff.***

With approximately 2% of land in Inyo County available for economic or residential development coupled with having the seventh lowest population in the State, the County's ability to collect revenue through traditional means (such as property tax) is greatly limited. To further complicate matters, more than 2 million visitors traverse the County each year as they visit Death Valley, Mt. Whitney, Mammoth Lakes, Yosemite, and other natural attractions throughout the area. All these factors play a significant role in the County's ability to provide government services on which residents and visitors rely. While the County is fiscally stable and effectively manages its limited financial resources, the pursuit and utilization of federal and state dollars as well as grant funds is critical to the overall health, wellness, and quality of life in Inyo County communities.

*Inyo County's legislative platform seeks support for the delivery of relevant and High Quality Services which are responsive to community needs and prioritize a thriving County workforce.*

## GOVERNMENT EFFICIENCY AND HIGH-QUALITY SERVICES

### *Payment In Lieu Of Taxes (PILT)*

- Support legislation and budget efforts that continue to maximize the Payment in Lieu of Taxes (PILT) revenue from the federal and state government to counties and continues full funding of PILT without restrictions beyond the current authorization.

### *Tribal Nations*

- Support programs and pursue funding that benefits local Tribal Nations and allows the County to better engage those communities, promote sustainable agricultural practices, and grow a self-sustainable agricultural industry.

## ACCESS TO GOVERNMENT AND IMPROVED COUNTY FACILITIES

- Support efforts to improve the delivery of services and make government more accountable to the people of Inyo County.
- Provide funding to rural counties to ensure that community-facing County services and facilities are adequate and comparable to those available in higher population areas.
- Support reforms that address excessive statute of limitations periods and exorbitant damage awards that strain municipal taxpayer resources otherwise available for essential taxpayer services.

## **PUBLIC SAFETY AND EMERGENCY RESPONSE**

---

### *Law Enforcement*

- Support funding for public safety, including search and rescue activities, law enforcement communications, and public safety equipment.

### *Fire Response Infrastructure*

- Pursue funding and legislative changes that improve the ability for volunteer fire departments and emergency responders to operate effectively and serve residents of the County.

### *Emergency Medical Services*

- Seek funding and other mechanisms which support the provision of Basic Life Support (BLS) and Advanced Life Support (ALS) services, as well as funding for Emergency Medical Services (EMS) facility and equipment needs.



# 2026 INYO COUNTY POLICY AREAS

- |  |   |  |
|--|---|--|
| ➔ <u>Agriculture/Weights and Measures</u>      | ➔ <u>Cannabis/Hemp</u>  | ➔ <u>Child Support</u>                             |
| ➔ <u>Elections</u>                             | ➔ <u>Solid Waste and Landfills</u>                              | ➔ <u>General Government</u>                        |
| ➔ <u>Labor Relations and Employee Benefits</u> | ➔ <u>Health and Human Services</u>                              | ➔ <u>Transportation</u>                            |
| ➔ <u>Public Works and Infrastructure</u>       | ➔ <u>Natural Resources, Environment, Land Use, and Planning</u> | ➔ <u>Economic Development</u>                      |
| ➔ <u>Public Safety and Emergency Response</u>  | ➔ <u>Tribal and Intergovernmental Relations</u>                 | ➔ <u>Veterans' Services</u>                        |
| ➔ <u>Wildfire</u>                              | ➔ <u>Rural Communities</u>                                      | ➔ <u>Los Angeles Department of Water and Power</u> |



# AGRICULTURE/WEIGHTS AND MEASURES

- Support full cost recovery for new agricultural, weights and measures, and pesticide enforcement state programs or mandates.
- Support continued and enhanced funding of invasive species programs through legislation and/or appropriations.
- Support federal and state legislation and resources that would provide stable funding for Weed Management Areas for control on harmful non-native or invasive weed species.
- Support continued funding of US Forest Service biomass fuel reduction programs.
- Support authority for USDA to set up cooperative agreements with states for pest exclusion programs.
- Support control and mitigation for the spread of invasive species to protect, conserve and restore public and private lands and wildfire prevention.
- Support efforts to provide and protect local authority for device registration fees.
- Oppose efforts by state agencies to usurp Agricultural Commissioner's permitting authority for the application of pesticides.
- Oppose efforts to ban the use of rodenticide for agricultural and public health purposes in California.
- Support revisions to the National Pollutant Discharge Elimination System regulations that eliminate regulatory and application form inconsistencies; improve permit documentation, transparency and oversight; clarifying existing regulations; and remove outdated provisions.
- Support budgetary efforts to restore and maintain funding for agricultural border stations.
- Monitor legislation related to backfilling gas tax funding as the state transitions to electric vehicles.
- Support legislation that would exclusively provide resource conservation funding for small rural counties.
- Support legislation that would expand agriculture programs, with specific interest in increasing access for rural communities with significant public land holdings.
- Advocate for increased protections for local farmers, including the prevention of the importation of certain agricultural goods, and increase funding for the development of alternative pesticide products.
- Seek funding and support legislation that would allow the County to develop and utilize sustainable agricultural practices and grow a self-sustainable agricultural industry in Inyo County.
- Advocate for changes to the federal classification of cannabis and cannabis-based products, and better protection of the local cannabis industry.
- Seek funding to provide counties with equipment to fulfill mandates to test EVSE fueling stations
- Support the passage of a Farm Bill that maintains or increases funding allocations for wildlife services as well as pest prevention and control programs.



## CANNABIS/HEMP

1. Oppose legislation that would diminish local authority over commercial cannabis regulation.
2. Oppose legislation creating local mandates or programs that don not provide 100% funding and resources for any additional regulatory activities to be carried out by the Agriculture Department, impair local authority, fail to provide adequate security for staff, or create interference between cannabis regulations and existing authorities granted to Commissioners/Sealers.



## CHILD SUPPORT

1. Support legislation that would protect existing state and federal funding for local child support programs.
2. Support policies, funding and services for non-custodial parents that promote self-sufficiency and ability to care for their child(ren).
3. Support legislation that would improve child support enforcement for tribal support agencies.
4. Oppose any recommendations that would reduce federal financial participation in child support programs.
5. Oppose efforts to delay the implementation of the Internal Revenue Service's third-party payment application reporting requirements.





## ELECTIONS

1. Support legislation to provide opt-in as opposed to opt-out for receiving electronic sample ballots.
2. Support legislation that requires counties to be reimbursed for the cost of special elections called by the Governor or Legislature.
3. Support efforts to reinstate language directing the state to provide reimbursement to counties that hold a special election to replace a member of Congress or a member of the state Legislature to fill a vacancy, as well as for the cost of special elections called for other reasons.
4. Support legislation that would authorize federal and state governments to assist counties in the purchase of voting equipment and technology.
5. Support legislation that provides the option for rural counties to conduct elections via "Vote by Mail" while also enfranchising rural voters.



## SOLID WASTE AND LANDFILLS

1. Support the continued exemption of rural counties from Organics Recycling Mandates.
2. Support legislation that requires the Department of Resources Recycling and Recovery to consider the impacts on jurisdictions and their waste diversion programs caused by China's restrictions on imported recyclables and the resulting market loss.
3. Support legislation, such as the California Beverage Container Recycling and Litter Reduction Act of 2018, to stabilize the recycling marketplace, provide immediate, temporary relief to California's retailers and grocers affected by the 2016 recycling center closures, and ensure consumers have local redemption opportunities.



## GENERAL GOVERNMENT

1. Oppose legislation that minimizes, restricts and/or eliminates local Boards of Supervisors control over the allocation of funds through the budget process.
2. Oppose legislation that would require counties to share State expenses and liability on projects outside local jurisdiction.
3. Support legislation that reduces state and federal regulations that impede or increase the cost of the delivery of services by local governments and special districts.
4. Monitor closely any legislative efforts/initiatives regarding reform of the state budget process.
5. Oppose legislation that is unduly burdensome to private industry.
6. Support protection of funding discretion and use bond funds.
7. Oppose legislation that eliminates, diminishes, limits, or interferes with the nonprofit organizations that the County has membership in, i.e., the California State Association of Counties (CSAC), Rural County Representatives of California (RCRC), State Sheriff's Association, Chief Probation Officers Association, State Welfare Directors Association, etc., in actively participating in the legislative and ballot measure processes. (Added by Board Order 8-20-13)
8. Oppose legislation that increases the County's exposure to litigation.
9. Support legislation and regulations that preserve – and do not impair – the ability of counties to provide public health, safety, welfare or environmental services by local government.
10. Support expanded permission to use private contracts to provide local services in justifiable areas as a means of achieving efficiency and economy.
11. Support legislation that provides additional State Park funding to rural counties.
12. Support continued funding of programs that would improve cybersecurity and cloud-based security programs for local governments.
13. Pursue funding for County cybersecurity initiatives that would protect critical local infrastructure and utility systems.
14. Support full funding of the Public Library Fund in future state budgets.



# LABOR RELATIONS AND EMPLOYEE BENEFITS

1. Support collective bargaining legislation that:
  - Recognizes the responsibility of local elected officials to govern and manage the organization and to implement public policy; and
  - Minimizes conflict over procedural matters.
2. Oppose legislation that minimizes, restricts and/or eliminates local Boards of Supervisors control over collective bargaining and employer-employee relations.
3. Support legislation that would allow “a contracting agency and the exclusive representative of employees of that agency to agree through collective bargaining that the employer contribution for employee and annuitant health benefits coverage for employees first hired on or after the effective date of a memorandum of understanding may differ from the employer contribution provided to existing employees and annuitants pursuant to Sections 22890 and 22892” and any other legislation that will permit the County to take advantage of a multi-tier benefit package through Public Employees Retirement System (PERS).



# HEALTH AND HUMAN SERVICES

1. Support streamlining Medicaid reimbursement in jail settings.
2. Support efforts to protect County Medical Services Program (CMSP) funding, minimize county participation fees, and sustain reasonable provider reimbursement rates.
3. Support efforts to simplify Medi-Cal enrollment for participants and providers, including medical providers in border states (i.e., AZ, NV, OR).
4. Support efforts to continue or establish new Section 1115 Medicaid waivers (e.g., CalAIM) that promote whole-person care, reduce health disparities, and/or provide other innovative approaches to improve healthcare services for the Medi-Cal population.
5. Support parity between behavioral health and physical health funding.
6. Support efforts to increase and sustain the behavioral health workforce.
7. Support legislation to divert persons with mental illness from the criminal justice system.
8. Support efforts that fund suicide prevention.
9. Support legislation that funds additional behavioral health residential treatment facilities for individuals who are deemed gravely disabled.
10. Support funding to adequately staff local public health agencies.
11. Support initiatives to expand access to dental health services for low-income populations.
12. Support legislation to prevent or reduce tobacco use and its health/economic impacts.
13. Support streamlined funding and programming for California Children's Services (CCS).
14. Support efforts to reform the In-Home Supportive Services program in ways that reduce fiscal and administrative impacts and risks of fraud.
15. Support initiatives to reduce homelessness by expanding affordable housing and supportive services.
16. Support funding for transitional and permanent housing capacity.
17. Support funding increases for Adult Protective Services and other programs for the aging population.
18. Support legislation to fully fund Continuum of Care Reform (CCR) requirements and other services that protect the physical, emotional, and mental health of children and youth; promote their educational development; and ensure the availability of supportive services for juveniles.
19. Support funding flexibility and blended funding across human service programs.
20. Support efforts to streamline state administrative oversight and reduce administrative costs to counties.
21. Support regionalized administrative tasks for small counties.
22. Support legislation that streamlines recruitment of qualified staff.
23. Support legislative changes to attract and retain qualified EMS volunteers.
24. Support legislation that ensures the financial feasibility of Emergency Medical Services in rural communities.
25. Support legislation to adequately fund Emergency Services Function 6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services) at the local level.
26. Support and advocate for base allocation formulas for new funding targeting small counties.
27. Support and advocate for equitable funding for health and human services programs in rural areas.
28. Oppose reforms that limit or discontinue health care coverage.

29. Oppose disincentives for Medi-Cal enrollment/utilization, like co-payments and premiums.
30. Oppose reductions in Medi-Cal Administrative Activities/Targeted Case Management reimbursements.
31. Oppose funding reductions for public health emergency preparedness.
32. Oppose unfunded state mandates for increased benefits or salaries in the In-Home Supportive Services (IHSS) program.
33. Oppose legislative changes to the Maintenance of Effort (MOE) for the In-Home Supportive Services program that result in higher county costs.
34. Oppose efforts to reform services under the Older American's Act that result in reduced service levels or increased county costs.
35. Oppose efforts that negatively impact the County's health and human services realignment funds.





# TRANSPORTATION

1. Support transportation funding legislation that:
  - Provides revenues without affecting funding sources of other County projects;
  - Continues federal funding efforts for local transportation projects;
  - Reaffirms and continues state responsibility for highway financing;
  - Bolsters the multiple transportation funding sources that provide for improved transportation systems and multimodal networks, including SB 1 as enacted, and delivery of projects that rehabilitate and improve local roads;
  - Supports and encourages the use and development of transit facilities and infrastructure.
2. Support any legislative efforts that assist the County in mitigating for the transportation of transuranic waste to the Nevada Test Site, Yucca Mountain, or other selected sites through California on routes located in or transecting Inyo County. Specifically, funding and assistance is needed in several areas including road and infrastructure improvements, first responder training, radiological detection instruments and training, and emergency medical and hospital training.
3. Support state legislators' efforts to address identified state highway safety needs in our communities.
4. Support legislation that enhances counties' ability to designate appropriate uses of county roads.
5. Support state and federal legislation efforts that benefit our local airports.
6. Oppose the effort to repeal SB 1, which would result in the loss of new transportation funds and make it more difficult to raise State and local transportation funds in the future.
7. Support legislation that provides funding opportunities to coordinate transportation plans with the County's General Plan.
8. Support legislation that provides funding to sustain and expand the region's public transit system.
9. Support legislation that supports interregional and intercity bus lines that connect with the County's transit system.
10. Support reauthorization and implementation of federal aviation policy at the State level to ensure that California continues to receive and dedicate investments to support commercial and general aviation airports.
11. Support legislation that clarifies and/or preserves local authority to protect public roads.
12. Oppose a one-size-fits-all greenhouse gas emissions and vehicle miles traveled reduction policy that hampers a rural county's ability to improve safety for residents and visitors.
13. Support CalSTA's stated action as a part of the CAPTI 2025 update to better account for the low VMT impact of rural projects in VMT analysis and mitigation guidance.



## PUBLIC WORKS AND INFRASTRUCTURE

1. Oppose legislation that changes public contracting laws in a manner in which it negatively impacts the County's contract authority and/or increases costs to the County and/or unduly lengthens the time it takes for the County to enter into a Public Works contract.
2. Pursue funding for local parks, campgrounds, community centers, museums, libraries, and other community-facing infrastructure, including those that double as shelters and/or heating and cooling centers during extreme weather events.
3. Engage with the state and federal government to ensure Inyo County has access to reliable electric and power utilities, particularly in relation to grid resiliency from extreme weather events.
4. Seek funding and support programs that provide electric and power utility services to communities in a cost-efficient manner.
5. Push for policies that reinforce critical infrastructure, such as power lines, water systems, and transportation networks, to withstand natural disaster events and ensure continuity of essential services during and after disasters.



# NATURAL RESOURCES, ENVIRONMENT, LAND USE, AND PLANNING

1. Support legislation to provide funding for programs to protect lakes, creeks, and river parkways and groundwater basins, and restore damaged river habitat and fisheries.
2. Monitor federal or state activities limiting public access to public lands.
3. Support federal funding proposals that enhance the County's ability to acquire federal and state funding for the purpose of managing watersheds et al.
4. Support legislation which promotes and/or provides monetary aid to local jurisdictions for land use coordination with state and federal agencies.
5. Oppose any legislation which eliminates or diminishes the requirement for federal and state land use agencies to coordinate with local government on decisions affecting local jurisdictions.
6. Support legislation which maintains Inyo County's ability to protect and enhance its land use authority to determine the use of its natural resources, including but not limited to mining, water storage, renewable energy, and agricultural resources.
7. Support efforts by federal and state government to support homeowners impacted by insurance rate hikes, cancellations, and non-renewals.
8. Monitor efforts by federal and state government to increase fees for and reduce and/or eliminate fire protection services on public lands.
9. Support legislation that protects local jurisdictions that aggressively address mussel infestation in water systems from liability.
10. Oppose any legislation that could negatively impact outdoor recreation. (Added by Board Order 8-21-2012).
11. Support state's Renewable Energy Portfolio Standard being re-calculated to include rooftop solar.
12. Oppose legislation that makes California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) requirements more burdensome and provides for less public notification in the county where the projects are located.
13. Support legislation that recognizes, funds, and protects the ecological resources of the Sierra Nevada as part of the effort to reach California's Climate Change goals.
14. Support increased funding for public land management agencies to address deferred maintenance in forests, national parks, and reserves that rural counties depend on for tourism and recreation-based economies.
15. Support legislation to remove state tax exemptions for solar energy development facilities.
16. Support and encourage efforts that streamline the process for obtaining permits from State, Federal and local land management agencies for activities such as livestock grazing, commercial filming, guiding and outfitting, packing, and special events.
17. Oppose legislation that minimizes and/or eliminates local control over land use decisions.
18. Support legislative efforts to enable local governments, utilities, energy developers, California Native American Tribal governments, affected landowners, and members of the public to actively participate in the renewable energy and utility corridor planning processes.
19. Support legislation which reduces and/or eliminates State requirements regarding the General Plan and its updates.
20. Oppose legislation which limits or reduces the authority of counties under the State Mining and Reclamation Act (SMARA).

21. Oppose legislation which limits or reduces the authority of counties decisions affecting the plans and policies of local jurisdictions.
22. Support legislation which maintains Inyo County's ability to protect and enhance its land use authority to determine the highest and best use of its natural resources.
23. Support legislation that protects and/or reinstates the payment of geothermal royalties to local jurisdictions.
24. Support legislation that provides funding opportunities to local jurisdictions to implement state General Plan requirements.
25. Oppose legislation that would hinder, because of mandated redactions or any other alterations of recorded documents, a private citizen's ability to establish ownership of real property or conduct private or commercial business operations.
26. Oppose legislation that removes or restricts local governments' discretion over the placement of wireless structures and/or prevents local governments from negotiating either rates or improved broadband services as a condition of a "small cell" permit.
27. Pursue funding for water cleanup projects, natural resource preservation, and water resource management.
28. Seek funding that would improve water quality in Bishop Creek and surrounding areas.



## ECONOMIC DEVELOPMENT

1. Support programs and activities that provide assistance to small businesses and promote entrepreneurship.
2. Advocate for the reauthorization of Opportunity Zones in upcoming federal tax legislation and ensure that the reauthorized program better benefits rural and isolated communities.
3. Advocate for legislation that expands the ability of Inyo County's small businesses to engage with the state and federal governments and benefit from economic development initiatives.
4. Advocate for more equitable distribution of sales taxes for goods purchased online to specifically support the level at the "point of sale" instead of the "point of distribution," allowing the County to receive the sales taxes from goods purchased online and shipped into the County.
5. Seek support of changes to mining claims forms that allow for efficient and timely filing of mining claims.



# PUBLIC SAFETY AND EMERGENCY RESPONSE

1. Support legislation that maximizes county discretion in developing programs for juveniles.
2. Support legislation that eliminates the requirement that counties pay for court reporter transcripts.
3. Support federal and state funding to combat the impacts of controlled substance production, distribution, and use, including the ongoing opioid addiction crisis.
4. Support legislation that would allow counties to enact an ordinance to allow up to a \$10 penalty assessment for every \$100 fine for criminal offense, including traffic fines, for the maintenance and purchase of law enforcement facilities and vehicles.
5. Oppose any changes in the state criminal justice system that increases costs to counties for jail operations, including but not limited to early releases of prisoners, commutation of sentences and/or commutation of variable sentencing options (i.e., wobblers), without a corresponding dedicated long-term reliable revenue stream and the ability to administer it locally.
6. Support legislation that will complete the work initiated through the Trial Court Unification Act by making justice system costs that are controlled or imposed by the judiciary but inadvertently remain the responsibilities of the counties the clear responsibility of the State of California and the California Superior Court to fund.
7. Support efforts to increase and/or preserve funding allocations to support criminal justice realignment costs including inmate healthcare and jail expense costs.
8. Support federal and state funding and programs to provide comprehensive, effective mental health and substance abuse treatment programs for criminal defendants, thereby reducing recidivism and protecting the public.
9. Support full state funding of any new pre-trial release and supervision requirements related to bail system reform efforts.
10. Support legislation and policies to improve re-entry options for adult and juvenile probationers, including housing.
11. Support legislation and policies to expand and enhance evidence-based programs available to clients.
12. Support legislation and policies that will allow for continued investment in community corrections training.
13. Support legislation to bolster flexible policies and resources for drug treatment and mental health services for probationers.
14. Support legislation and policies to protect resources that support foster youth in Continuum of Care Reform.
15. Support legislation and policies that ensure resources for supervision, rehabilitative programming, and re-entry services for adult and juvenile offenders.
16. Support legislation and policies to preserve and provide resources at the federal, state, and local level for effective community supervision practices.
17. Support legislation that enhances educational programs for adult and juvenile offenders.
18. Support legislation which will provide funding for probation services provided to drug offenders, and mentally ill incarcerated offenders.
19. Support legislation to authorize local probation departments to collect outstanding victim restitution through the civil process.



20. Oppose efforts by federal and state government to adversely impact the ability of volunteer fire departments to provide critical first response and ambulance services in rural communities, including but not limited to recruiting and retaining qualified Emergency Medical Technicians.
21. Support full funding of disaster relief for all eligible counties, and a return to State assistance for the large portion of the costs of state or federally declared disasters.
22. Oppose any changes to, or limitations upon, the eligibility for receipt of disaster costs, especially tying county land use processes and decision-making to disaster relief funding.
23. Support state tax relief for those individuals and businesses who have losses due to disaster.
24. Advocate for programs that support local law enforcement, including the expansion of program eligibility guidelines to better serve rural and isolated communities.
25. Support and seek funding for projects and programs that support emergency and disaster preparedness, response, and management.



# TRIBAL AND INTERGOVERNMENTAL RELATIONS

- Support the following goals for County-Tribal intergovernmental relations:
  - facilitate intergovernmental agreements,
  - develop mechanisms to mitigate the off-reservation impacts of Tribal developments on local government services and the environment,
  - promote best practices and models of successful Tribal-County relationships.
- Support the promotion and development of positive working relationships between the County and local Tribes to the mutual benefit of both parties and the communities they respectively serve.
- Support legislation or policy that provides for or recognizes enforceable agreements between Tribes and local governments concerning the mitigation of off-reservation impacts of development on Tribal land.
- Oppose any federal or state limitation on the ability of Tribes, counties, and other local governments to reach mutually acceptable and enforceable agreements, including any federal prohibitions on deed restrictions mutually agreed to by Tribal and local governments.



## VETERANS' SERVICES

1. Support legislation and efforts that ensure access to the services and benefits to which veterans are entitled, including housing, healthcare, employment, education and training, and community reintegration assistance.
2. Support legislation that provides funding for veterans housing programs, such as the Veterans and Affordable Housing Bond Act of 2018.
3. Support the development of specific strategies for intervention and service delivery to veterans through cooperation between federal, state, and local governments, as well as community and private organizations serving veterans.
4. Support coordination of services for veterans among all entities that serve this population, especially in housing, treatment, and employment training.



## WILDFIRE

1. Support legislation which identifies the impacts of catastrophic wildfires and provides that wildfire mitigation and prevention are goals that meet the requirements of the California Global Warming Solutions Act.
2. Support realistic federal policy and regulatory reforms that balance environmental protection with the preservation of life and property and that lead to better mitigation of wildfires on tribal, federal, state, and private lands.
3. Engage with the Department of Interior, Department of Agriculture, the Federal Emergency Management Agency, and state agencies to undertake wildfire prevention and preparedness measures, including funding for local fuel management and fire resiliency efforts.
4. Pursue funding for fuel mitigation efforts, including those that safely gather and burn/utilize biomass and assist with weed removal, and expanded Good Neighbor Authorities and other cooperative agreements for forest management/ecosystem health.
5. Support legislation that reforms wildfire suppression funding, prevents “fire transfers” within firefighting budgets, and gives agencies in charge of fire suppression more budget flexibility.
6. Advocate for legislative efforts that ensure fair compensation and comprehensive benefits for firefighters, including enhanced mental health counseling, recognizing the increasing demands and risks associated with wildfire suppression and prevention.
7. Support initiatives that fund and expand community-based education programs, workshops, and training sessions focused on wildfire preparedness, evacuation planning, and personal responsibility in reducing fire risk.
8. Support reforms that ensure homeowners and businesses in fire-prone areas can access affordable insurance coverage, including state-backed insurance pools or subsidies for high-risk areas.
9. Support training programs and workforce development initiatives that prepare individuals for careers in fire management, forestry, and land management, particularly targeting rural and underrepresented communities.
10. Ensure that wildfire mitigation strategies are incorporated into broader climate adaptation and resilience planning, recognizing the interplay between climate change and increasing wildfire frequency and intensity.



## RURAL COMMUNITIES

1. Advocate for improved specificity in the definition of “rural” and “frontier” communities, so that isolated communities such as Inyo County are better able to access funding set aside for rural and frontier communities.
2. Advocate for the reauthorization of the Payment in Lieu of Taxes (PILT) program and increased compensation for publicly owned lands.
3. Advocate for the reauthorization of the Secure Rural Schools (SRS) program and increased financial compensation for lands that were previously used for timber production, grazing, and other special uses.
4. Advocate for increased locality pay rates for Inyo County so that agencies may better attract and retain land management employees and other federal workers.
5. Support legislation that recognizes the inherent disadvantage rural counties have as it applies to using a population-based criteria (per capita) for allocating state and federal funds and minimizes and/or eliminates the reliance on this funding criteria.



## LOS ANGELES DEPARTMENT OF WATER AND POWER

1. Support initiatives that would encourage, incentivize, or require the Los Angeles Department of Water and Power to divest land in and around Inyo County communities that have no bearing on watershed management.
2. Oppose changes to Los Angeles Department of Water and Power rules that no longer allow for businesses on leased land to be sold, thereby depriving small business owners of their livelihoods and retirements, preventing multi-generation ownership, and depriving Inyo County communities of desperately needed services.





# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-298

### Memorandum of Understanding for Culvert Maintenance and Replacement between County of Inyo and Bishop Creek Water Association

**Public Works**  
ACTION REQUIRED

#### ITEM SUBMITTED BY

Michael Errante, Public Works Director, Denelle  
Carrington, Assistant CAO

#### ITEM PRESENTED BY

Michael Errante, Public Works Director, Denelle  
Carrington, Assistant CAO

#### RECOMMENDED ACTION:

Approve Memorandum of Understanding between County of Inyo and Bishop Creek Water Association for the purpose of sharing labor and costs associated with the maintenance and replacement of certain culverts for which there is common interest, and authorize the Chairperson to sign.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The Bishop Creek Water Association (BCWA) is a collection of a group of property owners in the west Bishop area who benefit from surface water flowing through their property. That water flows through, among other things, a system of culverts that regularly cross underneath County roads. On occasion, those culverts can falter and/or fail and threaten the integrity of County roads.

Responsibility for the maintenance of culverts became an area of contention between the BCWA and the County given the lack of verifiable information regarding the ownership of the culverts. This Memorandum of Understanding (MOU) clarifies the relationship between the parties regarding the maintenance of culverts included therein. The specific culverts subject to this agreement are certain culverts that convey water distributed by the BCWA and that cross underneath a County right-of-way approximately perpendicular to the right of way.

Pursuant to this MOU, BCWA will continue to be primarily responsible for the maintenance of these culverts in the event that they become clogged or there are issues impacting the normal flow of water. However, in the event that BCWA is not able to rectify the issue, they may request support from Inyo County. In addition, the agreement outlines the methodology for identifying culverts which require replacement, as well as the methodology for sharing the cost associated with that work.

#### FISCAL IMPACT:

There is no immediate fiscal impact associated with this agreement. However, the agreement formalizes the sharing of labor and cost associated with the maintenance and/or replacement of culverts for which there is mutual interest, thereby reducing the County's portion of any such costs. This is because BCWA

will assume the initial responsibility for culvert maintenance before requesting support from the County. In the event of a culvert needing replacement, the parties will share the cost of labor and materials, thereby reducing each party's cost for doing so.

#### **ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

The Board could choose not to approve this Memorandum of Understanding (MOU) and/or direct staff to further negotiate the terms within. This is not recommended, as this MOU is the product of over a year worth of collaborative development and the current draft solidifies a method for sharing the labor and cost associated with maintaining and replacing culverts that are of mutual interest to both parties.

#### **OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

Bishop Creek Water Association

#### **STRATEGIC PLAN ALIGNMENT:**

**Thriving Communities** | Community Supporting Infrastructure Improvements

#### **APPROVALS:**

Nate Greenberg	Created/Initiated - 12/08/2025
Denelle Carrington	Approved - 12/08/2025
Darcy Israel	Approved - 12/08/2025
Shannon Platt	Approved - 12/09/2025
John Vallejo	Approved - 12/09/2025
Amy Shepherd	Approved - 12/09/2025
Michael Errante	Approved - 12/09/2025
Denelle Carrington	Final Approval - 12/10/2025

#### **ATTACHMENTS:**

1. BCWA Attachment A - Culverts
2. Inyo County - Bishop Creek Water Association Culvert Memorandum of Understanding
3. BCWA MOU and Culvert Listing - combined - signed

**ATTACHMENT A****Inyo County / Bishop Creek Water Association Culvert MOU**

<b>Address</b>	<b>Distance</b>
207 S. Mountain View Rd.	454' N/Line St. (Nelligan Ditch)
101 McLaren Rd.	59' N/Line St.
283 S. Mountain View Rd.	Ranch Rd, 118' W/Mountain View Rd.
112 McLaren Rd.	Brookside Dr. 45' E/Mountain View Rd.
185 Mountain View Rd.	500' N/W. Line St. (Bishop Creek)
371 Ranch Rd.	142' N/Majestic Way
301 Ranch Rd.	Majestic Way 140' W/Ranch Rd.
3780 Ranch Rd.	17' E/Vista Rd.
3792 Ranch Rd.	155' E/Mt. Tom Rd.
3656 Ranch Rd	Crosses Ranch Rd
401 Ranch Rd.	65' S/Ranch View Ln.
306 McLaren Rd	In McLaren Rd.
306 McLaren Rd	In McLaren Rd.
372 McLaren Rd	In McLaren Rd.
372 McLaren Rd	In McLaren Rd.
186 McLaren Ln.	30' E/Mountain View Rd.
249 McLaren Ln.	287' E/Mountain View Rd.
299 McLaren Ln	Crosses McLaren Ln
348 McLaren Ln.	Crosses McLaren Ln
255 Mt. Tom Rd	Crosses Mt. Tom
510 Watterson Rd.	(1) Street S/Fairview Cr. 15' E/Watterson Rd.
480 Watterson Rd.	Fairview Cr. 15' E/Watterson Rd.
777 Orinda Dr.	Underwood Ln. 34' W/Orinda Dr.
747 Orinda Dr.	190' N/Underwood Ln.
723 Orinda Dr.	184' S/Sierra Vista Way
2727 Sierra Vista Way	Sarah View 32' N/Sierra Vista Way
807 Sarah View	239' N/Sierra Vista Way
595 S. Barlow Ln.	Sunset Rd.
710 S. Barlow Ln.	109' N/Sunrise Dr.
800 S. Barlow Ln.	Sunrise Dr. 35' E/S. Barlow Ln.
817 S. Barlow Ln.	Sierra Vista Way 46' W/S. Barlow Ln.
852 S. Barlow Ln.	Longview Dr. 38' E/S. Barlow Ln.
817 S. Barlow Ln.	116' N/Sierra Vista Way
807 S. Barlow Ln.	211 N/Sierra Vista Way
625 S. Barlow Ln.	S. Barlow Ln & Sunset Dr. (SW to NW Corner)

**ATTACHMENT A****Inyo County / Bishop Creek Water Association Culvert MOU**

<b>Address</b>	<b>Distance</b>
628 S. Barlow Ln.	Sunset Dr. 30' E S. Barlow Ln.
2766 Sunset Rd.	2234' W/S. Barlow Ln.
2625 Sunset Rd.	In Sunset Rd.
2594 Highland Dr.	20' W/S. Barlow Ln.
3011 Morningside Dr.	Grandview Rd. 157' S/Laurel Rd.
2511 Longview Dr.	665' E/S. Barlow Ln.
2698 Irene Way	205' S/Carol Ln.
2760 Audrey Ln.	190' W/Sarah Ln. East edge of Property
2762 Sierra Vista Way	324' W/ Sarah Ln.
2606 Glenbrook Way	50' W/S. Barlow Ln.
3029 E. Cedar St.	159' W/ Grandview Rd.
3028 Laurel Rd.	170' W/Grandview Rd.
3041 Morningside Dr.	Mesquite Rd. 150' N/Morningside Dr.
405 S. Tumbleweed Rd.	200' S/Tumbleweed Rd. (Terminus)
236 Pa Me Ln.	183' S/Birch St.
234 Wildrose Ln.	185' N/Morningside Dr.
366 Wildrose Ln.	180' S/Birch St.
310 Sunland Dr.	827' S/W. Line St.
595 Brockman Ln.	1005' N/Diaz Ln.
138 Shepard Ln. 3905 is street address E/S property	344' N/W. Line St.
375 Shepard Ln.	1604' N/W. Line St.
325 Shepard Ln	In Shepard Ln.
261 Shepard Ln	In Shepard Ln.
213 Shepard Ln	In Shepard Ln.
225 Shepard Ln	In Shepard Ln.
201 Shepard Ln	In Shepard Ln.
213 Mountain View Rd.	~700 ft n Of Line St Culvert at no. end of property
2801 Underwood Ln	in Underwood Ln at Orinda Dr.
485 S Barlow Ln	in Barlow Ln No of Highland Dr. (No Indian Ditch)

**Memorandum of Understanding  
Between the Bishop Creek Water Association and the County of Inyo  
Regarding the Replacement of Culverts Encroaching on County Rights of Way**

This Memorandum of Understanding is entered into by and between the County of Inyo, a political subdivision of the state of California, and the Bishop Creek Water Association, formed by the users and appropriators of waters of Bishop Creek for the purpose of apportioning said waters and protecting the water rights.

WHEREAS, the Bishop Creek Water Association ("BCWA") is the implementer of the court ordered 1922 Chandler Decree and as such is responsible for distributing surface water originating from Bishop Creek to member properties via a system of irrigation ditches and culverts, as identified in Exhibit A of the BCWA Articles and By-Laws. The maintenance and care of ditches, structures, and culverts, that allow for the conveyance of this water is the responsibility of the overlying landowner.

WHEREAS, many of the culverts that BCWA uses to convey water to member properties encroach on County rights of way;

WHEREAS, certain ditches and culverts that convey Bishop Creek water have historically provided significant dewatering of street runoff for flood control and safety;

WHEREAS, despite disagreement regarding ownership and responsibility for certain culverts, the Parties wish to enter into this MOU to avoid damage to County roads caused by malfunctioning culverts that convey Bishop Creek water and to help ensure the efficient, uninterrupted delivery of water to BCWA members.

NOW THEREFORE BE IT AGREED BY BOTH PARTIES:

The specific Culverts subject to this agreement are those culverts that convey water distributed by the BCWA and that cross underneath a county right-of-way approximately perpendicular to the right of way. These culverts are hereafter referred to as "Culverts" or individually as a "Culvert" as represented in Attachment A. The specifics of this MOU apply only to culverts that are listed on Exhibit A, any other culverts conveying Bishop Creek water that are in Inyo County Road rights of way that are not listed on Exhibit A will be handled at the Annual Meeting (see item 3)."

1. **Maintenance of Culverts.** The County and BCWA agree to collaborate to perform necessary maintenance work on Culverts. If either Party identifies an obstructed or malfunctioning Culvert, that Party will:
  - a. If the problem is not quickly rectified, inform the other Party of the location, nature, and severity of the problem. This notification must be in writing, via email, and sent to the contact information provided in Section 6. Notification must occur as soon as practical of the Party's identification of a problematic situation.

- b. Initially, the BCWA must attempt in good faith to clear the obstructed Culvert without the use of County personnel, funds, or equipment. The BCWA will assess the situation, i.e., look at the depth of the ditch immediately below and above the culvert to confirm the ditch is not sanded in, silted in, collapsed or overgrown to the point of being the issue, check if the flow line and bottom of the ditch appear normal, check to see if there are any obstructions downstream interfering with the flow, etc.
  - c. Depending on the situation, the BCWA must, as appropriate, try any or all of the following steps to clear the Culvert:
    - i. Ensure the current flow, under the obstructed condition, is not too large for the culvert to handle and regulate as necessary.
    - ii. Clear any ice dams, leaves or other debris that may be blocking the culvert inlet or outlet.
    - iii. If it is determined the culvert is clogged, use an appropriate manually operated rod, pipe or similar device and attempt to dislodge any obstruction by simply pushing the obstruction through or breaking it up sufficiently to allow the foreign material to wash through. If this is not successful, consider using other reasonably available mechanical means to remove the clog.
  - d. If the Culvert is causing water to flow onto a county right of way, BCWA will, upon its own initiative or upon request by the County, reduce the flow of water feeding that Culvert to the point that water is no longer impacting the county right of way. BCWA will maintain a reduced flow rate (see item 1.c.i) until repairs have been completed.
  - e. If the BCWA's performance of the steps listed in section 1(c) will require the issuance of an encroachment permit by the Inyo County Road Department, the BCWA will obtain the required encroachment permit prior to performing any maintenance work on a Culvert. The County agrees to issue an annual blanket permit and waive any fees that would normally be charged to BCWA to obtain any county-issued permits for maintenance work on a Culvert.
  - f. If, after performing the steps listed in section 1(c), BCWA is unable to restore normal function to the culvert, BCWA may request assistance from the County. The County will provide reasonable manpower and equipment assistance to assist with the actions listed in section 1(c) above, at no cost to BCWA, as long as the BCWA has made a good faith effort to perform the steps listed in section 1(c).
2. **Replacement of Culverts.** The County and BCWA agree to collaborate to replace any failed Culverts that run underneath a county right of way and that convey Bishop Creek water to BCWA's members property. The Parties agree that the replacement of a Culvert is a major capital improvement project that should be planned for in advance and performed on a schedule agreed upon by the Parties. However, the Parties also recognize that an unanticipated full replacement of a Culvert may sometimes be required should a Culvert unexpectedly fail.
- a. Procedures applicable to all Culvert replacements.

- i. Inyo County shall supply all labor necessary to perform the Culvert replacement. "Labor" shall include the following:
  - 1. Any manpower including notifications and traffic control, equipment operators and manual laborers used in routine culvert removal and installation practices.
  - 2. Appropriate and available equipment such as asphalt saw, air compressor with jack hammer, backhoe, excavator, dump truck(s), compactors, asphalt rollers, concrete working tools to work cement slurry as appropriate, water pump and hose, and signage.
- ii. Inyo County will take the lead, coordinating with BCWA, to obtain additional non-County-issued permits necessary for Culvert replacement as necessary.
- iii. BCWA shall supply all material necessary to perform the Culvert replacement. "Material" shall include the following:
  - 1. Replacement culvert pipe, length, size and type (CMP, HDPE) determined by the County. Newly replaced culverts will be at least the same size as the existing culvert unless otherwise agreed to by the parties. All materials must meet the current Inyo County Road Standard Specifications, as adopted pursuant to Section 12.04.010 of the Inyo County Code.
  - 2. Necessary connection hardware including, but not limited to, bands, fasteners, felt, lube, gaskets.
  - 3. Cement slurry used to surround culvert pipe and fill excavation to within 2/10" of top of pavement.
  - 4. Cold mix asphalt to replace asphalt removed for construction.
  - 5. Concrete used in constructing head walls / tail walls if required to replace an existing headwall.
  - 6. Concrete forming materials such as lumber and hardware fasteners.
- iv. BCWA will provide notification to effected BCWA members of water disruption during the culvert replacement work. Inyo County will provide notification of local residents of upcoming construction with appropriate notices / flyers delivered.
- v. If a Culvert in need of replacement is causing water to flow onto or pond on a county right of way, BCWA must, upon its own initiative or upon request by the County, reduce the flow of water feeding that Culvert to the point that water is no longer impacting the county right of way. BCWA will maintain this lowered flow rate until the Culvert replacement is complete. This will move the subject culvert to the top of the replacement list (see section 3.c) and will initiate implementing the culvert replacement procedures (section 2.c).
- vi. Upon completion of a Culvert replacement, the Inyo County Road Department shall bring an agenda item before the Inyo County Board of Supervisors to request that the Board of Supervisors vote, pursuant to Streets & Highway Code section 940, *et seq.*, to accept the Culvert into the Inyo County Maintained Mileage. Should the Board of Supervisors



agree to accept the Culvert into the Maintained Mileage, any future maintenance, repair, or operation of the Culvert shall be the sole responsibility of the County and performed at the County's sole discretion; provided, however, that BCWA shall still remain responsible for inspecting adjacent ditches and pipes on private property, as set out in Section 4.

- b. Procedures applicable to emergency Culvert replacements.
  - i. Upon identification of a Culvert in need of emergency replacement, the Party that has identified the problem will follow all procedures set out in Section 1(a) regarding notification to the other Party. BCWA will then attempt to rectify the Culvert problem pursuant to Sections 1(b) to 1(e). However, the Parties may mutually agree that the Culvert has sustained damage to the point where any maintenance or repair work would be economically improvident. In this situation, the individuals identified in Section 3 will immediately meet and confer to determine a schedule for replacement.
- c. Procedures applicable to pre-planned Culvert replacements.
  - i. The Parties will discuss pre-planned Culvert replacement projects at the annual, or as needed, meetings outlined in Section 3. These projects will be carried out pursuant to a mutually agreed upon schedule.
  - ii. The Parties agree to commit resources sufficient to replace approximately two Culverts per year, as needed.

3. **Annual meetings.** To foster regular communication and ensure mutual progress toward the goals stated in this Agreement, the Parties agree to meet annually during the month of October on a date and time as may be mutually agreed to. The meeting location to occur at the Inyo County Bishop Consolidated Office Building 1360 N. Main St., Bishop, CA 93514. At least the following individuals or designees will attend every one of these meetings: Inyo County Road Superintendent, Inyo County Assistant County Administrator, BCWA Watermaster, a representative of the BCWA Board of Directors. Parties may raise any relevant topic for discussion at these meetings, but at a minimum, the Parties will discuss the following:

- a. A review of BCWA's annual inspection of ditches and any information gathered during the most recent inspection (see section 4).
- b. Culverts that are currently in need of or that will soon be in need of maintenance or replacement.
- c. A ranked list of Culverts currently in need of replacement and a schedule for performing replacement projects in accordance with the ranked list.
- d. Planned road maintenance or replacement projects that the Inyo County Road Department has planned and any necessary financial or resource allocation to ensure that Culverts running under roads subject to such projects are replaced during the project (i.e. collaboration to support a "dig once" policy).
- e. Issuance of the annual blanket encroachment permit (see Section 1.e).

4. **BCWA Ditch Management.** The Parties recognize that along with age, the likely greatest threat to the integrity and proper functioning of a Culvert are the debris (leaves,

twigs, trash, rocks, yard and street runoff, etc.) and sediment (sand, silt, decomposed granite, etc.) moving in ditches and pipes that lead into Culverts. If the accumulation of debris in ditches and pipes is not regularly cleared, they can convey debris into the Culvert, blocking the flow of water. It is therefore imperative that irrigation ditches upstream and downstream of a street Culvert be maintained in a debris-free condition.

This is the responsibility of the individual who owns the land over which the ditch or pipe runs. The parties recognize that it is not practically possible to keep sand, silt and decomposed granite from accumulation and moving through the creek/ditch system (including culverts) and the best way to reduce the amount of debris entering culverts is to grate and clean street culvert inlets. BCWA will work with property owners upstream of street culverts, where clogging is a reasonable possibility, to maintain a debris catching grate on the culvert inlet.

The BCWA will perform an annual inspection during the September period, and otherwise as needed, to check that street Culvert inlets are grated (where appropriate) and cleaned to keep street culverts free of excess debris, and that street culvert outlets are free and clear of obstructions. Should BCWA identify any property that is not adequately grated at an inlet to a street culvert to keep excess debris from entering the culvert, the BCWA will work with the property owner to have the inlet to the street culvert grated and functioning properly. Should BCWA identify any property where an outlet has a flow obstruction, the BCWA will work with the property owner to have the outlet cleared so that discharge from the street culvert is running free. If the BCWA is unsuccessful in getting the culvert inlets grated or downstreams cleared the County will be relieved of its obligations under Section 1(f) and render BCWA solely responsible for the maintenance work with respect to that Culvert.

BCWA will maintain a written record of its inspection activities, which will be provided to the County upon request. Attached hereto as Exhibit A is a list of all locations where BCWA must perform these inspections. Failure by BCWA to perform inspections of the properties adjacent to a Culvert will relieve the County of its obligations under Section 1(f) and render BCWA solely responsible for all maintenance work with respect to that Culvert.

5. **Termination.** Either Party may terminate this Agreement at any time by providing written notice to the other Party as set out below; provided, however, that if a Party terminates this Agreement after commencing a maintenance or replacement project but prior to completing the project, the Party shall remain obligated to commit the resources set out in Section 1 and 2 to ensure the successful completion of the project.

Inyo County  
Road Superintendent, Inyo County  
PO Drawer Q  
Independence, CA 93526  
[splatt@inyocounty.us](mailto:splatt@inyocounty.us)  
Phone (business hours):  
Phone (after hours / emergency):

Bishop Creek Water Association  
PO Box 1273  
Bishop CA 93514  
BCWA Watermaster -Business hours phone contact: (760) 920-7981  
Emergency / after-hours phone contact: (760) 920-7981  
BCWA Board Members contact info is posted on BCWA website,  
BishopCreekWater.org

## Approvals

For Inyo County

For Bishop Creek Water Association

Chair, Board of Supervisors

President, Bishop Creek Water Association

---

Chair, Board of Supervisors

---

President, Bishop Creek Water Association

---

Date

---

Date

---

County Counsel

---

Director of Public Works

**Memorandum of Understanding  
Between the Bishop Creek Water Association and the County of Inyo  
Regarding the Replacement of Culverts Encroaching on County Rights of Way**

This Memorandum of Understanding is entered into by and between the County of Inyo, a political subdivision of the state of California, and the Bishop Creek Water Association, formed by the users and appropriators of waters of Bishop Creek for the purpose of apportioning said waters and protecting the water rights.

WHEREAS, the Bishop Creek Water Association ("BCWA") is the implementer of the court ordered 1922 Chandler Decree and as such is responsible for distributing surface water originating from Bishop Creek to member properties via a system of irrigation ditches and culverts, as identified in Attachment A of the BCWA Articles and By-Laws. The maintenance and care of ditches, structures, and culverts, that allow for the conveyance of this water is the responsibility of the overlying landowner.

WHEREAS, many of the culverts that BCWA uses to convey water to member properties encroach on County rights of way;

WHEREAS, certain ditches and culverts that convey Bishop Creek water have historically provided significant dewatering of street runoff for flood control and safety;

WHEREAS, despite disagreement regarding ownership and responsibility for certain culverts, the Parties wish to enter into this MOU to avoid damage to County roads caused by malfunctioning culverts that convey Bishop Creek water and to help ensure the efficient, uninterrupted delivery of water to BCWA members.

NOW THEREFORE BE IT AGREED BY BOTH PARTIES:

The specific Culverts subject to this agreement are those culverts that convey water distributed by the BCWA and that cross underneath a county right-of-way approximately perpendicular to the right of way. These culverts are hereafter referred to as "Culverts" or individually as a "Culvert" as represented in Attachment A. The specifics of this MOU apply only to culverts that are listed on Attachment A, any other culverts conveying Bishop Creek water that are in Inyo County Road rights of way that are not listed on Attachment A will be handled at the Annual Meeting (see item 3)."

1. **Maintenance of Culverts.** The County and BCWA agree to collaborate to perform necessary maintenance work on Culverts. If either Party identifies an obstructed or malfunctioning Culvert, that Party will:
  - a. If the problem is not quickly rectified, inform the other Party of the location, nature, and severity of the problem. This notification must be in writing, via email, and sent to the contact information provided in Section 6. Notification must occur as soon as practical of the Party's identification of a problematic situation.

- b. Initially, the BCWA must attempt in good faith to clear the obstructed Culvert without the use of County personnel, funds, or equipment. The BCWA will assess the situation, i.e., look at the depth of the ditch immediately below and above the culvert to confirm the ditch is not sanded in, silted in, collapsed or overgrown to the point of being the issue, check if the flow line and bottom of the ditch appear normal, check to see if there are any obstructions downstream interfering with the flow, etc.
  - c. Depending on the situation, the BCWA must, as appropriate, try any or all of the following steps to clear the Culvert:
    - i. Ensure the current flow, under the obstructed condition, is not too large for the culvert to handle and regulate as necessary.
    - ii. Clear any ice dams, leaves or other debris that may be blocking the culvert inlet or outlet.
    - iii. If it is determined the culvert is clogged, use an appropriate manually operated rod, pipe or similar device and attempt to dislodge any obstruction by simply pushing the obstruction through or breaking it up sufficiently to allow the foreign material to wash through. If this is not successful, consider using other reasonably available mechanical means to remove the clog.
  - d. If the Culvert is causing water to flow onto a county right of way, BCWA will, upon its own initiative or upon request by the County, reduce the flow of water feeding that Culvert to the point that water is no longer impacting the county right of way. BCWA will maintain a reduced flow rate (see item 1.c.i) until repairs have been completed.
  - e. If the BCWA's performance of the steps listed in section 1(c) will require the issuance of an encroachment permit by the Inyo County Road Department, the BCWA will obtain the required encroachment permit prior to performing any maintenance work on a Culvert. The County agrees to issue an annual blanket permit and waive any fees that would normally be charged to BCWA to obtain any county-issued permits for maintenance work on a Culvert.
  - f. If, after performing the steps listed in section 1(c), BCWA is unable to restore normal function to the culvert, BCWA may request assistance from the County. The County will provide reasonable manpower and equipment assistance to assist with the actions listed in section 1(c) above, at no cost to BCWA, as long as the BCWA has made a good faith effort to perform the steps listed in section 1(c).
- 2. **Replacement of Culverts.** The County and BCWA agree to collaborate to replace any failed Culverts that run underneath a county right of way and that convey Bishop Creek water to BCWA's members property. The Parties agree that the replacement of a Culvert is a major capital improvement project that should be planned for in advance and performed on a schedule agreed upon by the Parties. However, the Parties also recognize that an unanticipated full replacement of a Culvert may sometimes be required should a Culvert unexpectedly fail.
  - a. Procedures applicable to all Culvert replacements.

- i. Inyo County shall supply all labor necessary to perform the Culvert replacement. "Labor" shall include the following:
  - 1. Any manpower including notifications and traffic control, equipment operators and manual laborers used in routine culvert removal and installation practices.
  - 2. Appropriate and available equipment such as asphalt saw, air compressor with jack hammer, backhoe, excavator, dump truck(s), compactors, asphalt rollers, concrete working tools to work cement slurry as appropriate, water pump and hose, and signage.
- ii. Inyo County will take the lead, coordinating with BCWA, to obtain additional non-County-issued permits necessary for Culvert replacement as necessary.
- iii. BCWA shall supply all material necessary to perform the Culvert replacement. "Material" shall include the following:
  - 1. Replacement culvert pipe, length, size and type (CMP, HDPE) determined by the County. Newly replaced culverts will be at least the same size as the existing culvert unless otherwise agreed to by the parties. All materials must meet the current Inyo County Road Standard Specifications, as adopted pursuant to Section 12.04.010 of the Inyo County Code.
  - 2. Necessary connection hardware including, but not limited to, bands, fasteners, felt, lube, gaskets.
  - 3. Cement slurry used to surround culvert pipe and fill excavation to within 2/10" of top of pavement.
  - 4. Cold mix asphalt to replace asphalt removed for construction.
  - 5. Concrete used in constructing head walls / tail walls if required to replace an existing headwall.
  - 6. Concrete forming materials such as lumber and hardware fasteners.
- iv. BCWA will provide notification to effected BCWA members of water disruption during the culvert replacement work. Inyo County will provide notification of local residents of upcoming construction with appropriate notices / flyers delivered.
- v. If a Culvert in need of replacement is causing water to flow onto or pond on a county right of way, BCWA must, upon its own initiative or upon request by the County, reduce the flow of water feeding that Culvert to the point that water is no longer impacting the county right of way. BCWA will maintain this lowered flow rate until the Culvert replacement is complete. This will move the subject culvert to the top of the replacement list (see section 3.c) and will initiate implementing the culvert replacement procedures (section 2.c).
- vi. Upon completion of a Culvert replacement, the Inyo County Road Department shall bring an agenda item before the Inyo County Board of Supervisors to request that the Board of Supervisors vote, pursuant to Streets & Highway Code section 940, *et seq.*, to accept the Culvert into the Inyo County Maintained Mileage. Should the Board of Supervisors

agree to accept the Culvert into the Maintained Mileage, any future maintenance, repair, or operation of the Culvert shall be the sole responsibility of the County and performed at the County's sole discretion; provided, however, that BCWA shall still remain responsible for inspecting adjacent ditches and pipes on private property, as set out in Section 4.

- b. Procedures applicable to emergency Culvert replacements.
  - i. Upon identification of a Culvert in need of emergency replacement, the Party that has identified the problem will follow all procedures set out in Section 1(a) regarding notification to the other Party. BCWA will then attempt to rectify the Culvert problem pursuant to Sections 1(b) to 1(e). However, the Parties may mutually agree that the Culvert has sustained damage to the point where any maintenance or repair work would be economically improvident. In this situation, the individuals identified in Section 3 will immediately meet and confer to determine a schedule for replacement.
- c. Procedures applicable to pre-planned Culvert replacements.
  - i. The Parties will discuss pre-planned Culvert replacement projects at the annual, or as needed, meetings outlined in Section 3. These projects will be carried out pursuant to a mutually agreed upon schedule.
  - ii. The Parties agree to commit resources sufficient to replace approximately two Culverts per year, as needed.

3. **Annual meetings.** To foster regular communication and ensure mutual progress toward the goals stated in this Agreement, the Parties agree to meet annually during the month of October on a date and time as may be mutually agreed to. The meeting location to occur at the Inyo County Bishop Consolidated Office Building 1360 N. Main St., Bishop, CA 93514. At least the following individuals or designees will attend every one of these meetings: Inyo County Road Superintendent, Inyo County Assistant County Administrator, BCWA Watermaster, a representative of the BCWA Board of Directors. Parties may raise any relevant topic for discussion at these meetings, but at a minimum, the Parties will discuss the following:

- a. A review of BCWA's annual inspection of ditches and any information gathered during the most recent inspection (see section 4).
- b. Culverts that are currently in need of or that will soon be in need of maintenance or replacement.
- c. A ranked list of Culverts currently in need of replacement and a schedule for performing replacement projects in accordance with the ranked list.
- d. Planned road maintenance or replacement projects that the Inyo County Road Department has planned and any necessary financial or resource allocation to ensure that Culverts running under roads subject to such projects are replaced during the project (i.e. collaboration to support a "dig once" policy).
- e. Issuance of the annual blanket encroachment permit (see Section 1.e).

4. **BCWA Ditch Management.** The Parties recognize that along with age, the likely greatest threat to the integrity and proper functioning of a Culvert are the debris (leaves,



twigs, trash, rocks, yard and street runoff, etc.) and sediment (sand, silt, decomposed granite, etc.) moving in ditches and pipes that lead into Culverts. If the accumulation of debris in ditches and pipes is not regularly cleared, they can convey debris into the Culvert, blocking the flow of water. It is therefore imperative that irrigation ditches upstream and downstream of a street Culvert be maintained in a debris-free condition.

This is the responsibility of the individual who owns the land over which the ditch or pipe runs. The parties recognize that it is not practically possible to keep sand, silt and decomposed granite from accumulation and moving through the creek/ditch system (including culverts) and the best way to reduce the amount of debris entering culverts is to grate and clean street culvert inlets. BCWA will work with property owners upstream of street culverts, where clogging is a reasonable possibility, to maintain a debris catching grate on the culvert inlet.

The BCWA will perform an annual inspection during the September period, and otherwise as needed, to check that street Culvert inlets are grated (where appropriate) and cleaned to keep street culverts free of excess debris, and that street culvert outlets are free and clear of obstructions. Should BCWA identify any property that is not adequately grated at an inlet to a street culvert to keep excess debris from entering the culvert, the BCWA will work with the property owner to have the inlet to the street culvert grated and functioning properly. Should BCWA identify any property where an outlet has a flow obstruction, the BCWA will work with the property owner to have the outlet cleared so that discharge from the street culvert is running free. If the BCWA is unsuccessful in getting the culvert inlets grated or downstreams cleared the County will be relieved of its obligations under Section 1(f) and render BCWA solely responsible for the maintenance work with respect to that Culvert.

BCWA will maintain a written record of its inspection activities, which will be provided to the County upon request. Attached hereto as Attachment A is a list of all locations where BCWA must perform these inspections. Failure by BCWA to perform inspections of the properties adjacent to a Culvert will relieve the County of its obligations under Section 1(f) and render BCWA solely responsible for all maintenance work with respect to that Culvert.

5. **Termination.** Either Party may terminate this Agreement at any time by providing written notice to the other Party as set out below; provided, however, that if a Party terminates this Agreement after commencing a maintenance or replacement project but prior to completing the project, the Party shall remain obligated to commit the resources set out in Section 1 and 2 to ensure the successful completion of the project.

Inyo County  
Road Superintendent, Inyo County  
PO Drawer Q  
Independence, CA 93526  
[splatt@inyocounty.us](mailto:splatt@inyocounty.us)  
Phone (business hours):  
Phone (after hours / emergency):

Bishop Creek Water Association  
PO Box 1273  
Bishop CA 93514  
BCWA Watermaster -Business hours phone contact: (760) 920-7981  
Emergency / after-hours phone contact: (760) 920-7981  
BCWA Board Members contact info is posted on BCWA website,  
BishopCreekWater.org

## Approvals

For Inyo County

Chair, Board of Supervisors

---

Chair, Board of Supervisors

---

Date

*John-Carl Vallejo*  
\_\_\_\_\_  
County Counsel

*Michael Erante*  
\_\_\_\_\_  
Director of Public Works

For Bishop Creek Water Association

President, Bishop Creek Water Association

*Gene Coufal*  
Gene Coufal (Dec 9, 2025 12:48:26 PST)

---

President, Bishop Creek Water Association

12/09/2025

---

Date

**ATTACHMENT A****Inyo County / Bishop Creek Water Association Culvert MOU**

<b>Address</b>	<b>Distance</b>
207 S. Mountain View Rd.	454' N/Line St. (Nelligan Ditch)
101 McLaren Rd.	59' N/Line St.
283 S. Mountain View Rd.	Ranch Rd, 118' W/Mountain View Rd.
112 McLaren Rd.	Brookside Dr. 45' E/Mountain View Rd.
185 Mountain View Rd.	500' N/W. Line St. (Bishop Creek)
371 Ranch Rd.	142' N/Majestic Way
301 Ranch Rd.	Majestic Way 140' W/Ranch Rd.
3780 Ranch Rd.	17' E/Vista Rd.
3792 Ranch Rd.	155' E/Mt. Tom Rd.
3656 Ranch Rd	Crosses Ranch Rd
401 Ranch Rd.	65' S/Ranch View Ln.
306 McLaren Rd	In McLaren Rd.
306 McLaren Rd	In McLaren Rd.
372 McLaren Rd	In McLaren Rd.
372 McLaren Rd	In McLaren Rd.
186 McLaren Ln.	30' E/Mountain View Rd.
249 McLaren Ln.	287' E/Mountain View Rd.
299 McLaren Ln	Crosses McLaren Ln
348 McLaren Ln.	Crosses McLaren Ln
255 Mt. Tom Rd	Crosses Mt. Tom
510 Watterson Rd.	(1) Street S/Fairview Cr. 15' E/Watterson Rd.
480 Watterson Rd.	Fairview Cr. 15' E/Watterson Rd.
777 Orinda Dr.	Underwood Ln. 34' W/Orinda Dr.
747 Orinda Dr.	190' N/Underwood Ln.
723 Orinda Dr.	184' S/Sierra Vista Way
2727 Sierra Vista Way	Sarah View 32' N/Sierra Vista Way
807 Sarah View	239' N/Sierra Vista Way
595 S. Barlow Ln.	Sunset Rd.
710 S. Barlow Ln.	109' N/Sunrise Dr.
800 S. Barlow Ln.	Sunrise Dr. 35' E/S. Barlow Ln.
817 S. Barlow Ln.	Sierra Vista Way 46' W/S. Barlow Ln.
852 S. Barlow Ln.	Longview Dr. 38' E/S. Barlow Ln.
817 S. Barlow Ln.	116' N/Sierra Vista Way
807 S. Barlow Ln.	211 N/Sierra Vista Way
625 S. Barlow Ln.	S. Barlow Ln & Sunset Dr. (SW to NW Corner)

**ATTACHMENT A****Inyo County / Bishop Creek Water Association Culvert MOU**

<b>Address</b>	<b>Distance</b>
628 S. Barlow Ln.	Sunset Dr. 30' E S. Barlow Ln.
2766 Sunset Rd.	2234' W/S. Barlow Ln.
2625 Sunset Rd.	In Sunset Rd.
2594 Highland Dr.	20' W/S. Barlow Ln.
3011 Morningside Dr.	Grandview Rd. 157' S/Laurel Rd.
2511 Longview Dr.	665' E/S. Barlow Ln.
2698 Irene Way	205' S/Carol Ln.
2760 Audrey Ln.	190' W/Sarah Ln. East edge of Property
2762 Sierra Vista Way	324' W/ Sarah Ln.
2606 Glenbrook Way	50' W/S. Barlow Ln.
3029 E. Cedar St.	159' W/ Grandview Rd.
3028 Laurel Rd.	170' W/Grandview Rd.
3041 Morningside Dr.	Mesquite Rd. 150' N/Morningside Dr.
405 S. Tumbleweed Rd.	200' S/Tumbleweed Rd. (Terminus)
236 Pa Me Ln.	183' S/Birch St.
234 Wildrose Ln.	185' N/Morningside Dr.
366 Wildrose Ln.	180' S/Birch St.
310 Sunland Dr.	827' S/W. Line St.
595 Brockman Ln.	1005' N/Diaz Ln.
138 Shepard Ln. 3905 is street address E/S property	344' N/W. Line St.
375 Shepard Ln.	1604' N/W. Line St.
325 Shepard Ln	In Shepard Ln.
261 Shepard Ln	In Shepard Ln.
213 Shepard Ln	In Shepard Ln.
225 Shepard Ln	In Shepard Ln.
201 Shepard Ln	In Shepard Ln.
213 Mountain View Rd.	~700 ft n Of Line St Culvert at no. end of property
2801 Underwood Ln	in Underwood Ln at Orinda Dr.
485 S Barlow Ln	in Barlow Ln No of Highland Dr. (No Indian Ditch)



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-752

### Approval of Job Descriptions County Administrator - Personnel ACTION REQUIRED

#### ITEM SUBMITTED BY

Denelle Carrington, Assistant CAO, Keri Oney,  
Assistant Personnel Director

#### ITEM PRESENTED BY

Keri Oney, Assistant Personnel Director

#### RECOMMENDED ACTION:

Approve Job Descriptions for the following positions:

- Access Coordinator (Current title - Equity & Diversity Coordinator)
- Assistant Assessor
- Assistant Auditor-Controller
- Assistant Clerk-Recorder
- Assistant County Administrative Officer
- Assistant County Counsel
- Assistant District Attorney
- Assistant Health and Human Services Director
- Assistant Personnel Director
- Assistant Treasurer Tax Collector
- Equipment Mechanic Operator I-II
- Program Manager - Behavioral Health (Current Title - MHSA Coordinator)
- Program Manager - Disaster
- Risk Management Assistant Director
- Safety Coordinator I
- Safety Coordinator II
- Safety Coordinator III

#### BACKGROUND / SUMMARY / JUSTIFICATION:

This item requests Board approval of a set of revised job descriptions that have been updated to better reflect the current duties and responsibilities of County staff. These updates are the result of a collaborative effort between County departments and Personnel, following the framework and tools provided by Evergreen Solutions, LLC. While Evergreen initiated the process and supplied information from the Job Assessment Tool (JAT) and other resources, the bulk of the work—reviewing, refining, and validating the job descriptions—was completed internally by departmental staff and Personnel.

The group of job descriptions presented today includes:

- **Positions with current vacancies**, where recruitment efforts are pending the finalization of updated descriptions. Approval will allow departments to move forward with filling these roles in a timely and accurate manner.
- **Assistant-level positions**, which were prioritized due to their **non-represented status**, allowing for a more streamlined review and approval process.

The revised descriptions support consistency in hiring practices, ensure compliance with County policies, and provide a more accurate basis for recruitment, onboarding, and performance management. They also reflect the County's commitment to maintaining clear and current documentation of staff roles, which is essential for operational effectiveness and workforce planning.

Approval of these job descriptions will facilitate ongoing recruitment efforts, reduce delays in filling critical vacancies, and support departments in meeting service delivery needs efficiently.

**FISCAL IMPACT:**

<b>Funding Source</b>	N/A	<b>Budget Unit</b>	N/A
<b>Budgeted?</b>	N/A	<b>Object Code</b>	N/A
<b>Recurrence</b>	N/A	<b>Sole Source?</b>	

**If Sole Source, provide justification below**

<b>Current Fiscal Year Impact</b>
Approval of these job descriptions has no fiscal impact.
<b>Future Fiscal Year Impacts</b>
<b>Additional Information</b>

**ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:**

Your Board could choose not to approve the revised job descriptions; however, this is not recommended, as it would prevent departments from proceeding with recruitment for vacant positions and require continued reliance on outdated descriptions that no longer reflect current duties—potentially causing delays and misalignment in hiring and staffing.

**OTHER DEPARTMENT OR AGENCY INVOLVEMENT:**

Assessor  
Auditor Controller  
Clerk Recorder  
County Counsel  
District Attorney  
Health & Human Services  
Public Works  
Treasurer Tax Collector

## **STRATEGIC PLAN ALIGNMENT:**

**High Quality Services** | Quality County Employees

**High Quality Services** | High-Quality County Government Services

## **APPROVALS:**

Keri Oney	Created/Initiated - 12/11/2025
Darcy Israel	Approved - 12/11/2025
Amy Shepherd	Approved - 12/11/2025
Denelle Carrington	Final Approval - 12/11/2025

## **ATTACHMENTS:**

1. Access Coordinator
2. Assistant Assessor
3. Assistant Auditor-Controller
4. Assistant Clerk-Recorder
5. Assistant County Administrative Officer
6. Assistant County Counsel
7. Assistant District Attorney
8. Assistant HHS Director
9. Assistant Personnel Director
10. Assistant Treasurer Tax Collector
11. Equipment Mechanic Operator I-II
12. Program Manager - Behavioral Health
13. Program Manager - Disaster
14. Risk Management Assistant Director
15. Safety Coordinator I
16. Safety Coordinator II
17. Safety Coordinator III





# COUNTY OF INYO

## Access Coordinator

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under supervision of the HHS Program Integrity Quality Assurance Manager or other designated senior leader, leads a comprehensive program across the Inyo County Health and Human Services Department for the purpose of working with county and regional partners to increase access to care and address disparities and inequity impacting the health and welfare of area residents. This position is responsible for leading complex program development, implementation, and evaluation, including policy development and operations for an ever-evolving program area. This position will perform a broad scope of organizational studies related to equitable access to care, which requires the collection and analysis of data and the formulation of recommendations. Under the guidance and direction of HHS leadership, this position will lead and support culturally responsive policies, systems, and environmental change, as well as education within the Department and to the public with a focus on mitigating disparities impacting health and well-being, using a whole health lens within a health and human services delivery system.

**DISTINGUISHING CHARACTERISTICS:**

The Access Coordinator is a specialized professional classification distinguished by its leadership role in advancing equitable access to health and human services across Inyo County. This position is set apart by its responsibility for developing and implementing culturally responsive policies and programs that address systemic disparities and promote inclusion. Unlike general administrative roles, the Access Coordinator operates with a high degree of autonomy and strategic influence, conducting organizational studies, analyzing data, and formulating recommendations that shape departmental practices. The role requires a deep understanding of equity principles, community engagement, and trauma-informed approaches, particularly in rural and multicultural contexts. The incumbent serves as a key liaison between the department and community partners, fostering collaboration, driving policy innovation, and supporting the department's mission to strengthen resilience and well-being through inclusive, whole-health strategies.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Evaluates new and existing internal and external departmental organizational and operational policies, procedures, programs, services, and initiatives that support service access and identifies opportunities to maximize efforts and lead policy process review as it relates to equity.
- Assists in pursuing grant opportunities in the area of access, equity, diversity and inclusion.
- Coordinates and provides leadership to existing departmental efforts to address equitable and culturally appropriate access to services.
- Designs, coordinates, and/or facilitates diversity and equity workshops, presentations, learning opportunities and other strategies that promote equitable access to services.
- Reviews, recommends, and implements policies, regulations and procedures that address issues of disproportionality, diversity and cultural competency.
- Convenes and facilitates committees to assist with cultivating department-wide expertise to eliminate service gaps and develop proactive ways of building a more equitable system.
- Serves as a coordinator and liaison to develop mutually beneficial relationships and partnerships with community organizations that surround issues of equity and access to care.
- Develops and implements community outreach strategies to educate community members on available services, with a focus on engaging underserved communities.
- Engages and mobilizes community members, agencies, leaders, and other partners for community planning, solutions and program design.
- Collaborates with colleagues and community members to identify, develop, implement and evaluate strategic, effective health equity and access to care strategies.
- Serves as a connector and resource to staff and/or community partners around equity and diversity best/promising practices.
- Builds and maintains departmental relationships and help influence change and positive behaviors across the organization.
- Plays a critical role in advancing the Department's mission of Strengthening Resilience & Well-Being in Our Community by fostering a culture of inclusion.
- Evaluates the short- and long-term impact of equity and diversity strategies through effective goal setting, key performance indicators, action plans, surveys, and metrics to assess and track progress over time.
- Creates presentations, communications and reports to update stakeholders on equity and diversity strategies, programs, and initiatives.
- Gathers and performs research and analysis on current equity, diversity, and access trends and best practices, benchmarking, needs assessments, focus groups, surveys, etc.
- Acts as an advisor to leadership and recommend process improvement strategies regarding resource allocation, talent management, and organizational alignment.
- May supervise other employees.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- Graduation from a four-year college or university with major coursework in public health, public policy, public administration, social work, education, social justice, ethics, or a closely related field.
- Two (2) years of experience providing professional-level program or administrative support to management, preferably in a healthcare setting directly related to this assignment.

Additional years of experience may be substituted for up to three years of education requirements on a year of year basis. Additional years of experience may include positions that demonstrate the required knowledge and abilities listed below in the “Knowledge of” AND “Skill/Ability to” sections.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator’s license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, practices, trends, and research methodologies related to diversity, equity, and inclusion.
- Racial and social justice issues, and the impacts of those specific to rural areas, including issues affecting public health.
- Collaborative and trauma-informed approaches to equity advancement, particularly in rural and multicultural contexts.
- People of diverse racial, ethnic, cultural, and socioeconomic backgrounds.
- Project management, principles and practices of policy development and implementation, organizational learning and development, and program development.

### **Skill/Ability to:**

- Demonstrated facilitation experience.
- Ability to connect and work within communities with a wide range of stakeholders.
- Exceptional oral, written and presentation skills, effectively adjusted to the audience, including the ability to communicate effectively with the executive leadership team.
- Coordinating staff or volunteers and delegating tasks and authority.
- A track record of managing confidential matters and developing trust with colleagues at all levels.
- Researching, investigating, evaluating, and creating strategic plans.
- Collecting, analyzing, interpreting, and communicating quantitative and qualitative data.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Basic analysis and problem-solving skills.
- Basic computer skills, including experience with Microsoft Office Suite.

- Demonstrated ability to work collaboratively with individuals and groups from various identities, cultures, and backgrounds.
- Demonstrate inclusive leadership and communication practices that foster a climate of belonging and empowerment.
- Knowledge and embodiment of diversity and inclusion best practices.
- Use of sound judgement, social competency, adaptability, initiative, enthusiasm, and resourcefulness, as well as dedication to duty.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Assigned work is performed in an indoor office environment as well as in various community settings with constant contact with people face-to-face and by various electronic means.
- Expect minimal noise from people and office machines and moderate noise at community events.
- Driving for community events is required with limited transportation alternatives.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, using the telephone, interpreting, reading /documenting by writing legibly by hand and using a computer (mouse, keyboard, tablet, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with coworkers and the public with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information.
- Frequent (31-62%): Standing and walking short distances, and bending and twisting of the neck.
- Occasional (7-31%): Operating office machines, driving, lifting/pushing/pulling/carrying 11-25 pounds, fine fingering (pinching, picking), bending and twisting at the waist reaching above the shoulder, and squatting.
- Infrequent (1-7%): Walking/standing on uneven and slippery surfaces, speaking in public, exposure to seasonal extreme temperature, climbing stairs, and lifting/pushing/pulling/carrying 26-30 pounds. The heaviest item to be lifted and carried is paper files or copy paper weighing up to 30 pounds.
- Never/Rare (<1%): Climbing ladders and working at heights, lifting/pushing/pulling/carrying more than 30 pounds, crawling, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Assistant Assessor

**FLSA STATUS: Exempt**

### **DEFINITION:**

Performs professional and supervisory duties in the administration of property appraisal operations, including planning, directing, and evaluating staff work; reviewing assessments for accuracy; interpreting and implementing new laws and regulations; preparing reports and correspondence; and serving as a liaison to the public and the Assessment Appeals Board.

### **DISTINGUISHING CHARACTERISTICS:**

The incumbent in this class reports to the Assessor, directs a division of the Assessor's Office, and contributes to the development of strategic, long-term plans. The position is responsible, through subordinate staff, for supervising real and personal property appraisal operations and overseeing the day-to-day functions of the division. The incumbent may act on behalf of the Assessor during absences.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, evaluates, selects, trains, assigns, and directs the work of staff responsible for the appraisal of real and personal property for tax purposes.
- Reviews the work of subordinates to ensure adherence to appraisal standards and legal requirements.
- Conducts field reviews and resolves differences of opinion between property owners and appraisers.
- Reviews and analyzes legislation, case law, and regulatory changes that impact Assessor operations.
- Assists in developing policies, procedures, and forms in compliance with new laws and communicates updates to staff.

- Conducts regular staff meetings.
- Prepares written reports and correspondence as needed.
- Represents the Assessor at Assessment Appeals Board hearings.
- Provides information to the public regarding appraisal procedures, policies, and methods.
- Responds to complex or technical inquiries regarding assessments.
- Prepares reports required by state and federal agencies.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- Bachelor's degree with major coursework in accounting, finance, business or economics, or a closely related field.
- Five (5) years of experience in an Assessor's Office with at least one (1) year at the supervisory level.

Additional relevant experience may substitute for up to two years of required education on a year for year basis.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Must have a permanent CA State Board of Equalization Certified Tax Appraiser Certificate as a condition of employment.

*The following generally describes the knowledge, skills, and abilities required upon entry or to be learned within a short time to successfully perform the assigned duties:*

### **Knowledge of:**

- Theories, principles, and practices of appraising rural, residential, commercial, and industrial real property.
- Provisions of the State Constitution, Revenue and Taxation Code, and related laws governing property assessment.
- Methods and techniques used to appraise business and personal property, fixtures, and equipment.

- Principles of supervision and management, including personnel policies and practices.
- Computer applications relevant to property appraisal and office operations.

**Skill/Ability to:**

- Plan, prioritize, assign, and evaluate the work of appraisal staff.
- Train, mentor, and support staff development.
- Analyze appraisal data and determine factors influencing the valuation of real and personal property.
- Prepare detailed and complex written and verbal reports.
- Perform arithmetic calculations, create charts, and sketch property in connection with appraisal work.
- Analyze situations and determine effective courses of action.
- Perform administrative duties such as budgeting and program evaluation.
- Establish and maintain effective working relationships with coworkers, public officials, and members of the public.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Most assigned work is performed in an indoor office environment out of Independence with continuous contact with people face-to-face, and by telephone and other electronic means, with periodic field work.
- Expect minimum noise from people and office machines.
- Driving is required for field work.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, and handling (holding, light grasping). Also, interacting / communicating face-to-face and by electronic means with tact and



diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.

- Frequent (31-62%): Standing and walking short distances, bending and twisting of the neck, and lifting/pushing/pulling/carrying up to 20 pounds (while walking, standing, and climbing stair).
- Occasional (7-31%): Operating office machines, walking/standing on uneven and slippery surfaces, fine fingering (pinching, picking), bending and twisting at the waist, climbing stairs, and driving.
- Infrequent (1-7%): Reaching above the shoulder, climbing ladders and working at heights, squatting, and exposure to extreme temperature.
- Never/Rare (<1%): Crawling, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, lifting/pushing/pulling/carrying more than 20 pounds, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Assistant Auditor-Controller

**FLSA STATUS:** Exempt

**DEFINITION:**

Under direction of the Auditor-Controller, assists in the management of the department; performs complex and responsible accounting duties; assists in developing and implementing policy; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant Auditor-Controller is an executive management level position that reports directly to the Auditor-Controller. Under the administrative direction of the Auditor-Controller, the Assistant will lead a team of individuals who specialize in a variety of areas, including, but not limited to; Accounts Payable, Payroll, Accounting Services, and Financial Reporting. This position is responsible for direction, oversight and supervision of staff, assisting with preparation of the County's annual budget, County year-end financial statements, County-wide and other audits, while ensuring compliance with all applicable Local, State and Federal laws and regulation. This position also oversees the development, implementation and administration of multiple computer systems, and coordinates operations with other County departments, agencies and Special Districts as necessary. While the Assistant Auditor-Controller position requires a high degree of skills and oversight, it also serves as a working manager.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Assists in planning, organizing directing, and supervising the work of the County Auditor-Controller's Office.
- Assumes administration of the office in the absence of the auditor-controller; provides on-site audits.
- Trains, supervises, and evaluates the work of assigned staff.
- Plans, organizes and directs accounting functions including general welfare, property law, payroll, grants, etc.
- Analyzes new and proposed legislation and, implements necessary changes, tracks pending legislation affecting financial and administrative operations, analyzes impacts, and coordinates implementation of necessary procedural or reporting changes.
- Supervises special district accounting.

- Directs preparation of the county budget and related financial reports, analyzes departmental budgets and fiscal trends, provides recommendations to improve financial performance, and ensures compliance with sound fiscal practices.
- Consults and cooperates with other department managers on all aspects of accounting and auditing.
- Performs a variety of special assignments and prepares complex analytical and statistical reports in all areas of fiscal management.
- Implements and monitors compliance with governmental accounting standards and ensures proper staff training and enforcement of updated procedures.
- Oversees preparation of countywide cost allocation plans and collaborates with departments to ensure accurate data collection and promote operational efficiency.
- Coordinates the development and submission of mandated cost reimbursement claims and represents the County in relevant intergovernmental workgroups.
- Monitors grant funding opportunities and compliance requirements, manages grant reporting systems, and serves as a liaison for federal grant portals and payment platforms.
- Reviews and approves items submitted for Board of Supervisors agendas, ensuring compliance with applicable laws, regulations, and County policies.
- Plans and conducts internal audits and performance reviews to ensure fiscal accountability and operational effectiveness across departments and special districts.
- Serves as liaison to external auditors and clearly communicates auditing standards and procedures to departments and stakeholders.
- Conducts interviews and gathers audit evidence to support findings, develop recommendations, and ensure audit objectives are met.
- Coordinates the development and monitoring of special district budgets, ensuring legal compliance and accurate system entry.
- Oversees lease agreements and debt service schedules, ensuring timely payments and accurate financial reporting.
- Examines and reconciles financial records and bank accounts for accuracy and compliance with applicable laws and accounting principles.
- Develops and enhances financial systems and procedures, participates in testing and implementation of software upgrades, and recommends technical improvements.
- Advises County officials and the public on financial, property tax, and legislative matters, and contributes to the development of policy and legislative proposals.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Path 1:**

- A Bachelor's degree from an accredited college or university in accounting, auditing, or a closely related field.

- Four years of professional accounting or auditing experience, including one year in a supervisory capacity.

A minimum of two years of government agency accounting experience is preferred.

**Path 2:**

- High School Graduation or equivalent
- Three years' full-time work experience in a Senior Fiscal Management Position in a County Auditor-Controller's Office.

A Senior Fiscal Management Position may include, but is not limited to, the roles of Payroll Manager, Property Tax Manager, Audit Manager, Management Analyst, Senior Management Analyst, Chief Deputy Auditor-Controller, and Chief Accounting/Financial Officer.

**Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of public administration and employee supervision and training.
- Roles and functions of a County Auditor-Controller's Office.
- Principles and practices of governmental accounting, auditing, and budgeting.
- Uses of electronic data processing in accounting systems.
- Codes, laws, rules, and regulations governing county financial operations.
- Modern office methods, procedures, and equipment.

**Skill/Ability to:**

- Use a creative approach to solving problems and implementing new programs.
- Plan, organize, and supervise a county-wide accounting staff.
- Train, supervise and evaluate the performance of professional accountants and auditors and clerical staff.
- Analyze specific needs and design and implement appropriate accounting systems.
- Prepare a complex budget.
- Analyze and evaluate financial records, statements, and reports to identify fiscal conditions and recommend changes.
- Speak and write effectively.
- Establish and maintain positive, collaborative relationships with those contacted in the course of employment.

## **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

## **Environmental Conditions:**

- Most assigned work is performed in an indoor office environment out of Independence with continuous contact with people face-to-face, and by telephone and other electronic means.
- The reporting location is on the second floor and there is no elevator.
- Expect minimum to moderate noise from people and office machines.

## **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent (31-62%): Standing and walking short distances and bending and twisting of the neck.
- Occasional (7-31%): Operating office machines, lifting/pushing/pulling/carrying 11-25 pounds, fine fingering (pinching, picking), bending and twisting at the waist, driving, and climbing stairs.
- Infrequent (1-7%): Reaching above the shoulder, squatting, walking/standing on uneven and slippery surfaces, and exposure to extreme temperature.
- Never/Rare (<1%): Climbing ladders and working at heights, crawling, driving, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Assistant County Clerk Recorder

**FLSA STATUS:** Exempt

**DEFINITION:**

Under direction of the County Clerk-Recorder, assists in the management of the department; performs complex and responsible duties; assists in developing and implementing policy and procedures of the Clerk, Recorder and Elections divisions; may act for the County Clerk-Recorder during absences; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant County Clerk-Recorder is a key leadership role that supports the County Clerk-Recorder in managing the multifaceted operations of the Clerk, Recorder, and Elections divisions. This position is distinguished by its broad scope of responsibility, requiring a high level of administrative, fiscal, and operational expertise. The incumbent exercises considerable independent judgment in interpreting and applying complex laws and regulations, overseeing staff, and ensuring compliance with federal, state, and local mandates. The role demands a proactive approach to policy development, project implementation, and interdepartmental coordination, as well as the ability to act on behalf of the County Clerk-Recorder during absences. This classification is characterized by its emphasis on strategic planning, cross-functional leadership, and the ability to manage sensitive and high-stakes functions such as elections administration, public records, and financial oversight.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

**Administrative & Fiscal Duties:**

- Plans and organizes the directives of the Clerk-Recorder & Elections departments.
- Assigns, trains, supervises, and evaluates the work and functions of assigned staff.
- Performs complex business and financial duties.
- Reviews and prepares reports, statistical analysis, journal entries, processes, and projections.
- Monitors, researches, and analyzes federal, state, and local laws for compliance in procedure, implementation, and training of staff.
- Prepares materials for grants, contracts, ordinances, and resolutions for implementation of programs and projects.
- Recommends and implements systems, work procedures and controls, and staffing schedules.
- Responds to requests, questionnaires, and surveys for information from federal, state, and local agencies and the public.

- Performs accounting responsibilities including monitoring budget controls, initiating and managing grants, contracts and special projects.
- Organizes records within the office and manages records retention of all documents.
- Builds and maintains positive working relationships with co-workers, County management and staff, special interest groups, and the general public utilizing principles of effective customer service.
- Assumes administration of the office in the absence of the County Clerk-Recorder.
- Performs a variety of special assignments within the department.
- Performs other related duties as assigned.

#### *Elections Department Duties:*

- Manages data in various election software programs.
- Performs data extraction and analysis of election information; recruits, trains, supervises, election workers.
- Maintains, relocates and organizes goods and equipment including those located at off-site locations throughout the County.
- Updates, creates, and retains election materials as needed, including local, state, and federal candidate materials, digital files, hard copies, website materials, social media, and Press Releases.
- Track expenses and prepares invoices for elections services and reimbursements; maintains records for local, state, and federal office contests, education/school and special districts, and assist with all contests and candidates before, during and after each election.
- Files and maintains disclosure statements and FPPC regulation forms for all agencies overseen by department.
- Performs other related duties as assigned.

#### *Clerk-Recorder Department Duties:*

- Compiles data for various State and Federal reporting requirements.
- Monitors, reconciles, and disperses funds from trust accounts.
- Audits fees and taxes collected by department and the distribution of funds based on statutory codes.
- Prepares records for archived storage.
- Performs customer service to the public.
- On occasion performs backup duties to the assignments of other office staff in the department.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Path 1:**



- A Bachelor's degree from an accredited college or university in accounting, business, administration, management, accounting, or a closely related field.

Knowledge and understanding of governmental administration being highly desirable.

**Path 2:**

- High School Graduation or equivalent
- Five years of experience performing a broad range of professional analytical and/or administrative duties in the areas of general administration, fiscal, or program analysis work.

Supervisory experience working in a governmental agency is preferred.

**Licenses, Certificates, and Special Requirements:**

- Must be a registered voter in California.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of business administration, budget preparation and control, program management, and team leadership.
- Governmental functions and organization.
- Accounting functions.
- Purpose and functions of a County Clerk, Recorder and Elections departments, including the Federal, State, and local laws governing the official duties of each department within the Office.

**Skill/Ability to:**

- Implement strong organizational and time management skills to cover multiple simultaneous projects.
- Perform detailed analysis and administrative work involving the use of independent judgment and personal initiative.
- Create and maintain spreadsheets with complex formulas and features.
- Understand, interpret, research, and apply laws rules, and regulations.
- Plan, assign, monitor, and supervise the work of others.
- Produce documentation using various departmental programs.
- Establish and maintain cooperative working relationships with community groups, co-workers, and the general public.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

Most assigned work is performed in an indoor office environment with continuous contact with people in-person and by various electronic means. Expect moderate noise from people, office machines, and elections equipment. Driving and off-hours work are required as needed. The office is on the second floor and there is no elevator.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, lifting/pushing/pulling/carrying up to 10 pounds, and handling (holding, light grasping). Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in an office setting.
- Frequent (31-62%): Bending and twisting of the neck, operating office machines and elections equipment, and standing and walking short distances.
- Occasional (7-31%): Climbing stairs, bending and twisting at the waist, squatting, reaching above the shoulder, lifting/pushing/pulling/carrying 11-50 pounds, driving, and exposure to strongly held points of view that may differ from your own.
- Infrequent (1-7%): Fine fingering (pinching, picking) and exposure to extreme temperature.
- Never/Rare (<1%): Crawling, walking/standing on uneven and slippery surfaces, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, lifting/pushing/pulling/carrying more than 50 pounds, operating hazardous machinery, power grasping, climbing ladders, working at heights, and running.



# COUNTY OF INYO

## Assistant County Administrative Officer

**FLSA STATUS:**      **Exempt**

**DEFINITION:**

This position acts as a full-line assistant to the County Administrator. Assists the County Administrator in managing and directing the activities of County departments, divisions, and work units; provides administrative and policy guidance to County department heads; plans organizes, and directs the activities of assigned divisions and activities of the County Administrator's Office; provides highly complex staff assistance to the County Administrative Officer; assumes the responsibilities of the County Administrative Officer as assigned or required in his/her absence; and functions as a positive and proactive team leader and team member.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant County Administrator is distinguished from the Deputy CAO series by exercising general direction and supervision of County functions; directly overseeing one or more County departments and/or divisions; is responsible for a major section and/or multiple organizational units within the CAO's office; and by regularly acting as the CAO in his/her absence.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, directs, manages, coordinates, and/or performs any of the functions assigned to, or programs and services provided by the County Administrator's Office including, but not limited to:
  - Budget and Finance
  - Clerk of the Board of Supervisors
  - Emergency Services
  - Economic Development
  - Information Services
  - Library Services
  - Motor Pool
  - Museum Services
  - Personnel
  - Purchasing
  - Risk Management
- Assumes the responsibilities of the County Administrator as necessary or as assigned in the absence of the County Administrator.

- Assists the County Administrator in directing and coordinating the services, functions, and activities of County Administrator's Office departments, divisions, and work units.
- Provides administrative and policy guidance to County department heads and elected officials.
- Advises, supervises, and provides administrative oversight to the directors of divisions and programs within the County Administrator's Office.
- Reviews, interprets, develops, modifies, and implements County administrative policies and their application to specific situations in assigned departments/divisions and countywide.
- Assists in coordinating services and operations among County departments and resolves conflicts involving multiple departments in matters/issues not addressed by existing County policies and procedures.
- Directs, coordinates, monitors, and, as necessary, performs the development of assigned departments', divisions' and work units' work plans, priorities, policies, and administrative systems.
- Assigns work activities, projects, and teams.
- Performs the most critical and sensitive professional representation, facilitation, and negotiation tasks, and monitoring, evaluating and, as necessary, modifying work in progress and at completion to ensure success.
- Identifies assigned departments', divisions' and work units' goals, objectives, priorities, and activities to be accomplished consistent with the mission, goals, and objectives of the County of Inyo.
- Develops strategies for the successful collaboration and achievement of those goals, objectives, and priorities, and directs and coordinates the implementation of accepted strategies and plans.
- Researches, negotiates, prepares, and administers contracts with consultants, contractors, service providers, and/or vendors of various services.
- Develops, administers, and manages assigned budgets; forecasting of funds needed; researching and analyzing funding sources and availability; and monitoring and reviewing budgets with assigned division management and the County Administrator on an ongoing basis.
- Serves as liaison with other governmental agencies, including federal and state agencies, municipalities, Joint Powers Authorities, special districts, non-governmental entities, and community interests.
- Coordinates activities and communications with other members/parties and represents the County of Inyo's interests and needs in a positive and collaborative manner.
- Directs/performs the investigation and resolution of complaints/concerns related to departments/divisions operations and activities as assigned and upon request, and identifies and initiates solutions to major issues involving policy, service delivery, and organizational changes and directions.
- Organizes, coordinates, provides leadership to, and participates in a variety of committees and task forces within County of Inyo, state and federal agencies/departments in response to identified needs, special assignments, enhanced communications, and the overall and ongoing commitment to supporting the County of Inyo and its citizens.
- Oversees, manages, and monitors the collection of a wide variety of data and documentation.
- Oversees, manages, and monitors related recordkeeping and reporting functions.

- Researches and prepares a variety of technical and administrative reports, presentations, and prepares written correspondence.
- Monitors, develops, and comments on federal and state legislative and regulatory initiatives and performs legislative advocacy consistent with the Inyo County Legislative Platform and as directed.
- Maintains current knowledge of laws, codes, regulations, policies, and procedures related to areas of responsibility, and modifies programs, projects, procedures and services to ensure compliance with standards and requirements as needed.
- Prepares and presents effective reports and presentations.
- Serves in an acting or interim management capacity in other departments and divisions, within the County Administrative office and countywide, when vacancies arise.
- Builds and maintains positive working relationships with County management and staff, outside agencies and organizations, state and federal departments and agencies, and the general public utilizing principles of effective customer service.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, political science, or a closely related field.
- At least seven (7) years of progressively responsible professional administrative experience, preferably in a governmental agency, including six (6) years of management responsibility, with four (4) years in a California public agency.

#### **Path 2:**

- Associate's degree in public administration, business, or a related field.
- At least eight (8) years of progressively responsible experience in county-level operations, including four (4) years of management responsibility and demonstrated experience in budget development, interdepartmental coordination, and policy implementation.

#### **Path 3:**

- High school diploma or equivalent.
- At least ten (10) years of progressively responsible senior-level administrative or executive management experience in a governmental or public sector agency, including six (6) years of management responsibility, with four (4) years in a California public agency.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Standard and accepted principles and practices of public administration, including county government structure and administration.
- Advanced principles and practices of administrative analysis.
- Standard and accepted principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Relevant local, state, and federal laws, rules and regulations.
- Standard and accepted governmental budgeting procedures and techniques.
- Standard and accepted principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Standard and accepted office procedures, methods, and equipment.
- Standard workplace computer software applications.

**Skill/Ability to:**

- Standard and accepted principles and practices of public administration, including county government structure and administration.
- Advanced principles and practices of administrative analysis.
- Standard and accepted principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Relevant local, state, and federal laws, rules and regulations.
- Standard and accepted governmental budgeting procedures and techniques.
- Standard and accepted principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Standard and accepted office procedures, methods, and equipment.
- Standard workplace computer software applications.
- Work nights and weekends as needed

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Assigned work is mostly performed in an indoor office environment, though infrequent to occasional outdoor work may be required.

- Expect frequent to constant contact with other people face-to-face, by live video, and by phone and email, with minimum to moderate noise from people, office machines, and equipment outdoors.
- Frequent driving may be required between work locations with limited transportation alternatives.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant visual, auditory, and mental acuity with effective communication.
- Constant memory and recall for accurate and timely communications.
- Frequent sitting and driving.
- Frequent repeated hand movements, requiring dexterity and hand-eye coordination.
- Frequent bending and twisting of the neck, computer use (keyboard, mouse), handling (holding, light grasping), and reaching below the shoulder.
- Frequent lifting/pushing/pulling up to 10 pounds, occasional 11-25, rare to never 25+ pounds.
- Occasional bending and twisting at the waist, walking, standing, climbing stairs, and walking on uneven ground.
- Infrequent exposure to extreme temperatures and exposure to dust/fumes/chemicals.
- Never to rare: squatting, power grasping, fine fingering, running, kneeling, crawling, operating hazardous machinery, reaching above shoulder, working at heights, exposure to excessive noise, and exposure to vibration.





## COUNTY OF INYO

### Assistant County Counsel

**FLSA STATUS: Exempt**

**DEFINITION:**

Performs high-level legal and administrative work in support of the County Counsel, including providing legal advice to County departments, supervising staff, managing daily operations, and overseeing budget development. Acts as second-in-command and serves as acting County Counsel as needed. Represents the office in legal matters and public meetings, ensures compliance with laws and policies, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This single position classification is responsible for assisting the County Counsel with administering the ongoing activities of the County Counsel's Office. The incumbent serves at the pleasure of the appointing authority and assists in accomplishing departmental goals and objectives within general policy guidelines. The incumbent also provides professional legal services and advice to the Board of Supervisors, County departments, special districts and commissions on civil and administrative legal matters. This position is distinguished from the Chief Deputy County Counsel position by playing a larger role in supervision and management of the other office personnel (including supervision of the Chief Deputy County Counsel), development and administration of the budget, directing department operations, and by serving as second-in-command to the county counsel and primary acting county counsel in the county counsel's absence.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Analyzes and resolves complex legal issues associated with County government and its operations.
- Identifies with the County Counsel the direction and goals of the Office.
- Plans and participates in the general planning for the Office.
- Implements directions and policies established by County Counsel.
- Develops strategies/plans to accomplish specific goals.
- Organizes the deputies' duties to align with established goals.
- Manages the work and develops performance standards for deputies.
- Assigns, directs, and reviews the work of attorneys assigned under his/her direction.
- Consults with high level County officials on significant/complex litigation, legal/administrative problems; and advises and provides recommendations in association with legal implications in the development/implementation of policy.

Assistant County Counsel

- Advises and assists in training deputies in law, research, and litigation techniques.
- Acts in the absence of County Counsel or at his/her direction.
- Represents County Counsel at various meetings of boards and commissions within the County.
- Prepares, maintains, and implements policies and procedures in the Office of County Counsel to ensure compliance and consistency with legal mandates, laws, and guidelines as well as the directives of the Board of Supervisors and the County Counsel.
- Recommends and participates in the appointment of departmental personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as requested; maintains employee morale and high standards necessary for the efficient and professional operation of the County Counsel's Office.
- Identifies operational and administrative issues and/or problems; works with staff in the formulation of effective prompt solutions; oversees, coordinates, and monitors the implementation of new and/or modified processes, systems, and/or procedures as necessary and as approved.
- Represents the County Counsel and his/her Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Directs, monitors, and oversees the development of the County Counsel's annual budget; provides oversight and direction in the on-going administration of the budget's revenue and expenditure transactions, recordkeeping, and fiscal reporting.
- All members of the County Counsel's Office work on day-to-day matters as they arise, which include but are not limited to the following:
- Timely reviews and analyzes Legal Requests [Pink Sheets] that present a myriad of issues many of which following review will be included on the weekly posted Agenda to go before the Board of Supervisors at public meetings.
- Provides advice on the Brown Act in advance of and during public meetings.
- Participates in the review, research and preparation of a variety of contracts and agreements; oversees and offers legal opinions on assigned contracts and agreements to ensure on-going compliance and adherence to contractual obligations.
- Analyzes, appraises and organizes facts, evidence and precedents and presents such material orally and in writing in a clear and logical form.
- Directs, coordinates, monitors, and participates in the legal research and writing of opinions, legal briefs, petitions, ordinances, resolutions, court orders, contracts, Board
- Orders and/or related correspondence and documents to support and best serve the interests of the County, its departments, and its citizens.
- Researches and prepares technical and administrative reports.
- Defends the County and other designated governmental agencies in litigation proceedings; participates in and coordinates the preparation and trials of significant cases in federal, state, or local courts.
- Prepares written correspondence and assists in assembling and responding to Public
- Record Act Requests.

#### Assistant County Counsel

- Analyzes complex problems quickly and objectively, evaluates alternatives, makes sound recommendations, and successfully implements effective solutions.
- Analyzes work papers, reports and special projects; identifies and interprets technical and numerical information on a variety of issues; observes and problem solves operational and technical policies and procedures; and explains relevant policies, procedures and matters of law to County officers, employees, outside counsel and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Operates and utilizes a variety of office equipment including computer hardware, software, and peripheral equipment at a sufficient level for successful job performance.
- Works with various cultural and ethnic groups in a tactful and effective manner.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education/Experience:**

- Graduation from a recognized law school, or the completion of an equivalent program certified by the California State Bar.
- At least five (5) years of progressively responsible practice of law in the representation of public entities within the state of California.

##### **Licenses, Certificates, and Special Requirements:**

- Active membership in good standing with the California State Bar Association.
- Admission to practice before state and federal courts.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Court proceedings, discovery techniques, jury selection, settlement practices and other matters related to trial and appellate practice.
- Rules of practice in California and federal trial and appellate courts, and quasi-judicial bodies.
- Federal, state, and local statutory, regulatory, administrative and case law applicable to local jurisdictions.
- Substantive and procedural law applicable to juvenile dependency matters.
- Principles of personnel management and supervision.
- The Brown Act, the Conflict of Interest Laws and other laws relevant to County operations.
- Contemporary trends and practices of County Counsel Office operations

##### **Skill/Ability to:**

- Demonstrated ability to perform skills required by the Essential Job Functions.

#### Assistant County Counsel

- Ability and willingness to perform the basic day-to-day work required in a small office, as well as manage.
- Ability to quickly research legal questions, apply law to facts and issue a legally defensible opinion.
- Ability to manage the overall litigation activities of the County: prepare, present, and conduct complex lawsuits, cases and appeals in an effective manner.
- Ability to maintain and take appropriate steps to preserve confidentiality.
- Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Demonstrated ability to supervise others.

#### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Commented [GO1]:** We are committed to fostering a workplace that is accessible, supportive, and inclusive of all qualified individuals.

#### **Environmental Conditions:**

- Most assigned work is performed in an indoor office environment with continuous contact with people in-person and by various electronic means.
- Expect minimum noise from people and office machines. Driving is required.

#### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, lifting/pushing/pulling/carrying up to 10 pounds, and handling (holding, light grasping). Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent (31-62%): Bending and twisting of the neck.
- Occasional (7-31%): Standing and walking short distances, fine fingering (pinching/picking through paper files), bending and twisting at the waist, lifting/pushing/pulling/carrying 11-25 pounds, operating office machines, and driving.
- Infrequent (1-7%): Climbing stairs, reaching above the shoulder, squatting, exposure to extreme temperature.

Assistant County Counsel

- Never/Rare (<1%): Crawling, walking/standing on uneven and slippery surfaces, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, climbing ladders, working at heights, and running.



## COUNTY OF INYO

### Assistant District Attorney

Commented [DC1]: Final edit - DMC 8/7/2025

#### **FLSA STATUS: Exempt**

#### **DEFINITION:**

The Assistant District Attorney is responsible for assisting the District Attorney with administering the ongoing activities of the District Attorney's Office and assists in developing and implementing departmental goals and objectives within general policy guidelines. The Assistant District Attorney receives administrative direction from the District Attorney and exercises direct supervision over professional, para-professional, technical, and clerical personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

The Assistant District Attorney is a senior-level management classification within the District Attorney's Office. This position is distinguished by its broad scope of responsibility for overseeing complex legal operations, supervising multidisciplinary teams, and directly assisting the District Attorney in strategic planning, policy development, and high-level prosecutorial decisions. Unlike subordinate classifications, the Assistant District Attorney exercises significant independent judgment and discretion in legal, administrative, and personnel matters, and may act on behalf of the District Attorney in their absence. The role requires a deep understanding of criminal law, courtroom procedures, and public administration, as well as the ability to lead and mentor legal staff in a high-stakes, fast-paced environment.

#### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the District Attorney's Office consisting of legal, investigative, and support staff in the provision of the highest level of legal services to the County's citizens.
- Manages, directs, monitors, and participates in the prosecution of all criminal cases.
- Directs, coordinates, monitors, and participates in the full range of legal activities involving the investigation and prosecution of the more routine to the most complex criminal cases.
- Prepares and presents cases in court.
- Directs, coordinates, monitors, and participates in the review of complaints and reports filed by arresting officers or complainants.
- Interviews complainants and witnesses in regard to prospective criminal complaints.
- Subpoenas witnesses.
- Approves or rejects the filing of complaints in such criminal matters.

#### Assistant District Attorney

- Directs, coordinates, monitors, and participates in the research and review of applicable laws, case law, and previous court decisions.
- Interprets and applies laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs.
- Prepares pleadings and other papers/legal documentation in connection with trials, hearings and other legal proceedings.
- Reviews cases for any assistance required of investigation staff.
- Assigns investigatory staff to secure evidence and/or conduct investigations.
- Assembles and evaluates evidence, initiating and supervising the work of assigned investigatory staff.
- Consults and cooperates with other department managers, judges, and the Attorney General on all aspects of criminal action.
- Directs, coordinates, and oversees the development and implementation of the District Attorney's Office's policies and procedures to ensure compliance and consistency with legal mandates, laws, and guidelines, as well as the directives of the Board of Supervisors and the District Attorney.
- Participates in the development and monitoring of the District Attorney's annual budget.
- Assists in the ongoing administration of the budget's revenue and expenditure transactions, recordkeeping, and fiscal reporting as necessary and as assigned.
- Recommends and participates in the appointment of departmental personnel.
- Provides or coordinates staff training.
- Conducts performance evaluations.
- Implements discipline procedures as requested.
- Maintains employee morale and high standards necessary for the efficient and professional operation of the District Attorney's Office.
- Represents the District Attorney and his Office to outside agencies and organizations.
- Participates in outside community and professional groups and committees.
- Provides technical assistance as necessary.
- In the absence of the District Attorney, assumes responsibility of the Office as needed.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education/Experience:**

- Juris doctorate from an ABA or California accredited law school.
- Ten (10) years in the general practice of law, or five (5) years as a prosecutor with a District Attorney's Office including at least two (2) years at the level of Senior Deputy District Attorney, or five (5) years of experience with other criminal prosecuting agency including at least two (2) years at a level comparable to Senior Deputy District Attorney or above.

##### **Licenses, Certificates, and Special Requirements:**



Assistant District Attorney

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Active membership in good standing with the California State Bar Association.
- Admission to practice before state and federal courts.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of criminal and juvenile law.
- Practices, principles, and methods of legal research.
- California criminal law and procedures.
- California code of evidence and judicial rules.
- Principles and practice of criminal pleadings.
- Trial and hearing procedures and rules of evidence.
- The State Penal, Welfare, and Institutions Codes.
- Rules of Court and precedent decisions impacting the prosecution of misdemeanor and felony cases.
- All aspects of legal administration, including appropriate methods, procedures, and technical expertise.
- Public sector law, California and federal statutory and constitutional law, civil and appellate procedures and County ordinances and regulations.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Responsibilities, power, and statutory limitations of the District Attorney's Office.
- Budgeting procedures and techniques; principles and practices of organizational analysis and management.
- Standard and accepted office procedures and computer equipment.

**Skill/Ability to:**

- Know and understand all aspects of the job.
- Know laws, regulations, and codes.
- Observe performance and evaluate staff and problem solve office-related issues.
- Analyze budget and technical reports.
- Explain and interpret policy.
- Analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Present law, facts, and arguments clearly and logically in written and oral form.
- Investigate, explain, and write reports on criminal law and related legal matters.
- Prepare and present legal cases and perform legal research.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interview.

- Handle multiple cases; work with interruption.
- Deal firmly and courteously with the public.
- Select, train, motivate, and evaluate professional, para-professional, and clerical staff.
- Work under time constraints and exacting professional and legal standards.
- Operate and utilize a variety of office equipment including computer hardware, software, and peripheral equipment at a sufficient level for successful job performance.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

Most assigned work is performed in an indoor office or courtroom environment, and offsite at crime scenes and indoor or outdoor locations to meet with witnesses and victims. The Independence office and courtroom are on the third floor and there is no elevator. Expect generally minimum noise from people and office machines.

Driving is required with limited transportation alternatives. This is a countywide position, and the reporting location for each day will be determined by the District Attorney and court schedule.

**Physical Demands:** Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, lifting/pushing/pulling/carrying up to 10 pounds, and handling (holding, light grasping). Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent (31-62%): Standing and walking short distances and bending and twisting of the neck.
- Occasional (7-31%): Climbing stairs, fine fingering (pinching/picking through paper files), bending and twisting at the waist, and driving.
- Infrequent (1-7%): Operating office machines, lifting/pushing/pulling/carrying 11-25 pounds, reaching above the shoulder, and exposure to extreme temperature.
- Never/Rare (<1%): Crawling, squatting, walking/standing on uneven and slippery surfaces, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, kneeling,

**Commented [DC2]:** I would add that the courtroom in Independence is also on the third floor.

**Commented [DC3]:** Climbing stairs is much more than "infrequent" given that our Independence office and the main courtroom is located on the third floor of a building without an elevator. I would increase this to frequent.

**Commented [AH4R3]:** Frequent would imply that the ADA spends half of every single day on the staircase. I moved climbing stairs to occasional.

**Commented [AH5R3]:** I also added a note that the office is on the 3rd floor with no elevator.

**Commented [DC6R3]:** That sounds good - I just want to make sure any applicant understands stairs are required in order to perform the duties. Thanks!

Assistant District Attorney

lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, climbing ladders, working at heights, and running.



# COUNTY OF INYO

## Assistant HHS Director

**FLSA STATUS:** Exempt

**DEFINITION:**

Under the direction of the Health and Human Services Director and within the philosophical and policy direction of the Board of Supervisors, this position oversees all program services and operations in coordination with the HHS Program Integrity and Quality Assurance Manager over qualitative outcomes, evaluation and data analysis; directly supervises HHS division Deputy Directors over Behavioral Health, Social and Placement Services, Public Assistance and Aging, Public Health and Prevention, and Fiscal Oversight and Special Operations ; ensures efficient and effective operations with appropriate internal controls, and continuous quality improvement of service delivery across the Inyo County geographical area; plans, directs, encourages the development of, and ensures implementation of new and existing integrated services within a wide range of federal, state and local laws and regulations, across funding silos both within HHS and with other professional partners as appropriate; actively promotes and assures operational focus on the public service missions, excellent customer service, and the appropriate recruitment and retention of trained and emotionally healthy personnel to serve the public; oversees the development of, as well as directly prepares, required State administrative plans, outcomes and evaluations of client services; serves as an executive member of the HHS management team and acts in the absence of the HHS Director; provides a lead role in insuring the set-up of shelters and evacuation centers in emergencies/disasters, as requested by the Inyo County Sheriff or County Administrator in any and all regions of the County. This leadership role embraces inclusive governance and promotes equitable access to services across all communities within Inyo County.

**DISTINGUISHING CHARACTERISTICS:**

This executive-level position serves as the operational leader for Inyo County's Health and Human Services Department, distinguished by its broad oversight of integrated public health, behavioral health, social services, and prevention programs. The role requires strategic coordination across fiscal, programmatic, and evaluative functions, and is marked by its emphasis on inclusive governance, cross-sector collaboration, and a commitment to equitable service delivery. Acting as the Director's delegate, the Assistant HHS Director ensures continuity of leadership, especially during emergencies, while fostering a trauma-informed, mission-driven workforce culture.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Conducts and/or oversees community and service-specific needs assessments and plan development.

- Directs and administers the implementation and on-going management of multiple and significant health and human services and programs within the jurisdiction of the Inyo County Board of Supervisors, in the most cost effective and customer service-oriented manner.
- Facilitates and provides positive and effective leadership to program, project, and multi-disciplinary team members including within HHS and with other community agencies.
- Develops networks, builds alliances, collaborates across boundaries, and finds common ground with a widening range of stakeholders.
- May form and facilitate meetings of community coalitions or collaborative groups in various regions of the County.
- Is technically knowledgeable in one or more health and human services fields and demonstrates continual learning.
- Through HHS Director, recommends policies to, and carries out policies of the Inyo County Board of Supervisors.
- Directs, coordinates and monitors the development of work plans, priorities, policies and procedures, and evaluation criteria.
- Assigns work activities to staff, projects and teams.
- Performs the most critical and sensitive professional representation, facilitation, and negotiation tasks.
- Monitors and evaluates work in progress and at completion to ensure compliance with program/project criteria.
- In a context of internal and external political and fiscal realities, identifies programmatic needs, goals, objectives, priorities, and activities to be accomplished consistent with policies of the Board of Supervisors and with the Health and Human Service Department's mission, goals, and objectives, develops strategies for the successful achievement of those goals, objectives and priorities.
- Directs and coordinates the implementation of accepted strategies and plans, programs and staff performance.
- Creates a workforce culture which permits the provision of quality public service.
- Identifies and develops new and/or modified programs that would promote and enhance the mission, goals, and objectives of the Inyo County Board of Supervisors and Health and Human Services Department and its client services.
- Initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed program/project.
- Serves as a contributing member with the Health and Human Services management team.
- participates in the development and implementation of Departmental policies, procedures, and systems.
- Participates in the identification and allocation of fiscal, staffing, and material resources.
- And contributes to the problem-solving, decision-making, and planning activities of the Department.
- Works closely with, supports, and evaluates HHS division lead managers and the services in each division.

- Participates in staff recruitments, and makes recommendations about personnel hiring, and discipline.
- Facilitates conflict resolutions, as necessary, within the workforce and/or with partners.
- Initiates, directs and coordinates the design and development of integrated service plans whenever possible and practical.
- Initiates collaborative efforts among relevant federal, state, and local agencies.
- Acts as a representative of the Department with other County departments, state agencies and departments, community and outside organizations.
- Ensures communication with and input into all decision-making and data collection processes that impact the goals and mission of the Health and Human Services Department as well as designated programs.
- Provides professional and managerial resources to the Health and Human Services Director, the Departmental management team, other directors, managers, staff and clients in a responsible and supportive manner that will maximize the Department's effectiveness, responsiveness, and in accordance with its mission and objectives.
- Participates in the development and administration of program budgets, coordination and forecasting of funding and staffing needs.
- Researches and analyzes funding resources and availability.
- Monitors and reviews budgets with the Department's fiscal division and with other program managers/supervisors on an on-going basis.
- Directs the investigation and resolution of complaints/concerns related to program areas and activities.
- Identifies and initiates solutions to major issues involving policy, client service delivery, and organizational changes and directions.
- Organizes, coordinates, provides leadership to and participates in a variety of committees and task forces within and outside of the Health and Human Services Department in response to identified needs, special assignments, enhanced communications, and the overall and on-going commitment to team management and the provision of quality client services.
- Travels to statewide association meetings, trainings, and other venues to stay abreast of emerging trends, research and or upcoming policy/funding changes or challenges that will impact local HHS services.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- A Bachelor's degree from an accredited college or university in business, administration, psychology or closely related field.
- Five (5) years of progressively responsible professional experience in a human services field.
- One (1) year of public sector work.

**Path 2:**

- High School Graduation or equivalent
- Four (4) years' full-time work experience in a Senior Leadership Position in a County Health & Human Services, Social Services, Behavioral Health, Public Health or closely related office.

**Path 3:**

- High School Graduation or equivalent
- Ten (10) years' full-time management experience in a human services field.

**Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and objectives of health and/or human services in California.
- Principles and practices of leadership, motivation, team building, supervision and conflict resolution.
- Pertinent local, state and federal laws, rules and regulations of California's public service systems.
- Standard and accepted organizational and management practices as applied to the development, analysis, and evaluation of programs, policies and operational needs in addressing an array of health and human services issues including but not limited to community health, child and family social, primary health and/or behavioral services, adult and aging services, and prevention services.
- Principles and practices of organizational administration and personnel management, supervision, training and performance evaluation.
- Cultural, religious, economic and social groups and relationships relevant to the delivery and acceptance of health and human services.
- Trauma-informed practices that foster a respectful and supportive environment for both clients and staff.

**Skill/Ability to:**

- On a continuous basis, analyze programmatic and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem-solve department-related issues; remember various rules; explain and interpret policy.
- Plan, organize, direct, coordinate and evaluate the activities of multi-disciplinary management, professional, technical, and clerical staff involved in complex and comprehensive program delivery; consider and respond appropriately to the needs, feelings and capabilities of different people in different situations; be tactful, compassionate, sensitive and treat others with respect.
- Develop and implement department/division policies, procedures and systems.



- Build consensus through give and take; persuade others; gain cooperation from others to obtain information and accomplish goals.
- Successfully develop, control and monitor multiple programs and related expenditures within budgetary constraints.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations in an effective manner.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and paragraph structure, and including proficient use of computers to produce written documents, regularly communicate via e-mail, and navigate the Internet.
- Operate automated office equipment and systems used by the Department.
- Supervise, train and evaluate assigned personnel.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Plan, organize, and schedule priorities for self and others in an effective and timely manner.
- Exercise good judgment by making sound and well-informed decisions; perceive the implications of decisions; make effective and timely decisions.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.
- Consistent attendance is an essential function of the position.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Most assigned work is performed in an indoor environment with constant computer use and contact with people face-to-face and by various electronic means.
- Expect minimal noise from people and office machines.
- Driving between worksites is required with limited transportation alternatives.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, interpreting, reading, using a computer (mouse, keyboard, tablet, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with the public, staff, and other stakeholders with tact and diplomacy

using visual / auditory / speech acuity, with memory and recall, for accurate, timely, and courteous operations / communications / transfer of information.

- Frequent (31-62%): Bending and twisting of the neck, public speaking, and using the telephone.
- Occasional (7-31%): Standing and walking short distances, documenting, driving, climbing stairs, and squatting.
- Infrequent (1-7%): Walking / standing on uneven and slippery surfaces, operating office machines, bending and twisting at the waist, reaching above the shoulder, lifting / pushing / pulling / carrying 11-25 pounds, fine fingering (pinching, picking), exposure to seasonal extreme temperature, and exposure to dust / gas / fumes / chemicals.
- Never/Rare (<1%): Climbing ladders and working at heights, lifting / pushing / pulling / carrying more than 25 pounds, crawling, running, power grasping, exposure to excessive noise or vibration, kneeling, and operating hazardous machinery.



# COUNTY OF INYO

## Assistant Personnel Director

**FLSA STATUS:**      Exempt

**DEFINITION:**

Under general administrative direction, plans, organizes and directs the activities of the Department of Human Resources; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single position class characterized by responsibility to develop and administer the County Personnel Management Program which includes Recruitment, Examination and Selection; Classification; Employee Relations; Equal Employment Opportunity; Organizational and Employee Development; Employee Benefits; and Personnel Records/Transactions. The incumbent serves as principal advisor to the County Administrative Officer and Board of Supervisors on the personnel and organizational matters. The position reports to the County Administrative Officer.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Directs the planning, development, implementation, and administration of personnel programs.
- Evaluates program effectiveness and initiates changes as required.
- Ensures coordination with county officials, affected departments and organizations.
- Formulates, recommends, and implements personnel management policies and procedures within the framework of the County's merit system and legal mandates.
- Interprets, explains, and ensures compliance with county Personnel Rules, Memorandum of Understanding, ordinances, and agreements. Directs the review and analysis of legislation, state and federal regulations, and court decisions affecting personnel matters.
- Advises the County Administrative Officer and members of the Board of Supervisors on sensitive and complex personnel matters.
- Directs the preparation, justification, and administration of the department budget.
- Determines staffing and equipment needs.
- Makes presentations to the Board of Supervisors, various commissions, employee organizations, and hearing bodies.
- Maintains liaison with agency and department administrators and other government entities.
- Represents the County at conferences and meetings.
- Directs and manages a staff of analysts and other support personnel through subordinate managers.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- Bachelor's degree from an accredited college or university in human resources, management, public administration, business administration, psychology, or a closely related field.
- Four (4) years of professional experience in human resources or a related field, including one (1) year in a supervisory capacity.

#### **Path 2:**

- Completion of 60 semester units (or 90 quarter units) from an accredited college or university, with coursework in public administration, business, human resources, psychology, or a related field.
- At least three (3) years of progressively responsible management-level experience in county government, which may include oversight of programs, departments, or administrative functions. At least two (2) years must include supervisory or lead responsibility.

Experience does not need to be exclusively in human resources but must demonstrate transferable leadership, personnel oversight, or administrative competencies relevant to the role.

#### **Path 3:**

- High school graduation or equivalent.
- At least five (5) years of full-time professional experience in a management or senior supervisory role within a public agency, with direct responsibility for personnel administration, human resources operations, or labor relations.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, methods, practices and terminology of public merit system and human resources program administration and their application in the operation of a large public human resources agency.
- Current Federal, State, and local labor laws, regulations, practices, research, and court decisions relevant to public human resources administration.
- Principles and techniques of human resources management, including recruitment, selection, hiring, supervision, training and evaluation, benefit and leave administration.

- Principles of job classification and compensation analysis.
- Organization and operation of County government and functional departments.
- Principles and practices of government budgeting and fiscal management.
- Principles and processes for providing customer service and public employment services.
- Current technology, information system applications, and automation principles and practices in the human resources field.

**Skill/Ability to:**

- Effectively manage complex human resources programs and related activities.
- Select, train, engage and motivate professional and clerical subordinates, as well as, plan, prioritize and supervise their work.
- Understand, interpret, and apply Federal, State, and local laws and regulations as they apply to human resources administration.
- Advise and collaborate with other department directors and staff to ensure compliant human resources practices.
- Develop, present, and implement budget plans and monitor departmental revenues and expenditures.
- Establish and maintain effective working relations with other County departments, representatives from other public and private agencies, staff, and the public.
- Communicate with tact, skill and diplomacy when engaging in difficult problem solving and issues.
- Advise and engage the cooperation and support of the public and other parties concerned with human resources program operations.
- Communicate effectively in writing and orally in a clear, logical, and concise manner.
- Support respectful decision-making that reflects a broad understanding of community and workforce perspectives.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.* Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**Environmental Conditions:**

- Most assigned work is performed in an indoor office environment with frequent contact with people face-to-face and by various electronic means.
- Expect minimum noise from people and office machines. Driving between work locations is required.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant: Sitting, computer use (mouse, keyboard), lifting/pushing/pulling/carrying up to 10 pounds, reaching below the shoulder, repeated hand movements that require dexterity and hand-eye coordination. Also, interacting /communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent: Bending and twisting of the neck and at the waist, handling (holding, light grasping), and operating office machines.
- Occasional: Reaching above the shoulder, standing, driving, and walking.
- Infrequent: Climbing stairs and stepstools, exposure to extreme temperature, fine fingering (pinching, picking), kneeling, lifting/pushing/pulling/carrying 11-25 pounds, squatting, walking/standing on uneven and slippery surfaces.
- Never/Rare: Crawling, exposure to dust/gas/fumes/chemicals, exposure to excessive noise or vibration, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, climbing ladders, working at heights, and running.



# COUNTY OF INYO

## Assistant Treasurer Tax Collector

**FLSA STATUS:** Exempt

**DEFINITION:**

Under direction, to assist in formulating policy and procedures for the Office of the Treasurer-Tax Collector, to coordinate the planning, organizing, and directing of the activities of the two divisions of that office; to act for the Treasurer and Tax Collector during absences; and to do other work as required.

**DISTINGUISHING CHARACTERISTICS:**

This single-position class is assigned the responsibility of directing through subordinates the day-to-day activities of both the Treasurer's and the Tax Collector's Divisions of the Office of the Treasurer-Tax Collector in all areas of responsibility assigned to that office by state law and county ordinance. Reporting directly to the Treasurer and Tax Collector, the incumbent in this position utilizes department head directives, governmental laws, and established procedures to ensure that areas of responsibility are being properly met.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans and coordinates the activities of the divisions of the Treasurer and Tax Collector's Department under established departmental policies.
- Under established departmental policies, establishes work objectives and reviews work.
- Coordinates workload.
- Administers personnel policies and procedures and training and cross-training programs.
- Administers the investment of surplus funds for the county, schools, and special districts.
- Maintains custody of monies, collateral, and other securities.
- Supervises the banking services operation provided for all departments.
- Supervises the billing, collection, settlement, auditing, and foreclosing for special assessment bonds.
- Provides direction on the billing, collection, and settlement of taxes.
- Supervises the preparation and publishing of the annual list of delinquent taxes, the maintenance of records on properties that has become tax defaulted properties at public auction.
- Oversees the sale of tax defaulted properties at public auction.
- Responds to and maintains all bankruptcy cases.
- Assists in the preparation of the annual departmental budget and supervises budget controls.
- Analyzes proposed and newly enacted legislation affecting the practices and procedures of the Treasurer-Tax Collector's office.



- Prepares or reviews and approves various reports and correspondence.
- Confers with county officials and employees, representatives of other public agencies, and the private sector.
- Complies with the disclosure laws pertaining to the distribution of public documents.
- Participates in the issuance of debt and request for financing received from both the public and private sectors.
- Attends legislative and educational conferences and seminars.
- Represents the Treasurer-Tax Collector at meetings as directed.
- Acts for the department head during absences.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

To qualify, candidates must meet one of the following criteria:

- Have at least three continuous years of experience in a senior financial management role for a public agency.
- Hold a relevant bachelor's or advanced degree with a minimum of 16 semester units in accounting, auditing, or finance.
- Be a licensed Certified Public Accountant (CPA) with a permit to practice in California.
- Be a designated Chartered Financial Analyst (CFA) with a minimum of 16 semester units in accounting, auditing, or finance.

### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- The duties and responsibilities of the Treasurer-Tax Collector functions of the county.
- General and governmental accounting principles, theories, and procedures.
- Federal, state, and local codes, rules and regulations relating to and influencing work-related operations.
- Principles of public administration, organization, and supervision.
- Accounting systems and procedures as applied to electronic data processing.

### **Skill/Ability to:**

- Plan, supervise, and direct the work of an office staff.
- Interpret and apply federal, state, and local laws, and local statutes or ordinances related to tax collection procedures.

- Train and supervise personnel.
- Prepare comprehensive and detailed financial and statistical reports.
- Develop and initiate systems to accommodate the tax collections program requirements.
- Establish and maintain effective relationships with the public and private sectors and co-workers.
- Participate in and benefit from supervision, collaborative staff meetings and trainings.
- Travel to and attend educational seminars.
- Operate various office machines including, but not limited to, ten-key calculators, computers, and typewriters.
- Must be willing and available to work overtime as needed (this position is an exempt position in accordance with the provisions of the Fair Labor Standards Act).

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

#### **Environmental Conditions:**

- Most assigned work is performed in an indoor office environment out of Independence with continuous contact with people face-to-face and by telephone and other electronic means, with periodic work out of the Bishop office.
- The reporting location in Independence is on the second floor and there is no elevator.
- Expect moderate noise from people and office machines.

#### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting, computer use (mouse, keyboard, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information in a variety of environments.
- Frequent (31-62%): Standing and walking short distances, and bending and twisting of the neck.
- Occasional (7-31%): Operating office machines, driving, lifting/pushing/pulling/carrying 11-25 pounds, fine fingering (pinching, picking), bending and twisting at the waist, and climbing stairs.
- Infrequent (1-7%): Reaching above the shoulder, squatting, and exposure to extreme temperature.
- Never/Rare (<1%): Climbing ladders and working at heights, walking/standing on uneven and slippery surfaces, crawling, exposure to dust/gas/fumes/chemicals, exposure to excessive noise

or vibration, kneeling, lifting/pushing/pulling/carrying more than 25 pounds, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Equipment Mechanic Operator I-II

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Performs maintenance, repair, and overhaul of gasoline and diesel-powered equipment, including diagnosing defects, tuning engines, repairing brakes, electrical systems, and hydraulics. Maintains records, fabricates parts using welding, and operates various vehicles and heavy-duty machinery for construction and infrastructure upkeep. Conducts fieldwork, transports equipment countywide, and may train or lead other workers as needed.

**DISTINGUISHING CHARACTERISTICS:**

The Equipment Mechanic Operator I-II role involves both mechanical repair and equipment operation. Unlike a supervising position, it may provide temporary guidance and supervision on projects but does not supervise other workers. This role requires versatility in performing a range of mechanical and operational tasks, fieldwork, and ensuring safety and compliance.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

**Level I**

- Performs routine services such as oil changes, brake adjustments and filter changes.
- Maintains, repairs, and overhauls gasoline and diesel-powered construction, maintenance, and automotive equipment.
- Examines and locates mechanical defects in a wide variety of automotive, road construction, and maintenance equipment, including diesel and gasoline-powered trucks and tractors.
- Makes a variety of mechanical repairs including engine tune-ups, brake service, electrical and hydraulic system repair.
- Maintains records of time and materials used on each job; files repair records with fiscal staff.
- Uses welding equipment to fabricate, rebuild, and strengthen various equipment parts.
- Operates a variety of vehicles and equipment.
- Operates trucks, light and heavy-duty equipment used in the construction and maintenance of roads and drainage systems.
- Performs skilled and semi-skilled work in the maintenance, repair, and construction of County roads, bridges, , culverts, traffic signage, and related structures.
- Disassembles, repairs, grinds, or replaces worn parts.
- Fits new parts and adjusts engines, oil, water, fuel pumps, carburetors, fuel injectors, governors, starting motors, brakes, and steering gear.

- Times and adjusts motors.
- Replaces electrical wiring.
- Overhauls hydraulic *s\_systems*, *brakes* and steering assemblies on tractors and trucks.
- Performs work in the field.
- Operates equipment for construction and maintenance of roads, signs, culverts, and striping.
- May be required to transport throughout the County.
- May train other workers or works as lead worker as required.
- Performs related duties as assigned.

#### **Level II**

- Performs all the duties of Level I.
- Performs work with minimal supervision.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Level I**

- High School graduate or equivalent.
- Two (2) years of combined experience in:
  - Automotive or heavy equipment maintenance and repair including the repair and overhaul of diesel and gasoline-powered automotive, construction, and maintenance equipment).
  - Operating heavy power-driven road construction equipment such as motor graders, dozers, or large earthmoving equipment.
  - Road construction and maintenance.

##### **Level II**

#### **PATH 1:**

- High School graduate or equivalent.
- Two years of work experience as a Heavy Equipment Mechanic AND Heavy Equipment Operator.

Example of skills that qualify for Heavy Equipment Mechanic: the repair and overhaul of diesel and gasoline-powered automotive, construction, and maintenance equipment.

Example of skills that qualify for Heavy Equipment Operator: experience in road construction and maintenance work including operating heavy power-driven road construction equipment such as motor graders, dozers, or large earthmoving equipment.

#### **PATH 2:**

- One year as an Equipment Mechanic Operator I with Inyo County.

## **Licenses, Certificates, and Special Requirements:**

### **Level I**

- Must possess or have the ability to obtain within five months of start date a valid Class A operator's license issued by the California Department of Motor Vehicles with triples, tankers and air brake endorsements.
- Must provide own tools.
- Must have ability to perform Biannual Inspection of Terminals (BIT).
- This position is subject to all FMCSA drug and alcohol testing requirements under 49 CFR Part 382, including pre-employment, random, post-accident, reasonable suspicion, and return-to-duty testing, as a condition of performing safety-sensitive functions.

### **Level II (In addition to those listed in Level I)**

- Must possess a valid Class A operator's license issued by the California Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, methods, and practices pertaining to the repair of heavy construction and maintenance equipment repair and maintenance.
- Tools, materials, and equipment used in the maintenance, adjustment, and repair of heavy construction and automotive equipment.
- Construction and maintenance of roads, signs, striping and drainage systems.
- Principles and methods of preventive maintenance of gasoline and diesel-powered equipment.
- Provisions of the California Vehicle Code and safe driving practices pertaining to the operation of light and moderately heavy vehicles and equipment.
- Safe work practices.
- Operation and routine maintenance of equipment including backhoes, sprayers, loaders, trucks, rollers, compressors, and related equipment.
- Handling hazardous materials.

### **Skill/Ability to:**

- Inspect and approve heavy construction and maintenance equipment repair work.
- Locate mechanical defects, estimate the type and feasibility of repairs. Perform repair.
- Operate machines and tools used in automotive and heavy-duty road equipment repair and welding work.
- Maintain accurate records and prepare repair orders
- Skillfully and safely operate various types of heavy and light construction equipment, tree maintenance and removal, and hand and power tools.
- Read and interpret repair manuals and schematics

- Perform skilled work in a variety of trades associated with road construction.
- Perform heavy construction or maintenance work to within close tolerance.
- Judge distances in ground levels and grade stakes.
- Understand and carry out oral and written instructions.
- Perform physical labor requiring manual dexterity and agility.
- Meet and maintain standards of physical endurance and agility.
- Work cooperatively with those contacted in the course of work.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

#### **Environmental Conditions:**

Assigned work is performed indoors and outdoors in a variety of extreme weather environments with multiple types of hazards in small and/or physically awkward spaces. Expect frequent contact with coworkers and exposure to noise, vibration, and moving parts from trucks, machinery, and equipment. Exposure to strong odors and other airborne irritants may be constant. The job is physically strenuous and requires stamina for extended periods and tasks that involve prolonged standing, kneeling, or other demanding physical activity. Appropriate safety gear is required. The workweek schedule is typically four ten-hour days and may include overtime.

**Physical Demands:** Frequency does not imply essentiality.

- Constant (>62% of typical day): Standing and walking, handling (holding, light grasping), power grasping, bending and twisting at the neck and waist, lifting / pushing / pulling / carrying up to 25 pounds, repeated hand movements that require dexterity and hand-eye coordination, and reaching and using tools below the shoulder.
- Frequent (31-62%): Standing and walking on varied terrain (including uneven ground and slippery surfaces) in awkward body positions for extended periods, exposure to dust / gas / fumes / chemicals, reaching and using tools above the shoulder, and operating potentially hazardous tools and machinery.
- Occasional (7-31%): Sitting / driving, squatting / crouching, operation of foot controls, reaching above and below the shoulder and remaining in this position while handling up to 25 pounds, crawling (under equipment), reading / interpreting / documenting, exposure to brief periods of extreme noise, exposure to vibration from vehicle or tool operations, using electronic equipment (from computers to testing devices), climbing steps / stepstools / ladders and working at heights, kneeling, fine fingering (pinching, picking), exposure to seasonal extreme wind and temperatures (120F to -10F), and lifting / pushing / pulling / carrying / holding 26-100 pounds. Also, interacting face-to-face and electronically with tact and diplomacy using visual / auditory / speech acuity,

with memory and recall, for accurate, timely, and courteous operations / communications / transfer of information in a variety of weather environments.

- Infrequent (1-7%): Using the telephone.
- Never/Rare (<1%): Running, exposure to biohazards, and lifting / pushing / pulling / carrying / holding more than 100 pounds.





## COUNTY OF INYO

### Program Manager- Behavioral Health

**FLSA STATUS:** Non-Exempt

**DEFINITION:**

Under the direction of the HHS Deputy Director of Behavioral Health, provide planning, administration, management oversight and supervision of education and training services as outlined in the Behavioral Health Services Act (BHSA) also known as Proposition 1. This position is also responsible for ensuring compliance of all Behavioral Health programs, including specialty mental health and substance use disorder programming. This role supports the delivery of equitable and culturally responsive behavioral health services to individuals and communities across diverse backgrounds

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by its comprehensive oversight of Behavioral Health Services Act (BHSA) programs, with a specialized focus on education, training, and compliance across a broad continuum of behavioral health services. The Program Manager operates with a high degree of autonomy under the direction of the HHS Deputy Director of Behavioral Health, serving as a key liaison between internal teams, contracted providers, and community stakeholders. The role requires advanced knowledge of culturally responsive practices, regulatory frameworks, and program evaluation methods, and is pivotal in ensuring that services are equitable, effective, and aligned with both state and federal mandates. Unlike other classifications, this position integrates strategic planning with direct supervision and fiscal coordination, making it central to the successful implementation and sustainability of behavioral health initiatives.

**ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Responsible for BHSA administrative functions, including stakeholder and community engagement, plan development, evaluation, and reporting requirements for the training, education and services provided through BHSA and Mental Health Block Grant (MHBG) programs.
- Provides management oversight to Progress House and Wellness Centers, ensuring that assigned staff is provided training consistent with program-specific regulatory requirements and that client services are conducted consistent with federal and state regulations.
- Directs, coordinates, and monitors the development of designated programs' work plans, priorities, and evaluation criteria; assigns work activities, projects, and teams; monitors and evaluates work in progress and at completion to ensure compliance with program and project criteria.

- Organizes and facilitates Behavioral Health Advisory Board meetings.
- Ensures local BHSA funding provides a comprehensive approach to the development of community based mental health services and addresses a broad continuum of community behavioral health services and supports, early intervention and crisis response, housing services, and full services partnerships that will effectively support all the continuum of community mental health services.
- Responsible for coordinating service delivery, providing supervision and guidance to assigned staff, as well as ensuring contract oversight and compliance by contracted providers.
- Works with and assists fiscal staff in planning, budgeting, and accounting of the ongoing fiscal operations of the residential care facility and wellness centers; works with fiscal staff on BHSA annual and multi-year budgets.
- Implements regulatory compliance programming for the Behavioral Health division and covers all direct and contractual service providers.
- In coordination with the Program Integrity and Quality Assurance (PIQA) program, examines issues, implements solutions and supports investigation of consumer complaints and regulatory compliance issues.
- Provides support to the Behavioral Health Division in developing and implementing corrective actions where appropriate; assists with development of strategies to address service delivery issues; manages information storage and retrieval; performs risk assessments, and coordinates with PIQA to monitor internal and contracted service providers to ensure regulatory compliance.
- Provides support in the development, implementation and/or updating of all Compliance related policies and procedures, and manuals.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- A bachelor's degree with emphasis in behavioral science, education, public health, social science, business/public administration, or related field.
- Two (2) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, personnel, fiscal, staff development, or program analysis work.

Up to two (2) years of additional relevant experience may be substituted for education requirements on a year of year basis.

#### **Licenses, Certificates, and Special Requirements:**

- Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.
- Within 6 months of hire, will obtain the Adult Residential Facility administrator certification and keep it current during employment.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Advanced principles and practices of leadership, motivation, team building, and conflict resolution are desired. a
- Standard and accepted organizational and management practices and prevention strategies as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Culturally responsive mental health practices and the unique needs of diverse communities served by BHSA.
- Medi-Cal billing practices, documentation standards, and regulations.

**Skill/Ability to:**

- On a continuous basis, receive and understand budget and technical reports.
- Interpret and evaluate staff reports.
- Know laws, regulations, and codes.
- Problem solve department and division related issues.
- Remember various rules and explain and interpret policy.
- Interpret and apply County policies, procedures, rules, and regulations in an effective manner.
- Communicate clearly and concisely, both orally and in writing using appropriate language and grammar.
- Demonstrate inclusive leadership and foster a respectful environment where all team members feel valued and supported.
- Supervise, train, coach and evaluate assigned personnel.
- Work with various cultural and ethnic groups in a tactful and effective manner.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Most assigned work is performed in an indoor environment with constant contact with people face-to-face and by various electronic means.
- Persons served may be experiencing distress.
- Expect moderate noise from people and office/residential machines.
- Driving between worksites is required with limited transportation alternatives.

**Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, using the telephone, interpreting, reading /documenting by writing legibly by hand and using a computer (mouse, keyboard, tablet, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with coworkers, the public, and clients, some of whom may be in distress, with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information.
- Frequent (31-62%): Standing and walking short distances, and bending and twisting of the neck.
- Occasional (7-31%): Operating office and residential machines, driving, lifting/pushing/pulling/carrying 11-25 pounds, fine fingering (pinching, picking), bending and twisting at the waist reaching above the shoulder, and squatting.
- Infrequent (1-7%): Walking/standing on uneven and slippery surfaces, exposure to dust/gas/fumes/chemicals, speaking in public, exposure to seasonal extreme temperature, climbing stairs, and lifting/pushing/pulling/carrying 26-50 pounds.
- Never/Rare (<1%): Climbing ladders and working at heights, lifting/pushing/pulling/carrying more than 50 pounds, crawling, exposure to excessive noise or vibration, kneeling, operating hazardous machinery, power grasping, and running.



# COUNTY OF INYO

## Program Manager - Disaster

### **FLSA STATUS: Non-Exempt**

### **DEFINITION:**

Under supervision of the HHS Director or designee and guided by general policy direction, develops and manages a comprehensive disaster preparedness program for the County of Inyo - Health & Human Services Department, including disaster mitigation, preparedness, planning, training, education, response, recovery, and assisting with the equipping of County staff and community members; helps manage and direct the operations of HHS emergency operations, including but not limited to evacuation centers, emergency shelters, testing sites, points of distribution and vaccination clinics; coordinates disaster preparedness with other HHS divisions, County departments, community organizations, special districts, health care and emergency medical services providers, and other federal, state, and local government agencies; and performs related duties as assigned.

This role ensures services are delivered in a manner that is culturally responsive, trauma-informed, and inclusive of the diverse communities served. The Program Manager fosters a work environment that values equity, respect, and collaboration, while advancing access to care for individuals and families from all backgrounds.

### **DISTINGUISHING CHARACTERISTICS:**

The Disaster Program Manager is distinguished from other professional and management positions by the candidate's specialized knowledge of disaster preparedness planning and program implementation/management, emergency operations management, and supervising volunteer services. Under leadership, establish and/or expand capacity to quickly respond to mass care and shelter needs during disasters, and to build infectious disease and disaster preparedness for future public health disasters. Client and community management will be at the forefront and will require, but not be limited to training, supporting, and directing teams throughout the disaster preparedness, response, and recovery cycle. The role requires sensitivity to the diverse cultural, linguistic, and functional needs of individuals impacted by emergencies, and promotes equitable access to recovery resources.

A successful candidate will need to provide administrative and technical management, expertise in the coordination of program activities, possess excellent interpersonal and communication skills, and feel comfortable working with a wide range of stakeholders within a complex system. The candidate is expected to exercise considerable discretion in carrying out responsibilities independently with awareness of emergency preparedness issues and sensitivities. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Plans, organizes, coordinates, supervises and evaluates the work of the disaster preparedness program; with subordinate staff and partner agencies, participates in establishing operational plans and initiatives to meet program goals and objectives; implements program plans, work programs, processes, procedures and policies required to achieve overall program performance results; coordinates and integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against program and grant budgets.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development, in accordance with the County's human resources policies and procedures and labor contract provisions.
- Provides day-to-day leadership and works with staff to ensure a high performance, community service-oriented work environment which supports achieving County HHS objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Develops, implements and manages a disaster preparedness program focused on federal Emergency Support Function 6 (Mass Care, Housing, and Human Services) and Emergency Support Function 8 (Public Health and Medical Services), and serves as one of the central managers around emergency preparedness and response efforts for the County.
- Provides administrative and technical expertise and coordination to prepare the County to be able to successfully handle all disasters; recommends adoption of and implements program policies and procedures, work objectives, goals, disaster organization structure and work schedules; determines improved emergency preparation, response and mitigation.
- Integrates equity-focused frameworks into disaster planning and recovery strategies to ensure just and inclusive outcomes for all populations.
- Interprets, communicates and implements disaster-related policies and regulations to ensure County compliance with federal, state and local laws; coordinates disaster preparedness with other departments, community and civic organizations, special districts and other federal, state and local governmental agencies.
- Oversees, directs and conducts training and delivers presentations to County/HHS staff, and other community partner groups (like commercial and civic organizations, residential groups, school organizations and citizens) on HHS emergency response and preparedness plans.
- May conduct instructor training courses on First Aid/CPR; assists with the monitoring and tracking of instructor credentials; oversees and evaluates training classes conducted by instructors to ensure compliance with policies and procedures and quality control; provides guidance and training to instructors based on student evaluations; evaluates training center operations and results and recommends changes to achieve County/HHS mission and goals.

- Facilitates, coordinates and manages disaster recovery efforts; oversees, directs and participates in the set-up of local evacuation centers, care/shelter sites following disasters; facilitates grant applications processes for mitigation monies from state and federal agencies; provides technical support for emergency incidents as needed.
- Attends emergency management/disaster preparedness training and conferences to keep current on trends and developments in the field of disaster and emergency management.
- Represents the County by sitting on professional, community and other committees as identified.
- Ensures outreach and preparedness training reflect the diverse needs of the community, including language access and culturally relevant messaging.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

##### **Path 1:**

- High school graduate or equivalent.
- Five (5) years of progressively responsible professional, clinical or emergency services experience, including experience in administrative and management responsibility in emergency operations & volunteer management.

##### **Path 2:**

- A bachelor's degree in public administration, emergency management, operations and logistics management, healthcare, or a related field.
- Two (2) years of progressively responsible professional, clinical or emergency services experience, including experience in administrative and management responsibility in emergency operations & volunteer management.

#### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.
- Current and valid FEMA certification in ICS courses: NIMS ICS-100, NIMS ICS-200, and NIMS IS-700 must be obtained within 6 months of employment.
- State of California Healthcare Provider, Emergency Medical Technician and/or Paramedic License is preferred.
- Basic Life Support (BLS) CPR Card (ARC or equivalent) is preferred.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Theory, principles, practices, techniques, technology and systems in the field of disaster and emergency preparedness management for a public organization.
- Federal, state and local laws and regulations applicable to disaster preparedness planning and program management.
- Principles and practices of program management.
- Resources, equipment, supplies and personnel needed to maintain operational readiness in order to be able to respond to County - HHS emergencies.
- Program development, administration, and service delivery related to the program or programs in the area of responsibility.
- Current management and leadership techniques, performance appraisal methods, and public administration.
- Knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to.
- Knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures.
- Best practices in culturally competent service delivery, and accessibility in emergency communication and sheltering.
- Public and private community resources.

**Skill/Ability to:**

- Engage in outreach and information activities to identify and secure funding for projects and programs.
- Provide effective leadership and supervision.
- Act as a liaison between staff and administration.
- Communicate effectively in written and oral forms.
- Establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team.
- Manage multiple tasks and respond appropriately to crisis situations.
- Utilize supervision effectively and ensure communication up and down the supervision chain.
- Work with various cultural and ethnic groups in a tactful and effective manner.

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Most assigned work is performed in an indoor environment with constant contact with people face-to-face and by various electronic means.
- Persons served may be experiencing distress.
- Expect moderate noise from people in a fast-paced environment during emergencies.



- Driving between worksites is required with limited transportation alternatives.
- Night and weekend work may be required on short notice.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, using the telephone, interpreting, reading, documenting by writing legibly by hand and using a computer (mouse, keyboard, tablet, mobile, etc.), repeated hand movements that require dexterity and hand-eye coordination, reaching below the shoulder, handling (holding, light grasping), and lifting/pushing/pulling/carrying up to 10 pounds. Also, interacting / communicating face-to-face and by electronic means with coworkers, the public, and clients, some of whom may be in distress, with tact and diplomacy using visual/auditory/speech acuity, with memory and recall, for accurate, timely, and courteous operations/communications/transfer of information.
- Frequent (31-62%): Standing and walking short distances, speaking in public, and bending and twisting of the neck.
- Occasional (7-31%): Operating office machines, driving, lifting/pushing/pulling/carrying 11-25 pounds, fine fingering (pinching, picking), bending and twisting at the waist, exposure to seasonal extreme temperature, reaching above the shoulder, and squatting.
- Infrequent (1-7%): Walking/standing on uneven and slippery surfaces, exposure to dust/gas/fumes/chemicals, climbing stairs, power grasping, running, and lifting/pushing/pulling/carrying 26-50 pounds. The heaviest items to be lifted or carried would be materials during an emergency.
- Never/Rare (<1%): Climbing ladders and working at heights, lifting/pushing/pulling/carrying more than 50 pounds, crawling, exposure to excessive noise or vibration, kneeling, and operating hazardous machinery.



# COUNTY OF INYO

## Risk Management Assistant Director

### **FLSA STATUS: Exempt**

### **DEFINITION:**

At the direction of the County Administrative Officer (CAO), this critical, single-classification position directs, guides, supports, and carries out work in the areas of risk management, insurance program administration, compliance, safety administration, and disability program administration.

In a manner consistent with the County Code and in coordination with the CAO, this role is responsible for strategic management of loss control and loss prevention through risk identification and analysis, risk financing and financial management, contract review, system monitoring, and claims management. This person is expected to work cooperatively across all levels of the organization to manage exposures that could affect budget, operations, and/or reputation. This role requires strong collaborative, ethical, professional, and service oriented leadership and interpersonal skills that operate in a complex and dynamic environment. In addition to their everyday duties, this position serves as the County's voting member of Public Risk Innovation Solutions and Management (PRISM), a joint powers authority for insurance and coverage programs.

### **DISTINGUISHING CHARACTERISTICS:**

The Risk Management Assistant Director serves as a high-level strategic and operational leader with broad responsibility across multiple specialized domains, including insurance, safety, and disability services. Unlike other classifications, this position integrates technical expertise with policy-level decision-making and represents the County in external partnerships and legal proceedings. The role is distinguished by its cross-functional scope, authority to act independently within established guidelines, and its direct impact on organizational risk exposure, compliance, and employee well-being. It requires a unique blend of analytical acumen, leadership capability, and collaborative skill to navigate complex regulatory environments and drive continuous improvement across County operations.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

#### **Risk Management**

- Under direction of the County Administrator, serves in the capacity of Risk Manager for the County.
- Plans, organizes, and directs the activities of the County's risk management programs and services.

- Administers all lines of coverage for the County.
- Identifies and directs subrogation or recovery activity against persons or entities responsible for damage to property, liability losses, or injuries to employees.
- Develops and analyzes risk metrics.
- Identifies creative solutions to reduce frequency and severity of potential future losses.
- Oversees insurance, risk management, employee safety, and disability services expenses, forecasts, and budgets to ensure all financial objectives are met.
- Makes presentations and policy recommendations regarding cost control strategies.
- Attends hearings, trials, depositions, arbitrations, and mediations.
- May represent the County on various boards/committees and at conferences and seminars.
- Represents the County to brokers, underwriters, actuaries, and third-party administrators.
- Establishes reserves on liability cases.
- Conducts contract and special event risk assessments.
- Interprets legal documents, validating insurance documentation and maintaining permanent insurance records.
- Evaluates, negotiates, and settles claims as appropriate within settlement authority.
- Conducts asset inventory inspections and evaluations.
- Prepares and monitors the department budget.
- Supervises and evaluates safety staff.

### **Safety**

- Proactively champions a culture of employee safety to reduce the frequency and severity of work-related injuries and illnesses.
- Performs complex and varied technical and analytical tasks in the development, implementation, and administration of the County's Safety Program.
- Provides recommendations for the elimination or mitigation of safety challenges.
- Reviews, develops, and updates safety plans and programs, policies, and procedures.
- Identifies and addresses gaps by working in collaboration with departments and service providers to improve efficiency, effectiveness, and delivery of safety programs.
- Writes, reviews, and evaluates reports for accurate, complete, and appropriate recommendations.
- Conducts audits, charts progress, and makes reports.
- Serves the County as a resource on employee safety related topics and provides technical and educational resources and coaching on safety related topics to minimize injuries and property damage.
- Supervises and evaluates related staff.
- May represent the County with Cal/OSHA and related agencies or associations.

### **Disability Programs and Services**

- Serves as the designated County ADA Coordinator, working to ensure equal access to County programs, services, activities, and locations for individuals with disabilities.

- Participates in legal proceedings such as trials, depositions, grievances, arbitrations, and mediations.
- Manages the FEHA interactive process, including all meetings, documentation, and charting, for employees.
- Oversees and performs ADA inspections of facilities, programs, and services.
- Recommends, drafts, and updates policies and procedures to stay in compliance with changing in law.
- Presents updates of the ADA Transition Plan and Self Evaluation and to the ADA Task Force and Board of Supervisors.
- Advises departments on how to identify and provide effective accommodations related to physical access or assistive technology.
- Serves County staff as a resource on disability rights, developing training materials and delivering training, while keeping abreast of laws, regulations, case law, and changes in technology.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- A bachelor's degree from an accredited college or university in risk management, insurance, business, or public administration, or closely related field
- Five years of professional-level experience in Risk Management, industrial safety, loss prevention, or claims administration, including two years of supervisory experience.

Experience with the ADA or Cal/OSHA is a plus.

An Associate in Risk Management (ARM) may be substituted for one year of required experience or should be obtained within the first year of service.

Any of the following would be of help in this role:

- Master's in business administration (MBA)
- Chartered Property Casualty Underwriter (CPCU)
- Associate in Claims (AIC)
- Certified Safety Professional (CSP)

#### **Licenses, Certificates, and Special Requirements:**

- Accidents can happen at any time, and the Risk Manager may be called upon outside of normal business hours.
- This position may serve as the Safety Officer of the EOC when called upon during emergencies.
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

This position requires significant travel - a motor pool vehicle will be provided for use in the course *The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Management principles, including program planning, implementation, and administration.
- Principles and practices of administrative survey and analysis.
- Best practices in insurance coverage acquisition and management.
- Federal, State, and local laws relating to insurance management, claims processing, claims investigation, workers' compensation, occupational safety, ADA, and FEHA.
- Principles and practices of risk management, loss control, and asset protection.
- Programs relating to general and financial liability protection.
- Financial and legal requirements for developing, implementing, and administering self-insurance plans.
- Claims adjusting and settlement methods.
- Subrogation procedures.
- Contract and tort law as it applies to general liability, claims adjustment, and insurance settlements.
- Third party risk management principles and procedures (certificates of liability, endorsements, and contract review)
- Document retention standards.
- Mitigation practices and techniques.
- Principles and practices of accounting and financial analysis, including budgetary practices and controls.
- Principles and practices of supervising and leading employees.

**Skill/Ability to:**

- Work cooperatively and independently to evaluate systems and processes in risk management, risk control, insurance programs, safety management, and disability services, to identify gaps and to develop and implement continuous improvements in those systems and processes.
- Develop/evaluate program policies and procedures.
- Negotiate in good faith in the interest of the County.
- Analyze and interpret laws, ordinances, regulations, and best practices.
- Identify, analyze, and make recommendations regarding threats and weaknesses that may affect County operations.
- Analyze and interpret complex regulations, policies, reports, data, and related legal documents.
- Develop, plan, and coordinate data-driven loss control programs.
- Identify occupational hazards and develop programs and tools to eliminate/control/reduce those hazards.
- Work with internal and external partners to identify and address hazards and accessibility concerns for the public regarding county services, programs, and facilities.
- Collect, evaluate, and interpret data as needed.
- Prepare and present clear and concise reports.
- Communicate effectively orally and in writing.

- Exercise initiative, ingenuity, prudence, and sound and independent judgment in solving difficult technical and administrative problems.
- Work cooperatively and independently with those contacted in the course of work.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental Conditions:**

- Assigned work will be performed indoors and outside, in a variety of environmental and weather conditions, with constant contact with people face-to-face, by live video, and by phone and email.
- Expect minimum noise from people and office machines and infrequent extreme noise near outdoor equipment.
- Driving is required, often at short notice, with limited transportation alternatives.
- May work in hazardous areas where personal protective equipment is required.

### **Physical Demands:**

Frequency does not imply essentiality.

- Constant (>62% of typical day): Sitting, reading/interpreting/documenting, handling (holding, light grasping), computer use (keyboard, mouse, tablet), and repeated hand movements requiring dexterity and hand-eye coordination, reaching below the shoulder, and lifting/pushing/pulling up to 10 pounds. Also, visual, auditory, memory, and mental acuity with timely and effective communication and interpretation of handwritten notes, printed materials, and electronic and manual measuring/testing devices.
- Frequent (31-62%): Standing, walking, and bending and twisting at the neck and waist.
- Occasional (7-31%): Driving, squatting, climbing stairs, lifting/pushing/pulling 11-25 pounds, walking on uneven or slippery surfaces, exposure to dust/fumes/chemicals, and exposure to extreme temperatures.
- Infrequent (1%-7%): Kneeling, reaching above the shoulder, exposure to excessive noise, crawling, operating tools and equipment for testing purposes, power grasping, fine fingering, and climbing ladders to work at heights.
- Never to rare (<1%): running, operating mobile equipment, lifting/pushing/pulling more than 25 pounds, and exposure to vibration.



# COUNTY OF INYO

## Safety Coordinator I

**FLSA STATUS:** Non-Exempt

### **DEFINITION:**

Under the supervision and authority of the Risk Manager, the Safety Coordinator assists the Risk Manager with planning, developing, organizing, and administering the County's Employee Safety Program. As a safety professional, this role monitors, audits, reviews, and advises. This role does not act as an officer. The role does not issue citations or strive to catch people doing things incorrectly. This safety professional helps ensure that employees can go home to their families at the end of every shift. The goal is achieved in large part with clear communication about gaps in processes and areas for improvement in a firm, fair, and consistent manner based on facts and supported by evidence. Safety Coordinator I is an entry-level role, and training will be provided.

### **DISTINGUISHING CHARACTERISTICS:**

Safety Coordinator I intervenes in the case of unsafe activities or operations being carried out by employees within the workplace; reviews and updates the county's safety policies and procedures; carries out research with regards to regulatory requirements and best safety practices; carries out and documents the process of accident investigation/analysis; keeps records of safety-related incidents and recommendations and administration of corrective measures; works with managers to identify safety-related issues and assists with adherence to safety rules. Qualification for Safety Coordinator II and III will be based on levels of experience and ~~the possession of a valid Certified Safety Professional (CSP), Certified Safety and Health Official (CSHO), or Certified Industrial Hygienist (CIH) designation~~ industrial safety certifications, ~~with and at the~~ corresponding demonstrated ability to utilize the experience and designation certifications ~~to minimize the County's reliance on contracted professional consulting services as demonstrated by substantial cost savings and~~ improve impactful improvements in workplace safety ~~and regulatory compliance leading to greater cross-departmental employee satisfaction.~~

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Assists Risk Manager in reviewing, editing, and implementing all parts of the County Safety Program.
- Maintains and expands working knowledge of Cal/OSHA regulations that they can reference and apply.
- Reviews policies, provides consultation, and gathers input and buy-in.

- Conducts hazardous materials inventory annually and ensures the California Environmental Reporting System (CERS) is properly updated annually.
- Audits and updates safety data sheet (SDS) electronic and paper binders.
- Assists with budget planning and process.
- Conducts air quality monitoring and assists with messaging.
- Facilitates online safety training portals and provides related technical support for users.
- Coordinates evacuation, fire, and earthquake drills.
- Conducts countywide annual safety audits/inspections and drafts reports.
- Conducts field investigations in the event that the Risk Manager is unavailable.
- May be required to testify in a regulatory investigation.
- Manages the AED program and performs annual AED demonstrations at all locations.
- Conducts office workstation ergonomic assessments and gently educating employees one-on-one on proper and healthy body positioning in a nonconfrontational and healthful manner.
- Assists Risk Manager in regulatory record keeping and other documentation.
- Conducts sampling and testing as required when qualified to do so.
- Coordinates and documents employee testing and/or waivers where required under safety plans
- Implements, monitors, and reports on procedures and policies related to safety, accident investigation, privacy file management, and related matters.
- Provides OSHA-10 and First Aid/CPR/AED training for staff as directed when authorized.
- Completes asset inventory.
- Assists with timely regulatory reviews, collection of data and materials regarding OSHA data, and prepares reports and presentations.
- Supports the organization's quality programs.
- Travels as required.
- Provides guidance and receives feedback with a demeanor and manner respectful of all persons.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

- High school graduate or equivalent.
- One year of experience in safety.
- Experience with reading and interpreting Cal/OSHA and OSHA regulations highly desired.

#### **Licenses, Certificates, and Special Requirements:**

- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**



- Strong technical knowledge of OSHA, Cal/OSHA, and NFPA regulations desired.
- PC literate, including Microsoft Office products.
- Computer and cell phone use.

**Skill/Ability to:**

- Excellent oral and written communication, including presentation skills.
- Analytical and interpretive skills.
- Ability to read measuring tools Excellent interpersonal and consultative skills.
- Strong problem-solving skills.
- Ability to work in a team environment.
- Ability to meet or exceed Performance Competencies.
- Clear and conceptual thinking ability.
- Excellent judgment, troubleshooting, problem solving, analysis, and discretion.
- Ability to respond to tense situations without creating more tension.
- Ability to handle multiple priorities simultaneously.
- Ability to meet deadlines.
- Ability to hear, see, smell, communicate immediate hazards in a crisis (such as by shouting).

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental**

**Conditions:**

Assigned work will be performed indoors and outside, in a variety of environmental and weather conditions, with frequent contact with people face-to-face, by live video, and by phone and email. Expect minimum noise from people and office machines and infrequent extreme noise near outdoor equipment. Frequent driving may be required with limited transportation alternatives. May work in hazardous areas where personal protective equipment is required. May perform work in confined spaces.

**Physical Demands:** Frequency does not imply essentiality.

- Constant: Standing/walking/sitting, handling (holding, light grasping), reaching below the shoulder, and lifting/pushing/pulling up to 10 pounds. Also, visual, auditory, memory, and mental acuity with timely and effective communication and interpretation of handwritten notes, printed materials, and electronic and manual measuring/testing devices.
- Frequent: Bending and twisting at the neck and waist, driving, computer use (keyboard, mouse, tablet), and repeated hand movements requiring dexterity and hand-eye coordination.
- Occasional: Reaching above the shoulder, squatting, climbing stairs, lifting/pushing/pulling 11-25 pounds, walking on uneven or slippery surfaces, exposure to excessive noise, exposure to dust/fumes/chemicals, and exposure to extreme temperatures.

- Infrequent kneeling, crawling, operating tools and equipment for testing purposes, power grasping, fine fingering, and climbing ladders to work at heights.
- Never to rare: running, operating mobile equipment, lifting/pushing/pulling more than 25 pounds, and exposure to vibration.



# COUNTY OF INYO

## Safety Coordinator II

**FLSA STATUS: Non-Exempt**

### **DEFINITION:**

Under the supervision and authority of the Risk Manager, the Safety Coordinator assists the Risk Manager with planning, developing, organizing, and administering the County's Employee Safety Program. As a safety professional, this role monitors, audits, reviews, and advises. This role does not act as an officer. The role does not issue citations or strive to catch people doing things incorrectly. This safety professional helps ensure that employees can go home to their families at the end of every shift. The goal is achieved in large part with clear communication about gaps in processes and areas for improvement in a firm, fair, and consistent manner based on facts and supported by evidence. On-going training is provided. Safety Coordinator II is a journey-level role with more autonomy and safety instruction responsibilities. Qualification for Safety Coordinator III will be based on advanced certification/s.

### **DISTINGUISHING CHARACTERISTICS:**

Safety Coordinator II intervenes in the case of unsafe activities or operations being carried out by employees within the workplace; reviews and updates the county's safety policies and procedures; carries out research with regards to regulatory requirements and best safety practices; carries out and documents the process of accident investigation/analysis; keeps records of safety-related incidents and recommendations and administration of corrective measures; works with managers to identify safety-related issues and assists with adherence to safety rules; organizes and conducts safety training for employees; facilitates online training portals; and performs evaluation of safety policies, methods, and programs. Qualification for Safety Coordinator II will be based on levels of experience and the possession of a valid Certified Safety and Health Official (CSHO) and Cal/OSHA trainer qualification, with a corresponding demonstrated ability to utilize the experience and designation to minimize the County's reliance on contracted professional consulting services as demonstrated by substantial cost savings and impactful improvements in workplace safety leading to greater cross-departmental employee satisfaction.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*

- Assists Risk Manager in reviewing, editing, and implementing all parts of the County Safety Program.
- Maintains and expands working knowledge of Cal/OSHA regulations that they can reference and apply.
- Reviews policies, provides consultation, and gathers input and buy-in.
- Conducts hazardous materials inventory annually and ensures the California Environmental Reporting System (CERS) is properly updated annually.
- Audits and updates safety data sheet (SDS) electronic and paper binders.
- Assists with budget planning and process.
- Conducts air quality monitoring and assists with messaging.
- Facilitates online safety training portals and provides related technical support for users.
- Coordinates evacuation, fire, and earthquake drills.
- Conducts countywide annual safety audits/inspections and drafts reports.
- Conducts field investigations in the event that the Risk Manager is unavailable.
- May be required to testify in a regulatory investigation.
- Manages the AED program and performs annual AED demonstrations at all locations.
- Conducts office workstation ergonomic assessments and gently educates employees one-on-one on proper and healthy body positioning in a nonconfrontational and healthful manner.
- Assists Risk Manager in regulatory record keeping and other documentation.
- Conducts sampling and testing as required when qualified to do so.
- Coordinates and documents employee testing and/or waivers where required under safety plans
- Implements, monitors, and reports on procedures and policies related to safety, accident investigation, privacy file management, and related matters.
- Provides OSHA-10 and First Aid/CPR/AED training for staff as directed when authorized.
- Completes asset inventory.
- Assists with timely regulatory reviews, collection of data and materials regarding OSHA data, and prepares reports and presentations.
- Supports the organization's quality programs.
- Travels as required.
- Provides guidance and receives feedback with a demeanor and manner respectful of all persons.

- Teach courses on employee rights, responsibilities, and hazard recognition in regard to occupational safety and health.
- Provide OSHA-10 and OSHA-30 course series for applicable departments.
- Coordinate evacuation, fire, earthquake, and other life safety drills.
- Teach First Aid CPR AED courses to employees.
- Conduct post-incident inspections in the event that the Risk Manager is unavailable.
- Conduct office ergonomic evaluations, when qualified to do so, and gently educate employees one-on-one on proper and healthy body mechanics in a nonconfrontational and healthful manner.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

#### **Path 1:**

- High school graduate or equivalent.
- Three years of work experience in a role that has significant responsibility for safety program coordination, inspections, training others, and compliance.

#### **Path 2:**

- Two years as Safety Coordinator I with Inyo County.

### **Licenses, Certificates, and Special Requirements:**

- Cal/OSHA Authorized General Industry or Construction Industry Trainer certification
- Certified Health & Safety Official (CHSO)
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Strong technical knowledge of OSHA, Cal/OSHA, and NFPA regulations desired.
- PC literate, including Microsoft Office products.
- Computer and cell phone use.

### **Skill/Ability to:**

- Excellent oral and written communication, including presentation skills.

- Analytical and interpretive skills.
- Ability to use and read measuring tools for distance, air quality, sound pressure level, etc.
- Excellent interpersonal and consultative skills.
- Strong problem-solving skills.
- Leadership/management/motivational skills.
- Training/teaching skills.
- Ability to work in a team environment.
- Ability to meet or exceed Performance Competencies.
- Ability to wear a full-face respirator safely.
- Clear and conceptual thinking ability.
- Excellent judgment, troubleshooting, problem solving, analysis, and discretion.
- Ability to respond to tense situations without creating more tension.
- Ability to handle multiple priorities simultaneously.
- Ability to meet deadlines.
- Ability to hear, see, smell, communicate immediate hazards in a crisis (such as by shouting).

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

### **Environmental**

### **Conditions:**

Assigned work will be performed indoors and outside, in a variety of environmental and weather conditions, with frequent contact with people face-to-face, by live video, and by phone and email. Expect minimum noise from people and office machines and infrequent extreme noise near outdoor equipment. Frequent driving may be required with limited transportation alternatives. May work in hazardous areas or confined spaces where personal protective equipment is required.

**Physical Demands:** Frequency does not imply essentiality.

- Constant: Standing/walking/sitting, handling (holding, light grasping), reaching below the shoulder, and lifting/pushing/pulling up to 10 pounds. Also, visual, auditory, memory, and mental acuity with timely and effective communication and interpretation of handwritten notes, printed materials, and electronic and manual measuring/testing devices.
- Frequent: Bending and twisting at the neck and waist, driving, computer use (keyboard, mouse, tablet), and repeated hand movements requiring dexterity and hand-eye coordination.

- Occasional: Reaching above the shoulder, squatting, climbing stairs, lifting/pushing/pulling 11-25 pounds, walking on uneven or slippery surfaces, exposure to excessive noise, exposure to dust/fumes/chemicals, and exposure to extreme temperatures.
- Infrequent: kneeling, crawling, working in confined space, operating tools and equipment for testing purposes, power grasping, fine fingering, and climbing ladders to work at heights.
- Never to rare: running, operating mobile equipment, lifting/pushing/pulling more than 25 pounds, and exposure to vibration.



# COUNTY OF INYO

## Safety Coordinator III

**FLSA STATUS: Non-Exempt**

### **DEFINITION:**

Under the supervision and authority of the Risk Manager, the Safety Coordinator assists the Risk Manager with planning, developing, organizing, and administering the County's Employee Safety Program. As a safety professional, this role monitors, audits, reviews, and advises. This role does not act as an officer. The role does not issue citations or strive to catch people doing things incorrectly. This safety professional helps ensure that employees can go home to their families at the end of every shift. The goal is achieved in large part with clear communication about gaps in processes and areas for improvement in a firm, fair, and consistent manner based on facts and supported by evidence. ~~On-going training is provided.~~ Safety Coordinator III is the advanced journey-level classification, responsible for the most complex and specialized safety and risk control tasks, including environmental testing, which may require specialized certification/s. This classification serves as the primary resource on employee health and safety and provides lead supervision or training to other staff within the assigned program or operational area.

### **DISTINGUISHING CHARACTERISTICS:**

Safety Coordinator III intervenes in the case of unsafe activities or operations being carried out by employees within the workplace; reviews and updates the county's safety policies and procedures; carries out research with regards to regulatory requirements and best safety practices; carries out and documents the process of accident investigation/analysis; keeps records of safety-related incidents and recommendations and administration of corrective measures; works with managers to identify safety-related issues and assists with adherence to safety rules; organizes and conducts safety training for employees; facilitates online training portals; performs evaluation of safety policies, methods, and programs, conducts environmental testing and analysis, conducts hazardous materials inventories, and serves in a leadership capacity on the Health and Safety Committee.

### **ESSENTIAL JOB DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below to address temporary or permanent changes in business needs and/or practices.*



- Assists Risk Manager in reviewing, editing, and implementing all parts of the County Safety Program.
- Maintains and expands working knowledge of Cal/OSHA regulations that they can reference and apply.
- Reviews policies, provides consultation, and gathers input and buy-in.
- Conducts hazardous materials inventory annually and ensures the California Environmental Reporting System (CERS) is properly updated annually.
- Audits and updates safety data sheet (SDS) electronic and paper binders.
- Assists with budget planning and process.
- Conducts air quality monitoring and assists with messaging.
- Facilitates online safety training portals and provides related technical support for users.
- Coordinates evacuation, fire, and earthquake drills.
- Conducts countywide annual safety audits/inspections and drafts reports.
- Conducts field investigations in the event that the Risk Manager is unavailable.
- May be required to testify in a regulatory investigation.
- Manages the AED program and performs annual AED demonstrations at all locations.
- Conducts office workstation ergonomic assessments and gently educates employees one-on-one on proper and healthy body positioning in a nonconfrontational and healthful manner.
- Assists Risk Manager in regulatory record keeping and other documentation.
- Conducts sampling and testing as required when qualified to do so.
- Coordinates and documents employee testing and/or waivers where required under safety plans
- Implements, monitors, and reports on procedures and policies related to safety, accident investigation, privacy file management, and related matters.
- Provides OSHA-10 and First Aid/CPR/AED training for staff as directed when authorized.
- Completes asset inventory.
- Assists with timely regulatory reviews, collection of data and materials regarding OSHA data, and prepares reports and presentations.
- Supports the organization's quality programs.
- Travels as required.
- Provides guidance and receives feedback with a demeanor and manner respectful of all persons.
- Teaches courses on employee rights, responsibilities, and hazard recognition in regard to occupational safety and health.
- Provides OSHA-10 and OSHA-30 course series for applicable departments.
- Coordinates evacuation, fire, earthquake, and other life safety drills.

- Teach First Aid CPR AED courses to employees.
- Conduct post-incident inspections in the event that the Risk Manager is unavailable.
- Conduct office ergonomic evaluations, when qualified to do so, and gently educate employees one-on-one on proper and healthy body mechanics in a nonconfrontational and healthful manner.
- Conduct sampling, testing, and monitoring of environmental hazards.
- Supervise and audit the county's California Environmental Reporting System (CERS) entries.
- Conduct/audit hazardous materials inventory annually of all county facilities (except materials received from customers at landfills).
- Has greater autonomy for defining and implementing safety management systems, policy development, and worksite assessments.
- Will be expected to be on the scene at serious incidents in order to conduct investigation and evaluation.
- Conducts comprehensive annual safety audit inspection and reporting process with minimal oversight.
- Co-Chair the Joint Labor Management Health and Safety Committee.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education/Experience:**

- Four-year college degree ~~in environmental health and safety or related fields~~ as required to qualify for the CIH or the CSP exam.

### **Licenses, Certificates, and Special Requirements:**

- Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH)
- Required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles.

*The following generally describes the knowledge, skills, and abilities to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Strong technical knowledge ~~in industrial hygiene or injury and illness prevention of OSHA, Cal/OSHA, and NFPA regulations~~ desired.
- PC literate, including Microsoft Office products.
- Computer and cell phone use.

**Skill/Ability to:**

- Excellent oral and written communication, including presentation skills.
- Analytical and interpretive skills.
- Ability to use and read measuring tools for distance, air quality, sound pressure level, etc.
- Excellent interpersonal and consultative skills.
- Strong problem-solving skills.
- Leadership/management/motivational skills.
- Training/teaching skills.
- Ability to work in a team environment.
- Ability to meet or exceed Performance Competencies.
- Ability to wear a full-face respirator safely.
- Clear and conceptual thinking ability.
- Excellent judgment, troubleshooting, problem solving, analysis, and discretion.
- Ability to respond to tense situations without creating more tension.
- Ability to handle multiple priorities simultaneously.
- Ability to meet deadlines.
- Ability to hear, see, smell, communicate immediate hazards in a crisis (such as by shouting).

**WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.*

**Environmental Conditions:**

- Assigned work will be performed indoors and outside, in a variety of environmental and weather conditions, with frequent contact with people face-to-face, by live video, and by phone and email.
- Expect minimum noise from people and office machines and infrequent extreme noise near outdoor equipment.
- Frequent driving may be required with limited transportation alternatives.
- May work in hazardous areas where personal protective equipment is required.

**Physical Demands:** Frequency does not imply essentiality.

- Constant: Standing/walking/sitting, handling (holding, light grasping), reaching below the shoulder, and lifting/pushing/pulling up to 10 pounds. Also, visual, auditory, memory, and mental acuity with timely and effective communication and interpretation

of handwritten notes, printed materials, and electronic and manual measuring/testing devices.

- Frequent: Bending and twisting at the neck and waist, driving, computer use (keyboard, mouse, tablet), and repeated hand movements requiring dexterity and hand-eye coordination.
- Occasional: Reaching above the shoulder, squatting, climbing stairs, lifting/pushing/pulling 11-25 pounds, walking on uneven or slippery surfaces, exposure to excessive noise, exposure to dust/fumes/chemicals, and exposure to extreme temperatures.
- Infrequent kneeling, crawling, performing work in confined spaces, operating tools and equipment for testing purposes, power grasping, fine fingering, and climbing ladders to work at heights.
- Never to rare: running, operating mobile equipment, lifting/pushing/pulling more than 25 pounds, and exposure to vibration.



# INYO COUNTY BOARD OF SUPERVISORS

TRINA ORRILL • JEFF GRIFFITHS • SCOTT MARCELLIN • JENNIFER ROESER • WILL WADELTON

DENELLE CARRINGTON  
INTERIM COUNTY ADMINISTRATIVE OFFICER

DARCY ISRAEL  
ASST. CLERK OF THE BOARD



## AGENDA ITEM REQUEST FORM

December 16, 2025

Reference ID:  
2025-807

### Treasury Status Report for Quarter Ending September 30, 2025

**Treasurer-Tax Collector**

NO ACTION REQUIRED

#### ITEM SUBMITTED BY

Moana Chapman, Deputy Treasurer-Tax Collector

#### ITEM PRESENTED BY

Christie Martindale, Treasurer-Tax Collector

#### RECOMMENDED ACTION:

Review the Treasury Status Report for the Quarter Ending September 30, 2025, and direct any questions to the County Treasurer.

#### BACKGROUND / SUMMARY / JUSTIFICATION:

The report is provided pursuant to the provisions of Section 53646(b) of the Government Code. The primary purpose of the report is to disclose the following:

- The investments and deposits of the treasury.
- The cost basis and market value of the investments.
- Compliance with the County Investment Policy.
- The weighted average of the investments.
- The projected ability of the treasury to meet the expected expenditure requirements of the treasury's pooled participants for the next six months.

#### FISCAL IMPACT:

There is no fiscal impact associated with this item.

#### ALTERNATIVES AND/OR CONSEQUENCES OF NEGATIVE ACTION:

N/A

#### OTHER DEPARTMENT OR AGENCY INVOLVEMENT:

Pursuant to Section 53646(g) of the Government Code, copies of this report, while no longer mandated, will continue to be provided to the members of the Treasury Oversight Committee.

#### STRATEGIC PLAN ALIGNMENT:

Not Applicable

**APPROVALS:**

Moana Chapman	Created/Initiated - 11/20/2025
Darcy Israel	Approved - 11/21/2025
Moana Chapman	Approved - 11/21/2025
Christie Martindale	Final Approval - 11/21/2025

**ATTACHMENTS:**

1. 09-30-2025 Treasury Status Report

COUNTY OF INYO  
TREASURER-TAX COLLECTOR  
168 NORTH EDWARDS STREET  
POST OFFICE DRAWER O  
INDEPENDENCE, CA 93526-0614  
(760) 878-0312 • (760) 878-0311 FAX  
[inyottc@inyocounty.us](mailto:inyottc@inyocounty.us)



CHRISTIE MARTINDALE  
TREASURER-TAX COLLECTOR  
[cmartindale@inyocounty.us](mailto:cmartindale@inyocounty.us)

TO: Honorable Members of the Inyo County Board of Supervisors  
FROM: Christie Martindale, Treasurer-Tax Collector  
SUBJECT: Report of the Status of the Inyo County Treasury as of: 09-30-2025  
DATE: November 20, 2025

The following status report of the County Treasury as of 09-30-2025 is provided pursuant to the provisions of Section 53646(b) of the Government Code.

The attached copy of the "Treasurer's Daily Reconciliation" provides a breakdown of the dollar amount of the Treasury assets by depository for monetary assets and by issuer for securities.

The attached copy of the custody statement from TRACKER, a Division of C2, LLC reflects, among other things, the following information regarding each security held: issuer, maturity date; CUSIP number; face amount; cost basis; and market value (calculated by Merrill Lynch).

The weighted average maturity of the investments of the Treasury was 968 days.

The latest PARS/OPEB investment statement is attached for reference.

It is anticipated that the County Treasury will be able to meet the liquidity requirements of its pooled participants for the next six months.

The investment portfolio is in compliance with the Inyo County Treasury Investment Policy.

NOTES: Regarding Inyo County's monetary assets held outside the County Treasury:

- Various Inyo County Departments and treasury pool participants maintain and administer bank checking accounts outside the County Treasury.
- Inyo County's PARS relationship for our OPEB investment began in June 2010. To date: the PARS balance as of: 09-30-2025 was \$16,076,220.55  
(Principal: \$15,758,501.46 plus Contributions: \$00.00 plus Interest: \$324,114.72 less Fees: \$-6,395.63.

C: Members of the Inyo County Treasury Oversight Committee

TREASURER'S DAILY RECONCILIATION For the Business Day of: 9/30/2025			
AUDITOR BALANCES:			
Beginning "Claim on Cash in Treasury"	\$245,221,866.12		
Deposit Authorizations	\$1,265,146.10		
Checks Paid on: 9/29/2025	(\$436,937.53)		
Journal Entry:	\$0.00		
Outgoing Debits:	(\$2,985,543.08)	09-30-2025 SEE ATTACHED EXHIBIT "A" FOR OUTGOING DEBIT DETAILS	
Ending "Claim on Cash in Treasury"	\$243,064,531.61		
TREASURER BALANCES:			
CASH ON HAND:			
Drawer	\$7.67		
Vault	\$200.00		
CHECKS ON HAND:			
Date:			
Date:			
Date:			
Date:			
Date:			
BANK ACCOUNTS:			
BMO DDA #0407 - General Account	\$10,168,898.24		
Eastern Sierra CB #6463 - General Account	\$2,635,479.21		
Eastern Sierra CB #9764	\$1,000.00		
El Dorado Savings Bank #2107	\$12,949.94		
INVESTMENTS:			
Local Agency Investment Fund	\$ 30,000,000.00	Agency	Limit
BMO Money Market	\$ 2,824,968.93	1.16%	of 5.00%
UBS Money Market	\$ 5,000,000.00	2.06%	of 5.00%
CDs	\$ 992,000.00	0.41%	of 30.00%
Commercial Paper	\$ 19,531,293.06	8.04%	of 15.00%
Corporate Obligation	\$ -	0.00%	of 30.00%
Federal Agencies	\$ 173,775,080.00	71.49%	of 100.00%
Federal Agencies-Treasury Notes/Bonds	\$ -	0.00%	of 100.00%
Local Agencies	\$ (0.00)	0.00%	of 10.00%
Grand TTL Investments	\$232,123,341.99		
NOTES			
Maturities > 1 Year	\$ 123,800,100.83	50.93%	of 60.00%
GRAND TOTAL TREASURY BALANCE:	\$244,941,877.05		
RECONCILIATION			
Treasury Over/Short:	\$1,877,345.44		
Explanation:	\$1,962,661.26	09-30-2025 ICOE PY: PAYROLL	
	\$107,385.95	09-30-2025 ICOE PY: FEDERAL TAX	
	\$501,626.77	09-30-2025 ICOE PY: STATE TAX	
	(\$673,710.54)	09-30-2025 REMOTE DEPOSIT IN TRANSIT	
	(\$3,879.00)	09-30-2025 VAULT DEPOSIT IN TRANSIT	
	(\$7,330.00)	09-29-2025 VAULT DEPOSIT IN TRANSIT	
	(\$9,409.00)	09-26-2025 VAULT DEPOSIT IN TRANSIT	
	(\$108.06)	09-09-2025 SIFPD W.F. A.A- AUGUST 2025 CK #245	
	\$1,877,345.44		

Prepared By: Lorena Levine



<b>EXHIBIT "A"</b>	
<b>OUTGOING DEBIT DETAILS</b>	
Aud PY - State Taxes, Special District	(\$4.09)
Aud PY - State Taxes, Special District	(\$19.92)
Aud PY - State Taxes, Special District	(\$26.98)
Aud PY - State Taxes, Special District	(\$74.76)
Aud PY - State Taxes, Special District	(\$85.54)
Aud PY - State Taxes, Special District	(\$87.77)
Aud PY - State Taxes, Special District	(\$89.49)
Aud PY - State Taxes, Special District	(\$286.38)
Aud PY - Federal Taxes, Special District	(\$408.06)
Aud PY - Federal Taxes, Special District	(\$478.89)
Aud PY - Federal Taxes, Special District	(\$675.64)
Aud PY - Federal Taxes, Special District	(\$786.88)
Aud PY - State Taxes, Special District	(\$821.06)
Aud PY - State Taxes, County	(\$860.35)
Aud PY - Federal Taxes, Special District	(\$949.27)
Aud PY - Federal Taxes, Special District	(\$1,231.00)
Aud PY - Federal Taxes, Special District	(\$1,932.14)
Aud PY - Federal Taxes, Special District	(\$2,163.46)
Aud PY - Federal Taxes, Special District	(\$3,236.80)
Aud PY - Federal Taxes, County	(\$4,968.13)
Aud PY - Federal Taxes, Special District	(\$5,628.46)
Aud PY - State Taxes, Special District	(\$9,438.85)
Aud PY - State Taxes, Special District	(\$20,048.72)
Aud PY - Federal Taxes, Special District	(\$43,238.04)
Aud PY - Federal Taxes, Special District	(\$89,458.08)
Aud PY - Payroll, Special District	(\$226,870.34)
ICOE PY - State Taxes	(\$107,385.95)
ICOE PY - Federal Taxes	(\$501,626.77)
ICOE PY - PAYROLL	(\$1,962,661.26)
<b>TOTAL</b>	<b>(\$2,985,543.08)</b>

TREASURER'S DAILY RECONCILIATION  
For the Business Day of

9/30/2025

Prepared and attached by: Lorena Levine

Inyo County  
Portfolio Holdings  
Compliance Report | by Investment Policy  
Report Format: By Transaction  
Group By: Asset Category  
Average By: Face Amount / Shares  
Portfolio / Report Group: All Portfolios  
As of 9/30/2025

Description	CUSIP	Settlement Date	YTM	Face Amount	Cost Value	Market Value	Maturity Date	Days To Maturity
<b>Certificate of Deposit - 30 %</b>								
CAPITAL ONE BANK USA NA 1.1 11/17/2026	14042TDW4	11/17/2021	1.100	248,000.00	248,000.00	240,785.68	11/17/2026	413
CAPITAL ONE NA 1.1 11/17/2026	14042RQB0	11/17/2021	1.100	248,000.00	248,000.00	240,785.68	11/17/2026	413
GOLDMAN SACHS BANK USA 1.1 11/17/2026	38149MK51	11/17/2021	1.100	248,000.00	248,000.00	240,785.68	11/17/2026	413
UBS BANK NA 1.1 11/17/2026	90348JW97	11/17/2021	1.100	248,000.00	248,000.00	240,780.72	11/17/2026	413
<b>Sub Total / Average Certificate of Deposit - 30 %</b>			<b>1.100</b>	<b>992,000.00</b>	<b>992,000.00</b>	<b>963,137.76</b>		<b>413</b>
<b>Commercial Paper - 15 %</b>								
CREDIT AGRICOLE CIB NY 0 12/16/2025	22533TZG4	3/24/2025	4.282	5,000,000.00	4,846,104.17	4,957,250.00	12/16/2025	77
CREDIT AGRICOLE CIB NY 0 2/11/2026	22533UBB8	8/15/2025	4.165	5,000,000.00	4,898,000.00	5,000,000.00	2/11/2026	134
NATIXIS NY 0 1/13/2026	63873KAD9	7/18/2025	4.373	10,000,000.00	9,787,188.89	9,883,200.00	1/13/2026	105
<b>Sub Total / Average Commercial Paper - 15 %</b>			<b>4.298</b>	<b>20,000,000.00</b>	<b>19,531,293.06</b>	<b>19,840,450.00</b>		<b>105</b>
<b>Federal Agencies - 100 %</b>								
FFCB 3.875 4/26/2027	3133EPGT6	4/26/2023	3.875	2,000,000.00	2,000,000.00	2,006,360.00	4/26/2027	573
FFCB 4 10/21/2027-26	3133ERXY2	10/21/2024	4.000	5,000,000.00	5,000,000.00	5,008,950.00	10/21/2027	751
FFCB 4.25 1/28/2028	3133ERZ46	1/28/2025	4.250	5,000,000.00	5,000,000.00	5,064,050.00	1/28/2028	850
FFCB 4.3 6/30/2028-26	3133ETMX2	6/30/2025	4.300	3,000,000.00	3,000,000.00	3,011,820.00	6/30/2028	1,004
FFCB 4.5 7/24/2028-25	3133ETQY6	7/24/2025	4.500	5,000,000.00	5,000,000.00	5,001,400.00	7/24/2028	1,028
FFCB 4.5 8/14/2026	3133EPSW6	8/14/2023	4.500	3,000,000.00	3,000,000.00	3,019,530.00	8/14/2026	318
FFCB 4.625 10/23/2028	3133ERCF6	4/25/2024	4.672	5,000,000.00	4,990,500.00	5,134,400.00	10/23/2028	1,119
FFCB 4.65 3/26/2030-26	3133ETAW7	3/26/2025	4.650	10,000,000.00	10,000,000.00	10,032,000.00	3/26/2030	1,638
FHLB 4.125 2/26/2027-25	3130B7M84	8/29/2025	4.125	5,000,000.00	5,000,000.00	4,997,050.00	2/26/2027	514
FHLB 4.15 10/23/2028-26	3130B3DP5	10/23/2024	4.150	5,000,000.00	5,000,000.00	5,003,350.00	10/23/2028	1,119
FHLB 4.3 8/17/2027-25	3130B7L44	8/28/2025	4.300	5,000,000.00	5,000,000.00	4,994,600.00	8/17/2027	686
FHLB 4.375 6/9/2028	3130AWMN7	8/14/2023	4.260	2,000,000.00	2,009,920.00	2,039,580.00	6/9/2028	983



COUNTY OF INYO  
PARS Post-Employment Benefits Trust

Account Report for the Period  
9/1/2025 to 9/30/2025

Nathan Greenberg  
County Administrative Officer  
County of Inyo  
P.O. Box Drawer N  
Independence, CA 93526

## Account Summary

Source	Balance as of 9/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 9/30/2025
OPEB	\$13,468,549.71	\$0.00	\$277,023.38	\$5,466.23	\$0.00	\$0.00	\$13,740,106.86
PENSION	\$2,289,951.75	\$0.00	\$47,091.34	\$929.40	\$0.00	\$0.00	\$2,336,113.69
Totals	\$15,758,501.46	\$0.00	\$324,114.72	\$6,395.63	\$0.00	\$0.00	\$16,076,220.55

## Investment Selection

Source	
OPEB	County of Inyo - OPEB
PENSION	County of Inyo - PEN

## Investment Objective

Source	
OPEB	Individual account based on Moderate - Strategic Blend. The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	Individual account based on Moderate - Strategic Blend. The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

## Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	2.06%	4.40%	8.94%	12.94%	7.04%	7.30%	6/16/2010
PENSION	2.06%	4.40%	-	-	-	-	2/7/2025

Information as provided by US Bank, Trustee for PARS: Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees